

Providing an Alternative Path Towards Success  
Adrian Middle School Project Success

# 2019-2020 HANDBOOK

A Middle School Alternative Education Program Provided by



**Overview:** The AMPS program primarily assists at-risk students who are not successful in their current educational setting and/or need an alternative learning environment. Students will receive their education in the core academic areas through a combination of direct and computer driven instruction. Additionally, students will receive individualized assistance, lifeskills instruction and a variety of advisory related activities. All students benefit from certified teachers, counselors and support staff while enrolled. The goal of this middle school program is to help students improve both their academics and their behavior, which often go hand-in-hand. Once a student's goals have been met in their Individual Service Plan (ISP), they will be allowed to transition back into the regular school environment.

**AMPS Staffing:** AMPS staff is committed to providing quality instruction in an environment that promotes regular school attendance, accountability for one's actions, and ownership of learning. The district will employ teachers and support staff who are committed to leading a success-driven alternative school.

The characteristics of high performing alternative schools include:

- Low student-to-staff ratio
- A safe and orderly learning environment
- Effective, caring, and competent leadership
- Highly trained and carefully selected staff
- A vision and clearly defined objectives for the program that are shared by all staff and embedded in all facets of the instructional program
- District wide support of the program
- Positive working relations with all parts of the school system and with other collaborating agencies that provide critical services to youth
- Realistic, relevant and meaningful connections
- Intensive counseling, mentoring, and monitoring

**Admission Process:** Adrian Middle School administration will identify students who will benefit from the AMPS program. Once a student is identified, an intake meeting will be held between the AMPS staff, the student and parent/guardian and administration (principal or designee, counselor, or social worker). During this meeting, information will be shared about the student and their specific learning needs. Together, these teams will develop an ISP for the student which must contain the following information:

1. Educational goals appropriate for the student.
2. Behavioral goals appropriate for the student.
3. Services required by the student and the student's immediate family to meet the educational goals and behavioral goals specified in the individual service plan.

**Counseling:** General counseling and therapeutic support services will be provided through Parkside Family Counseling LLC and Community Mental Health. Services will include group sessions and possibly individual sessions when required by the student. Release forms for both of these services are attached.

**Discipline:** In addition to following Adrian Middle School 7/8 Code of Conduct, the AMPS program will utilize a point system to maintain structure and order within the classroom setting. This discipline system will be progressive in nature. Each student will begin the school year with 1,000 points. Students will have the opportunity to gain points and/or lose points based on their attendance, behavior and work/study habits. The AMPS program point system will be explained in detail to students and parents at the initial intake meeting and they must sign a behavior contract prior to attending. In addition to a good academic standing, in order for a student to transition back to the regular school environment, they must maintain at least 1,500 points on a consistent basis.

As an additional incentive, the following privileges will be awarded to students when they reach certain levels:

| Level | Points                        | Privileges Earned   |
|-------|-------------------------------|---|
| 1     | 1,000 and passing all classes | early release Friday  |
| 2     | 1,250                         | The above plus use of a desk bouncy band, as long as it does not become a disruption to the class or to the teacher |
| 3     | 1,500                         | All of the above plus music privileges during on-line courses and during classwork with teacher's permission        |
| 4     | 2,000                         | All of the above plus drinks other than water during on-line courses and during classwork with teacher's permission |
| 5     | 2,500                         | All of the above plus food privileges during on-line courses and during classwork with teacher's permission         |
| 6     | 3,000                         | All of the above plus the use of a comfy chair throughout the day   |

## Point System

| Reward  | Earned Points   |
|---|-----------------|
| <b>Perfect Attendance (for the week)</b>                        | 50 Points       |
| <b>Performance above required expectations (staff assigned)</b> | 10 - 100 Points |
| <b>Exceptional Behavior (staff assigned)</b>                    | 10 – 100 Points |
| <b>Signed Progress Report Returned Weekly</b>                   | 50 Points       |
| <b>Report Card Grades</b>                                       |                 |
| for each A  | 40              |
| for each B  | 30              |
| for each C  | 20              |
| for each D  | 10              |

| Attendance   | Deducted Points |
|--|-----------------|
| <b>Absence</b>   | 50 Points       |
| <b>Excused Absence with doctor, dentist, court, or other documentation</b> | 0 Points        |
| <b>Tardy</b>   | 25 Points       |

| Infraction                     | 1st Offense | 2nd Offense | 3rd Offense | 4th Offense |
|--------------------------------|-------------|-------------|-------------|-------------|
| <b>Bullying and Harassment</b> | 200 Points  | 300 Points  | 400 Points  | 500 Points  |
| <b>Cheating</b>                | 100 Points  | 200 Points  | 300 Points  | 400 Points  |

|   |   |   |   |   |
|---|---|---|---|---|
| <b>Computer Misuse</b>  | 100 Points<br>+ additional<br>consequence at<br>discretion of staff | 200 Points<br>+ additional<br>consequence at<br>discretion of staff | 300 Points<br>+ additional<br>consequence at<br>discretion of staff | 400 Points<br>+ additional<br>consequence at<br>discretion of staff |
| <b>Disrespect to Staff</b>  | 200 Points  | 300 Points  | 400 Points  | 500 Points  |
| <b>Disruptive Behavior</b>  | 100 Points  | 150 Points  | 200 Points  | 300 Points  |
| <b>Dress Code Violation</b>   | 100 Points  | 200 Points  | 300 Points  | 400 Points  |
| <b>Electronic Device<br/>NO cell phones</b>                                       | 100 Points  | 200 Points  | 300 Points  | 400 Points  |
| <b>Hats or Hoodies<br/>Not allowed</b>  | 100 Points  | 200 Points  | 300 Points  | 400 Points  |
| <b>Insubordination<br/>(not following<br/>directions)</b>                         | 100 Points  | 200 Points  | 300 Points  | 400 Points  |
| <b>Obscenity</b>  | 200 Points  | 300 Points  | 400 Points  | 500 Points  |
| <b>Obscenity vs.<br/>Teacher</b>  | 500 Points<br>+ automatic<br>suspension                             | 500 Points<br>+ automatic<br>suspension                             | 750 Points<br>+ automatic<br>suspension                             | 750 Points<br>+ automatic<br>suspension                             |
| <b>Reluctant Learner<br/>(not using time<br/>wisely)</b>                          | 50 Points   | 100 Points  | 200 Points  | 300 Points  |
| <b>Vandalism</b>  | 100 Points<br>+ restitution   | 200 Points<br>+ restitution   | 300 Points<br>+ restitution   | 400 Points<br>+ restitution   |
| <b>Racism, Fighting<br/>Verbal Altercation<br/>Drugs, Alcohol, or<br/>Tobacco</b> | 500 Points<br>+ automatic<br>suspension                             | 500 Points<br>+ automatic<br>suspension                             | 750 Points<br>+ automatic<br>suspension                             | 750 Points<br>+ automatic<br>suspension                             |
| <b>Staff Discretion</b>   | 10 - automatic<br>suspension  | 10 - automatic<br>suspension  | 10 - automatic<br>suspension  | 10 - automatic<br>suspension  |

**Loss of Points:** If a student earns a significant point deduction, parents/guardians will receive a phone call to explain the situation and a point decrease notification form will be sent home requiring a parent/guardian signature. Additionally, if a student falls to 300 points or below, AMPS staff will require a parent meeting and the student will be put on an individual behavior contract until they are back in good standing.

**Progress Reports:** In order to facilitate clear communication on each student's progress, weekly reports will be sent home which will note the student's grades, points level and any specific areas of concern or improvement. If for some reason we are unable to send progress reports home, AMPS staff will communicate that in written form. Parents/guardians should expect this EVERY WEDNESDAY without fail. Students who return these progress reports the following day with a parent/guardian signature will earn 50 points.

**Early Release Fridays:** Students MAY eligible for early release on Fridays at 12:36 pm IF they have passed all of their classes and IF they have reached 1,000 behavior points or more. Parents will have to confirm permission with a signature and note the way your child will be getting home on the Wednesday progress report. If we don't get this progress report back, the student will not be able to leave. If parents are unable to make arrangements for their release and transportation, they will be able to stay at school for an alternate activity (movie, video games, board games, popcorn, etc). Students who are not eligible will remain at school. If they are not passing classes, they will work on missing assignments and if they do not have 1,000 points, they will receive instruction on various life skills that will teach them how to better manage their behavior.

**Classroom Organization:** Each student will be given a crate to use in the classroom to store their textbooks, notebooks, papers, pencils, and other schools supplies so they are readily available throughout the school day. Each student will also be assigned a locker which will be located directly outside the classroom. Students will keep their coats, bags, lunches, cell phones and other personal items in their lockers. They will only be allowed to go to their locker before school, during lunch, and after school; not in-between classes. Students will remain in the AMPS classrooms throughout the day. The AMPS program has its own bathrooms and a water cooler in the classroom as well.

#### Daily Schedule

- 7:35 - 8:25      Encore: Moby Max computer-aided instruction / Art
- 8:29 - 9:19      Math
- 9:23 - 10:13    Social Studies via Plato on-line computer courseware
- 10:17 - 11:07    Physical Education
- 11:07 - 11:37    Lunch
- 11:41 - 12:36    Language Arts
- 12:40 - 1:30     Science via Plato on-line computer courseware
- 1:34 - 2:24      Lifeskills / Academic Success component

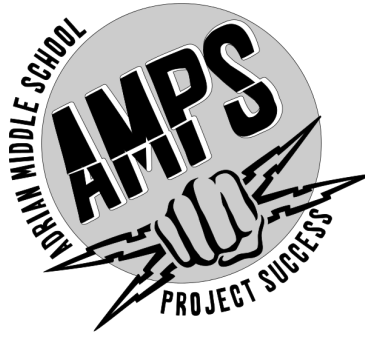
Please see Mrs. Ford's web-site for additional information: <http://mrsfordadrian.weebly.com/>

#### CONTACT INFORMATION:

AMPS Program  
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## HANDBOOK ACKNOWLEDGMENT

We acknowledge that we have received and read a copy of the AMPS program handbook for the 2019 - 2020 school year. We understand and agree to the policies explained within it.

|                                 |                       |               |
|---------------------------------|-----------------------|---------------|
| <b>Parent(s) or Guardian(s)</b> |                       |               |
| _____<br>Signature              | _____<br>printed name | _____<br>date |
| _____<br>Signature              | _____<br>printed name | _____<br>date |
| <b>Student</b>                  |                       |               |
| _____<br>Signature              | _____<br>printed name | _____<br>date |

\* ALL students are expected and required to adhere to AMPS policies whether or not this document is signed.

### **CHECK BELOW TO MAKE SURE ALL OF THE FOLLOWING ADDITIONAL DOCUMENTS ARE SIGNED AND RETURNED:**

- AMPS Enrollment Application and Individual Service Plan
- AMPS Plato Virtual Science and Social Studies Class Explanation
- Parkside Family Counseling Release Form
- Community Mental Health Release Form

*\*Students will not be eligible for Early Release Friday until all forms are returned.*