



PHOENIX DAEP GUIDELINES AND PROCEDURES

PLACEMENT

Based on Student Code of Conduct violation/s, a student may be placed in DAEP by an administrator from the student's home campus. A special education student may be placed in DAEP following IDEA rules.

The student and a parent/guardian are required to have attended the DAEP Placement Conference scheduled at their home campus prior to admission to Phoenix DAEP. Cleburne ISD encourages parents/guardians to be involved in their child's responsibilities at Phoenix.

ENROLLMENT:

A parent/guardian **MUST** accompany their student to the Phoenix Intake Meeting prior to student admittance.

TRESPASSING:

While a student is assigned at the Phoenix campus, he/she is **NOT** allowed to be on any other C-ISD campus or property and/or may not attend any C-ISD sponsored activities whether on or off C-ISD property. Violation of this rule may result in trespassing charges, a "Class B" misdemeanor. This includes any school-sponsored event inside or outside C-ISD boundaries (extracurricular events such as sports, field trips, school programs, etc.).

ATTENDANCE:

It is important students attend Phoenix DAEP daily and arrive on time. Students must adhere to the district attendance policy, comply with the C-ISD Student Code of Conduct, follow campus rules, complete course work assignments, and are not permitted to sleep in class. Violations will result in consequences which could include, detention, extended days at P-DAEP, and/or truancy filed. If a student is tardy, a parent/guardian **MUST** accompany the student to the office to sign in the student. **STUDENTS NOT IN COMPLIANCE WITH THE DRESS CODE WILL BE SENT HOME WITH AN UNEXCUSED ABSENCE AND POSSIBLE TRUANCY FILED.** In the event a student is not in dress code, they will be sent home to change into proper dress and the student must return to Phoenix by 9:00 am with the dress code issue resolved.

TRANSPORTATION:

Transportation to and from Phoenix is the responsibility of the parent or guardian. **C-ISD does not provide transportation** unless stipulated in a student IEP. **Students must be dropped off by a parent/guardian – students are not allowed to walk to school.** Parents may sign an After School Release to Walk form that allows the student to walk



home. Otherwise, students must be picked up promptly at 3:10 PM. Parents may sign a student release identifying a different adult allowed to pick up the student if necessary. If other arrangements need to be made, contact campus administration. The parent/guardian must provide afternoon transportation information to the Phoenix staff, if changes to the existing transportation arrangements are made. Students will only be released to another adult identified prior to the day of pick up.

LUNCH

Hot lunches are provided at the Phoenix Campus for students. The lunch fees are the same as the student's home campus costs. **NO OUTSIDE FOOD IS ALLOWED. No food may be dropped off to the campus.**

ADMINISTRATION OF MEDICATION:

Per C-ISD policy and state law, medication may be administered to the student at Phoenix following C-ISD protocol:

- The district has on file a medication request form filled out by the parent or guardian and the doctor.
- When administering medication, the medication must be in the original container with the pharmacy label.
- The information on the medication form and the prescription container must match.
- Non-prescription medication provided by the parent or guardian can be administered only with a medication form signed by the doctor. The medication must be provided by a parent/guardian and in its original container.

PROHIBITED ITEMS:

C-ISD policies regarding prohibited items include cell phones, alcohol, drugs, guns, knives, tobacco products, wallets, purses, backpacks, and items which are hazards to the safety of others. All items that interfere with the educational environment will be confiscated and released to the parent or guardian.

Possession of prohibited items may result in disciplinary consequences. C-ISD will NOT be responsible for the loss of personal items. The only items a student is allowed are a household key and/or lunch money and the items must be turned into staff as soon as the student arrives on campus. Any other items brought to campus will be taken and returned to a parent/guardian. In summary, students are only allowed lunch money and house key when entering the Phoenix Campus.

CELL PHONES:

Cell phones are not allowed! The first time a cell phone is taken up, it will be returned to the parent or guardian at the end of the day. The second time a cell phone is taken up, it will be held by an administrator until the students assigned days are completed and \$15.00 dollars is collected from the student, parent or guardian. Additional



consequences include detention, extended days at P-DAEP, and/or suspension.

BEHAVIOR:

Students are expected to exhibit self-control at all times. Physical aggression and profanity will NOT be tolerated. All misbehaviors will be dealt with severely and can include suspension and/or extended days at P-DAEP.

PHOENIX RULES AND EXPECTATIONS:

- Morning drop off is between 7:30 – 8:00.
- School day begins promptly at 8:00 am. Students are tardy at 8:01 am.
- A parent/guardian must notify the Phoenix personnel when their child is absent from school and must provide a written excuse the first day the student returns to school.
- The school day ends at 3:10 pm. Students are required to leave the campus with an adult or if given permission to walk home, directly following the end of the school day.
- Students MUST follow **ALL** Phoenix policies, rules, and regulations.
- Students must adhere to dress code rules.
- Students not in compliance with the dress code will be sent home with an unexcused absence and possible truancy, until the student returns in dress code.
- The second dress code violation results in a non-successful day.
- Students will begin their course assignments immediately after breakfast.
- Students will work quietly on their course assignments.
- No talking at any time unless the teacher/staff give permission (students must raise their hand).
- Students will use manners and will respond by saying, “Yes Sir”, “No Sir”, “Yes Ma’am”.
- Students must keep their hands behind their backs when moving through the campus.
- For safety reasons, all students must face the wall and stay quiet (no talking) during class changes.
- Students are not allowed to bring any food or drinks, including bottles of water, candy, or gum to Phoenix.
- Students may not wear outerwear such as sweaters, coats, or jackets, in the classroom. (Unless received prior authorization by Administrator.)
- Students may not drive a vehicle to the Phoenix Campus.
- Students must enter the building as soon as they arrive for daily student intake.
- Students at the Phoenix Campus are not allowed to loiter before or after school hours.
- Cell phones are **NOT** allowed and will be secured upon arrival.



- Backpacks are **NOT** allowed and will be secured upon arrival.
- Purses and wallets are **NOT** allowed and will be secured upon arrival.
- Students will be allowed to use the campus telephone for emergencies only.

PHOENIX CLASS RULES

- Students are to enter the classroom quietly and take their seats.
- Students are not to talk for any reason without permission.
- Students may raise their hand quietly and wait for the teacher to respond, call on them or summon them to the teacher's desk.
 - **NO SLEEPING AT ANY TIME!** Student may not have his/her head down on the desk for any reason.
 - Sleeping may result in a loss of the day.
 - Students must complete work to receive a successful day.
 - Students must ask permission (raise their hand) before moving around in the classroom and/or getting out of their seat.
 - Restroom breaks will be scheduled in the morning and afternoon.
 - Only one student in the restroom at a time is allowed.
 - Students will keep their hands, feet, words, and any other objects to themselves at all times.
 - School is dismissed at 3:10 pm, at which time students will be escorted outside to the pickup area.
 - Students will remain in dress code until they have left campus.
 - Students may only use pencils at Phoenix; pens and/or markers are not allowed.
 - Any disturbances to the educational environment will not be tolerated.
 - Disruptive behavior may result in additional discipline i.e. after school detention, isolation, extended days and/or, suspension from Phoenix school.
 - **BULLYING WILL NOT BE TOLERATED!**

DRESS CODE

Students who arrive in violation of the dress code will be sent home with an unexcused absence unless the student returns by 9:00 am, with the dress code violation corrected. If students return, they will only be counted tardy. Dress code violations will result in an un-successful day.

Shirts – Students may only wear a black shirt. Shirts may be short or long sleeved. Shirts must be plain and cannot have any logos/pictures/writing on them. Shirt must remain tucked in at all times. If an undershirt is worn – it must be black or white only. If a shirt is too short to stay tucked in, the student will be considered out of dress code and will be required to rectify the dress code violation immediately. Black sweatshirts without hoods may be worn during cold weather. **NO HOODIES ALLOWED.**



Pants – Only blue Jeans or Khakis (Blue, Black, Tan, Grey or Brown) are allowed. Pants must be plain and cannot have holes in them, patches or other decorations. Pants must fit the student at the waist and they may not drag the floor. No “Cargo” style pants! No pockets on the pants legs. Pants must be worn at the natural waistline. Sagging pants are not permitted (pants will be zip tied or the student will be sent home). No cuffs, holes, frayed or rolled up pants. No rips at the bottom of the pants leg. No shorts, pants or sweats may be worn under the student’s jeans or khakis. Pants cannot have any bling on them. No joggers, leggings, jeggings or excessively tight pants are allowed.

Belts – Students must wear a solid black, brown, tan, or white belt at all times. Belt must be tucked into the belt loops – a belt may not be worn hanging down. Belts must have a plain/regular buckle – no decorative belts and/or buckles. Belts cannot have any kind of decoration, bright colors or bling on them.

Shoes – Students must wear regular dress or tennis shoes (no slides, slippers, flip-flops or toe shoes, etc.). Shoes can be white, black, brown, tan or grey. No neon or bright colors. Shoes with laces must be laced up and tied. No open toe shoes. No shoes with heels. Slip on shoes must cover the front and back of the foot.

Coats, Jackets & Sweaters - Students may not wear outerwear items such as sweaters, coats, and/or jackets in the classroom. These items may be worn to school and removed before entering a classroom.

Caps, Hats & Bandannas – Head coverings are not permitted on school property.

Jewelry & Watches – No jewelry, including watches, necklaces, tongue rings, face/body piercings and any type of earrings of any kind are permitted for both girls and boys. If jewelry is brought to school, it will be taken up at the door and returned to the student at the end of the placement, or it will be returned to the parent.

Make-up, Perfumes, Colognes – Only modest, natural looking make-up is allowed. Make-up must not be distracting (determined by administrator). Excessive make-up may not be worn. No perfume and no cologne or aftershave can be worn. No grooming products will be allowed in the classroom. This includes ChapStick, other lip balm, etc.

Hair –Student’s hair must be of natural color. No distracting hair color permitted for boys or girls. Hair must remain out of the student's face. Hair must be clean and combed or brushed.

*Girls – Hair must be worn in a ponytail (no buns) and if hair will not go in a ponytail a headband may be worn to keep hair out of the face (black, grey, brown or white only). No feathers, bobby pins, and/or hair decorations of any kind are allowed.

*Boys – Hair must be clean and groomed. If hair is below the collar it must be worn in a ponytail. No hair designs, mohawks or spiked hair. No excessive gels, hair sprays, etc. of any kind.



Undergarments: - No exposed undergarments allowed. Undergarments must not be seen through the students' clothing. Outerwear must cover all undergarments.

Tattoos – Tattoos must remain covered at all times. Students must arrive on campus with all tattoos already covered. It is not the responsibility of the district to cover student tattoos.

ChromeBooks – If the student has been assigned a ChromeBook campus, the student must bring it to Phoenix daily. ChromeBooks are considered part of the dress code. A student will be considered out of dress code if they fail to bring their ChromeBook.

The principal reserves the right to establish additional rules during the school year as needed. All dress code decisions made by the Phoenix Administration will be final.

BEHAVIOR MANAGEMENT & DISCIPLINARY ACTION

The Phoenix School has adopted a restrictive behavior management system. Phoenix DAEP uses a Color System designed to provide a safe and secure environment in which students can achieve academic success, to provide staff with a clear and consistent structure for effective delivery of educational services, for reinforcing positive behavior, and to enable student accountability of their behavior. Students will be monitored daily regarding specific behaviors to ensure compliance with the program. Students who behave appropriately and cooperate with the program will take a major step toward returning to their home campus on time. Students may be required to meet with their home campus counselor as positive reinforcement, encouragement, and support.

COLOR (LEVEL) SYSTEM

White: Every student will start each day with a white card. The white card represents a new beginning. The goal for each student is to stay on white and to end the day on white.

Green: If a student displays inappropriate behavior resulting in a minor rule violation, any staff member may exchange the white card for a green card. The green card represents a warning to the student and an opportunity for the student to correct their behavior. Staff will ask the 4 CKH questions.

If a student continues to display inappropriate behavior that has already been addressed or commits a major rule violation, any staff member may exchange the green card for a yellow card.

Yellow: Staff may exchange the green card for a yellow card due to a major rule violation and/or persistent unacceptable behavior that has already been addressed on the same day. This represents the student willfully violating the Student Code of Conduct and/or disregarding the opportunity to correct their behavior. Staff will ask the 4



CKH questions. The student will be required to complete a “Behavior Reflection” Form. Staff is required to contact the parent/guardian.

Staff may exchange the yellow card for a green card when a student takes responsibility for their behavior and has displayed persistent positive behavior for an extended time frame. Staff may exchange the yellow card for a red one due to persistent unacceptable behavior and/or a major rule violation.

Red: Students can automatically receive a red card for any major rule violation. When a student is placed on red, staff will submit an office discipline referral. When a student receives a red card, the student will be required to complete a “Behavior Reflection” Form. A change to red will prompt a mandatory meeting with an administrator (Principal/Assistant Principal).

Any student receiving a red card will automatically lose the day. Staff will immediately notify an administrator. The student will have the option to appeal the loss of day to the assistant principal by writing a letter stating why they believe the day should be reinstated. The appeal must be turned in within 24 hours of the color change. Students may appeal the Assistant Principal’s decision, in writing, to the principal within 48 hours. The Principal’s decision will be final.

Disciplinary Action

Disciplinary action will be correlated to the seriousness of the offense. The following discipline management techniques may be used alone or in combination, for behavior prohibited by the Phoenix DAEP Student Handbook, Student Code of Conduct and/or classroom rules.

Verbal correction (warning)

Cooling off time

Change of color (May accumulate for repeated violations)

Loss of program days (Days added)

Isolation

Classroom reassignment

Restriction of privileges

Student-parent-teacher conference

Parent attending classes with student

Behavior Contracts

Special assignments (reports, essays etc.)

Out of School suspension

Referral to Juvenile Services (detention, violation of probation, court etc.)



Referral to Law enforcement (citation, criminal charge, arrest)

PARENTS/GUARDIANS

Parents/guardians if you have a concern with your students' education while placed at Phoenix DAEP, please contact their Phoenix teacher first. Parents/guardians, if you feel you need further assistance, you may contact the Principal, Mr. Smith or the Assistant Principal, Mr. Boedeker at (817-202-2090).

- Let teachers and staff know your concerns. Ask questions. Share your insights about your student that could help their success.
- Know your student's school family, their teachers, principal, and support staff. This opens up the lines of communication and sends an important message to your child that you think school is important.
- Acquaint yourself with the Phoenix DAEP rules and policies.
- Don't hesitate to contact your student's teachers. You don't have to wait until there is a problem to establish a positive relationship with the teachers.
- Know and understand your school district's academic and promotion standards.
- Know and understand your school's discipline management code.
- Support efforts to adopt and enforce policies for dangerous and disruptive behavior in school.
- Get your student to school on-time.

*****The following pages require signatures and will need to be signed and returned upon DAEP intake.*****

___ Handbook Receipt Acknowledgment

___ School Tardy Policy Notification

___ Photo Release

___ Movie Viewing Permission

___ Dress Code Notification

___ Pledge To End Bullying And Harassment

___ Release to Walk Home

___ Criminal Trespass Notification

___ Release to Walk Home