

## KELLER I.S.D. CHALLENGE PLACEMENT CENTER

The Challenge Placement Center (CPC) program serves thirteen elementary schools, four intermediate schools, four middle schools and three high schools as an alternative educational placement center for disciplinary situations. It fulfills the requirements of The Texas Education Code as it relates to:

- (1) separation of students from those assigned to ISS,
- (2) directly involves parents in placement and program.

It is the philosophy of Keller I. S. D. to provide suitable programs for the benefit of all students. The Challenge Placement Center is another attempt to aid in accomplishing this goal.

The Challenge Placement Center is a complementary program to the conventional school. We provide course work for most high school math, histories, and sciences. The student's teacher provides all other course work.

The following are guidelines and regulations that must be adhered to at CPC. It is important that the parent and student read these carefully.

The purpose of this booklet is to accommodate individuals with the guidelines established for the Challenge Placement Center (CPC).

Students are assigned to CPC by the campus principals for the following reasons:

- Persistent misbehavior.
- For offenses that, in the opinion of the principal or assistant principal, are serious enough to warrant an off-campus placement.
- To comply with the guidelines and provisions of the Texas Education Code.

So that there are no misunderstandings and all parties are aware of the assignment, the **home campus** is requested to carry out the following:

- Provide CPC with a referral form giving all necessary information concerning the student's placement.
- Notify parents of the student's placement and inform them of their responsibilities and the appeal process of the district.
- Notify the Assistant Superintendent of Student Services at the Administration Building.
- Secure students' assignments and send them in advance of the student's arrival at CPC.
- Provide assignments for at least a five-day period at a time.

The assigned student's **parent** or **guardian** is expected to comply with the following provisions by:

- Scheduling and attending an intake interview within three days of the student being assigned to CPC.
- Committing to the support to help the student be successful.
- Providing lunch for the student during his assignment at CPC.
- Providing transportation for the student during his assignment.
- Notifying CPC by 10:00 A.M., at 817-744-4481, if the student is to be absent that day.

It becomes the responsibility of **CPC** to:

- Conduct the parent/student intake interview before the student starts the assignment.
- Provide personnel for the supervision and instruction of the assigned student.
- Monitor and maintain daily assignments of the student.
- Make weekly reports to the home campus assistant principal and return assignment or grades to the appropriate personnel.
- Provide information to home campus relative to behavior, daily attendance and academic progress.

The instructors and aides in CPC will implement the following guidelines:

**1. Attendance**

- a. Students are to report to the Challenge Center by 7:55 A.M. and will be dismissed at 2:00 P.M.
- b. Students' arrival between 7:55 and 8:15 is recorded as tardy. **Three tardies will result in one additional day.** Students arriving after 8:15 are recorded as having an unexcused absence.
- c. When the student is sick or going to be absent, the parent/guardian should notify CPC personnel prior to 10:00 A.M. at 817-744-4481.
- d. Absences must be made up. For unexcused absences, one day will be added to students' assignments for each unexcused absence.
- e. A student's absence is excused only if verified in writing by a legally responsible adult and it meets the criteria of district policy. **Notes must be received within three days after the student returns to school.**
- f. Daily attendance is reported to the home campus and appropriate action will be taken if excessive absences are recorded (e.g. attendance officer, court action).

## **2. Transportation**

- a. Transportation is the responsibility of the parent/guardian.
- b. Students may drive their own vehicle as long as they drive on and off campus in a responsible manner. Improper operation of a vehicle on or around school property will result in the loss of automobile privileges.
- c. Students may choose to ride the courtesy bus. Pickup points are established for student pickup. Students must comply with district guidelines and the request of and regulations of the district.

## **3. Lunch**

Students are responsible for bringing their own lunch. Lunch time is from 11:30 to 12:00 noon.

## **4. KISD Campus/Activities**

- a. Student's presence is not allowed on any KISD campus other than the Alternative Center, 7 days a week, 24 hours a day, under penalty of a class B misdemeanor.
- b. Participation in any event on any other campus is not allowed without special prior arrangement.

## **5. Code of Conduct**

- a. A student at CPC is expected to comply with the KISD student code of conduct.
- b. Students are in violation of state and local code if they possess: a beeper, any type of tobacco product, lighters, cigarette papers; any type of illegal narcotic, controlled substance, alcohol; or any type of knife or weapon while on or within 100 yards of school property.

## **6. Dress Code**

The KISD Board of Trustees believes that proper etiquette, social customs and good grooming are a definite part of the educational process. To this end, students should wear to school and to school functions clothing that is neat, clean and appropriate which meets the standards of the district's educational environment. Any extreme in clothing, hair, cosmetics, jewelry or appearance that may disrupt the normal operations of the school will not be acceptable.

Appropriateness and moderation in all things, concern for the health and safety of the students, and the avoidance of distractions to the educational process are the guiding principals of the student dress code. Styles and fads are constantly changing and cannot possibly be covered by specific rules and regulations. The task of evaluating what is proper in the way of dress and grooming is highly controversial, and opinions vary. The administration at CPC will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being and general welfare of students.

- Hair shall be neat, clean and of a natural color
- Students shall wear a sleeved shirt that is long enough to be tucked into pants
- Students shall wear long pants with belt loops (no sweat, wind or camouflage pants)
- Students must wear a belt
- Students must wear closed-in shoes, no sandals
- Sweatshirts and sweaters may be worn for warmth; **however, they must be tucked into the pants.**

**\*Appearance and clothing must also be in compliance with the district dress code.**

Students are not to wear “tee” shirts or other items of clothing with pictures, logos, phrases, letters, or words printed on them that are obscene, pornographic, or disruptive in the judgment of the school administration. This shall include, but is not limited to:

- clothing considered to represent an illegal gang paraphernalia, including bandannas, “colors”, and over-size saggy pants (all pants must be worn at the waist).
- nude/semi-nude figures.
- clothing or jewelry or other symbols that contain satanic, witchcraft-related, or other occult wording or images.
- pictures or logos of alcoholic beverages or tobacco, obscene gestures or words, or pictures that depict prohibited substances.
- figures in sexually suggestive postures.

Students are not to wear hats of any kind within school buildings unless approved by the administration for special occasions. “Hats” should be interpreted broadly and include caps, visors, bandannas, scarves or kerchiefs and similar hat-like apparel.

Earrings may be worn in the ears. Body piercing rings, studs, etc., may not be worn on other body areas.

“Wild Eyes” or other similar contact lenses may not be worn.

Mums or corsages shall not be permitted at CPC.

No formals, tuxedos or other such formal attire shall be worn.

**\*\*The board authorizes school administrators to make appropriate adjustments in the dress code to fit the unique needs of a particular campus and to employ appropriate disciplinary procedures to carry out and enforce this policy.**

## **7. Personal Items**

- a. Personal property brought to school is limited to essentials needed for academic/personal maintenance.
- b. Anything other than essential items is not to be brought to school. Any questionable items will be checked in at the beginning of the school day, placed in sealed envelopes, and may be returned at the end of the assignment. Book bags or large handbags are not allowed in CPC.
- c. Radios, tape players, disc players, pagers, phones, video games and other items of this type are not to be brought to school. Disciplinary action will be taken.

## **8. Medication**

- a. Medication of any type must be turned in to the CPC instructor. Dispensing (taking) of any medication will be done in accordance with parent/doctor's instructions, under supervision.
- b. All medications require a note from the parents. A physician's note is required for injections and any controlled substance. A physician's note is required for any over-the-counter drug used in excess of five days.

## **9. Academic Responsibilities**

- a. The student entering CPC should provide the instructor with a current schedule of classes and teachers, as well as the name of his/her counselor.
- b. The student is responsible for completing all assignments **daily**.
- c. If a student has completed his assigned days but has not completed all of his academic assignments, then the home campus principal will be notified and arrangements will be made for the student to continue in CPC until assignments are completed.



## **10. Student Behavior**

- a. Students are expected to report to CPC upon their arrival on campus and are expected to be present no later than 7:55 A. M.
- b. A student who violates the rules of CPC or refuses to respond positively to a request made by a staff member will be considered in violation of his/her placement at CPC.
- c. The student is expected to be respectful and courteous to the teachers, staff and student population.
- d. Students are expected to obtain permission before talking to the instructor or other students.
- e. Students are expected to raise their hand when seeking assistance from the instructors.
- f. Student cooperation is expected by working on assignments and/or teacher-approved activities.
- g. Students are to avoid sleeping, dozing, closing their eyes, and laying their head on the desk or in their hands. The appearance of sleeping is to be avoided.
- h. If a student is found to be in violation of the guidelines five times in one day, the student will be sent to the office, the day will not count and the parent will be notified of the student's behavior so arrangements can be made to transport the student home.
- i. Behavior resulting in a student being sent to the office three times will require a parent meeting to determine the student's options in completing the CPC placement.

- j. Students who choose to ride the courtesy bus will be expected to maintain behavior that will comply with the district policy and the driver's instruction. If problems arise, the student could lose the privilege to ride the bus.
- k. Appropriate classroom behavior is to be maintained at all times. A student who curses, misuses materials, vandalizes school property or shows a flagrant disregard for the rules will be sent to the office for the offense even if he/she does not have any other violation. This would constitute one of the three office visits.
- l. Students found to be using or possessing contraband (alcohol, drugs, weapon, etc.) will be expelled.
- m. Students who violate their placement by returning to their campus or going to other campuses of KISD will be given a warning and a letter will be sent to their parents stating that this is a violation of Senate Bill 1 and a violation of the placement. Additional days could be added to the student's assignment and if a similar action occurs again, the student could be charged with trespassing, a Class B misdemeanor.

## **11. Student Privileges**

- a. Entering students are placed on Level 1 but can be moved to Level 2 where privileges are granted by earning 95+ quality points per week.
- b. Students may earn other privileges with positive behavior.
- c. Students can reduce their assignment by earning days off their placement. A student could earn three days off a 15-day assignment by retaining points each day to reach Level 3. A student cannot earn more than 15 days reduction from any one placement. Students must be on Level 3 and have all their assignments completed to be dismissed early.
- d. The students will not receive rewards or privileges that violate the guidelines of CPC.

## **12. Student Discharge**

- a. When a student is released back to the home campus he/she will be given a release form. The student must present this release form to his/her assigning principal upon return to the home campus.
- b. Before being dismissed from CPC, a student must have completed all assignments. A notice will be sent to the home campus principal, assistant principal, teachers, and to the attendance office of the student's impending return.
- c. A form signed by the CPC instructor verifying that the student completed all assignments and is ready to be dismissed, must accompany the student to his exit conference and return to home campus.

## **Classroom Guidelines**

- \_\_\_\_\_ 1. Be in your assigned seat by 7:55 A. M.
- \_\_\_\_\_ 2. Be respectful and courteous to the teachers, staff and student population.
- \_\_\_\_\_ 3. Obtain permission before talking to instructors or other students.
- \_\_\_\_\_ 4. Cooperate by working on assignments and/or teacher-approved reading/activity.
- \_\_\_\_\_ 5. Raise your hand when seeking assistance from your instructor.
- \_\_\_\_\_ 6. Avoid sleeping, dozing, closing eyes, or laying your head on the desk or in your hands or generally giving the appearance of sleeping.
- \_\_\_\_\_ 7. Maintain appropriate classroom behavior, language and use of materials.
- \_\_\_\_\_ 8. Maintain CPC dress code.

A reward system is in place to acknowledge your determination to succeed. It is your opportunity to earn points that will allow you to purchase days that can be deducted from some assignments. The instructor will inform you as to how these points may be earned. However, if you are unable to maintain a satisfactory behavior level, you will be returned to your assigning principal for further action, up to and including expulsion.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

I understand that with appropriate behavior my son/daughter could possibly reduce the number of days assigned. I further understand that my son/daughter will be returned to the home campus assigning principal for further action, up to and including expulsion, if he/she does not comply with the above listed guidelines.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Student Expectation and Responsibilities**

At the beginning of each day:

- Students should be dressed in accordance with the CPC dress code.
- Upon arrival on campus, students are to go directly to their assigned seat in CPC where they are to be quiet and begin work no later than 7:55 A. M.
- Students are responsible for bringing only textbooks, paper and pencils to complete schoolwork. The CPC staff will issue all other supplies.
- Students are responsible for bringing their own lunch unless they are eligible for free and reduced lunch. Lunches are to be checked in to the CPC staff each morning.
- Students are to hang up their coats, jackets and purses. If students are concerned about being cold, they may bring a sweater or sweatshirt to wear inside the classroom. **It must, however, be tucked into their pants.**
- Students are responsible for getting their assignments from the CPC instructors in accordance with established procedures.

During each day:

- Students are responsible for remaining seated and quiet.
- Students are expected to raise their hand if they have a question or need permission to speak.
- Students are responsible for remaining in their seats unless given permission by the CPC instructor to leave their seat.
- Students are responsible for maintaining a consistent level of work throughout the day.
- Students are expected to stay awake and work on their assignments all day.
- Students are not eligible to receive free time until all assignments are completed and VERIFIED by the CPC instructor.
- Students using curse words, or threatening language, or who create classroom disruptions, abuse school property or misuse materials will be X'ed out for the day.
- Students should not talk across the room to their instructor.
- Students are responsible for following appropriate procedures.

End of each day:

- Students are responsible for remaining seated and quiet until dismissed by the instructor.
- Students are responsible for turning in all completed daily assignments according to established procedures.
- Students are responsible for signing off on each assignment.

## Student Safety

All students should be aware that while attending CPC, they are subject to daily metal detector searches. Before entering the classroom each day, students are expected to place all personal items in a box to be stored for the day. Students then will be expected to walk through a metal detector. If contraband is found on any student, he/she will be subject to the consequences outlined in the KISD Student Code of Conduct.

Also, be aware that drug dogs visit our campus just as they do other campuses in Keller ISD. Students driving autos to CPC should be aware that if the dogs show an interest in the auto, the student will be held accountable for any and all contraband that may be found in that auto as outlined in the Keller ISD Student Code of Conduct.

## **Reward System Summary**

### Level One-Guidelines:

Students may not earn free time.  
Students must score 80 points per week to remain in CPC.  
Students must score 95 points in a week to be moved to Level 2.

### Level Two-Guidelines:

Students may earn 30 minutes free time.  
Students must score 19 points per day to remain in level two.  
Students must score 20 points per day for five consecutive days to move to Level 3.

### Level Three-Guidelines:

Students may receive days off (if earned).  
Students may earn free time (limit 60 minutes).  
Students must score 20 points per day to remain in level 3.

Students can earn a maximum of 20 points per day.  
Students who fail to meet the requirements of a given level will be moved to the next lower level.  
When students meet all requirements of that lower level, they may return to the next higher level.  
Days off can only be received in level 3.  
Only one day per week can be earned. If a student earns one day off two consecutive weeks, the student will receive one bonus day.

Maximum days earned:  
3 days-15 day assignment  
4 days-20 day assignment  
7days-30 day assignment  
8-15 days-longer assignments (15 day maximum)

CPC instructors will maintain a daily X sheet. For each infraction of a CPC guideline, rule or established procedure, the student will receive an X. Each X represents a one-point deduction from earned points that day.

Students are allowed a maximum of four Xs per day. When a student receives his fourth X, if possible, the parent will be called. When a student receives his fifth X, he/she will be referred to the office. When a student has been referred to the office for a third time, a student may not return to CPC until a parent conference has been held to determine what further action may be taken.