

# **ADC ORIENTATION INFORMATION**

**2023-2024**

## **ATTENDANCE, SCHEDULE, AND ABSENCES**

The regular ADC school day is from 8:00 a.m. until 3:30 p.m. Monday through Friday.

The Alternative Discipline Center (ADC) follows the Eagle Mountain-Saginaw ISD school calendar for the beginning and ending of school, holidays, vacations, and staff in-service days.

## **ARRIVAL**

Parent/guardians may drop off as early as they need too. Doors open at 8:00 am. Elementary, middle school and high school female students will enter through the doors on the right (when walking up to the building). High school male students will enter through the doors on the left (when walking up to the building).

## **DISMISSAL**

Single line car student pick up is used for dismissal. Students will stay in their classroom until their name is called. After car riders are dismissed, drivers will be allowed to leave. Once drivers are dismissed, then walkers will be dismissed.

## **ATTENDANCE FOR CREDIT**

Students are required to have 90% attendance in all classes. Credit may be denied if the student does not meet the requirement. Truancy will be filed on students for unexcused absences. If a student misses a day, the student must make up the day.

## **TRANSPORTATION**

Transportation is not provided to ADC. Students may walk, ride bicycles, or ride with a parent or other responsible parties. When dropping off or picking up students, please enter and exit the ADC parking lot only. Do not drive around the entire building.

Students may drive their own vehicles on school property and will be designated a parking spot. Students must abide by motor vehicle safety guidelines, or their driving privileges may be revoked for their remainder of assigned days. All vehicles on campus will be subjected to K9 drug and gun searches.

## **CAFETERIA SERVICES**

- Students will be given a choice to purchase lunch from the school food service or bring a lunch from home. *No other food may be brought into the school.*
- All beverages brought from home must be in cans and must be unopened. No bottles or any other containers are permitted. If a student arrives at school with an open beverage container it will be examined and thrown away.
- All lunches brought from home will be searched and refrigerated.
- Lunches brought from home must be in a gallon zip lock bag with individual meals or snack in zip lock bags or unopened packaging.
- Breakfast is available each morning.
- If a student has qualified for free or reduced lunches, this will continue at ADC.
- If an account has been opened on another EMS ISD campus, money can continue to be deposited into the account using cash, check, or the student's online account.
- **NOTE:** If using an online account, please change the home campus to ADC.

## **COMPUTER USE**

Computer use at ADC is a privilege. Please use computers properly or the privilege may be revoked.

## **COUNSELING**

A counseling program is in place at ADC. An intervention counselor from the home campus will come to ADC to meet with each student prior to returning to their home campus. We also have an intervention counselor at ADC to meet with the students according to availability. An academic counselor is available to meet with students

concerning scheduling etc. If a student has been assigned time with a Special Education counselor through the ARD process, the home campus counselor will continue to meet with that student at ADC.

## **CURRICULUM AND CLASSWORK**

High school students will work from resources developed by the teachers that follow the district Scope and Sequence. High school students will receive a half-credit upon completion of each course finished at the end of the semester.

Middle school students will work from both regular textbooks and resources developed by the teachers that follow the district Scope and Sequence.

STAAR/EOC tests, CBA's, etc. are given at the ADC campus following the state/district schedule.

## **DRESS CODE AND GROOMING**

The district Dress Code for secondary students will be followed with the addition of the Dress Code at the Alternative Discipline Center.

Male students are required to wear:

- a plain white shirt completely tucked in at all times.

Female students are required to wear:

- a plain black shirt completely tucked in at all times.

If a student wears multiple shirts, all shirts must be the correct color and tucked in. Shirts of underwear type, see-through clothing, muscle shirts, halters, and spandex clothing may not be worn. Shoulders, back, chest, and midriff must be covered, and no underwear may be visible. No V-neck or low-cut shirts are allowed.

In cold weather, coats, jackets, or hoodies may be worn to school but may not be worn in the classroom.

Only full-length standard blue or black denim jeans, without designs or holes, will be allowed. The waistband of any jeans must be worn at the natural waistline. Wearing any pant that sags below the waist will be a dress code violation. Wide-leg or other oversize jeans or slacks may not be worn.

Plain belts must be worn, and the belt buckle must be no larger than a credit card.

Tennis and/or athletic shoes with laces will be the only acceptable footwear for students. No slides, flip-flops, boots, crocs, slip-ons allowed.

Unacceptable attire and accessories include:

- Cell phones or electronic devices
- Shorts, skirts or overalls. Shorts under jeans are not allowed.
- Extreme hairstyles including mohawks, shaved letters, lines, or symbols
- Hair must be cut, combed, or secured to remain out of the face at all times (Elastic hair ties/ponytail holders only)
- Unnatural hair colors
- Eyebrows may not contain cuts
- Jewelry of any kind not allowed in ADC. No piercings or spacers
- Hats or headbands shall not be brought or worn
- Chains, spikes, or bandanas
- Any clothing with rips, tears or a frayed hem
- Any clothing, which is identified by the administration as promoting gang affiliation.
- Back-packs, book-bags, lunch boxes, binders, purses, or wallets
- Any clothing or personal appearance which, in the opinion of the Alternative Discipline Center administrator, disrupts the educational environment of the ADC

Personal items brought to school will be limited to the following:

- Lunch/supply money (no more than \$5.00 in cash- singles or coins only)
- Keys on a ring (if needed)

No food, gum or beverage is allowed in the classroom.

## **HOMEWORK**

There is no homework assigned at ADC. All work is expected to be done on campus. Students may stay for tutorials for additional one-on-one assistance from 3:30 to 3:45 p.m.

## **LEVEL SYSTEM**

ADC will utilize a Level System to monitor and reflect the student's behavioral and academic progress. The Level System is based on appropriate behavior and positive peer interaction anywhere on campus as well as academic achievement in the classroom. Students move up and down on the Level System based on behaviors demonstrated and classroom work attempted and completed. All students entering ADC begin on Level 1 unless returning during the same school year. These students will start in Target. Students are not allowed to talk at ADC unless they exhibit the proper Boys Town procedure. This is for all Levels.

### **Level White**

This is the entry-level into the ADC program. Permitted activities include:

- Changing classes with the other students
- Eating lunch in the lunchroom
- Only 2 restroom breaks per day.

Students must earn 1,200 points per day (green days) for 5 days to move to the next level.

### **Level Yellow**

Achieving this level enables students to more activities. These include:

- Changing classes with the other students
- Eating lunch in the lunchroom
- 3 restroom breaks a day

Students must earn 1,200 points per day (green days) for 5 days to move to the next level.

## **Level Green**

Permitted activities in this, the highest level at ADC, include:

- Changing classes with the other students
- Eating lunch in the lunchroom
- 3 restroom breaks a day
- Talking to other Level Green students during lunch at the same table
- Wearing a solid color shirt, or a home campus spirit shirt, or a college/university shirt, or an armed-forces shirt any day they want.
- Remember, the shirt must be school appropriate and always tucked in.

## **Red Days**

Any student that earns less than 1200 points will have a red day. If a student receives a red day, they must make up the day. If a student is on Level Yellow or Green, and receives their third red day, the student will move down a level and will have to restart the process to level up. Once a student receives 3 red days, they will be suspended.

1<sup>st</sup> Red Day- Parent Conference

2<sup>nd</sup> Red Day- 3 days in Target

3<sup>rd</sup> Red Day- 3 days of out of school suspension- Level Down/Restart Process to Level Up

## **TARGET**

Students are assigned to Target for disciplinary reasons. There are no privileges in this classroom. Students are required to spend the entire day in this classroom, including lunch. This is a highly structured class, focusing on behavior skills and behavior modification, as well as academics. Upon completion of Target, students will return to their scheduled classes at one level below the last level attained.

## **FIRST DAY AT ADC**

Students will be in Target and complete their Boys Town Rules and orientation materials prior to starting in the classroom with their peers.

## **METAL DETECTOR AND SEARCHES**

Upon entering the building each day, all students will be required to pass through a metal detector, empty pockets and turn them inside out. Shoes and socks will also be checked daily.

## **OFF LIMITS AREA**

ADC students are not allowed outside the building at any time without an adult in supervision and attendance. ADC students are not allowed to enter the academic wing (west wing) of the Elmer C. Watson High School without an adult in supervision and attendance.

## **REMOVAL FROM OR COMPLETION OF ADC ASSIGNMENT**

Students may exit the ADC program in one of the following ways:

- Return to home campus upon the successful completion of term at ADC includes:
  - ATTENDANCE – must successfully meet all days assigned
  - ATTITUDE – must meet all requirements pertaining to the Boys Town program to acquire successful days
  - ACHIEVEMENT – must be passing 100% of classes attending at ADC
- Temporary suspension
- Expulsion to JJAEP (Juvenile Justice Alternative Education Program)

## **SCHOOL SUPPLIES**

Students will be required to bring the following items to school on or prior to the first day of class:

- 1 Large box of Facial Tissues
- 1 box of wooden pencils

## **TARDINESS**

A student who arrives at school between 8:10-8:20 a.m. will lose 100 points off their point sheet. A student who arrives between 8:20-8:45 a.m. will lose 200 points off their point sheet. If a student arrives after 8:45 a.m., they will not be allowed into the building. If your student is going to be tardy to school, please contact us to let us know. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the **Student Code of Conduct- 251**.

## **VIDEO CAMERAS**

For safety purposes, video equipment may be used to monitor student behavior in common areas on campus. Students will not be told when the equipment is being used. The principal will review the video recordings routinely and document student misconduct. Discipline will be in accordance with the **Student Code of Conduct- 251**.

## **CONTACT INFORMATION**

ADC Direct Line 817-232-8074

### **Principal**

Melanie Stitt                      mstitt@ems-isd.net

### **Intervention Counselor**

Natalie Johnson                      nataliejohnson@ems-isd.net

### **Assistant Principal**

Thomas Hare                      thare@ems-isd.net

### **Academic Counselor**

Katie Munk                      kmunk@ems-isd.net

### **ADC Middle School**

Christopher Hammond                      chammond@ems-isd.net

Krista Hnizdo                      khnizdo@ems-isd.net

### **Support Staff**

Grace Hernandez                      ghernandez@ems-isd.net

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Jessica Perez                      jperez@ems-isd.net

### **ADC High School**

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