

Crowley Learning Center Student Handbook 2023 – 2024



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Rules, Policies, Procedures & Expectations

Dear Parent/Guardian and Student:

The Crowley Learning Center (CLC) serves as the district's Disciplinary Alternative Education Program (DAEP). The DAEP's purpose is to provide a structured academic setting with an emphasis on the core curriculum, life/social skills, counseling, and guidance program designed to help students be more successful when they return to their home campus.

1. All 3rd – 12th grade students shall attend class daily from 7:30a.m. – 3:00p.m. Students are encouraged to arrive early to be checked in and to have breakfast. Check in time will begin at 7:20 am and end at 7:40 a.m. Any student arriving after 7:40 am will be counted tardy at Crowley Learning Center.
 - a) Tardies will result in lunch detention and may result in other consequences such as point deductions, impacting the length of time a student is assigned to CLC.
2. Students are expected to arrive on time, be in dress code and must remain in dress code for the duration of the day while on the CLC campus. Violation of the dress code policy will result in the loss of points and may result in a parent/guardian conference.
3. All early dismissals must be processed by the front office. An approved emergency release adult must sign the student out in the front office.
4. Students arriving on campus prior to 7:20 a.m. will not be allowed to loiter outside the campus. At 7:20 a.m. they must go to the designated check in location for their grade level. Once students arrive on campus, they may not leave without parent/guardian or administrator permission.
5. Dismissal for CLC is at 3:00p.m. daily. After 3:15 p.m., students will NOT be supervised and will remain outside the building. IF they are a disruption to the campus then your child will be removed from campus to wait for their ride. Students are NOT allowed to ride a CISD school bus or wait on another CISD property while assigned to DAEP.
6. Students shall not smoke or have in their possession tobacco products, matches, lighters, cigarette paper, e-cigarettes, vape pens or any other smoking substance while on school property.
7. While assigned to DAEP, students are not permitted to return to their home campus or any other CISD campus (See CISD Trespassing Policy, page 5).
8. Transportation will NOT be provided by the school district for students assigned to DAEP.
9. Students will NOT be permitted to sleep in class. Efforts will be made to correct the problem of sleeping. Sleeping in class will result in loss of points and may result in a parent/guardian conference.
10. When a student is sick, they must bring a note from a parent/guardian or doctor no more than five (5) days after the absence (See CISD Truancy Policy, page 7). **An excused doctors note does not count as a successful DAEP day. (See page 7 regarding doctors note and absences).**
11. Markers and ink pens are NOT allowed in the building.

12. Students who are taking medication/inhalers of any nature that is given during school must have a copy of the “Authorization to Give Medication at School” form on file at CLC. No employee of CLC shall administer medication without the completed form. Medication must be in the original container and must be properly labeled with the doctor’s name, student’s name, current date, and dosage. Parent/Guardian must deliver and pick up any medication. Over the counter medication is NOT allowed.
13. If suspension is warranted during a student’s assignment to CLC, a parent/guardian may be asked to accompany his/her son/daughter upon the student’s return to CLC. A suspension is classified as an unsuccessful school day(s).
14. Students will abide by the CISD Acceptable Use Policy for internet usage while at CLC. Violation of the policy will result in a deduction of points and possible suspension.
15. Personal telecommunications are permitted at CLC. Students must turn in their cellphone at the morning check-in. If the student fails to turn in the device and the device is confiscated, a fee of \$15.00 will be charged before the device is released to the student, parent, or guardian. If the student makes the choice and refuses to turn in their phone, this will result in an automatic 3-day suspension.
16. Students can only bring \$5.00 or less to CLC. If your student brings more than \$5.00, they will have their extra money confiscated and a parent/guardian contact will be made.

Traffic Safety Policy

To ensure the safety of all students while at CLC during the morning drop-off time and the afternoon dismissal time, parents/guardians are asked to follow the following procedures.

Morning Drop-off:

Elementary and Intermediate students must be dropped off on the north(rear) side of the main building in the parking lot and enter through the gate. Middle and high school students must be dropped off on the west side of the building in the parking lot facing Crowley 9th grade at the rear gate.

Afternoon Pick-up:

Elementary and Intermediate students must be picked up on the north(rear) side of the main building in the parking lot and enter through the gate. Middle and high school students must be picked up on the west side of the building in the parking lot facing Crowley 9th grade at the rear gate.

Avenues for Achievement

The CLC staff has been trained in the implementation of social and emotional learning, which is firmly rooted in the principles of applied behavior analysis and social learning theory. It’s under the premise that behavior is learned through feedback on behavior and its environmental consequences.

The point system is composed of three (3) levels in which the student must complete before being able to exit CLC. Each level will have a designated amount of points necessary to complete before a student advances to the next level and gain incentives. The points per level and the total points to exit CLC will vary, depending on the total days a student is assigned to CLC.

Your son/daughter will be required to report to their home school for an exit level meeting with their administrators. This meeting is required before they may return to their home school. Parent/guardian may be required to attend the student exit meeting. Any parent/guardian is most welcomed to attend if they so desire.

- A teacher in each classroom is available to help students with their assignments. Reference books, library books, textbooks, and computers are available for student use when needed.
- A certified counselor is available for students at CLC. The counseling program is designed to be preventive and developmental. In addition to seeing students individually, life skills and classroom guidance will be incorporated into the curriculum.
- Behavior Modification Techniques
- Goal setting conferences with teachers and the school counselor
- One on one student/administrator conference(s)
- Student contracts

***235 points = Perfect Successful Day!**

225 behavior points and 10 for parent signature = 235

Self- Discipline and Social Skills Development

In accordance with Texas Education Code (TEC), §37.008, a disciplinary alternative education program (DAEP) is created to provide an alternative instructional program and a self-discipline curriculum. Crowley Independent School District's DAEP utilizes, among other strategies, components of Social and Emotional Learning (SEL) and Restorative Practices (RP) as part of the curriculum and counseling program. SEL and RP are an important portion of the self-discipline curriculum.

Student success at CLC is measured in part by a point system based on demonstration by the student of social skills and Restorative Practices. As students earn points, they work their way up through levels of recognition, leading to their successful stay and eventual exit from CLC. Students lose points when they fail to follow or demonstrate the proper social skills or for not following classroom and campus rules and expectations. Students move from a more restrictive environment at lower levels to a less restrictive environment at the highest level. Successful days are determined by points earned, punctuality, attendance, academic performance, and conduct. **A student's assignment to DAEP WILL BE EXTENDED beyond the original number of days assigned due to poor performance or failure to earn successful days.**

CLC will have daily communication with parent/guardian via a student success cards, which reflects the student's demonstration of the expected social skills and academic performance. Each student is given a success card to take home, which provides the parent/guardian with a report of the student's accomplishments or lack thereof each day. The parent is asked to review and sign the success card. It is the student's **responsibility** to bring the signed student success card back the following morning. Failure to return the student success card will result in the loss of any points earned on that day.

STUDENT DISCIPLINE EXPULSION, FOD BOARD POLICY

A student who continues to engage in serious or persistent misbehavior that violates the District's Student Code of Conduct while placed in a DAEP may be removed from class, suspended, or expelled.

If the student is expelled, the Board or its designee shall refer the student to the authorized officer of the juvenile court for appropriate proceedings under Family Code Title 3 (Juvenile Justice Code).

Education Code §37.007 (c)

If the student is expelled, the student will be placed at TCJJAEP (Tarrant County Juvenile Justice Alternative Education Program) for 90 school days. TCJJAEP is located at the Lena Pope Home in Fort Worth near the intersection of I-30 and Hulen Street. **Transportation is NOT provided.**

Dress Code Policy

We consider a student's appearance an important personal responsibility. It is our goal to provide a safe, secure, structured, and positive environment. The following dress code is designed to meet those goals. The dress code will be required of all students the entire time they are on the campus of CLC.

If a student is not in dress code, the student will be given the opportunity to correct the violation. If the student cannot correct the violation, they will be given a warning and lunch detention. The second and subsequent violations will result in a variety of consequences from loss of points, R.E.S.E.T., and may also result in additional days added and/or suspension.

SHIRTS/TOPS: Acceptable

- Button-style polo shirts.
- Colors: **solid black or any solid shade of blue.**
- Logo restricted to manufacturer's logos approximately the size of a student's ID card/credit card and logos may be on the front of the shirt.
- Shirts may be short or long sleeved.
- Sweatshirts, any color and with appropriate graphics (**NO HOOD and NO POCKETS at ALL**)
- Long sleeved **undershirts** may be white, black, or any shade of blue.

PANTS: Acceptable

- Pants must be worn at the waist and properly hemmed/cuffed.
- Colors: Khaki, Black, or Blue slacks **ONLY**
- Pleated or flat front style
- Black jeans with **NO** holes, cuts, tears, or designs.

(NO SHORTS, SKIRTS, SKORTS and JOGGERS)

BELTS

Belts are not required for every student, however when a belt is worn it must be:

- Colors: solid black, brown or earth tones **ONLY**.

Belts also are **NOT** permitted to have:

- Studded and/or bedazzled belts.
- Belt buckles larger than the size of a student ID card/credit card.

FOOTWEAR

Appropriate footwear must always be worn while on school property.

Acceptable:

- Athletic shoes, sneakers, or casual shoes
- All shoe strings will be tied and must match. Velcro straps will be fastened.

Unacceptable:

- Boots, sandals, slides, house slippers, open toe shoes or heels.

SOCKS

Socks are required by all students.

Acceptable:

- Solid colors without designs.

LEVEL III Dress Code

All students that receive their level III letter may wear ONLY their grade level CISD appropriate dress code. They are not allowed to wear free dress.

Prohibited Items

- Weapons
- Illegal drugs
- Candy, sunflower seeds, gum, or cough drops*
- Personal electronic devises, iPods, MP3 players, toys, or games+
- Book bags, purses, or wallets
- Hats (male/female), head coverings, caps, bandanas and skull caps
- Jewelry (male/female)+
- Teeth grills
- Nose, face or tongue piercings*
- Lip balm, carmex, blistex, eyed drops.*
- Cosmetics, perfumes and colognes*
- Contact solution cases, combs, brushes, picks, sunglasses, or extreme styles of contact lenses+
- Unnatural hair color
- Hair nets, head rags, hairclips, ribbons, headbands, bows.+
(Only natural color rubber bands are allowed.)
- Extreme hair styles such as Mohawks, carvings (designs, symbols, two or more parts, etc.) spikes, or unnatural hairstyles.
- Visible, excessive tattoos that distract from the academic climate.
- Designs (cuts or carvings) in eyebrows or scalp
- Hoodies (pullover or zip up) trench coats or dusters

Items not covered in DAEP dress code will not be less restrictive than the CISD dress code. Because fads in dress are subject to sudden and sometimes radical change, final decisions of acceptable dress and grooming rest with the **school administration.**

Items will be thrown away*+Items will be confiscated and not returned until completion of the program****CISD TRESPASSING POLICY**

Students are not to be on any CISD school properties or within 300 feet of any school property on or a school bus while assigned to CLC. Violation of this policy is considered trespassing and a student found to be trespassing

may be charged with **criminal trespassing** (if age appropriate) – a Class B misdemeanor – and will have additional days assigned to CLC.

NOTICE: A person commits an offense if he enters or remains on CISD school property, school transportation, or in a CISD building without effective consent.

This is notice that entry on campus is forbidden.

CISD ATTENDANCE POLICY

Documentation After an Absence

When a student is absent from school, the student – upon arrival or return to school – must bring a note signed by the parent/guardian that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older, or is an emancipated minor under state law.

CISD requires parent notification in writing within five (5) business days of the student’s absence.

Please note that, unless the absence is for statutorily allowed reasons under compulsory attendance laws, the district is not required to excuse any absence.

Doctor’s Note After an Absence for Illness

Upon return to school, a student absent for more than **five (5)** consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or continuation that caused the student’s extended absence from school. Otherwise, the student’s absence may be considered unexcused and, if so, would be in violation of compulsory attendance laws. **Any extenuating circumstances will be considered by Administration.**

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school to determine whether the absence or absences will be excused or unexcused. [See policy FEC (LOCAL)].

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period

For a student younger than 12 years of age, the student’s parents could be charged with an offense based on the student’s failure to attend school.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with an offense.

CISD TRUANCY POLICY

What is truancy and how will CISD handle truancy issues?

Individuals between the ages of 6 to 17 or those individuals enrolled in a pre-kindergarten or kindergarten program must attend school the entire times courses are offered. If a student misses ten or more days, or parts of days, within a six-month period during the same school year, without a valid excuse, the student is truant. If a student misses three or more days, or parts of days, within a four-week period, the student is truant.

Under the Texas Education Code §25.094, a truant student can, and will be prosecuted for Failure to Attend School in the City of Fort Worth School Attendance Court. Once a parent or guardian of a truant student receives notice that their child is truant, that parent or guardian can also be prosecuted for failing to take the necessary measures to make sure that their student is regularly attending school.

Parents and students are responsible for making sure that valid written excuses for each absence are submitted and received to each school's attendance office. Also, a student must have a legitimate excuse for arriving late or leaving early from school. Again, the school attendance office must receive written notice for the tardy or early release from school.

Denial of Credit Due to Excessive Absences

Section 25.092 of the Texas Education Code specifies a student must be in attendance 90% of the time a class is offered in order to receive credit, even if the student has a passing grade. This is often called the "90% Rule". If a student misses more than 10% of the school year (approximately eight absences per semester) he/she may be denied credit **even if the absences are excused!**

Minimum Attendance for Class Credit Texas Education Code Section 25.092

Except as provided by this section, a student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered. ***Students arriving after 10:10 am will not receive credit for a successful day.***

The board of trustees of each school district shall appoint one or more attendance committees to hear petitions for class credit by students who are in attendance fewer than the number of days required under Subsection (a). Classroom teachers shall comprise a majority of membership of the committee. A committee may give class credit to a student because of extenuating circumstances. Each board of trustees shall establish guidelines to determine what constitutes extenuating circumstances and shall adopt policies establishing alternative ways for students to make up work or regain credit lost because of absences. A certified public school employee may not be assigned additional instructional duties as a result of this section outside of the regular workday unless the employee is compensated for the duties at a reasonable rate of pay.

A member of an attendance committee is not personally liable for any action or omission arising out of duties as a member of an attendance committee.

If a student is denied credit for a class by an attendance committee, the student may appeal the decision to the board. All appeals must be made with 30 days of the campus attendance committee meeting. The decision of the board may be appealed by trial de novo to the district court of the county in which the school district's central administrative office is located.

This section does not affect the provision of Section 25.087 of this code regarding a student's excused absence from school to observe religious holy days.

Breakfast and Lunch Policy

Breakfast will be available for purchase from 7:20 a.m. to 8:00 a.m. Breakfast will NOT be served after 8:00 am.

Lunch will be available for purchase from 10:30 a.m. – 11:30 a.m. Students may bring their own lunch provided it is in a clear zip lock style bag. It is important that students understand that approved food items are considered a privilege, not a right at CLC. **The following are examples of food and snack items approved by CLC and to be eaten by your student only.**

- Sandwiches
- Crackers
- Pretzels
- Granola/Cereal Bars
- Pop Tarts
- Dry Cereal
- Dried or Fresh Fruit
- Fresh Vegetables
- Bottle Water – unopened (empty bottle may be left here to refill at water fountain).
- Chips (**snack size**)
- Soft drinks – unopened (no glass bottles) less than 20 ounces.

***All lunch items will be eaten ONLY during the student's scheduled lunch period.**

***NO outside food deliveries allowed.**

***Food items are not to be shared due to food allergy safety reasons.**

Microwave usage is NOT allowed!

TARDY VIOLATIONS

Students arriving after 7:40 a.m. are tardy. Students who are excessively tardy will be assigned additional DAEP days beginning at the 5th tardy.

Every 5 tardies adds an additional day. If a student accumulates 15 tardies, they would also receive an out of school suspension.

Please make every effort to arrive on time.

DRESS CODE VIOLATIONS

1st Warning

2nd Parent Contact

3rd Loss of points & Parent Conference

4th Full Day will be added to student CLC placement

CLC HANDBOOK ACKNOWLEDGEMENTS

I understand that if I do not follow the CLC rules, policies, procedures and expectations, disciplinary action will be administered. Such disciplinary action could include additional days at the Crowley Learning Center (CLC), suspension, or expulsion. I understand also that I am accountable to all adults in this building, meaning that any adult staff member has the authority to correct me and I will respond respectfully at all times.

We acknowledge the CLC rules, policies, procedures, and expectations have been read and discussed with me and my parent(s) or guardian and that we have been informed of the electronic access of the Crowley ISD Student Code of Conduct for the 2023-2024 school year (www.crowleyisdtx.org). Furthermore, we understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

We acknowledge we have viewed the video and receipt of the following:

1. Rules, Policies, Procedures & Expectations
2. Traffic Safety Policy
3. Avenues of Achievement
4. Self-Discipline & Social Skills Development
5. CISD Discipline Expulsion Policy
6. Dress Code Policy
7. Prohibited Items
8. CISD Trespassing Policy
9. CISD Attendance Policy
10. CISD Truancy Policy
11. Breakfast and Lunch Policy
12. CISD Student Code of Conduct Acknowledgement
13. CLC Guidance and Counseling Program

☐ I would like an electronic copy of the handbook emailed to me at _____.

☐ I would like a paper copy of the handbook.

_____ Student Name	_____ Student Signature	_____ Date
_____ Parent/Guardian Name	_____ Parent/Guardian Signature	_____ Date
_____ Administrator Name	_____ Administrator Signature	_____ Date

Definitions:

CLC	Crowley Learning Center
DAEP	Disciplinary Alternative Education Program
TCJJAEP	Tarrant County Juvenile Justice Alternative Education Program