

**Daviess County Public Schools
The Center for Academic Improvement Handbook
2022-2023**



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DAVIESS COUNTY PUBLIC SCHOOLS
The Center for Academic Improvement

THE CENTER FOR ACADEMIC IMPROVEMENT PROGRAM OBJECTIVES

1. To address student behaviors that necessitate removal from regular school placement for an extended period.
2. To help assigned student maintain academic progress.
3. To provide appropriate therapeutic interventions and supports when necessary.

PLACEMENT

1. A conference is held with the principal or assistant principal to discuss placement.
2. An intake meeting will be held at The Center for Academic Improvement (CAI) with school personnel.
3. A written contract will be entered into by school personnel, parents, and the student concerning all aspects of placement in the CAI program.
4. The duration of assignment shall be fixed by the Director of Student Services/designee.
5. A student may be placed at CAI for violations listed in the Daviess County Public Schools' Code of Conduct.
6. A disciplinary hearing may be convened for alternative placement if CAI rules are not followed by the student.
7. Manifestation determination hearings may be conducted for students assigned an IEP or 504 plan (as defined by IDEA) prior to placement at CAI.
8. If appropriate, an ARC will determine the placement for students with an IEP.
9. Placement at CAI (for any reason) will require a meeting with Tru North Counseling and/or DCPS Student Assistance Coordinator. **Additional meetings may be required.

THE CENTER FOR ACADEMIC IMPROVEMENT OPERATIONS

1. Transportation is the responsibility of the parents in the event of a bus violation.
2. Students are to be on campus no earlier than 7:30 a.m. and off campus no later than 3:15 p.m. Upon arrival, students are to report directly to CAI.
3. CAI students are not permitted anywhere else on campus unless accompanied by school or district personnel.
4. The student will be supervised by the teacher and will be separated from the regular student body at all times.
5. CAI students are not permitted on DCPS school grounds to attend any school activity on or off campus, other than to attend the Extended School Program.
6. Students must complete all class work provided by the teacher.
7. Daviess County Public Schools' discipline and dress code will be strictly enforced.
8. Violations of the rules may result in the student being referred for a disciplinary hearing.

ALCOHOL AND DRUG INTERVENTION PROGRAM

A student assigned to The Center for Academic Improvement for a violation of the drug/alcohol policy must:

1. Parent must have a meeting with the Tru North and/or Student Assistance Coordinator.
2. Complete a 20 school day placement program.
3. Successfully complete school system's Drug/Alcohol Education Program.
 - a. Student will meet with Tru North Counseling and/or DCPS Student Assistance Coordinator after placement has started.
 - b. Upon return to AHS, DCHS, or HPHS, BMS, CVMS, or DCMS the student will be required to meet with school-level Student Assistance Coordinator. Additional meetings will be determined by the Student Assistance Coordinator.
4. If there are fewer than 20 school days remaining in the semester, a student assigned for a drug or alcohol related offense will complete the 20 school day placement at the beginning of the next semester or school year.

ATTENDANCE

1. If a student must be absent, a parent must place a call to CAI to report the absence and reasons. Absences may require additional days to be assigned to placement.
2. Excessive doctor's statements may be verified by telephone.
3. Students reporting late (tardy) are subject to additional consequences/additional days .

RETURN TO THE REGULAR SCHOOL

1. In order to return to their normally assigned school, students should meet the following goals at CAI:
 - a. Have no unexcused absences
 - b. No behavior incidents
 - c. Be in academic good standing at CAI
 - d. Have followed instructions from the staff
 - e. Successfully participated in CAI counseling program.
2. If the student does meet the goals established by CAI, prior to completion of their assigned days, the student may return to their normally assigned school.
 - a. This must be approved by the Director of Student Services/designee.
3. If the student does not meet the goals established by The Center for Academic Improvement, they may be assigned additional school days.
 - a. The number of additional days will be determined by the Director of Student Services/designee
4. At the end of CAI assignment, the student will report directly to the principal/designee's office for a conference.
5. At this conference, the student may be assigned a school support mentor with a defined set of responsibilities, supports, and a timetable for implementation.
6. The student may be allowed to return to their normal classroom setting.

**PLACEMENT AGREEMENT
DAVISS COUNTY PUBLIC SCHOOLS
Center for Academic Improvement PROGRAM**

I have been presented and understand the rules and regulations of the High School/Middle School Center for Academic Improvement Program. I understand that failure to follow any rules of the program may result in additional disciplinary consequences.

Name of Student _____

Home School _____ Date _____

Signature of Parents _____

Signature of Student _____

Signature of Principal / designee _____

Beginning Date of entry to The Center for Academic Improvement _____

Anticipated ending date of placement _____

Does student take medication at school? _____

Does student have any medical conditions? _____

Reason for placement _____
