

ADAPT

Alvin Disciplinary Alternative Placement Teaching

2022-2023

Student

Handbook

DAEP laws: <http://ritter.tea.state.tx.us/rules/tac/chapter103/ch103cc.html>

§103.1201. Standards for the Operation of School District Disciplinary Alternative Education Programs.

The Alvin Disciplinary Alternative Placement Campus is a disciplinary alternative education program (DAEP) established in conformance with the Texas Education Code (TEC), §37.008, and this section is defined as an educational and self-discipline alternative instructional program, adopted by local policy, for students in elementary through high school grades who are removed from their regular classes for mandatory or discretionary disciplinary reasons and placed in a DAEP.

Because of the disciplinary measures, videotaping is a means of safety for our students and staff. Classrooms and common areas are equipped with cameras and may be accessed by authorized personnel only.

Updated July 25, 2022

Contact Information

ADAPT Campus

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Drill Instructor —

Drill Instructor -

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Vision Statement

The ADAPT Campus will equip our students to make positive decisions and exhibit appropriate behavior when faced with adversity.

Mission Statement

We will respect, educate, and empower our students to become academically successful, disciplined, productive students.

ADAPT Campus Behavior Model:

- Social Skills Curriculum
- Teacher Interaction—Proactive teaching, corrective teaching, and crisis teaching
- Administrative Intervention—Consistent and supportive response to serious discipline problems

ADAPT Campus Physical Training (PT):

Physical Training is a required element of the ADAPT Campus program. The ADAPT Campus physical training promotes physical fitness, problem-solving, self-confidence, endurance, and self-esteem. It is designed to challenge the individual physically, cognitively, emotionally, and socially. The students are not required to be of great athletic ability; however, they must show commitment and desire for change.

A student must have a doctor's note with specific instructions and specific dates to be followed in order to be excused from any activity. Without a doctor's note, the student will be required to participate in PT.

PT Schedule:

May include but is not limited to circuit training, cardio, weights, and aerobic-exercises during the week.

PT is a part of the student's schedule and it must be completed daily. Failure to complete PT will result in a failing grade, loss of credit, and loss of points.

ADAPT Campus Searches:

All students assigned to Alvin ISD's DAEP (ADAPT) will be searched every morning upon arrival.

Students will arrive with their polo shirt, belt, pants on. Socks and shoes will be removed at the time of the search.

An Administrator or drill instructor will search all clothing (including socks and shoes), any items that are in student's possession (i.e. books, school supplies), and then pat search the student.

Any non-allowed item found during searches will be confiscated. Any student refusing to relinquish contraband will be escorted to the office, parents will be contacted, and the student may be suspended for up to 3 days and have up to 15 days added to his/her ADAPT assignments.

Tardy students must be signed in by their parents/guardians.

Students may be searched randomly throughout the day and metal detectors may be used at any time.

ADAPT Campus Expected Behaviors:

- Students will adhere to the ADAPT Campus dress code at all times.
- Students may not communicate with others verbally or non-verbally at any time without permission.
- Students must walk to the right of the hallway at all times, with their left foot on the black line.
- Students must walk to their designated class in a silent and timely manner.
- Students will follow instructions the first time given without hesitation.
- Students will be respectful to staff and peers at all times.
- Students are expected to go to the restroom during their assigned restroom break times.
- Students will follow each teacher's classroom rules/expected behaviors.
- Students may not bring any non-allowed items on campus. (Including but not limited to: make-up, candy, pens, mechanical pencils, backpacks, jackets, jewelry, purses, or any item that would be a violation of the law or that would jeopardize the safety of others.)

Hallway Rules and Procedures:

- No talking or whistling in the hallway! It should remain silent at all times.
- Keep your hands behind your back. If carrying a book or other item, the left hand should be carrying the item at your side while the right hand is behind your back.
- Walk on the right side of the hallway with your left foot on the black line and in a single file line at all times.
- When you arrive at your classroom, line up outside the door behind the red line, with your left foot on the black line and wait for permission from the teacher to enter.
- Do not stop at other classrooms or the counselor's office to speak to a teacher/student. Anything other than walking directly to your assigned classroom will be considered truancy.
- Do not stop at the restroom. All students will be given restroom breaks at predetermined times during the day.

Parent/Guardian Expectations:

- Contact the office when your student will be absent and provide documentation for the absence upon the child's return.
- Wait until the Drill Instructor (DI) has checked your student in each morning before leaving. When your student is tardy, you will need to walk them into the office and have them sign-in.
- Review and sign any paperwork given by staff.
- Pick up your child by 3:30pm or the police will be called. Your child is your responsibility.
- When your child is suspended you MUST provide transportation for them within the given time or the police will be called.
- It is your responsibility for your child to attend school and be on time.
- Provide transportation for your child.

***ADAPT Campus Exit Requirements:**

Before students can be considered to exit the ADAPT Campus program, they must:

- Have earned the required number of points
- Be passing all classes (or have made significant progress)
- F.L.I.T.E.—successful completion of F.L.I.T.E

Grades will be checked weekly. Teachers will contact parents of any student not making academic progress.

Early Release 30 Days

Home campuses will designate on the student's intake paperwork if a student is eligible for an early release. Eligible students can earn an early release review if they are able to earn the required number of points (see chart below).

30/45/60 Day Release

The lead drill instructor will track the student's points. When a student is on track to reach the designated number of points (see chart below), the ADAPT secretary will notify the campus that a student is on track for release.

The lead DI will post a list of all students who have been determined eligible to enter FLITE. Eligible students will request an application from the DI's during morning Advisory. After successful completion of the application, the ADAPT secretary will then notify the student's home campus that the student will be entering FLITE and provide the above-mentioned information as well as the number of days the student has served to date.

The lead drill instructor will email to all ADAPT staff a list of students eligible for FLITE along with the following information:

Placement Days Assigned	Points Required for FLITE	Point Required for Release	Edgenuity Progress % Required	Passing grade &/or Progress
30 Days (review)	1000 points	1500 points		
45 Days	1750 points	2250 points		
60 Days	2500 points	3000 points		

ADAPT Campus Procedures:

Clinic

Parents/Guardians must pick up students with fever or vomiting.

Medicine

A trained staff member will administer prescription medicine. MEDICINE MUST BE BROUGHT BY THE PARENT (NOT THE STUDENT) IN THE ORIGINAL PRESCRIPTION BOTTLE WITH LABEL. The medicine administration form must be on file.

Attendance

Arrival: 7:00 am -7:15 am

Tardy Policy

Each tardy will result in a loss of 25 points. Every student arriving after 7:15 am (beginning at 7:16 am) will be marked as tardy.

When a student has reached their 5th tardy a mandatory parent meeting is required.

Dismissal: 3:10 pm

***Students not picked up by 3:30 the police will be called. Please be here by 3:30. Your child is your responsibility.**

When a student is absent, the parent is required to call the ADAPT office to report the absence. Parents must also provide written documentation of the absences within three days in accordance with district policy. Notes will not be accepted after three days and the student will lose any points associated with an unexcused absence. Truancy will be filed on any student who is out of compliance with the district attendance policy.

Transportation

It is the parent's responsibility to provide transportation for their child to and from the ADAPT Campus. Students are allowed to walk home. The district will provide bus transportation from Freedom Field. The bus will pick up and drop off at Freedom Field. Morning drop off time begins at 6:15 am and departure time is at 6:30 am. Afternoon drop off is at 3:30 pm and parents/guardians must be there to pick up their students.

Freedom Field
10855 Iowa Colony Blvd
Rosharon, Texas 77583

Trespassing

ADAPT Campus students are allowed on the ADAPT Campus only and may only be on the ADAPT Campus during normal school hours (including drop-off and pick-up times). Students may not be on any other ALVIN ISD campus for any reason. This rule applies to the formal school day as well as after school functions such as dances and sporting events. Students in violation risk disciplinary action including tickets, fines and/or suspension.

A student placed in a disciplinary AEP may not participate in or attend ANY school-sponsored or school-related extracurricular or co-curricular activities during the period of placement.

***See Criminal Trespass Warning**

ADAPT Dress Code:

The ADAPT dress code is to be followed at all times. Our goal is to establish a manner of dress that will reflect excellence and self-respect. The following dress code is intended to accomplish a standardized school dress without having to order from a specific uniform company or catalog.

Daily Uniform:

- White, grey or black polo shirt
- Solid white, grey or black crew neck undershirt long sleeve or short sleeve.
- Black pants (No cargo)
- Solid white or black socks
- Solid black leather/cloth-type belt (NO BELT BUCKLES WITH DESIGNS)
- Black, white, or black and white only tennis shoes
- A sports bra is recommended for young ladies.
- Bras must be the same color as the undershirt.
- Solid white, grey or black sweatshirt is optional (no hoodies)

PT Uniform:

For PT, students will wear their black pants and may take off their polo shirt if wearing the correct undershirt.

Students may wear a solid white, black, or grey sweatshirt (no hoodies) over regular dress if needed (as the weather permits). A student is required to have their undershirt and polo shirt tucked in at all times, even while wearing a sweatshirt. If they are not in dress code compliance while wearing a sweatshirt, their privilege to wear the sweatshirt may be removed.

Pants

Pants must be black material, with or without pleats, without cuffs. The pants must not have any frayed or ripped areas.

NO joggers, cargo pants style, stretch fabric (YOGA PANTS), hip-huggers, or “skinny” pants. THE PANTS MUST NOT BE TIGHT FITTING IN ANY WAY. DISCRETION WILL BE UP TO THE STAFF.

Pants are to be worn at the waist. They must be fitted at the waist and in the crotch before being belted. Any student who is unable to keep his/her pants at the waist will be given the opportunity to tighten his/her belt or a zip tie will be used to assist in keeping pants at the proper fit and we will attempt to notify parents in each case. Students may not roll up their pant legs into tight cuffs. Slacks must be hemmed at an appropriate length; no frays, slits or tears. Tight or baggy fitting pants are not permitted at any time. **No athletic shorts are to be worn under the pants.**

Belts

Belts are to be worn at all times and are to be leather, cloth or plastic and must be solid black with no decorative designs. Belt Buckles must be plain without design.

Shoes

Shoes must be tennis shoes, athletic shoes, or Van style shoes only. Shoes must be black and white only, including the sole of the tennis shoe, with no accent colors (including the stitching on the shoe). The shoelaces must also be black or white. **Shoes must be worn at all times.**

Socks

Solid white, grey or black socks will be worn. **Students who violate this rule will be required to remove their socks.**

Hair

Hair color must be a natural/ standard color.

Eyebrows must be free of shaved and dyed designs (students with slashes in eyebrows will need to shave the brow(s) from the slash to the end of the eyebrow OR color the eyebrow in with a black marker).

Eyelashes must be natural. No extensions.

Hair Options:

Hair no longer than 2" long.

Hair braided to the scalp without designs and tucked so as not to exceed the 2 inch rule.

Hair in a tight ponytail and tight bun. If all hair cannot be pulled back into a ponytail, the student will need to wear a white, grey or black headband.

Hair must comply with these rules for the students' entire ADAPT placement.

Students risk losing points daily for hair not being in compliance. Students may also be placed in BSC or suspended if hair is repeatedly in violation.

Haircuts may not have designs or parts cut into the hair (students with designs in their hair will be sent home). Sideburns shall not be below the earlobes and shall not be flared.

No facial hair is permitted: no mustaches, beards, or goatees will be allowed at any time.

Students violating this rule will be asked to shave on site. Failure to comply may result in being sent home until in compliance, loss of points, or suspension.

Tattoos

All tattoos, writing, or markings of any kind must be covered at all times, including during PT. If it cannot be covered with clothing, it must be covered with bandages and be done prior to arrival. Students who have visible tattoos and/or markings at arrival will be sent home and expected to return once covered. Students who have tattoos and/or markings that may be visible during PT or at any time during the school day will need to have a long sleeved solid white undershirt or have the necessary bandages to completely cover the tattoos and/or markings. **The student must provide these items.**

No cologne/perfume of any kind is permitted (this includes body spray). It is contraband. If a student brings cologne or perfume, it will be confiscated and not returned. However, a student may spray cologne or perfume on his/her person or clothes before arriving at ADAPT Campus.

Accessories

Jewelry: No jewelry of any kind will be permitted. Students may not wear any form of decorative item (such as but not limited to: watches, earrings, necklaces, any piercing items, chains, rubber bracelets, finger rings, rubber bands, ankle bracelets). Any items confiscated will be returned to the parent/guardian only. If these items are not picked up, they will be disposed of accordingly.

Grills: Grills are non-permanent dental appliances for decorative purposes. These decorative appliances will not be permitted at any time.

Fingernails: No fake fingernails/tips or fingernail polish will be allowed. Fingernails should be kept trimmed (no longer than the end of the fingertip).

Make-up: Students will not wear make-up of any kind to school or related ADAPT Campus functions (including, but not limited to, foundation, powder, eyeliner, lip gloss, mascara, etc.).

Make-up wipes will be provided and any refusal to remove will result in suspension and/or additional days added.

****Any student out of dress code that cannot be corrected at school will be required to have a parent pick them up.**

Cell Phones: Students are not allowed to possess cell phones. Cell phones will be collected upon arrival. Only walkers and bus riders may bring phones to school.

- If confiscated later in the school day the phone will be turned over to the ADAPT administrator and there will be a \$15.00 fee to retrieve the phone; the student will receive a disciplinary write-up.

Breakfast/Lunch Money: Students are only allowed to bring money for their breakfast/lunch. Parents can send cash or a check (made out to AISD). It should be brought enclosed in an envelope labeled "Lunch money," with the amount enclosed and the name of the student listed. Any money found on a student will be considered lunch money and will be deposited into his/her lunch account. Parents may also use the online system to deposit money into the student's breakfast/lunch account.

ADAPT students are not allowed to bring food or drink to school at any time. If the student is already on free or reduced breakfast/lunch, they will still be on free or reduced breakfast/lunch while at ADAPT.

Misc: No backpacks, purses, make-up bags, make-up, sunglasses, gloves, hair clips, hair brushes, rat-tail combs, picks, caps, hats, bandanas, hair nets, or wave caps will be allowed. If confiscated, they will be discarded/thrown away immediately.

No radios, cameras or video games are allowed. If confiscated, the cell phone procedure/fines will be followed.

No gum or candy is allowed at any time on campus. This will be disposed of immediately. Any non-approved item will be returned to parents upon students release from ADAPT. Any student refusing to relinquish items will be suspended for up to 3 days and have up to 15 days added to his/her ADAPT assignments.

Counselor:

In order to see the counselor you must fill out the form and turn into a Drill Instructor, who will then place the form in the counselor basket in the main office.

ADAPT Supply List

Any student entering ADAPT must provide the listed supplies at Intake.

These supplies will need to be brought to Intake-Orientation when the student reports to ADAPT.

Please do not label the supplies. These items will not be returned. We understand that school supplies might have been purchased earlier but these items will be needed while serving his/her ADAPT placement.

- 1 - Boxes of tissue
- 2 - Hand Sanitizer
- **Students must bring one pair of corded earbuds. Only corded earbuds will be allowed.** Earbuds will remain with the student throughout the day. Earbuds should not be left in any classroom or anywhere else on the ADAPT campus. Alvin ISD or ADAPT staff are not responsible for loss or theft. **(Bluetooth headphones/earbuds are not allowed)**

Feminine products if needed.

No pens of any kind or color are allowed.

Students may only bring what is on this supply list. Any other items will be considered contraband, confiscated and not returned (i.e. pictures, drawings, photos).

If a student has an issue obtaining these supplies please contact the office.

Morning Quote Procedures

Each day of the school week there will be a quote and a small assignment to complete during Advisory.

- A teacher will put the quote of the day up on the screen in the classroom.
- Students will then copy the quote and complete the assignment.

Penalty points:

Students who do not complete the daily quote will have one point deducted during the Advisory period.

Cell Phone Collection/Distribution Procedures

Collection:

The cell phone must be **immediately** turned off upon **arrival** and the student must follow the guidelines.

- The student upon entering the front foyer, will wait in line silently (at the sliding glass window).
- The student will give his/her name to the staff member at the window.
- The student will hand his/her phone to the ADAPT staff member.

Distribution:

Only 1 student at a time will be allowed to enter the front foyer.

- The student will give his/her name to the staff member at the window.
- The staff member will locate the student's phone and hand it to the student.
- Once the student receives their cell phone, he/she will exit the front ADAPT entrance to either walk home or get on the bus.

* Once on campus, at no time should the student be texting, listening to music, or using his/her cell phone in any way without permission from a staff member.

Arrival Procedures

Once the bus has left the car rider/bus line, the drill instructor who is checking car riders will motion to the first car to pull up and student to step out of the vehicle. The student will be checked for ADAPT dress code compliance. If the student is not in compliance, he/she will be told to get back into the vehicle. The parent will be informed of the dress code infraction. The parent can then leave, get the student in dress code compliance, and return him/her back to the ADAPT campus to be checked again before being allowed to enter the ADAPT campus.

After the student has been confirmed to be in dress code, the parent may leave and the student will get in line to be searched with the metal detector. Students will form 2 lines. Two students at a time are to be out front to be wanded. Each student will need to remove their belt and their shoes. A staff member will wand them on the front and then on the back. Afterwards, the staff member will shake out their shoes to make sure there isn't anything hidden in their shoes.

At that time, the student is cleared to enter the building. If they have a phone or a key, they will turn it in at this time in the front foyer at the sliding glass window. They will then be allowed to enter the main hallway.

Females will report to the first hallway to the left (junior high hallway) and males will report to the end of the main hallway outside of the cafeteria. At this time pat searches will be done.

The student will need to remove their socks, shoes, belt, and sweatshirt. He/she should also untuck his/her shirts (both undershirt and polo). Female students will need to take their hair down if it is for a thorough search.

Pat searches will include:

- Checking socks to ensure nothing is being hidden inside
- Checking shoes to ensure nothing is being hidden inside or under the insole
- Checking sleeves and inside and outside of collar
- Checking waist by running hands around the waistline and shaking pants by waist, ensuring that nothing is being hidden
- Pat searching the student's outline (arms, back {especially female's bra area}, trunk, and inside and outside of legs)
- Female students will need to shake their bra to ensure nothing is being hidden

After a student has completed the daily search, he/she will get into a complete dress code and report to the ADAPT cafeteria. Staff members will direct students where they need to sit.

Dismissal Procedure

- At approximately 3:05 pm, a drill instructor will begin calling bus riders to line up in the main hallway. Students will be released one at a time to load the bus. After all bus riders have been loaded, the bus will be cleared to leave.
- At approximately 3:10 pm, Car riders and walkers will begin being released. The students will be released one at a time out of the main entrance (outside) where a drill instructor and other staff will be waiting to monitor students. Students will line up outside and wait for their ride quietly. When the student sees their ride, they are to notify a staff member. Once they are given permission to approach their vehicle, they may do so.
- Walkers will be released after the cars from the car rider line are clear from the walkway.

Alvin Independent School District

ADAPT CAMPUS PARENT/STUDENT CONTRACT

STUDENT: _____ ID#: _____

HOME CAMPUS: _____ GRADE: _____

This receipt is to verify that I and my student have received a copy of the GENERAL STUDENT RULES of the District ADAPT Program, which informs us of our responsibilities throughout the ADAPT assignment. My signature below indicates that I understand the rules and regulation of the ADAPT program.

I have read and understood the rules and regulations before me as binding. I understand that not meeting the guidelines and expectations of the ADAPT program may result in myself and/or my child incurring penalties which may include court, tickets, fines, ISS, or JJAEP. I understand that during my orientation at ADAPT, I have received specific information regarding dress code, point system, and ADAPT procedures. As the parent/guardian I agree to support the ADAPT program and all of its initiatives. I also understand that failure to meet parental requirements will result in my child remaining in the program until all requirements are satisfied.

Signature of Parent/Guardian

Date Signed

I understand the rules and regulations of the ADAPT program and agree to comply and follow all rules at all times. I also agree to comply and follow the student dress code, and student code of conduct.

Signature of Student

Date Signed

I (Parent/Guardian): _____

have read all sections of the ADAPT Campus Student Handbook, including the highlighted sections below. By initialing below I verify that I have read all sections of the ADAPT Campus Student Handbook and attended the orientation where I could ask questions about policies and procedures governing the ADAPT Campus.

_____ **ADAPT Campus Contact Sheet**

_____ **ADAPT Physical Training (PT)**

_____ **ADAPT Campus Searches**

_____ **ADAPT Exit Requirements**

_____ **Expected Behaviors**

_____ **Attendance**

_____ **Tardy Policy**

_____ **Transportation**

_____ **Trespassing (Including Criminal Trespass Warning)**

_____ **Clinic**

_____ **Medicine**

_____ **ADAPT dress code is to be followed at all times.**

_____ **Hair Policies (for male and female)**

_____ **Cell Phones**

_____ **Money**

_____ **ADAPT School Supplies**

ALVIN ISD ADAPT

Student Information Form

Student Name: _____ Grade: _____

Student ID Number: _____ Home Campus: _____

Address: _____

City: _____ Zip: _____

Name of person student lives with: _____ Relationship to student: _____

Place of Employment: _____ Work phone: _____

E-Mail: _____ Cell Phone: _____

Contact Person #2: _____ Relationship to student: _____

Place of Employment: _____ Work phone: _____

E-Mail: _____ Cell Phone: _____

Students must be dropped off each morning but have the option of walking home. How will your student get home each afternoon? Bus rider _____ Car rider _____ Walker _____

Parents/guardians must send an email or a note with contact information by 3:00 if afternoon transportation changes. Students listed as car riders will remain in the office until 4:00 if no contact has been made.

Emergency Information:

If contact #1 or #2 cannot be reached, please provide three additional names and numbers for persons who may pick up or drop off your student.

Name:

Number:

Known allergies? _____ Currently taking any medication? _____

If your student will need to take medication at school, please contact the office for medication forms you must complete.

*Any physical limitations documented by a doctor? _____

*note provided from doctor

Any physical injuries? _____ Dietary restrictions? _____ If yes, please contact the office.

In case of a medical emergency please provide the name and number of your family doctor:

Probation Officer Contact Information:

Name

Number

Parents/guardians understand they are responsible for keeping their student's cafeteria account current. If a student does not have money in his/her account, the cafeteria will not allow him/her to charge items and the student will not receive breakfast or lunch.

ALVIN INDEPENDENT SCHOOL DISTRICT

Criminal Trespass Warning

Pursuant to Section 30.05(b)(2) of the Texas Penal Code,

Last Name _____ First Name _____ M.I. _____

Street Address _____ City _____ State _____ Zip Code _____ Telephone No. _____

Date of Birth _____ Height _____ Weight _____ Color Hair/Eyes _____ D.L. No. _____ State _____

has been warned and ordered not to return to property under the control of the Alvin Independent School District.

This warning is given on the _____ day of _____ 20____ at _____ A.M./P.M.

If the above named student returns to any property under the control of the Alvin Independent School District with the exception of the ADAPT center without the proper authorization, the student is subject to criminal prosecution for Criminal Trespassing. Proper authorization is a written permission slip giving the student authorization to be on school district property and is signed by the school principal or the principal's designee. This trespass warning is in effect until the student completes his/her assigned days in ADAPT.

Signature of Parent _____ Date _____

Signature of Student _____ School ID # _____ Date _____

Signature of School Authority _____ Date _____

Name			Seat #		0
Date				Days Completed	0
Infractions					
Period	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival					
1st					
Transition					
2nd					
Transition					
3rd					
Transition					
4th					
Transition					
Lunch					
Transition					
5th					
Transition					
6th					
Transition					
7th					
Transition					
Dismissal					
Total Points	0	0	0	0	0
				Week	0
Weeks 1		Week 7			
Weeks 2		Week 8			
Week 3		Week 9			
Week 4		Week 10			
Week 5		Week 11			
Week 6		Week 12			

		Balance	0			
Classroom Points		PT Points			First Period	
5 pts. - Work completed, follows class rules, speaks politely to peers & authority figures, remains on task		20	Completed to best of ability, 100% participation			
4 pts. - Completed majority of work, redirected once		15-19	Redirected once, minor talking		Second Period	
0 pts. - Completed some work, excessive talking, redirected more than once		0	Redirected more than once, Persistent talking, Didn't attempt 100% of exercises		Third Period	
0 pts. - Corrective PT, Minimal work		0	Minimal effort, Horseplay, Speaking to others,		Fourth Period	
0 pts. - Office referral, No work						
Hallway Infractions						
-5 pts. - Talking, Dress Code, Hair		0	Disrespectful to D.I.'s or peers, Refusal to do PT, No effort		Fifth Period	
Tardies	-25 points per day	Comments:				
Suspension	-50 points				Sixth Period	
Verbal/physical aggression	-25 points					
Walking out of Class/Truancy	-25 points				Seventh Period	
Contraband	-15 points per item					