

Alternative Learning Center-West

ALC Parent-Student Handbook

2023 – 2024

Supplement to the Cypress Fairbanks ISD Student Code of Conduct

At ALC-West we will:

**Find a way to reach, teach, and get every student back on the
ROADS to Success---Every Student Every Day**

19350 Rebel Yell

Katy, Texas 77449

Main Office: 281-855-4310 Fax: 281-855-4307

Derrick Crowder, Principal

Stephanie Coleman, Director of Instruction

Kenneth Simpson, Assistant Principal

Nicoya Rogers, Assistant Principal

Faye Wallace, Counselor



Cypress Fairbanks Independent School District

Alternative Learning Centers

MISSION STATEMENT:

The staff of the Alternative Learning Center emphasize positive growth in social and emotional behaviors, attitudes and academic achievement. As a result of academic and behavioral successes, student will improve decision making and problem-solving skills.

PHILOSOPHY:

In keeping with the philosophy of Cypress-Fairbanks I.S.D., the philosophy of the Alternative Learning Center staff is to work systematically as a team to provide an instructional and behavioral program designed to meet the individual needs and abilities of each student placed at the Alternative Learning Center (ALC). This learning environment will promote the development of independent, responsible, and contributing members of our society.

PURPOSE:

To provide an alternative educational placement for the 6th-12th grade student who are removed from the regular campus due to a violation of the Cypress-Fairbanks ISD Student Code of Conduct.

GOALS:

ACADEMIC

To Provide...

- every student the opportunity to participate in engaging, relevant and rigorous learning experiences aligned to District curriculum, standards and expectations based on each student's individual needs.

BEHAVIORAL

To...

- Provide support by addressing behavior through a research-based level system, character education and the Opportunity for Success initiative that encourages the development of the following within each student:
 - responsibility for his/her actions and to make the appropriate changes.
 - improved decision-making and problem-solving skills.
 - acceptable and appropriate social behaviors.
 - sufficient changes in behavior and/or attitude to enable students to return to home campus and adapt successfully
 - This includes regular school attendance.
 - the ability to recognize his/her value to society and potential to contribute in a positive way.

SOCIAL-EMOTIONAL

To...

- provide intensive counseling and guidance for students with behavior modification as the primary focus, both individually and in groups.
- improve student's ability to benefit from the educational programming by addressing current obstacles to their learning.
- encourage and assist each student to ...
 - examine his/her attitude and/or behavior and strive toward its improvement.
 - improve problem-solving and decision-making skills.
 - set goals, both academic and personal.
 - establish patterns of self-discipline.
 - build/rebuild a positive self-concept, positive values and a respect for oneself and others.
 - restore and strengthen interpersonal relationships.

- recognize his/her value to society and potential to become a contributing member.
- adapt to a changing environment.

PARENT

To...

- provide ongoing feedback on student's academic and behavioral progress.
- provide counseling and guidance to parents which might produce a support system for the student.
- act as a resource in directing and connecting parents/families toward community agencies which can provide appropriate, outside assistance when needed.

COMMUNITY

To...

- lower the drop-out rate.
- instill a desire in each student to be a productive, contributing member of society.
- provide opportunities for service-learning experiences.

ALC PARENT CONTRACT

The purpose and goals of the Alternative Learning Center have been explained to me. My student was placed at the ALC for an offense listed in the CFISD Student Code of Conduct. I understand my student has been assigned to the Alternative Learning Center to give him/her another opportunity to meet the academic requirements necessary for graduation.

I am aware that my student should meet the following requirements in order to successfully complete this program. My student will:

- Abide by the policies and procedures established by ALC and the CFISD Student Code of Conduct.
- Attend school each day and be punctual (7:15 a.m. – 2:40 p.m.)
- Take advantage of this educational opportunity by participating in the learning activities.
- Show respect to him/herself, classmates, and all staff at the Alternative Learning Center.
- Exhibit an acceptable level of behavior and progress through the Level System.
- Participate in any counseling opportunities that may be available by the counselors at the Alternative Learning Center.
- Refrain from being on any other CFISD property aside from ALC.

I understand my support is necessary for my student to make maximum progress in this program. I will support my student in this effort by:

- Making transportation arrangements for my student to attend and be punctual for the bus and/or morning drop-off and afternoon pick-up.
- Sending written notification explaining the nature of the absence with my student when my student returns to school. (Absences without notes will result in loss of credit.)
- Routinely reviewing Home Access Center to monitor my student's academic progress and attendance.
- Participating in parent conferences and programs presented at the ALC
- Making immediate arrangements to pick up my student from the ALC when requested.

WHAT IS ALC-WEST?

The Alternative Learning Center-West (ALC-W) is a Disciplinary Alternative Education Program (DAEP) mandated by Senate Bill 1, Chapter 37 of the Texas Education Code (TEC). Under TEC §37.006(d) and (I), students, who are at least 6 years of age on the date that an offense is committed, may be removed to a DAEP, for a time period that is determined by the local Student Code of Conduct. The Alternative Learning Center-West provides a more structured educational setting where students have an opportunity for reflection and change.

The Alternative Learning Center-West's staff welcomes the opportunity to help students make better choices in the future. ALC provides student the opportunity to continue their education and successfully transition back to their home campus after completing their placement.

BENEFITS OF ALC-West

Academic Success: ALC offers a small student-to-teacher ratio. Most students benefit from having additional, individualized assistance from the teacher.

Self-Discipline: By acting responsibly, making good choices, engaging in appropriate behavior, and taking ownership of their actions, students can control their progress, complete the program successfully, and return to their home campus in a timely manner. Students earn points on their behavior level sheet by meeting basic expectations. We teach and model for students how we want them to behave in the school setting. Students are routinely recognized for meeting expectations and can earn rewards that are built into the system. Students who are not making satisfactory progress will be placed on a Behavior Contract.

Counseling & Career Readiness Component: A great deal of time and emphasis is placed on decision making, conflict resolution, peer and adult relationships, and other tough issues our students face. Students can work through difficult issues and learn to behave appropriately with the help and support of our counselor and mentor teachers. Our goal is to engage, educate, and prepare students for a post-secondary education and/or career after high school. Referrals to a variety of community service agencies are also available upon request.

Students will remain in all current classes needed to progress towards graduating on the Foundation or Foundation with Endorsement plan. Any student's current credit-bearing courses that are not taught at our campus will be facilitated through our KAPE (K, AP, and Elective) Program. If your student is enrolled in a KAPE class more information will be given to you individually.

Positive Behavioral Interventions and Supports (PBIS): PBIS is an evidence-based framework that creates a positive school climate in which students learn and grow. Teachers and staff acknowledge positive student behaviors and provide them with points that they can accumulate and redeem to purchase items. Both students and parents can view points earned online through the PBIS app.

STUDENT EXPECTATIONS

Students are expected to quietly walk straight to class, on the RIGHT side of the hallway with no physical contact (no high fives, fist bumps, etc).

There are restrictions placed on students at ALC. Students cannot participate in any extracurricular activities (i.e., sports, tutorials, field trips, special events, summer school, etc). Most routine school privileges are waived during a student's placement: only 2 minutes are allowed for class changes, restrooms are locked, students are escorted to the restroom, and lockers are replaced by the folder system. Students who are successful at ALC-West leave with new skills to help them continue to the "ROADS to Success" at their home campus.

***Students are NOT permitted on any other CFISD property at any time during their placement. ***

Going to another campus and/or school related event while at ALC will subject the student to further disciplinary actions and/or trespassing citations.

If, during the term of removal to ALC a student engages in additional conduct for which removal is required or permitted an additional DAEP placement may occur. Students serving in an additional DAEP placement within the same school year have additional sanctions and loss of privileges which will be explained further during the parent-student, and ALC-West Assistant Principal conference prior to the start of the additional placement.

*Note: Students who have not completed their placement and move out of the district cannot transfer to another district's regular education program. The disciplinary placement **must be completed** prior to entering the regular education program.

Student Interactions

Students are expected to respect the boundaries, personal space, and feelings of others. Students are not allowed to touch one another in any manner. This includes handshakes, high fives, hugs, bumping, hitting slapping, or any other kind of physical contact. Students who fail to meet these expectations are subject to consequences.

Students are also expected to use school appropriate language, tone, and volume at all times. Profanity, slang, and other offensive terms are prohibited in any language (English, Spanish, etc.). Use of inappropriate language can result in consequences.

2023-2024 Alternative Learning Center - East/West Standardized Dress Code

Rationale: To maintain focus on the Cy-Fair ISD goals and objectives:

- to increase academic achievement thus reducing the achievement gap.
- to provide a safer learning environment.
- to develop increased decision making and problem-solving skills.
- to develop increased self-esteem.

Students must successfully pass the metal detector each morning to gain entry to the building.

Absolutely no clothing items depicting drugs/alcohol, gangs, sex or any inappropriate logos/symbols or writing.

Shirts (High School - Solid White) (Middle School – Solid Navy Blue)

- Shirts must be collared, polo-type or button down, without decorations, and free of large emblems/logos.
- Undergarments/Undershirt should not be visible through the uniform shirt.
- **Only one solid** white, grey, or black undershirt/camisole may be worn under the required shirt. Logos, designs, and/or writing must not be transparent through the uniform shirt.
- Shirts must fit properly, not be oversized, tight and/or revealing.

Pants, Capris and Walking Shorts (Khaki)

- Pants must be business casual in style (i.e., Original Dockers or Dickie style).
- No cargo pants or joggers are permitted.
- Pants must fit properly, be worn at the waist (not below), and may not be tight, revealing, sagging or baggy.
- Students could be required to wear a belt or a zip tie to prevent sagging and keep pants at the waist.
- All pants pockets must be able to be pulled inside out.
- No additional clothing may be worn under the required pants (NO basketball shorts, tights, pajama pants, long johns, leggings, etc.)

Shoes (Tennis Shoes)

- Students must wear athletic/tennis shoes – no Sperry's, boots, crocs, slippers, sandals, slides etc.
- Tennis shoes must be free of inappropriate graphics/writing/designs.
- Socks are required and must be free of inappropriate designs.

Optional Outerwear (High School: Solid Gray or White, Middle School: Navy Blue or Black)

- The only outerwear permitted in the classroom is a plain sweatshirt or sweater.
- Sweatshirts must not have pockets, hoods, zippers, buttons, logos, etc.

- Sweatshirts must be worn over the required shirt with collar visible.

Accessories and Grooming

- Purses, wallets, make-up bags, book bags, and backpacks are not allowed on campus.
- Students may not wear or bring to school, sunglasses, cosmetic contacts, gloves, or headgear.
- Students must wear their school ID on an approved lanyard around their neck at all times.
- No jewelry of any kind is permitted. This includes plastic spacers, body jewelry, waist beads, piercings, bracelets, rings, anklets, etc.
- Makeup, perfume, Chapstick/lip balm, lip gloss, etc., cannot be brought to school. Items will be thrown away.
- No ornamental hair accessories or any metal in the hair (i.e. hair bows, scarves, ribbons, barrettes, extensions with metal, bobby pins, etc.)
- Inappropriate tattoos must be covered with clothing or neutral colored band-aids.
- Cell phones (including smart watches) are not permitted.
Per the CFISD Code of Conduct, phones will be confiscated and returned to the parent after paying a \$15 fee.

Students must successfully pass the metal detector each morning to gain entry to the building.

All other rules and regulations as defined by the CFISD Dress/Grooming Guidelines apply.

Gang Behaviors

See CFISD Student Code of Conduct. **Disciplinary action will be taken against students who engage in gang related behavior on campus.**

Attendance Policies

School hours are from 7:15 a.m. to 2:40 p.m. Students must be in attendance every day and are subject to the state's compulsory attendance laws.

- Students are expected to attend periods 1-7.
- Parents will receive an automated phone call if their student is absent.
- All absence notes must be received within 3 days.
- ALC staff will coordinate with home campus to file on students who violate the compulsory attendance laws due to excessive absences.
- **If a student leaves campus without permission before or during school, the student(s) will not be permitted to return to the campus that day, their day of placement will not count, and they will be coded as truant.**

Students are responsible for checking-in at the attendance desk when they arrive.

ALC PROCESSES

Search

All students must walk through the metal detector and be searched by Admin team and/or Nurse.

Items listed below are NOT allowed at ALC-West:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Backpacks, purses or makeup bags • Make-up, Chap Stick, cologne, brushes, hair clamps, etc. • Cans or pump sprays • Gum, candy, etc. • Jewelry of any type (metal, plastic, wood, fabric, etc.) | <ul style="list-style-type: none"> • Cell phones or any other electronic devices (i.e., iPods, MP3 players, CD players, etc.) • CDs, DVDs, flash drives, headphones, etc. • Tobacco products, matches, lighters, rolling papers, vape pens, E-Cigarettes • Gang-related items |
|---|---|

Students in possession of more than \$5.00 will have the excess money deposited into their lunch account. Any money that is not turned into a staff member and is later discovered will be collected by an administrator and deposited into the student's lunch account and the student will receive the appropriate discipline consequence.

Staff members will not hold items for students. Items above will be confiscated, and the appropriate disciplinary action will be taken. School personnel will not be responsible for confiscated items. **Cell phones require parent or guardian pick up. An administrative fee of \$15 will apply to students who have not complied with the cell phone policy. Jewelry and electronic devices will be returned to the student at the end of their placement. All other prohibited items WILL NOT be returned to the student.**

Bridge Class

Students will be in Bridge class their first day of placement completing diagnostic tools and learning inventories to help us better serve them academically. Students may also complete work sent by his/her new ALC teachers. In order to be released from Bridge Class, a student must earn a perfect day.

Level System

Students at the Alternative Learning Center-West are on a behavior management program which allows them to earn points for appropriate behaviors, advance on the level system, and take ownership for their behavior and choices. The level sheet provides the structure by which we monitor students' ability to consistently meet classroom expectations. Students carry a level sheet to each class for their teachers to record points accordingly. Points are earned by exhibiting appropriate behaviors and meeting expectations. It is the student's responsibility to maintain possession of their level sheet and to ensure that points are recorded by the teacher. A new sheet is issued every ten days and points are calculated on a weekly basis to determine advancement on the level system.

In-Class Behavior

(3pts each)

- I stayed on task.

(2pts each)

- I used appropriate language, volume and tone at all times.
- I respected the space and property of staff and students.

(1pt each)

- I followed class rules and procedures.
- I stayed in dress code with my ID around my neck.
- I used my laptop appropriately.

Personalized Transition Plan

As a means to ensure a successful transition back to the home campus, each student will receive a Personalized Transition Plan (PTP) from the ALC. The plan will include information from the teachers, attendance clerk, assistant principals, as well as the substance abuse counselor if deemed necessary. Components of this plan will include current withdrawal grades, attendance, student/home campus goal assessments for both academics and behavior. Behavior contracts and bridge-in/out documents will also be attached. The PTP will assist the home campus and the ALC in creating a partnership that will provide individualized plans that will benefit every student, every day.

Return to Home Campus Procedures

The ALC-West registrar will notify the home campus registrar of the student's return at the close of the school day prior to the scheduled return date. The parent/guardian must accompany the student, to the home campus, the morning following his/her release for re-enrollment.

CONTINUED SERVICES

Transportation

During orientation and the registration process, CFISD bus transportation arrangements are made. Modified bus service is available for students assigned to ALC. Students must have their ID badge to ride the bus. To track your student on the bus, parents need to go to the following website [Traversa My Ride K-12](#) to create an account. You may then download the app on your phone. Parents, bus transportation for special education students is scheduled by the home campus during the removal process. Bus transportation is a privilege. If a student display consistent misbehavior on the bus, their privilege will be removed. If you have any questions, please call DeeDee Seiter in Transportation at 346-205-8426.

Parking is available for seniors only. Student drivers may be approved to park on campus with a completed ALC parking application, proof of registration and current insurance. Spaces are limited. Approved drivers will receive a ALC parking pass which must be displayed at all times. Student vehicles are subject to random searches. All CFISD parking procedures must be followed.

Student drop-off and pick-up is at the side of the building. Parents picking up students must remain in the car rider line until your student is in your vehicle.

Any student who walks off campus at dismissal may **NOT** return to campus.

Student Meals

Students are served breakfast and lunch in the cafeteria. Breakfast is served from 6:55 a.m. – 7:13 a.m. ALC students need to arrive by **7:00 a.m.** in order to be served breakfast and not be tardy to 1st period (7:15 a.m.).

Lunch can be purchased from the cafeteria or brought to school. Lunches brought from home must be placed in a disposable bag. Lunch items brought to school from home are subject to search and students are limited to bringing lunch/snack sized items only. All food must be prepackaged, unopened and consumed in the cafeteria. Portions cannot be saved for later. The following are **not** permitted and will be confiscated and thrown away:

- Carbonated drinks (soda)
- Candy
- Glass bottles
- Bags of chips or snacks larger than 2oz in size (No family or grab bag sizes)
- Excessive quantities of food (brownies, donuts, chips, etc.)
- Water enhancers
- Any drinks with a broken seal
- Colored beverages (Gatorade)

Eating in the cafeteria is a privilege. Appropriate behavior and table manners are expected of all students. Inappropriate behavior will result in the removal from the cafeteria and/or designated classroom. Appropriate disciplinary action will be taken if necessary. Students who are on the green behavior level, or those who have lost their level sheet, will eat in the Discipline Classroom until they make progress or the level sheet is recovered.

Lunch accounts can be accessed at www.schoolcafe.com. If your student receives free or reduced lunch at their home campus this school year, then they do not have to reapply. Free and Reduced Lunch applications can be filled out online or by using the School Café app. Please contact 281.897.4550 if you don't have online access.

Clinic Procedures

ALC adheres to all CFISD health and medication guidelines. Parents must transport all medications (prescription and/or non-prescription) to and from the clinic in the original container and complete the required form which is available from the nurse. All medications must be kept in the clinic. **Students are not permitted to have medication in their possession. This includes prescription and/or non-prescription medicines (aspirin, cough drops, nose sprays, lip balm, allergy/cold, Epi-pen, Asthma inhalers, etc.).** If your student requires an Ace wrap, splint, crutches, brace, etc., medical documentation must be provided stating a medical device is needed.

ADDITIONAL INFORMATION:

CFISD Safety

Cypress-Fairbanks ISD is dedicated to the safety and welfare of all students, staff and visitors. Although we know that positive relationships with students is the most important security measure, all campuses regularly hold a variety of drills and security assessments to better prepare students and staff in the event of an actual emergency. Parents and students can access “Safety and Security in CFISD” on the district website. A list of the Standard Response Protocol is provided within this handbook.

CY-FAIR Tipline

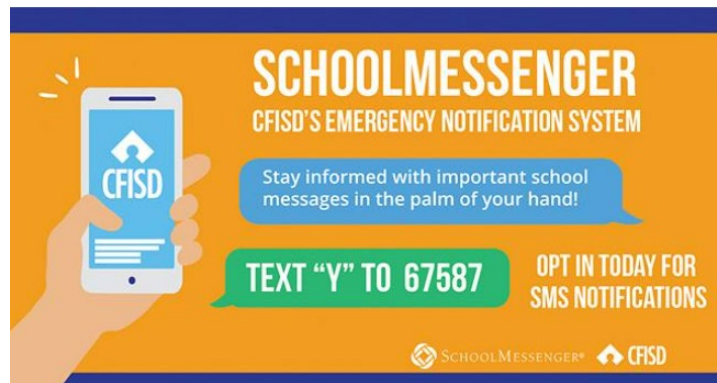
Cy-Fair Tipline is an anonymous reporting system that allows students and parents to communicate school concerns or threats to their campus administration through the internet or via text messaging. Students and parents are able to submit reports/tips via text or email anonymously 24 hours a day, 7 days a week. This can be found on the CFISD website <https://www.cfisd.net/Page/6889>.

School Messenger

To ensure that CFISD parents are receiving school and district news and alerts in the way that suits their needs, CFISD uses the emergency notification system SchoolMessenger.

Stay informed with important school messages in the palm of your hand!

Opt in today for SMS notifications. Text "Y" to 67587.



HOME ACCESS CENTER

Home Access Center allows parents and students to view student registration, scheduling, attendance, classwork assignments and grade information. More information can be found at <https://www.cfisd.net/Page/1850>.

If you would like to contact any of these teachers by phone, please call the main number 281-855-4310 and leave a message with the receptionist.

Office Contacts			
Name	Area	Phone Number	Email Address
Louise-Anne Hajovsky	Registrar/Campus Secretary	281-855-4061	louiseanne.hajovsky@cfisd.net
Angie Dominguez	DI Secretary	281-855-4310	angelica.dominguez@cfisd.net
Taylor Omotehinse	AP Secretary	281-855-4068	taylor.omotehinse@cfisd.net
Sherlyn Dominguez	Attendance Secretary	281-855-4069	sherlyn.dominguez@cfisd.net
	Youth Service Specialist	281-897-4026	

Special Education Teachers		
Name	Area	Email Address
Jerry Lovelocke	HS Math	jerry.lovelocke@cfisd.net
Gregory Jones	HS English & Reading	gregory.jones@cfisd.net
Tavaris Holliday	MAPSS	tavaris.holliday@cfisd.net
Davon Berry	AB	davon.berry@cfisd.net
Angela Powell	MS Support	angela.powell@cfisd.net

Middle School Teachers		
Name	Grade/Subjects	Email Address
Anetria Ardie	6/7/8 Language Arts	anetria.ardie@cfisd.net
Marcus Bailey	6/7/8 Physical Education	marcus.bailey@cfisd.net
John Davis	Reading	john.davis2@cfisd.net
Martin Frobel	6/7/8 History	martin.froebel@cfisd.net
Mimi Heholt	6/7/8 Science	miuccia.heholt@cfisd.net
Daniel Jordan	6/7/8 Math	daniel.jordan@cfisd.net
Nwabueze Obi	KAPE	nwabueze.obi@cfisd.net
Cornelius Wright	Math Lab & PE	cornelius.wright@cfisd.net

High School Teachers		
Name	Subjects	Email Address
Cyntrilla Alexander	HS English	cyntrilla.alexander@cfisd.net
Karim Alston	Art	karim.alston@cfisd.net
Bertha Alvarez	Spanish	bertha.alvarez@cfisd.net
Kimberly Anaya	HS Reading/PACE/KAPE English	kimberly.anaya@cfisd.net
Minyon Bradley	HS Math	minyon.bradley@cfisd.net
Brittany Buie	HS Science, KAPE	brittany.buie@cfisd.net
Jacquelyn Fennell	HS Social Studies	jacquelyn.fennell@cfisd.net
Gregory Jones	HS English	gregory.jones@cfisd.net
Anthony Fitzgerald	Physical Education	anthony.fitzgerald@cfisd.net
Michael Fraser	HS Math, KAPE	michael.fraser@cfisd.net
Lenora Grier	HS Science	lenora.grier@cfisd.net
Lonnica McKelvin	HS English	lonnica.mckelvin@cfisd.net
Kandace Kitchen	HS Social Studies, KAPE	kandace.kitchen@cfisd.net
Gregory Kuri	HS Social Studies	gregory.kuri@cfisd.net
Greg McDonald	HS Science	paul.mcdonald@cfisd.net
Vicky Nguyen	HS Math	thanhtruc.nguyen@cfisd.net
Donihue Sands	KAPE/DCR	donihue.sands@cfisd.net
Brad Stanfield	KAPE – CTE, BUS & DCR	brad.stanfield@cfisd.net