



COMPASS

2013 – 2014

Parent-Guardian/Learner DAEP Placement Information

Intake Meeting

Date:

Time:

Please read and be in compliance with all expectations for intake meeting.

Compass Class Hours

Monday-Thursday	8 AM to 3:15 PM
Friday	8 AM to 3:00 PM

550 N. Denton Tap Road
Coppell, Texas 75019
(214) 496-8032
FAX (214) 496-8027

Ron-Marie Johnson- Principal

COMPASS EXPECTATION CHECKLIST

Learner Name: _____

Home Campus: _____ Date: _____

I have read and understand the expectations of the CISD disciplinary alternative education program, Compass, as contained in the Parent-Guardian/Learner Placement Information and as presented to me by the COMPASS designee.

Learner to initial if expectations are met for intake meeting:

- _____ COMPLETED LEARNER INFORMATION SHEET (pg. 3)
- _____ REVIEWED EXPECTATIONS (pp. 4 - 5)
- _____ IN COMPLIANCE WITH DRESS AND GROOMING GUIDELINES (pg. 4)
- _____ REQUIRED SUPPLIES (pg. 5)
- _____ HOME CAMPUS LOCKER CLEARED, ALL TEXTBOOKS, LIBRARY BOOKS, ETC. RETURNED TO AP
- _____ PAID FOR MEALS - Breakfast and Lunch (\$4.00- Regular / \$.70 Reduced- per day)
- _____ COMPLETED COUNSELING RELEASE FORMS (pp. 6-7)
- _____ COMPLETED BUS RIDER INFORMATION SHEET (pg. 8)
- _____ COMPLETED / SIGNED CRIMINAL TRESPASS NOTIFICATION (pg. 9)
- _____ COMPLETED LEARNER PRESENTATION (pg. 10)

Parent / Guardian Signature: _____

Learner Signature: _____

Mission Statement

“The mission of Victory Place @ Coppell, as an individualized and structured learning community in Coppell ISD, is to cultivate self-directed, resourceful, and responsible problem-solvers with the courage to persevere and adapt to meet global challenges through safe, rigorous, and engaging educational experiences facilitated by supportive, committed, and innovative professionals.”

LEARNER INFORMATION

Learner _____

DOB _____ Age _____ ID# _____ Grade _____

Address _____

City _____ State _____ Zip _____ Home Phone () _____

Learner lives with _____ Relationship to learner _____

Contact Person #1 _____ Relationship to learner _____

Place of Employment _____ Work phone _____

E-Mail: _____ Cell Phone _____

Contact Person #2 _____ Relationship to learner _____

Place of Employment _____ Work phone _____

E-Mail: _____ Cell Phone _____

Special Education ESL Regular Education 504 Rtl G/T Dyslexic Free/Reduced Lunch

Special Health Problems: _____

Medication currently taking: _____

Allergies: _____

OTHER:

Intake Meeting

PRIOR to the intake meeting, the parent-guardian / learner must carefully review and complete all information, and be in compliance with all expectations, including, but not limited to, dress code, grooming, and supplies. The intake meeting takes place at Victory Place @ Coppell, 550 N. Denton Tap Road, Coppell, TX. Mandatory participants include: learner referred to Compass and parent/guardian. Please allow one hour for intake.

COMPASS EXPECTATIONS

Attendance Expectations:

- In addition to complying with CISD attendance policies, **ALL** absences will require appropriate documentation (doctor note, court forms, etc.). Parent notes will not be accepted to excuse absences. Truancy / unexcused absences may result in additional days added to placement and / or state truancy

laws enforced.

- Learners are required to ride the bus. Bus transportation policies are specified in the CISD Transportation Department Regulations and will apply, as well as the Compass expectations. Learners will be supervised on the bus by the driver and often a monitor. A discipline report will be submitted daily and infractions will be included to determine if the daily expectations are met.

Dress Code Expectations:

- Good hygiene and clean, neat clothing is expected at all times.
- High and tapered-type (military) haircut required for male learners, with sideburns extending no longer than the top of the ear. Boys must be clean shaven and no facial hair is allowed.
- Girl's hair must be in a ponytail, if possible, rubber bands or scrunches may be used, and bangs pinned back out of face.
- Hair must be a natural color.
- No makeup or nail polish. Nails may not extend past the tip of fingers.
- No writing is allowed on your body and visible tattoos must be covered.
- Khaki slacks (no additional pocket- only 2 front and 2 back pockets that can be pulled inside out) may be no more than one size larger than the natural waist size and must be pulled up to the normal waist. Slacks may not be fitted tight to the body. Hem of pants must not be frayed, drag on the floor, or cuffed/rolled up.
- Black or brown simple, dress belt to be worn. Only traditional dress buckles allowed.
- Solid white polo style shirt. **You may purchase shirts for \$15 each at Victory Place @ Coppell (checks or cash only).** Shirts are to remain neatly tucked in at all times.
- Learners may wear a solid, white sweatshirt over their polo style shirt in cooler weather, no hoods or pockets.
- Lace up tennis/athletic shoes must be worn. Laces must be the same color of shoe- black or white.
- Socks are required.
- No jewelry may be worn, including watches, tongue rings, earrings, etc. All will be confiscated and a parent/guardian may pick-up at the end of learner's placement.

General Expectations:

- Review and have parent sign any paperwork / forms / etc. in Compass folder, and return the following day.
- Learner will submit to a physical search, as well as an electronic security check.
- No electronic devices. All will be confiscated and a parent may pick-up at the end of placement.
- Practice appropriate social skills at all times (Yes Sir, No Ma'am, Please, Thank You, etc.).
- ONE house key on small, plain key ring permitted.
- Non-school related items are not allowed (REMEMBER NO WRITING INSTRUMENTS ON BUS).
- Keep lunch account up to date or learner will not receive a lunch.
- Right to search- the safety of our learners, staff and visitors is of utmost importance. Compass reserves the right to search students at any time. All students will be subject to a pat down as well as a metal detector search. K-9 searches will occur randomly on campus.
- PROHIBITED FROM ATTENDING OR PARTICIPATING IN A SCHOOL-SPONSORED OR SCHOOL-RELATED ACTIVITY, WHETHER THE ACTIVITY IS ON OR OFF CAMPUS

Instructional Expectations:

- Complete all daily assignments/homework/activities as deemed acceptable by instructor.
- Keep work area organized and neat.
- Raise your hand to make all requests.
- Do not speak until you are given permission to.

- Ask for permission to get out of your seat.
- Walk with at least 10 feet between other learners & hands behind back at all times when out of your seat.
- Hands must be on top of desk at all times when seated.
- Sit using professional posture- sit up with feet flat on floor in front of you, no slouching or leaning on your arms/hands/desks/station walls.
- Return signed Success Sheet every day.
- Credit recovery opportunities may be available.

Serious Offenses:

- Serious offenses may result in expulsion to the Dallas County Juvenile Justice Alternative Education Program, commonly known as JJAEP and / or arrest.

Parent/Guardian Expectations:

- If your learner will be out of class and/ or not using morning bus you must call VP@C (214) 496-8032 and the CISD Transportation Department (214) 496-8090 by 7:00 AM.
- Accept responsibility for your learner being punctual for bus transportation (a fifteen minute window prior and after the scheduled time is reasonable).
- Supervise your learner in class, if needed upon request from VP@C administration.
- Review and sign any paperwork / forms / etc. as requested and return with learner the following day.
- Pick up your learner within one hour, if requested.
- Notify the COMPASS Principal, in writing, regarding medications that are to be administered to you learner.
- Parents must hand deliver all prescribed and/or over the counter medications to the front office.
- Provide written documentation if a learner is absent or misses part of the school day (doctor's note, court papers, etc. with specific time and reason will be required for excused absences).
- Attend a transition meeting with learner at the home school when a learner is released from placement.

ANY VIOLATION OF ANY OF THE RULES WILL RESULT IN DAYS NOT EARNED, DAYS ADDED TO PLACEMENT, SUSPENSION, EXPULSION, ETC. COMPASS HAS THE AUTHORITY TO USE THEIR DISCRETION IN ENFORCING THE STUDENT CODE OF CONDUCT SHOULD A SITUATION ARISE THAT IS NOT SPECIFIED BY THESE EXPECTATIONS. BECAUSE OF THE MANY CHANGES THAT OCCUR DURING THE SCHOOL YEAR REGARDING INTERPRETATIONS OF THE TEXAS EDUCATION CODE, THIS PLACEMENT PACKET IS SUBJECT TO CHANGE WITHOUT WRITTEN NOTICE TO LEARNERS AND PARENTS. HOWEVER, DUE PROCESS WILL BE OFFERED TO LEARNERS WITH REGARD TO ANY CHANGES. LEARNERS MUST COMPLY WITH THE NEW REFORMS.

SUPPLY LIST

- One 3-subject spiral notebook. Learner's name should be written on the front cover of the spiral.
- Clear plastic pencil bag or gallon sized zip lock with two #2 pencils, two black pens, and one highlighter.
- Lunch account set up to pay for breakfast and lunch in advance, a minimum of weekly increments (\$4.00- Regular / \$.70 Reduced- per day).
- One regular size box of tissue.

VICTORY PLACE @ COPPELL

Compass / Turning Point
550 N. Denton Tap Road
Coppell, TX 75019

Phone: 214-496-8032

FAX: 214-496-8027

CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION

Name of Facility/Professional to Release Information:

Provider's Name: _____

Provider's Address: _____

Provider's Phone # _____ Provider's Fax # _____

Purpose of Request- Assisting with Educational Success for:

- **PATIENT:** _____ **DOB:** _____

Names of Professionals to Receive Information:

- Ron-Marie Johnson, VP@C Principal
- Janet Dougherty, LPC, VP@C Counselor

I request that the following information be released:

_____ **Entire Record** (includes any/all of the following and any other relevant information)

_____ Progress Notes _____ Psychological Reports _____ Discharge Summary

I, the undersigned, understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it and that in any event this consent shall expire ninety (90) days after the date of patient discharge unless another date is specified.

To The Party Receiving This Information: This information has been disclosed to you from records whose confidentiality may be protected by federal law. If so, federal regulations (42 CFR Part2) prohibit you from making any further disclosure of it without specific written consent of the person to whom it pertains or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is not sufficient for this purpose. For the patient's records applicable under Federal Law 42 CFP part 2.

Signature of Patient: _____ Date _____

Signature of Parent/Guardian: _____

Date _____

(If patient is a minor)

****MAKE SURE YOUR DOCTOR RECEIVES A COPY OF COMPLETED RELEASE****

VICTORY PLACE @ COPPELL

Coppell Independent School District Intervention Services
268 Southwestern Blvd.
Coppell, Texas 75019

Consent for Consultation/Observation

Learner: _____

The district requests your permission to observe and/or consult with your learner to better determine educational needs. This may include:

- Learner consultations
- Direct observation
- Consultation with CISD behavioral specialist and / or school counselor

I, parent/guardian- _____, understand that Coppell ISD staff from the Intervention Services department will be conducting consultations/observations as part of my request to assist with my learner's difficulties as reported by school staff. As a result of consultations, informal recommendations may be made to my learner's teacher for teaching strategies, behavior management techniques, and/or follow-up evaluations. I understand that I am under no obligation to have any type of follow-up evaluation conducted for my learner. I also understand that this is not a formal evaluation and there will be no written summary of the consultation. I may contact CISD staff if I have questions.

Parent/Guardian Signature

Date

COMPASS

Bus Rider Information Sheet

(IT MAY TAKE UP TO THREE DAYS FROM REQUEST TO PROVIDE TRANSPORTATION)

Learner's Name: _____

Grade: _____ Home School: _____

Address: _____

Phone #: _____

Emergency Contact: _____

Emergency Phone #: _____

Start Date: _____

Scheduled Exit Date: _____ (subject to change)

Comments: _____

Violation: _____

_____ **I UNDERSTAND THAT MY LEARNER WILL BE UNDER THE "BUS RIDER'S SAFETY" GUIDELINES AS STATED IN THE STUDENT CODE OF CONDUCT AND COMPASS EXPECTATIONS**

LEARNER SIGNATURE _____

PARENT SIGNATURE _____

FOR VP@C OFFICE USE ONLY

Faxed to Transportation:

Date: _____ Time: _____

Person Conducting Transaction: _____

COPPELL INDEPENDENT SCHOOL DISTRICT

VICTORY PLACE @ COPPELL

Criminal Trespass Notification

Date _____ (in effect until released from discipline placement)
To Learner _____ and
Parent/Guardian _____

“CRIMINAL TRESPASS WARNING”

Learner is prohibited from attending and / or participating in school-sponsored and / or school-related activities, and prohibited from being on school property or within 300 feet of school property / at a school-related or school-sponsored activity / off campus during the term of placement in DAEP. This restriction applies until the learner fulfills the DAEP assignment at this or another school district.

Criminal Trespass Sec.30.05. Texas Penal Code

A person commits an offense if (s)he enters or remains on property or in a building without effective consent and (s)he :

- (1) Had notice that the entry was forbidden*
- (2) Received notice to depart, but failed to do so.*

“Notice” means: an oral or written communication by the principal or someone with apparent authority to act for the principal. “Property” means: public school campuses or grounds upon which the school is located, and any grounds used by the school for assemblies or other school sponsored activities.

You have been duly warned to stay off all school property, including Coppell Independent School District campuses. If you are reported on any campus and / or within 300 feet of school property, other than CISD Victory Place @ Coppell, Compass, which is located at 550 N. Denton Tap Road, Coppell, TX 75019, at any time within the placement period at Compass, criminal trespass charges will be filed with the local police department.

Parent Signature _____ Date: _____

Learner Signature _____ Date: _____

Home Campus Administrator Signature _____ Date: _____

Ron-Marie Johnson, VP@C Principal _____ Date: _____

VP@C - HOME SCHOOL - PARENT / GUARDIAN

Learner Profile (to be completed by the learner)

Name: _____

Family info (describe family members and current living situation): _____

What are your favorite subject areas? Why? _____

What do you struggle with academically? _____

What do you struggle with socially? _____

My hobbies and interests include: _____

What do you like about school? _____

Is there anything you don't like about school? _____

What are your expectations at Compass? _____

What are your goals for after high school graduation? _____

Is there anything else you would us to know about you? _____
