

Prairie du Chien Area Schools

***Disciplinary Alternative Education
Program (DAEP)***



2023 - 2024

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Section One: Campus Information

Disciplinary Alternative Education Program (DAEP)

A disciplinary alternative education program (DAEP) is an educational and self-discipline alternative instruction program for students in elementary through high school grades who are removed from their regular classes for mandatory or discretionary disciplinary reasons and placed in DAEP.

The Prairie du Chien Area Schools DAEP is designed on a foundation of positive and proactive academic and behavior (self-discipline) support. DAEP students will learn from their prior mistakes, refine their sense of right and wrong, and remain on their appropriate academic levels.

PDC Area Schools believe in Restorative Discipline. Students assigned to DAEP will receive instruction in mindfulness and appropriate behavioral responses. Social norms and mores regarding acceptable social and emotional interactions will be discussed and practiced.

The mission is to teach students to be leaders in their school, community, home, and, most of all, in their daily lives. DAEP students will have a positive attitude toward school, academically and behaviorally, and exemplify honor, dignity, and respect for self and others. PDC DAEP staff will provide these students the highest level of teaching and coaching in order to transform good students, who have made bad choices, into good students and good leaders.

This handbook is a supplement to the home campus student handbook.

Students assigned to DAEP are assured the opportunity to continue their coursework. DAEP will implement the grade level curriculum for all core subjects (English, math, science, and social studies) via work/assignments/tests from their home-campus teacher. Parents are responsible for coordinating with their child's elective teachers to make sure the student stays current for all assignments. Credit recovery will be provided, as necessary, via Edmentum. Students will participate in daily physical exercise.

The DAEP staff will work with the home campus teachers to attempt to keep the student on pace for an easy transition back to his/her regular education placement.

To help accomplish this mission, students and staff will live up to the PDC DAEP motto:

Do It R.I.G.H.T.

Motto

The motto of PDC's DAEP is "Do it R.I.G.H.T." R.I.G.H.T. is an acronym for **R**espect, **I**ntegrity, **G**oals, **H**onesty, and **T**rust. The social skills/self-discipline development program will provide students the teaching and coaching needed to return to the home campus and have "R.I.G.H.T.". The task is to teach students to identify and deviate from bad choices. The student can exit the program with the leadership tools and social skills/self-discipline to serve as a role model, mentor, and leader for others, even when times and situations get difficult.

Philosophy

PDC DAEP is a true alternative to traditional education programs and utilizes evidence and research-based components. The purpose of alternative education is to increase the number of students that perform at grade level, academically and behaviorally. DAEP is designed to meet the academic goals and to address the behavioral/social/self-discipline needs of these students. The DAEP Program is an academic setting where students are provided opportunities to practice behavioral skills. DAEP students are provided the opportunity to practice and learn leadership skills that will increase their success in school, the community, and in their daily lives.

Foundation

The DAEP Program is built on the foundation of:

- Academic Standards based instruction
- Self-discipline/behavioral skill building
- Restorative Practices
- Physical Training

Ceremony

Ceremony is a vital part of PDC DAEP. Through ceremony, a sense of meaning, recognition, patriotism, and belonging is emphasized with every activity.

Daily ceremonies include:

1. Recite Pledge of Allegiance
2. Moment of Silence

3. Student recognition
4. Recite DAEP motto

Staff

Instructor/Coach

The role of the DAEP Instructor/Coach is to be a “hands-on” leader at DAEP. The instructor/coach sets the example for the program. His/her constant vigilance and hyper-monitoring are the primary safeguards of:

- Safety
- Respect
- Integrity
- Goals
- Honesty
- Trust

The instructor/coach ensures that the program is safe and orderly and that students are on task and meeting the required expectations. In order for the students to be successful, students must adhere to the parameters of the DAEP program.

The instructor/coach:

- Ensures/enforces the DAEP program rules and regulations in order to maintain a safe and effective learning and working environment.
- Supervises student entrance and dismissal
- Supervises all large group activities
- Supervises student movement
- Provides direction to students
- Modifies assignments to student’s strengths if needed
- Provides instruction as needed in the four (4) core academic areas
- Contacts parents/guardians
- Serves as a mentor to staff and students
- Serves as a role model for the students & community

Intake/Orientation

Orientation is mandatory for students and parents prior to enrollment in DAEP. The purpose of orientation is to exchange information and to clarify expectations. The student/parent will be provided with a copy of the PDC DAEP Handbook during orientation.

Parent(s)/guardian(s) will sign acknowledgement forms in support of all DAEP policies and procedures. Students will sign their understanding of all policies and procedures set forth during the intake process and the consequences for failure.

Intake Procedures

1. PDC administration will provide notice to DAEP, transportation, special education case managers, food service, attendance, and nurse prior to the student's assignment.
2. Parent/Guardian and student will receive entry paperwork from PDC administration for DAEP intake.
3. DAEP staff will complete the intake process at the DAEP campus. Students who arrive without a parent/guardian and/or without paperwork will be asked to leave campus and return to complete the intake process when they are in compliance.
4. Parent/Guardian and student will sign the student/parent intake and agreement forms.
5. Upon completion of intake procedures, the student is expected to stay at DAEP for the remainder of the day.
6. DAEP rules, regulations & consequences will be in effect as soon as a student enters the DAEP facility.

****NOTE:** Due to the strict rules and regulations of the PDC DAEP, parent/guardian presence at intake and orientation is mandatory.

Attendance

DAEP students will follow the district calendar.

Students assigned to DAEP must be present at DAEP and earn enough daily points for their day(s) to be successful and to complete their placement at DAEP. If students are absent or leave for an appointment and do not earn enough points for a successful day then that day will not count towards their placement. If students are not at DAEP they cannot earn points

or successful days. The DAEP school day begins at 9:00am and ends at 4:45pm. Students assigned to DAEP are expected to be in attendance the entire school day.

Doctor/Probation/Counseling

Appointments, including visits to the doctor, dentist, probation office, or counselor, should be scheduled after 3:00pm if possible. Time missed for appointments will not count toward completing DAEP placement.

Counseling services will be available as needed. This will be determined by the DAEP staff, Home Campus Administration, and collaboration with the counselor.

The DAEP Self-Discipline Development Program may recommend students for counseling services provided either by the district or by county services. Students who receive such a recommendation are expected to cooperate appropriately with those service-providers. Counseling services may include topics such as decision-making, goal setting, behavioral skills, time management, anger management, peer interaction skills, authority-figure coping, and/or drug and/or alcohol education. Also, if additional counseling is necessary, arrangements may be made with local agencies for further assistance. However, counseling services provided by non-PDC counselors will only be provided and allowed with student(s) - parental/guardian signed permission.

Medicine

The dispensing of prescription medication will be determined by the PDC lead nurse, after the parent has provided documentation requiring the use of the prescription/medication. The medicine must be in its original and properly labeled container. If possible, it is highly suggested that medicines be taken at home.

Morning Activities

Entrance and Search

Students will be dropped off at the southwest corner (rear, street side) of the high school. The DAEP campus will be included in the rear of the Performing Arts Center, Green Room. Students will be greeted by the DAEP staff and escorted to the classroom. Students will be searched, one at a time, by the DAEP staff. A search will require students to remove their shoes and socks, un-tuck their shirts, remove their belts, and empty their pockets. Staff will check shoes, belts, waistlines, pockets, mouth (no gum; no piercings), and hair (girls will undo ponytails.) Additionally, students will be scanned using a metal detecting wand. Once

searched, students will be seated. Once all students have been searched and seated, morning activities will begin.

Breakfast/Lunch

Parents/guardians of students assigned to DAEP will need to contact their home campus cafeteria and make arrangements to pre-pay for their child's meals. DAEP staff will not accept or handle any meal money from students or parents/guardians.

If students arrive at DAEP with meal money, the money will be confiscated, considered contraband and returned at the end of the student's placement.

Breakfast

Breakfast will be delivered to the classroom. Students will not be allowed to bring their own breakfast. Students will not be allowed to save, give away, or trade food.

Lunch

A lunch will be provided to each student from the PDC High School cafeteria. As a group, the students will be escorted to the PDC High School cafeteria following the regularly scheduled high school lunch period. Students will sit and eat as a group. Group discussion will be led by district staff during lunch. Students will not be allowed to bring their own lunch. Students will not be allowed to save, give away, or trade food. If students do not eat the lunch or decide they no longer want the food/meal, the food will be discarded, and the student will still be charged for this meal.

NOTE: Food that is brought in by the student will be considered contraband. Food will be confiscated from the student and put in the trash bin, and the student will be penalized. If behavior continues, the student will be suspended for persistent violation of rules.

NOTE: Parents/guardians are required to pre-pay a student's meals at the home campus cafeteria.

Restroom breaks

Restroom breaks are scheduled alongside mealtimes. Unscheduled restroom use will require the student to sign the restroom sign-in sheet before and after entry into the restrooms. Any student requested restroom/water breaks may be allowed or denied as deemed appropriate by the DAEP staff.

Academics

DAEP is responsible for teaching the Core Curriculum: English/Language Arts, Mathematics, Science and Social Studies, either via remote learning, and/or work provided by their home-campus classroom teachers.

Progress reports and report cards will be issued on the same schedule as the home campus. Home campus teachers will include the DAEP core grades with their own semester grades, whether prior to, during, or following the student's placement.

DAEP does not support elective courses. Electives will be provided, as available, through home-campus elective teachers. It is the parent's responsibility to contact the student's elective teachers to coordinate assignments in order to prevent the student from falling behind in their courses.

Credit recovery will be provided, as necessary, via the Edmentum online curriculum.

Students enrolled in a dual credit course may be dropped from that course and will be given an alternate course by their home campus counselor. Students enrolled in advanced placement courses may be dropped from those courses, at the discretion of the home campus teacher and counselor.

Photos and videos may be taken of students during participation in the DAEP program for the purposes of improving instruction or maintaining student records.

State Required Testing

All standardized exams will be administered at the student's home campus. On the students assigned testing day, the student will report to their front office of their home campus. Students must immediately return to the DAEP campus upon the completion of testing. While off the DAEP campus testing, all DAEP and PDC Area School rules and regulations apply. Failure to follow all rules and regulations at this time will result in appropriate consequences. Once the student has been returned to the DAEP campus, he/she will be searched again and then allowed to return to their DAEP work area to continue with their daily lessons/assignments.

Physical Training

All students will participate in physical training activities daily. PT is mandatory for every student enrolled in DAEP and will be focused on healthy lifetime activities. At no time will a student be forced to do what he/she cannot do; however, some type of physical activity will be required to receive credit for the day.

PT is designed to show students that a healthy lifestyle is rewarding and fun. The cold weather months will determine how much, if any, activities are done outside. If it is below 32 degrees, PT will not be conducted outside. Credit will be awarded depending on participation.

**Exercise doesn't take time from your life. Exercise adds time to your life!
Get stronger. Get healthier.**

Transportation Expectations/Consequences

Students assigned to DAEP may not travel on district provided transportation. The expectation is that parents/guardians will drop-off and pick up DAEP students, at the designated start and end times. Students will be considered late if they arrive after 9:00AM. Students will not be released from DAEP until 4:45PM. If students are not picked up by 5:00pm, law enforcement can be contacted. Parents/guardians will be required to enter the DAEP building and sign in/out their child for appointments.

Dress code/Contraband

The appearance and dress code for students is a strict requirement. Students will dress for success. While assigned to DAEP, students will wear loose-fitting long pants or jeans. Shorts are not allowed. Because of the physical activity required for successful DAEP placement, skirts are not allowed. Shirts/blouses must have sleeves. Exposed cleavage is not allowed. Midriffs must be fully covered at all times. Dress code and contraband inspections are conducted daily, upon arrival, and, occasionally, without notice, to ensure the safety and well-being of the students. Students will be penalized should dress code violations occur.

Contraband:

All school related materials (Chromebooks, pencils, books, paper, calculators, etc.) will be provided by DAEP. Students should have **NOTHING** in their possession when they arrive at DAEP. The **ONLY** exception is a house key. Anything else, such as a wallet, money, food, cell phone, ear buds, water bottles, etc., is considered contraband and will be confiscated.

Discipline Management

The PDC DAEP Program creates a feedback-enriched setting where students are taught and given the opportunity to practice successful school-related self-discipline skills. The students will have multiple opportunities to demonstrate these skills and make appropriate decisions. Constant feedback is provided to students verbally and through the discipline management system.

Feedback will be documented. Feedback may include praise, verbal reprimands, administrative conferences with student and/or parent, suspension, extended DAEP placement, law enforcement summons, and/or expulsion.

If student behavior warrants, students may be suspended and law enforcement officials may be called. Such violations include, but are not limited to:

- Fighting
- Gang-related activity
- Assault
- Vandalism
- Leaving campus without permission
- Disruption to the learning environment
- Threats to students or staff
- Possession of firearms or other weapons (will result in expulsion)
- Possession of drugs or drug paraphernalia (will result in expulsion)
- Being under the influence of alcohol or illegal drugs (will result in expulsion)

****NOTE:** DAEP students who continuously engage in misbehavior and violations may be expelled.

Suspensions:

Students who are non-compliant or commit serious offenses at DAEP are subject to suspension prior to, or in lieu of, expulsion. Suspensions should be no longer than the remainder of the day and two additional days. Parent/guardian (or an individual designated on the student's Emergency Care Form) is required to pick up the student in a timely manner. Parents who fail to provide appropriate transportation for their student can be reported to Child Protective Services. Students who return from suspension and continue to be non-compliant, or commit serious offenses, will be referred to law enforcement and will receive an unexcused absence followed by additional disciplinary consequences.

Expulsions:

Students may be expelled from DAEP for exhibiting persistent misbehavior and/or truancy. (See Campus Handbook for a list of offenses.)

Summons:

Students, who commit certain serious offenses, such as fighting, may be removed from campus and issued a summons by the Prairie du Chien Police Department.

****Note:** The PDC DAEP is an intrinsically motivating program. The student must follow instructions. If a student has earned an unsuccessful day early in the school day, he/she will not be allowed to go home (unless the offense(s) and or behavior(s) constitutes a suspension.)

Parent Contact

If a parent needs to communicate with staff about a student's behavior, he/she can call to request a conference. Staff will contact parents at least once a week, at the end of business hours, or when any serious issues or concerns arise.

****Note:** A valid address and phone number are required throughout a student's assignment to DAEP.

Return-to-Campus Procedures

1. At the end of the final day of DAEP assignment, parents/guardians must meet with DAEP staff for an exit briefing.
2. Student must meet with home campus administration immediately, the morning of his/her return to campus.
3. Parents are not required to attend a return meeting at the home campus (unless otherwise notified).
4. Student will be required to sign the DAEP Rules and PDC Student Code of Conduct.
5. Any violation of DAEP Rules or the PDC Student Code of Conduct can result in the student being reassigned to DAEP.

****NOTE:** Parent/guardian and student will be required to attend an additional mandatory intake meeting for each placement.