



Alternative Suspension and Accountability Program

(A.S.A.P)

Located at ESCAPE YFGK
Monday - Friday 9:00am to 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 free 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. We recognize that choosing to enroll in the program is not required by the district. We commend your decision to take advantage of these services and are grateful for the opportunity to partner with you and best support your student throughout this sometimes difficult journey. The program is open to all, but is not an obligation for either parties. **Placement in the A.S.A.P. is subject to approval by staff and dependent on program capacity.** Students may be dismissed from the program should their behavior warrant it.

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 must successfully complete "The Bridge" to remain in the A.S.A.P Program.
 - a. The Bridge is an *orientation experience designed to help students make a successful transition into the A.S.A.P Program, contribute positively to the culture while at ESCAPE, and gain essential skills for winning at life*
 - b. The Bridge will be implemented over the first six weeks of attendance for long-term suspended/expelled students. Students with short-term suspensions will complete an abbreviated version over the course of the first day of attendance.
4. Student is expected to follow all rules, expectations and participate in A.S.A.P activities/field trips.

For more information about A.S.A.P. or to enroll your student, please call 616-396-4481 ext. 205 or email our Education Director at education@escape-out.org.

Sincerely,

ESCAPE Ministries Staff



Student Code of Conduct

Safety:

- I understand that possession of **weapons** of any kind on ESCAPE property will result in immediate dismissal.
- 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.
- I understand that, for the safety of myself and others, I am not allowed to transport other students to and from ESCAPE.
- 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 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 Learning Coach.
- I understand that copying test and/or assignment questions from the internet, or another student, is considered plagiarism and is not permitted.

Communication:

- I will communicate with ESCAPE staff when I am not feeling well or needing to "tap out".
- I will not use **offensive language** of any kind.
- I understand that my **cell phone will be collected** at 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, while using ESCAPE transportation services, and/or on an off-campus trip with ESCAPE.
- 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 am not permitted to wear tank tops, muscle shirts, running shorts, pajama bottoms, see through clothing, or clothing that exposes the midriff or cleavage.
- I understand that shorts, skirts, and dresses must extend below my fingertips.
- I understand that I will have to wear my pants at or above the waist.
- 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, _____ understand that I need to follow the Code of Conduct and if I am not following the Code of Conduct, it could affect my placement in A.S.A.P.



A.S.A.P. Behaviors & Consequences

The following is a list of common behaviors and resulting disciplinary actions at ESCAPE. Decisions about disciplinary action are subject to the authority and responsibility of the Executive Director or their designee.

Minor Offenses: *These actions are mostly dealt with in the classroom between student and learning coach.*

- Off task (sleeping during work sessions, putting head down, staring off into space etc.)
- Tardiness from lunch, breaks or tap-outs
- Eating inappropriate snacks
- Leaving a mess
- Profanity (mild, first time, not directed at others)
- Mild dress code violation that can be fixed easily and quickly (ie. sagging)
- Blurting out or Interrupting others (inappropriate feedback, comments and questions)
- Distracting others (noises, side conversation, inappropriate comments etc.)
- Not being productive (use discretion)
- Technology misuse (phones and computers)

Non-Negotiables: *These offenses result in an automatic hall conference for first time offense, and for second-time will likely require problem-solving or dismissal for the day.*

- Lying, dishonesty
- Put downs/Mild Insults/Profanity directed at other students
- Unauthorized wandering, habitual tardiness, abuse of tapouts, walkouts
- Destruction of personal property
- Dress code violations (extreme sagging, drug/gang promotion, immodest dress, etc.)
- Rough Housing or throwing objects
- Rude or Unsafe language (disrespectful, argumentative, threatening, or demeaning other students/staff)
- Defiance, Refusal & Noncompliance for a reasonable request (ie. working productively)
- Misuse of classroom resources and supplies
- Cell phone or personal technology used at inappropriate times according to staff's specific expectations.

Dismissible offenses: *Automatic office referral and dismissal for the day (first-time offenses), or permanent dismissal for repeated or severe instances.*

- Damaging property (graffiti, ripping books, willfully destroying ESCAPE or individual property)
- Stealing personal property
- Bullying, Harassment, or Fighting (causing/attempting to cause physical injury)
- Continued Profanity, vulgar or racist language, obscene gestures
- Verbal abuse (name calling, slurs, threats)
- Lying or giving false info to staff
- Scholastic dishonesty (cheating, plagiarism, etc.)
- Willful disobedience/ Persistent defiance
- Repeated interference with a ESCAPE'S ability to provide educational opportunities to other students
- Abuse of computer/technology privileges
- Major or repeated dress code violations



The expectations for student success in the A.S.A.P Program can be summarized by, and will be communicated through the following:

The 6 P's:

1. Prompt: Early is on time
2. Prepared: Be ready mentally, emotionally, and physically to participate and learn.
3. Polite: Treat everyone with dignity and mutual respect
4. Positive Mental Attitude (PMA): Expect a good outcome. Use your words. Manage your anger. Actively work to solve problems.
5. Participate: Education is your responsibility. Own it! Step into the Circle. Be part of the process.
6. Produce: TCB - Take care of business.

Attending Skills:

1. Be in the Moment: Be engaged in your learning.
2. Use Appropriate Body Language: Keep your head up, facing the speaker. No heads on desks. Show you are listening!
3. Use appropriate eye contact.
4. Use appropriate feedback: Show you understand and are engaged. Smile. Nod.
5. Ask questions to clarify or validate.

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 seen as a clear expression of dedication to the A.S.A.P program and is reviewed as part of their petition to return to their school.

Excused Absences: Students may request permission to miss A.S.A.P. for an outside obligation. These may include but are not limited to court appearances, medical/dental appointments, school hearings or family vacation. ESCAPE Parents and guardians must notify staff in advance via phone call or email.

Students who accrue the equivalent of 6 full days of unexcused absences may be dismissed from the program in order to make their spot available for other eligible students. Prior to dismissal, staff, students, and parents will work to problem-solve the issues leading to truancy.

Truancy Problem-Solving Protocol:

1. Three Unexcused Absences - Education Director calls home to notify family.
2. Four Unexcused Absences - Student meeting with Education Director and/or Learning Coach to work through Problem Solving Form.
3. Five Unexcused Absences - Student Meeting with Education Director and Parent/Guardian to review and revise previously completed Problem Solving Form.
4. Six Unexcused Absences - Student is considered for dismissal. If dismissed, the student is responsible for setting up a disciplinary hearing if reinstatement is desired.



Daily Schedule

9:00am - 9:10am	Arrive, Breakfast, Hangout
9:10am - 9:30am	Morning Circle
9:30am - 10:30am	Work Session 1
10:30am - 10:35am	Break
10:35am - 11:35am	Work Session 2
11:35am - 12:05am	Lunch
12:05am - 1:00pm	Work Session 3
1:00pm - 1:05pm	Break
1:05pm - 2:00pm	Work Session 4
2:00pm - 2:05pm	Clean up, Circle-up, Head-out

Van Expectations:

If a student is signed up for ESCAPE Transportation, it is their responsibility to be outside during their designated pick-up time. If the student misses the van three times, they risk being removed from the route. This is to ensure that there is not a misuse of ESCAPE resources.

Cellphones: All students have been made aware of and have agreed to the cell phone policy. If a student refuses to turn it in when phones are collected at the beginning of the day, or if it is found on the student/in the student's possession, a problem-solving contract will be put in place and parents will be notified. This policy exists in order to limit distractions for students and reduce the possibility of academic dishonesty. Phones are stored securely in the front office.



ESCAPE's Problem-solving Model

Having clear communication and problem-solving through negative and unproductive behavior is at the heart of the work we do with students at A.S.A.P. We recognize that often the behaviors that lead to negative outcomes are because of a lack of skills in communication, conflict resolution, anger, coping strategies and group dynamics. As such, ESCAPE staff employ the following model when negative behaviors arise to provide the student the opportunity to learn from, own, and fix their own problems. It is the expectation that students will be willing to engage in problem-solving their behaviors as they arise, so they may find success in the A.S.A.P. program, their home and in their return to a school community.

- **Step 1 - Redirect**
 - The student will be asked about their behavior in a friendly/discreet way and asked if they can fix it. This is a simple reminder of the expectations and an encouragement to own and change it.
- **Step 2 - Redirect 2**
 - The behavior is named, and the desired behavior is stated. Students are reminded that they agreed to fix it and are given another opportunity to change. It may be combined with proximity to reinforce the expectation, or a change of seating as a way to mitigate it.
- **Step 3 - Hall Conference**
 - The student is asked to step outside the room. The student's behavior is named, and the needed behavior is once again described. Staff will inquire about causes and solutions of the behavior in a friendly and supportive way, giving them the chance to "own their stuff" and brainstorm what would lead to positive change. The expectation to return to the group is stated and the student is left with encouragement to make the changes necessary to remain in the environment.
- **Step 4 - Problem-solving Contract & Removal**
 - The student is asked to leave the environment and work through a problem-solving contract in a different space. This form is intended to give time for extended reflection and dialogue upon re-entry the next day. The form may be sent home for parental signature. Students may be sent home for the day and may only return to the environment after a restorative conversation with commitments and supports in place.
- **Step 5 - Dismissal**
 - If issues continue to arise, the student may be dismissed and scheduled for a disciplinary hearing if reinstatement is desired.



Three Way Commitment

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 commitment, you agree to doing your part.

Student Commitment

I, _____, understand the rules and expectations and agree to always follow them. I am 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 and my parent/guardian, knowing that we are all on the same team for my success. I understand that if I fail to follow 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 follow them. I will do my best to ensure that my student receives an adequate amount of sleep each night, wears clothing that abides by the dress code, and is transported to and from ESCAPE on-time (if providing my own transportation). I understand that I am expected to communicate with the Education Director in advance about any absences or appointments. I will notify the Education Director before 7:00am if my student does not require ESCAPE's Transportation services that day. I understand that if my child fails to follow 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/guardian, as often as necessary, knowing that we are on the same team for the success 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 was your attendance prior to your suspension/expulsion?

3) On average, throughout the school week how many days do you feel happy or 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? What classes do you enjoy? What classes do you find challenging?

6) Can you list 3 things you are proud of? Things you are proud you have done or accomplished?

7) Where is your safe place?

8) What things help you feel less stressed or anxious?



Student and Family Information Form

Which program(s) will the student be participating in? (check all that apply)

A.S.A.P. After-School Programs Career Connections (Summer)

Student Name: _____ Date of Birth: _____ Age: _____

Complete Address: _____

Student Phone: (_____) _____ Student Email: _____

School Attending/Last Attended: _____ Grade: _____

Reason for Suspension/Expulsion (if applicable): _____

Length of Suspension/Expulsion: _____ Return Date: _____

Does the student receive any specialized services (ex. ELL, IEP, 504, ESS)? YES NO

If YES, please explain: _____

Is the student currently taking any medication? YES NO

If YES, please list 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 Ministries/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 while at ESCAPE without a doctor's note (ie. Asthma inhaler)**



1st Parent/Guardian Name: _____ Relation to Student: _____
 1st Parent/Guardian Email: _____ Phone: (____) _____
 Current Workplace: _____ Current Workplace Phone Number: (____) _____

2nd Parent/Guardian Name: _____ Relation to Student: _____
 2nd Parent/Guardian Email: _____ Phone:(____) _____
 Current Workplace: _____ Current Workplace Phone Number: (____) _____

Emergency Contact Name (Required): _____ Relation to Student: _____
 Emergency Contact Email: _____ Phone: (____) _____
 Current Workplace: _____ Current Workplace Phone Number: (____) _____

Additional Persons Authorized to pick up student from Escape (First, Last, Relation to Student):

The following information will not be used individually, but grouped together for grant purposes and kept confidential:

What is the student's race/ethnic background? African American Asian Caucasian
 Hispanic Native American Other: _____

How many people are in your household? Adults: _____ Children (under the age of 18): _____

Does your child receive free or reduced lunch? Yes No

What is your yearly household income? below \$5,000 \$5,000-\$9,999
 \$10,000-\$24,999 \$25,000-\$49,000 \$50,000 or above



Parent/Guardian Liability of Release and Release of Information Form

_____ I give my permission for my child to participate in ESCAPE Ministries activities and programs. I **accept responsibility in the unlikely event that an accident might take place.** I hereby certify that I carry health and/or accident insurance for my child and that I am solely responsible for the cost of health care for my child, even as a result of my child's participation in programs or activities.

_____ I give permission for ESCAPE Ministries personnel to provide **transportation** for my child using ESCAPE vehicles while my child is involved in programs, activities, and field trips related to ESCAPE. I also understand that my dependent will be under ESCAPE supervision throughout the duration of any off-campus activities.

_____ I **release** ESCAPE Ministries and their respective staff, volunteers, partners, and Board members (collectively "Providers") from all liability for the injury or property loss/damage that could result from participation in activities conducted by or on behalf of ESCAPE Ministries whether on ESCAPE property, or at any off-site activity.

_____ I give permission to allow ESCAPE Ministries 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 agree to assume all risks associated with participation in ESCAPE Ministries' **West Side Boxing & Fitness Program** ("Activities") and to release ESCAPE Ministries, their staff, Board members, and volunteers from any claims 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, emails, phone, or online) to take place between ESCAPE Ministries 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, IEP or 504.

_____ I give permission for the ESCAPE Ministries Staff to access a copy of my child's suspension/expulsion letter, as well as their IEP, 504, or any other **necessary documentation** from their respective school district.

_____ 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 Ministries or School District Staff with the knowledge and understanding that confidentiality will be upheld.

_____ In case of a serious accident or illness to my child, I authorize ESCAPE staff and my child's physician to **give any necessary treatment** to my child, understanding ESCAPE will communicate with me as soon as possible in an emergency. I agree that I am solely responsible for updating medical information to ESCAPE.

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:** _____