



## **Alternative Suspension and Accountability Program**

**(A.S.A.P)**

Located at ESCAPE YFGK  
202 E. 32<sup>nd</sup> Street / Holland, MI 49423  
Monday/Wednesday/Friday 8am - 2:45pm  
Tuesday/Thursday 10am-2:00pm

Dear Parent/Legal Guardian,

ESCAPE YFGK has developed an alternative program for students who are either suspended or expelled from school. This program provides a safe and educational environment for students while they serve their time out of school. We aim for peace, restoration, academic progress, and holistic growth.

A.S.A.P. is a program offered to students in the Holland/Zeeland/West Ottawa communities between 6th and 12th grade. Students will need to be reinstated prior to graduation in order to earn their diploma. Placement in the A.S.A.P. is subject to approval by staff and dependent on program capacity. Applicants will be placed on a waiting list if the program is full at time of application. Enrollment into A.S.A.P. is free of charge, and so parents who can volunteer and/or donate are encouraged to do so!

To apply and participate in the program:

1. Parent/Guardian must complete attached forms
2. Parent and student must schedule and attend an intake meeting
3. Student participates in setting a goal plan for time in ASAP
4. Student is expected to follow all rules and expectations
  - Physical wellness activities
  - Problem solving and/or behavior management activities
  - Community service, volunteer work, and/or any field trips

For more information about ASAP or to enroll your student, please call 616-396-4481 or email our Education Director at [education@escape-out.org](mailto:education@escape-out.org)

Sincerely,

**Escape Ministries Staff**



## A.S.A.P Parent/Guardian Permission, Liability Release, and Release of Information Form

I understand that participating in the Alternative Suspension and Accountability Program (A.S.A.P.), my child \_\_\_\_\_, will be in the care of the ESCAPE staff and/or volunteers.

(Initial)

\_\_\_\_\_ I give permission for ESCAPE personnel to **transport** my dependent using the ESCAPE vehicles, personal vehicles and any other transportation service while my dependent is involved in any program/activity.

\_\_\_\_\_ I give permission for my dependent to attend any **off-campus outing** with ESCAPE. I understand that a staff member or designee will accompany the students. If I prefer that my dependent not participate in a particular outing I will notify ESCAPE in writing.

\_\_\_\_\_ I give permission to allow Escape staff, volunteers, and partnering organizations to use my **child's image and first name** to appear in **photo, video and text in print, website, and social media**.

\_\_\_\_\_ I **release ESCAPE** and persons including, but not limited to, board members, employees, and volunteers, from any and all claims of any nature arising out of or incidental of any activity conducted by or on behalf of A.S.A.P., on ESCAPE property, or on any off-site activity.

\_\_\_\_\_ I agree to assume all risks of my participation in ESCAPE Ministries' **West Side Boxing & Fitness** ("Activities") and to release and hold harmless ESCAPE Ministries, their staff, board, and volunteers from and not to sue for all claims of any nature that I have or may acquire, arising out of or in any way related to the Activities or the premises on which the Activities are conducted.

\_\_\_\_\_ I give permission for ongoing **communication** (in person, through emails, phone conversations, or online) to take place between ESCAPE staff/board, School District staff, probation officers, CPS/DHS/CMH case workers and counselors/therapists. This communication includes, but is not limited to, academic progress (grades, teacher comments/concerns, attendance), behavioral issues, and any specialized learning services such as ELL and IEP.

\_\_\_\_\_ I give my consent to allow my child to complete a survey and/or evaluation and to be included in any **reporting** deemed necessary by ESCAPE or School District Staff with the knowledge and understanding that confidentiality will be upheld.

\_\_\_\_\_ I understand that if my child fails to abide by the signed behavioral contract and rules of the A.S.A.P. program, that I will be asked to pick him/her up. The ESCAPE staff may choose to terminate my child's involvement in the program at their discretion.

My signature certifies that I **have read and understood this release** and that I am surrendering forever any claim and/or right to seek legal action leading up to and including financial gain.

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## A.S.A.P Student Information Form

**Student Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student Phone:(\_\_\_\_\_)\_\_\_\_\_

Student Email: \_\_\_\_\_

**1st Parent/Guardian Name:** \_\_\_\_\_ Phone:(\_\_\_\_\_)\_\_\_\_\_

1st Parent/Guardian Email: \_\_\_\_\_ Current workplace: \_\_\_\_\_

**2nd Parent/Guardian Name:** \_\_\_\_\_ Phone:(\_\_\_\_\_)\_\_\_\_\_

2nd Parent/Guardian Email: \_\_\_\_\_ Current workplace: \_\_\_\_\_

Other Emergency Contact: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Phone Number: (\_\_\_\_\_)\_\_\_\_\_

School Attending/Last Attended: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for suspension/expulsion: \_\_\_\_\_

Length of Suspension/Return Date: \_\_\_\_\_

Does the student receive any specialized services (ex. ELL, IEP, ESS)? (please circle) YES NO

If YES, please explain: \_\_\_\_\_

Church attending, if any: \_\_\_\_\_ Gang association, if any: \_\_\_\_\_

Doctor's name: \_\_\_\_\_ Doctor's Office: \_\_\_\_\_

Medical Insurance Provider: \_\_\_\_\_ Plan Number: \_\_\_\_\_

Is the student currently taking medication? If YES, please note all medications below:

\_\_\_\_\_  
\_\_\_\_\_

Does the student have any ALLERGIES or CONDITIONS we should know about? (ex. ADD, ADHD, Asthma, Anxiety, Depression, Suicidal, Drug Use) Please explain: \_\_\_\_\_

\_\_\_\_\_

\*Please be aware that ESCAPE/A.S.A.P. staff will NOT administer **any** medication without **doctor consent**. This includes over-the-counter medicines. Students may NOT self-administer any medication at Escape.

### Student Code of Conduct

#### **Safety:**

- I understand that possession of **weapons** of any kind on Escape property will result in dismissal from the program.
- I understand that the possession of **medication, illegal substances, alcohol, or vape/dab pens**, on Escape property will result in immediate dismissal.
- I understand that **violence or violent threats** of any kind will result in immediate dismissal from the program.
- I will not engage in **public display of affection** or inappropriate touching, whether wanted or unwanted, on Escape property.

#### **Ownership:**

- I understand that, I will be expected to continue completing assignments & putting forth effort unless instructed otherwise.
- I understand that I will be expected to **work diligently on assignments** during program time.
- I will accept assignments and tasks **without complaining**; working agreeably with staff & volunteers.
- I understand that I will be expected to be alert throughout the day and need to **be well-rested**.
- I will keep my workspace organized, know my logins and passwords, and **clean up my space**.
- I understand listening to music is a privilege, and is only allowed after meeting individual daily assignment goals that are discussed with my Escape room teacher.
- I understand that the attendance points are here to support my learning and keep me accountable to my schedule and absences. I understand it is my responsibility to keep track of my points and understand which each benchmark means.

#### **Communication:**

- I will communicate with Escape staff when I am feeling sick or needing to “tap out”.
- I will not use **offensive language** of any kind.
- I will communicate with the Escape Staff in advance about **appointments** of any kind, and will notify the driver and Ed. Director **before 7am** that transportation is not needed.
- I understand that my **cell phone will be collected** by the start of the academic school day.

#### **Respect:**

- I agree to abide by these guidelines while in the Escape parking lot, in the Escape building, and while using Escape transportation services.
- I know and agree that **I will not eat or drink in the van** (only water is allowed).
- I will be responsible for my trash in the van and **help keep the vans clean**.

#### **Dress Code:**

- I understand that I will have to wear jeans, khakis, or slacks and need to refrain from wearing hats.
- I understand that the clothes I wear need to be free from offensive or inappropriate content. I understand that if a staff asks me to change it is because it is violating the dress code and I will need to change into what is provided at Escape or make arrangements in a timely manner.
- 

I, \_\_\_\_\_ agree to follow the Student Code of Conduct listed above.

I, \_\_\_\_\_ understand that I need to follow the Code of Conduct and if I am not following the Code of Conduct know that I will be receiving attendance points which could affect my spot in ASAP.

**Attendance:**

Prompt attendance at all work sessions and other scheduled **A.S.A.P.** commitments are required. The learning experience is central to educating young people in the practice of articulating their ideas, expressing understanding, seeking clarification, and absorbing information. Additionally, regular attendance is a clear expression of the seriousness of purpose for students’ school officials and as such, their attendance record at **A.S.A.P.** will be reviewed as part of their petitions to return to their schools. ***Students who miss more than the equivalent of 6 full days of school may be dismissed from the program based on a review by the Education Coordinator and the disciplinary board.***

Daily Schedule Penalty Points	
8:00-8:15	Student arrival and breakfast
8:15-8:30	Morning Meeting (.5pt)
8:30-9:45	Work Session 1 (1pt)
9:45-9:50	Break
9:50-10:50	Work Session 2 (1pt)
10:50-10:55	Break
10:55-12:00	Work Session 3 (1pt)
12:00-12:30	Lunch
12:30-2:00	Work Session 4 (1pt)
2:00-2:40	Work Session 5 or PE/Creative Time (.5 pt)

*\*Tuesday and Thursdays are late start days. Meaning school will start at 10 and the bus route will start at 9AM. School will be released at 2:00 PM on Tuesdays and Thursdays in order to prepare for our After School Program, Escape Zone. Please note lunch will not be served during these school days but snacks will be provided during break times. Students will be encouraged to bring something to eat while they are working on their school work during their sessions.*

**Tuesday/Thursday Schedule:**

- 10-10:10 Snacks, Bathroom
- 10:10-11:10 Work Session 1 (1pt)
- 11:10-11:15 Break
- 11:15-12:15 Work Session 2 (1pt)
- 12:15-12:20 Break
- 12:20-1:20 Work Session 3 (1pt)
- 1:20-1:25 Break
- 1:25-2:00 Work Session 4 (.5)
- (3.5+/- with breaks)



Points will reset at the start of every semester - August, 2021 and January, 2022

**Virtual Appointments:** Students may request a virtual tutoring session with their teacher. The teacher will extend a 15 minute time window from their start time. If a student does not show up within that 15 minute time window, or communicate before the scheduled meeting, they will receive 1 attendance point.

**Excused Absences:** Students may request special permission to miss school for a significantly outside obligation. These may include but are not limited to court appearances, medical/dental appointments, and school hearings. These requests must be made in advance and in writing.

**2 Exempt sick days** - Notify Kristina by 7:00 am

**Call-ins for unexcused absences:** Notification to Kristina by 7:00 am (bus route) and 7:30 am (non-bus route) will receive ½ points for the day (2.5 for the day)

**Doc note:** Exempts you from the absence.

**Unexcused Absences and Tardiness:** Students who miss school without proper notification or special permission will accumulate attendance points for all missed obligations. Students who arrive late to school will receive attendance points equivalent to the level of tardiness. Please see the Attendance Points and Tracking policy below for a more complete description of the policy and the consequences of unexcused absences.

**Attendance Points and tracking:**

15 pts (the equivalent of 3 days) - Education Coordinator notifies the family of absence

20 pts (the equivalent of 4 days) - A level 1 write up is issued

25 pts (the equivalent of 5 days) - A level 2 write up is issued, the student is required to serve an after school make up session and the student meets with the Education Coordinator.

30 pts (the equivalent of 6 days) - A level 3 write up is issued and the student is considered for dismissal. If dismissed, the student is responsible for setting up a disciplinary hearing.

**Tardiness/Other:**

Swearing/Profanity - .....0.05pts

Miss the bus .....0.15pts

3 short tardies (5 -10 minutes) .....0.25pts

10-15 minutes late.....0.5pt

16-29 minutes late.....1pt

> 30 minutes late.....1.5pts

*Short term students - 2 weeks or less need to be present their **whole time** at Escape*



**Cellphones:** All students have been made aware and have agreed to the cell phone policy. If a student refuses to turn it in the morning or if it is found on the student/in the student's possession the student will be asked to turn the phone in. If the student does this willingly they will receive ½ points for the school day. If not they will be asked to leave and will receive 5 points for the school day.

**Afterschool forgiveness:** Students may utilize the afterschool forgiveness option twice a semester. In order to remove 5 points for attendance, you can stay after school for two consecutive Tuesdays or Thursdays from 3:00-5:30 pm. You can do this set up 2 times in total. You will not be allowed anything more than that.

**Excused Absence Request Form :** Students must request any excused absences for appointments, vacation, or family engagements with the following form: [escape-out.org/absent](https://escape-out.org/absent)



## Three Way Contract

It takes a **team** to make this work. No one wants to be kicked out of school, but we're going to make the best of it we can. By signing this contract, you agree to doing your part.

### Student Commitment

I, \_\_\_\_\_, understand the rules and expectations and agree to follow them at all times. I'm going to be respectful, ready to learn, safe, and present. I will trust that staff are working in my best interest. My presence will only affect the progress and growth of those around me in a positive way. I will communicate clearly, often, and respectfully with Escape staff & my parent/guardian, knowing that we are on the same team for my betterment. I understand that if I fail to comply with the rules and expectations that there will be disciplinary action that could result in dismissal from the program.

\_\_\_\_\_  
Signature (Student)

\_\_\_\_\_  
Date

### Parent/Guardian Commitment

I, \_\_\_\_\_, understand the rules and expectations and agree to help my child to be able to adhere to them. I will do my best so that my child has the **right sleep, food, clothes, transportation and care** to do well in the program.. I will **communicate clearly, often, and respectfully** with Escape staff and be willing to collaborate and help the program, knowing that we are on the same team for the betterment of my child. I understand that if my child fails to comply with the rules and expectations, that there will be disciplinary action that could require my participation OR that could result in dismissal from the program.

\_\_\_\_\_  
Signature (Parent/Guardian)

\_\_\_\_\_  
Date

### Escape Staff Commitment

I, \_\_\_\_\_, understand the rules and expectations and agree to hold the student accountable to them. As a staff we accept the student for who he/she is, and commit to caring for the student as best we can, working towards their peace, restoration, academic progress, and holistic growth. We will communicate with the student and with parent/guardians as best we can as it is helpful or necessary, knowing that we are on the same team for the betterment of the student.

\_\_\_\_\_  
Signature (Escape Staff)

\_\_\_\_\_  
Date

**Intake Student Survey**

**1) On a scale 1-10 how do you feel about being dismissed from school?**

1- not concerned

5- Neither good nor bad

10 - I feel horrible..

**2) How has your attendance been prior to your suspension?**

**3) On average, throughout the school week how many days do you feel happy/positive?**

**4) How are you doing in school?**

- a) A-B's
- b) B's-C's
- c) C's-D's
- d) Failing most of my classes

**5) How do you feel about school?**

**6) Can you list 5 things you are proud of? Things you are proud you have done or accomplished?**

**7) Where is your safe place?**