

MALAKOFF ALTERNATIVE PROGRAM

Philosophy

The Malakoff Alternative Program is based on the philosophy that positive reinforcement for appropriate behaviors is most effective. In keeping with this philosophy student behavior is addressed through a point system that identifies the responsible behaviors that allow students to learn and teachers to teach in the learning environment.

In addition to emphasis on appropriate behaviors, the student's parents or guardians are encouraged to become involved in the program. This begins with the first meeting in which a referral is made from the home campus. Throughout a student's enrollment in the Malakoff Alternative Program, parents are contacted on a regular basis.

Mission Statement

Recognizing that all students can learn given the appropriate environment, support, and teaching method, the staff at the Malakoff Alternative Program campus have established the following elements that make learning possible in a safe environment for our students:

- ◆ Individual academic work
- ◆ Small classes
- ◆ Tutoring
- ◆ Emphasis in Math and Reading skills
- ◆ Student behavior addressed with immediate consequences
- ◆ Interventions are used allowing students to make better decisions
- ◆ Training in social skills

General Information

Malakoff Alternative Program

1209 W. Royall Blvd.
Malakoff, TX 75148
(903) 489-4132

- Principal:** James Bass
- Calendar:** Malakoff ISD – Students will follow MISD’s notice for school closing due to inclement weather, etc.
- Curriculum:** Core courses, social skills, computer assisted learning
- School Day:** The length of the school day is 7:50 – 2:50. Students arriving after 7:50 **inside** the building/office area will be considered tardy. If student arrives after 7:50, parent must come in to the office and sign him/her in. Consequences for failure to sign in a tardy student may include, but are not limited to, loss of points, loss of privileges, loss of credit for the day, extended stay, after school intervention, isolation, penalty sentences. Three tardies equals one absence.
- Arrival:** Students are not to arrive at school before 7:30. Do not drop your child off and leave them unattended. Do not allow your child to leave your car until you see a M.A.P. staff member outside. Student should exit vehicle upon seeing a staff member at the entrance. Please do not leave campus until your child enters the school. Students are **not** to have any discussions with other students as they wait to enter the school. Any disregard of these procedures may lead to a suspension or other disciplinary measures. Students are on school property and under M.A.P. guidelines the moment the vehicle turns onto the driveway.
- Dismissal:** Students will be picked up promptly at 2:50 P.M. If students are picked up after 3:00, parent must come into the office to sign him/her out. A staff member will be in the driveway to call students to your car on a walkie-talkie. Students are expected to leave campus immediately upon dismissal. Students are not allowed to have discussions or exchange information with other students. Students will not be released to anyone who is not on their transportation form. Please do not pick up your child early from school without prior approval from the M.A.P. principal or Staff. Leaving early can result in an extended placement at M.A.P. or other consequences.

Meals: Breakfast is cereal, graham crackers, or pop-tarts, juice and milk. Lunches are brought from the high school cafeteria. Students who pay can bring money for the day, week, or the amount needed for the length of placement. Money or checks will be sent to the high school cafeteria and applied to the student's account. No change for meals is kept at M.A.P. Students may not bring **any** food or drink items on to the M.A.P. campus. No exceptions made without a doctor's note.

Absenteeism:

Parents must call by 8:30 when a student is absent. An absence will **not** be excused on the basis of a phone call, but we request that a parent call. On return a parent, doctor or court note must be sent stating the reason for the absence. A separate note must be sent for each day missed. A doctor note or note from the court must state the date, when the student arrived for the appointment and when he/she left the doctor's office or court upon his/her return to M.A.P. An obituary or program is required if a student is absent due to a funeral. Notes must be brought within 2 days (48 hours) after an absence or the absence will automatically remain unexcused. All work and instruction time missed due to absences must be made up. This may require a student to miss recreation/gym time for one or more days or serve ASI time. If the absence is unexcused the highest grade a student may receive is a 70. Students arriving after 8:30 may lose credit for the day. Students will not receive points on days missed. **Dental, court or counseling appointments are excused only for the length of time required for the appointment.** Student should come to school before and after appointments. All appointments should be made early in the morning, late in the afternoon, or after school if possible. **Students will not be excused for the whole day without official verification for missing the whole day.** All days or parts of days missed whether excused or unexcused may be required to be made up. **After 3 consecutive days of absence, a doctor's note will be required.**

Types of Absences:

Excused: Count against a student's 90% attendance

- PERSONAL ILLNESS with a note from parent
- ILLNESS IN THE FAMILY with a note from parent

Excused: Does not count against a student's 90% attendance

- FUNERAL (immediate family)
- ILLNESS with a doctor's note
- DENTAL APPT. with a doctor's note stating times
- Participation in a substance abuse program (documented)
- SUSPENSION
- COURT PROCEEDINGS with a court note stating times

Unexcused:

- PERSONAL/FAMILY BUSINESS
- ANY ABSENCE NOT FALLING UNDER THE EXCUSED ABSENCE GUIDELINES (DAYS OR PARTS OF DAYS)

Transportation:

M.A.P. students are not allowed to ride the school bus except when placed by a previous ARD decision. If a student rides the bus for this reason s/he should be aware that the bus is a rolling classroom and all M.A.P. and M.I.S.D. policies and rules apply. The point system is in effect from the time the student boards the bus coming to M.A.P. until s/he exits the bus on his/her return home and within 300 feet of any school property. Transportation is the responsibility of the student's parents/guardians. Plans for student transportation should be arranged by the parent/guardian with the student prior to coming to school. It is not the school's responsibility to make calls and arrangements for student transportation. If a student drives s/he may not transport any other student and must sign a consent/rule form.

Supplies:

Each student must bring six pencils, erasers, two packages of notebook paper, a box of Kleenex, and 5 plain pocket folders. ****No pens or mechanical pencils**.**

Check Policy:

Our school district has established the following policy for accepting checks and collecting bad checks:
For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver's license number and state. **When paying by check you authorize the recovery of unpaid checks and the recovery of the state allowed fee by means of electronic re-presentment or by paper draft.**

Placement Length:	<p>Least recommended time is 15 school days.</p> <p>The maximum period of DAEP placement shall be one calendar year except as provided below: The minimum DAEP placement will be 15 school days for the first offense. Subsequent placements will be for a minimum of 30 school days. If the student is in possession of alcohol or drugs or drug paraphernalia or is under the influence of alcohol or drugs the minimum placement will be 60 days.</p> <p>If a student is placed for 30 or more days and earns 34 points a day for 10 consecutive days with no absences he/she may earn an early day back to his/her home campus.</p> <p>Students placed for 15 days are not eligible to earn early days back to his/her home campus. Other restrictions for early days back may apply at the discretion of the sending principal.</p>
Intake:	<p>Intake will need to be scheduled by phone. No student will be enrolled before 8:30 AM. Parent/guardian must accompany student and have a meeting with the M.A.P. principal. All paper work must be completed by the home campus and sent to M.A.P. before student arrives for intake.</p>
Restrictions:	<p>According to Senate Bill 1, a student referred to a D.A.E.P. for discipline reasons is prohibited from participating in or attending any school-sponsored activities. While assigned to M.A.P., students are not allowed on any regular school campus at any time.</p>
Visitors:	<p>No visitors are allowed in the M.A.P. classroom for student confidentiality reasons. Calls during instructional time are not allowed except for emergency cases only. Students may not use school phones. Parents are encouraged to schedule conferences.</p>
Medications:	<p>Students who must take prescription medicine during the school day must have a signed medication form on file, signed by a parent/guardian. The medicine must be in its original container with the proper label. The medication must be brought/picked up by a parent/guardian. The office staff will give the medicine as prescribed by the doctor. No more than the amount needed for one week will be kept at the school at any one time. Medication will be kept in a locked cabinet and a log will be maintained to record the administration of medication. Staff are not allowed to give Tylenol or any other OTC medications to students.</p>

Texas Education Code Mandates

Texas Education Code 37.008 mandates an alternative education program that:

- 1) Is provided in a setting other than a student's regular classroom.
- 2) Is located on or off a regular school campus.
- 3) Provides for the students who are assigned to the alternative education program to be separated from students who are not assigned to the program.
- 4) Focuses on English, Language Arts, Mathematics, Science, History, and Self-Discipline. (Students will be given an opportunity to make up work missed in non-core courses. This is the responsibility of the sending campus.)
- 5) Provides for student's educational and behavioral needs.
- 6) Provides supervision and counseling.

Governmental Authorities

Questions of students – When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- ◆ The administrator will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- ◆ The administrator ordinarily will be present unless the interviewer raises what the administrator considers valid objections.

Students taken into custody – State law requires the District to permit a student to be taken into custody.

- ◆ To comply with the laws of arrest.
- ◆ By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court
- ◆ By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- ◆ To comply with a properly issued directive to take a student into custody.

◆◆◆ Before a student is delivered to a law enforcement officer or other legally authorized person, the administrator will **verify the officer's identity** and, to the best of his/her ability, will verify the **official's authority to take custody** of the student. **The administrator will immediately notify the Superintendent and will attempt to notify a parent/guardian unless the officer of other authorized person raises what the administrator considers to be a valid objection to notifying the parent/guardian.**

Focus

The Malakoff Alternative Program utilizes a zero-tolerance program that allows students to advance through a structured level system that focuses on:

- 1) Academic compliance and success.
- 2) Behavioral modification.
- 3) Developing a positive self-image.
- 4) Increasing individual attendance.
- 5) Study skills.
- 6) Successful transition back to the home campus.

A level system has been implemented. Each level allows for varied amounts of personal freedom and choice. Movement through the levels will provide for expanded privileges and opportunities that require self-discipline from the student. Students earn points by complying with the academic and behavioral objectives.

Referral Process

The home campus-building administrator, following a Placement Review Committee recommendation or 504 committee meeting, makes the referral to Malakoff Alternative Program. A meeting is then scheduled between, the Malakoff Alternative Program administrator, a parent/guardian, the student and other necessary persons. It may become necessary to implement the three-day suspension rule to schedule this meeting. At the meeting, academic, behavior, and attendance documentation will be presented and reviewed.

Placement may be reviewed when the student reaches the appropriate level and/or as mandated by law – TEC 37.009(e).

Students transferring into the district and placed in Malakoff Alternative Program will automatically be on Level 1. Days served in another school district's DAEP will count toward the M.A.P. placement.

Program Description

Students entering Malakoff Alternative Program will be assigned a desk and will copy all or parts of the handbook. A point sheet will be implemented. Procedures and program will be explained to the student.

Sending schools will provide educational history of the student when assigning a student to Malakoff Alternative Program as to the subjects the student is currently enrolled and grades, working on or below grade level, etc. The students will be working on PLATO, a microcomputer-based, interactive, self-paced instructional and testing system, Odyssey Ware Online, and also receive teacher directed assignments. Teachers at Malakoff Alternative Program campus will coordinate with teachers on the home campus to ensure the easy transition of students both into our program and back to the home campus. As mandated by law, a portion of each day will be devoted to the teaching of self-discipline skills.

Delayed Meals

Students are required to complete any and all work assigned prior to breakfast and lunch. If delayed, the meal will be stored properly to avoid spoilage. If the student is taking medication or has a medical need that requires food or other considerations, the staff will be informed and proper procedures will be followed.

Loss of Seat

Students may lose the opportunity to be seated during assignments if off-task, sleeping or engaged in non-compliant academic behavior. The amount of time is determined by the student's on-task behavior and at the discretion of the staff. The staff will determine if and when the chair is returned that day.

After-School Intervention

After-School Intervention may be used as a disciplinary measure for various misbehaviors. This includes, but is not limited to, failure to complete assignments, sleeping, propping up, not following instructions or not working, tardies, and disrespect. More than one ASI may be assigned at a time. Student may be required to write behavior packets, sentences, or finish any assignment given by the teacher. Student will be supervised. Parents will be responsible for bringing any necessary medications to school. Parents will be notified of the need for this action prior to the end of the school day when possible. Staff will assign dates and times. Parents are responsible for transportation when after-school intervention is complete. No student will be allowed to walk home. Students will be released to parents only, unless prior arrangements have been made with the administrator at Malakoff Alternative Program. Parents are asked to sign a form stating that this procedure has been explained to them. **Proper authorities will be notified if parents fail to pick up their child at the proper time.** An administrator will be present or available during this intervention.

Audio-Video Taping

Students may be audio/video taped to ensure a safe environment and to reinforce social skills.

Out-Time

Students may earn the privilege of spending time in a less restrictive setting. Out-time may be in or out of the classroom setting. The amount of time is increased as the student's academic performance and behavior continues to improve and is at the discretion of the staff.

Transition

After returning to the home campus, the student will have a short visit with the counselor or administrator to make sure the student is successful on his/her return.

Staff

The classroom will be staffed with the appropriate instructors and aides.

Parents are requested to:

- 1) Communicate with staff.
- 2) Support the staff and the program.
- 3) Communicate all concerns to the administrator or staff.
- 4) Have student at school by 7:50 a.m. and pick up promptly at 2:50 p.m. After 2:50 parent must pick up student in classroom. If a student is habitually picked up late, consequences will be addressed by the principal.

Required Behaviors

The following are behavioral expectations for all students:

- ◆ The student is present from 7:50– 2:50.
- ◆ Students absent will receive no points for the day. Texas Education Code states that students must be present 90% of the required days in order to obtain credit. Parents will be notified of excess absences.
- ◆ Student will refrain from eye contact or physical contact with other students.
- ◆ Student will walk with hands clasped behind back at all times.
- ◆ Student remains alert, seated, and on-task during the school day, refrains from inappropriate behaviors, and completes assigned work. If you finish your assignment, work on something else, read a library book, or other material provided. You may be required to write a book report or essay on the books you read. Always stay busy. Just sitting is not permitted. Do not make extra marks or draw on schoolwork. The work will not be accepted and you will have to do it over. Students receiving off-task sheets will receive no points for that reporting period.
- ◆ Student does not damage, deface, or destroy school supplies, furnishings, or property of others. Student damaging or destroying property will receive zero points for that day and will be expected to pay for all materials. Keep your carrel free of any marks or drawing.
- ◆ Student will not break pencils even if it is their own property.
- ◆ Student readily follows specific instructions and directions issued by those in authority without reminders (verbal or non-verbal prompts).
- ◆ Students are expected to be on task at all times and can be given off-task worksheets that must be completed before the student leaves that day. No sleeping, propping up, or the appearance of sleeping is allowed in classroom. Leaning against carrels or propping up on hands is not permitted. Head should be upright at all times. Consequences will be at the discretion of the staff. Arguing or stating, “I’m not sleeping” will result in further consequences.
- ◆ The students will receive 2 scheduled and supervised restroom and water breaks – 1 after breakfast and 1 after lunch. A doctor’s note is required to be on file if there is a medical need for more breaks. Consequences for taking unscheduled restroom breaks may include loss of points, writing penalty sentences, or loss of privileges. Meals will be eaten at their desk. In addition, certain specific behavioral and academic expectations and objectives may be included to address the needs of individual students.

Dress Code

Students will be required to follow a strict dress code. The dress code is as follows:

1. Students will wear a plain, solid gray T-shirt, with no designs or advertisements, at all times on the M.A.P. campus (when arriving and until they have left school property). For warmth a plain solid gray sweatshirt with sleeves may be worn over the required gray T-shirt. Shirts must be tucked in pants at all times, with no blousing. Plain belt must be worn and be visible. Shirts may not be more than one size larger than the student's natural size. No hoods or zippers.
2. Students will wear plain "blue" blue jeans that are of appropriate fit and size. They may not be more than one size larger than the student's natural waist size. No saggy or loose fit jeans will be allowed. Jeans must be hemmed and not touch the ground. No "painter's" or "cargo-type" pants with extra pockets and No loops. No oversized or side pockets.
3. No layering of clothing. No designs or advertisements on clothing. No frayed hems or holes in clothing. Students will wear **plain** belts not to exceed 1½ inch in width. No oversized or solid buckles. No metal spike type belts may be worn.
4. Students will wear low top shoes **with** socks and white, black, or brown shoelaces. No boots, sandals, or flip-flops.
5. No jewelry of any kind. This includes but is not limited to: tongue-rings, earrings, necklaces, chains, chains attached to wallets, rings, bracelets, and watches. **No** spacers or material of any type in body piercings.
6. No caps, hats, or head coverings of any type worn or brought to the campus. No hair ornaments or bandannas.
7. All students are expected to wear clean clothing at all times and can be sent home if clothes are dirty.
8. No purses, backpacks, or sunglasses. No visible tattoos or markings on the body.
9. Pockets of **any** garment must be empty when arriving and at all times while on the M.A.P. campus. May bring only enough money for meals – no large amounts of money may be brought. Jackets must be hung outside the classroom on hooks and are subject to search.
10. **No** facial hair. All male students must be **clean-shaven** each morning.
11. No halter type under garments for girls.
12. No change of hair coloring after entering M.A.P.
13. No nail polish or colored nails of any kind.
14. No neon eye shadow or distracting make-up.
15. Hair must not be spiked or in a Mohawk style. Males will have hair no longer than the top of the shirt collar and bangs may be no longer than the eyebrows. No distracting hairstyles should be worn. No design cuts into the hair. Ponytails, if worn, should be secured at the back of the head with an approved holder.

If not in dress code at any time multiple ASI's may be assigned along with other consequences. M.A.P. staff will not give multiple warnings. It is the student's responsibility to know and abide by the rules.

The principal has the final say on any questionable attire or hairstyle.

No electronic items or materials are allowed on school property or on the bus. This includes but is not limited to: radios, I-Pods, MP-3 Players, portable CD players, headphones, lasers, lighters, beepers, pagers or cell phones. For cell phones or pagers a \$15.00 administrative fine will be charged. Parent will be required to pick up the electronic item during the school day. Items will not be released to the student.

**Any item, (jewelry, hair ornaments, etc.), not allowed will be confiscated and may not be returned even if brought unintentionally. Item may be returned to parent only at the end of the student's placement.

Point and Level System

Students have the opportunity to receive one point each hour or period for the following criteria:

- ◆ Completing work or activity.
- ◆ Following directions.
- ◆ Respecting the rights, feelings, and property of others.
- ◆ Correct transition between classes, restroom breaks, out time, etc.

Students receive points once a day for:

- ◆ Use of good manners at breakfast.
- ◆ Use of good manners at lunch.
- ◆ Being on time to school.
- ◆ Following dress code.
- ◆ No articles found during self-search. (Shoes off/pockets turned out, security wand/metal detector may be used...)

Students have the possibility of earning thirty-four points each day. This chart shows the minimum daily points students must have for a specified number of days before advancing to the next level. Students placed for 15 days complete levels 1 & 2. Students placed for 30 or more days complete levels 1-5.

We will help you correct the behavior that brought you here, but the choice is yours. Your decisions and actions will determine how quickly and how successfully you reach this goal. Students are expected to know and follow our campus rules and procedures.

The purpose of M.A.P. is to help you return to your home campus and be successful when you get there.

Actions that place students at M.A.P. come from poor choices. You are accountable for the choices you make. People are here to help you learn to make better choices; to give you a chance to practice what you learn.

Your behavior and your choices determine how you make progress throughout this program. Your behavior got you here. Your behavior will lead your way out.

We will work together to develop a plan for you to be successful. Your success will depend on you.

Levels:

- 1) Students earn a minimum of 30 points per day for a minimum of 10 days.
- 2) Students earn a minimum of 32 points per day for a minimum of 5 days.
- 3) Students earn a minimum of 32 points per day for a minimum of 5 days.
- 4) Students earn a minimum of 34 points per day for a minimum of 5 days.
- 5) Students earn a minimum of 34 points per day for a minimum of 5 days.

****Point sheets are sent home with the students each week.**

Parent/guardian is required to sign point sheet and it must be returned on the next school day. If not returned on the correct day, loss of points or other consequences may be given.

These rules are to be followed on all levels

- ◆ Student follows staff and teachers' directions immediately without argument or complaint.
- ◆ Student refrains from harassing, setting up others, arguing, threatening, name calling, yelling, and fighting.
- ◆ Student has no tardies.
- ◆ Student has 100% attendance while in M.A.P.
- ◆ Student completes assigned work at an acceptable level.
- ◆ Student stays on task.
- ◆ Student raises hand for help or permission.
- ◆ Student stays in assigned seat.
- ◆ Student may not talk or interact with other students.
- ◆ Student refrains from sleeping or propping himself/herself up.
- ◆ Student will walk with hands clasped behind back at all times.

Level 1 – 10 day minimum

- ◆ All students begin on this level.
- ◆ Student has constant supervision with no special privileges.
- ◆ Staff accompanies student to all areas.
- ◆ Student walks with hands clasped behind back at all times.
- ◆ Student is evaluated academically.
- ◆ Student works and eats at assigned desk.
- ◆ Student may not earn out-time.
- ◆ Student may be assigned a library book.
- ◆ Student earns a minimum of 30 points a day for 10 days.
- ◆ Student may not talk at any time.
- ◆ Student must face carrel at all times.

Level 2 – 5 day minimum

- ◆ Student may earn library privileges.
- ◆ Student may earn gym privileges, contingent upon earning points.
- ◆ Student earns a minimum of 32 points for 5 days.
- ◆ Staff accompanies student at all times.
- ◆ Student may not talk at any time and must face carrel at all times.
- ◆ Student will walk with hands clasped behind back at all times.

****Students placed for 15 days will complete levels 1 and 2.**

Level 3 – 5 day minimum

- ◆ Student earns a minimum of 32 points a day for 5 days.
- ◆ Student may earn Friday lunch privileges. All a.m. points must be made.
- ◆ Student may not talk at any time and must face carrel at all times.
- ◆ Student will walk with hands clasped behind back at all times.

Level 4 – 5 day minimum

- ◆ Student earns a minimum of 34 points a day for 5 days.
- ◆ Student may earn daily lunch privileges. All a.m. points must be made
- ◆ Student may not talk at any time and must face carrel at all times.
- ◆ Student will walk with hands clasped behind back at all times.

Level 5 – 5 day minimum

- ◆ Student earns a minimum of 34 points a day for 5 days.
- ◆ Student may earn other privileges as designated by the staff.
- ◆ Student will walk with hands clasped behind back at all times.
- ◆ May write with pen
- ◆ Student may not talk at any time unless granted permission and must face carrel at all times.

****Students placed for 30 days or more will complete levels 1 through 5.**

Loss of points

**Loss of points or one or more levels may occur for inappropriate behavior, failure to complete work, unacceptable work, not following directions, disrespect shown or verbalized in body language or voice, tardies, violation of dress code, talking w/o permission, turned around in chair, sleeping, appearance of sleeping, propping/head down, unscheduled restroom breaks, or other behavior violations. Students that do not make all their points for his/her level 3 days in a week may lose one or more levels.

Loss of Levels

Loss of one or more levels may occur for minor incidents including, but not limited to, the following:

- ◆ Changing hair color after enrollment in MAP.
- ◆ Obscene gesture
- ◆ Being out of or refusal to follow dress code.
- ◆ Writing or accepting notes or letters is a form of socializing and is not permitted. Suspension or other disciplinary measures may also be considered.
- ◆ Drawing or any other off-task procedure – not doing assigned class work.
- ◆ Chewing on gum, paper, or anything else.
- ◆ Breaking pencils.
- ◆ Concealing objects on person or any area
- ◆ Not following instructions.

Loss of all levels, charges filed, suspension, or expulsion may occur for major incidents including, but not limited to, the following:

- ◆ Leaving campus without permission.
- ◆ Weapons – expulsion considered
- ◆ Illegal drugs or alcohol – expulsion considered
- ◆ Destruction of property or theft of property
- ◆ Tobacco on campus – charges shall be filed
- ◆ Physical or verbal attack toward others
- ◆ Sexual harassment – comments or conduct
- ◆ Writing on carrels or any school property
- ◆ Disruption of class and/or use of profanity – charges shall be filed
- ◆ Trespassing on other school campuses – charges may be filed

*After a suspension student must be brought by a parent/guardian for a conference with the principal.

*If a student has 3 suspensions or a major violation s/he will be reviewed by the behavior team to assess the need for expulsion.

According to Education Code Chapter 37 Sec.37.007. (c):

A student may be expelled if the student, while placed in an alternative education program for disciplinary reasons, continues to engage in serious or persistent misbehavior that violates the district's student code of conduct.

Disciplinary Action

Disciplinary management techniques shall be administered when necessary to protect students, school staff, property, and to maintain order. Students will be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances. The following are discipline options:

- ◆ Loss of points
- ◆ Loss of privileges
- ◆ Behavioral essay
- ◆ Planning room
- ◆ Removal from school
- ◆ Suspension
- ◆ Referral to juvenile probation and/or police

Planning Room

The Planning Room is used as a disciplinary measure. It has the following components:

- ◆ No privileges
- ◆ Possible extension of stay
- ◆ Student will be supervised
- ◆ Possible loss of one or more levels
- ◆ The length of stay is dependent on severity of offense, student's behavior, and completion of all assigned planning room work and is at the discretion of the staff.
- ◆ Loss of Points

Police

Police may be called for the following reasons and may result in charges being filed:

- ◆ Assault on staff or student
- ◆ Fighting
- ◆ Weapons on campus
- ◆ Drugs or alcohol use; possession or sale
- ◆ Leaving school property without permission during the school day.
- ◆ Sexual harassment (verbal, gestures, or physical conduct of a sexual nature)
- ◆ Use of profanity and/or classroom disruption.

**Juvenile probation department may handle students on probation. Their office will be notified of an offense committed at school.

**Expulsion is always that last response as it is our belief the student requires an education. However, if a student is involved in a felony offense while at school a recommendation to the home campus principal and the superintendent for expulsion will be considered. If a student demonstrates chronic non-compliance of student code of conduct at the Malakoff Alternative Program campus, he/she may also be recommended for expulsion following all attempts at intervention.