



ALTERNATIVE LEARNING CENTER-EAST

*Andrea Lagard, Principal 12508 Windfern, Houston, Texas 77064
(281) 897-4171 FAX (281) 897-4170*

Cy-Fair ISD is committed to providing educational opportunities to students who are assigned to a Discipline Alternative Education Program. The ALC employs certified teachers who follow the CFISD curriculum. Our teachers have additional training in behavior management techniques. The ALC programs allow students

- to continue working toward their educational goals.
- to increase academic achievement thus reducing the achievement gap.
- to develop increased decision making and problem-solving skills.

<u>Administrative Team</u>		<u>ALC In-Person Orientation</u>	
<u>Name</u>	<u>Position</u>	Orientation Location:	ALC-East Campus 12508 Windfern Houston, TX 77064
Andrea Lagard	Principal	Orientation Time:	8:00 AM on student instructional school days
Tonya Hall	Director of Instruction	Parent/Guardian will be completing the Parent/Guardian Acknowledgement Orientation Form and notifying ALC-East the mode of transportation for their student. On their first day, students will attend a temporary Bridge Class for the rest of the day following orientation. This class allows students time to learn the ALC guidelines and procedures before transitioning into their scheduled classes.	
Hang Le	Assistant Principal (A-L)		
Aaron Van Wey	Assistant Principal (M-Z)		
Claudia Glasper	Counselor		

Important ALC Information

- **All students and parents are required to attend the in-person orientation prior to starting their first day at ALC**
- School Hours: 7:15 am - 2:40 pm
- Students must be in Dress Code on their first day at ALC-East
- Students must wear their School IDs on an appropriate lanyard around their neck
 - Student IDs are **required** to access bus transportation
- Students must bring their district issued laptops and chargers to school daily while attending ALC
- All other electronic devices (cell phones, smart watches, tablets, etc.) are prohibited
- Backpacks, bags, and jewelry are prohibited.

If parents are unable to attend the in-person orientation, please reach out to ALC-East campus via email at hang.le@cfisd.net. All other questions or concerns, call the ALC-East Campus at 281-897-4171.

ALTERNATIVE LEARNING CENTER - EAST
2022-2023 Parent Orientation Acknowledgement Form

Student ID#: _____ Student Home Campus: _____

Grade : _____ Student's Date of Birth: _____

Student's LEGAL Last Name: _____ First: _____ Middle: _____

PARENT/GUARDIAN INFORMATION

Relationship: _____

Last Name: _____ First Name: _____

Email Address: _____

Phone Number: _____

Preferred Mode of Contact: By Phone: By Email

TRANSPORTATION

Bus Rider Car Rider Walker Student Driver (with approved Parking Application & Insurance on file)

AM Bus Route: _____ PM Bus Route: _____

MEDICAL INFORMATION/EMERGENCY

Are there any medical conditions we need to be aware of regarding your student? If yes, please list below.

Will your student need to take any medications at school? If yes, please list medications below and contact our nurse, Ms. Patricia Perez at 281-897-4171.

Emergency Contact Information:

Other Contact Names:	Relationship to Student	Phone Number

I have attended the Parent Orientation and have reviewed and understand ALC-East policies and procedures and certify all information is correct.

Printed Parent/Guardian Name

Parent/Guardian Signature

Date

2022-2023 Alternative Learning Center - East/West Standardized Dress

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 search each morning to gain entry to the building.

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.
- 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 - White, Black, Brown)

- Students must wear athletic/tennis shoes – no boots, crocs, slippers, sandals, 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.
- No jewelry is permitted. This includes plastic spacers, nose ring, eyebrow rings, body jewelry, plastic/string jewelry.
- Makeup, perfume, Chapstick/lip balm, etc., cannot be brought to school. Items will be thrown away.
- Students' hair must be non-distracting and kept out of the face.
- No ornamental hair accessories (i.e. hair bows, scarves, ribbons, barrettes, extensions with metal, etc.)
- Inappropriate tattoos must be covered with clothing or neutral colored band-aids.
- Cell phones (including smart watches) are not permitted.

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

Centro Alternativo de Enseñanza – Este/Oeste – Código de vestimenta estandarizada 2022-2023

Razón Mantener el enfoque en las metas y los objetivos de Cy-Fair ISD:

- aumentar el desempeño académico y por consiguiente reducir la brecha de desempeño.
- proveer un entorno de aprendizaje más seguro.
- desarrollar las destrezas para la toma de decisiones y la resolución de problemas.
- desarrollar la autoestima.

Cada mañana los estudiantes deberán pasar sin problemas por el detector de metales para entrar al edificio.

Camisas (Secundaria – Color blanco liso) (Intermedia – Color azul liso)

- Deben tener cuello, estilo polo o abotonadas, sin decoraciones (por ej. emblemas, logotipos, ribetes de color, etc.).
- La ropa interior no debe poder verse por debajo de la camisa del uniforme.
- Debajo de la camisa del uniforme, se puede usar solo una camiseta o camisilla interior blanca, gris o negra. Los logotipos, diseños o escrituras no deben transparentarse a través de la camisa del uniforme.
- Las camisas deben ajustarse correctamente, no ser demasiado grandes, ajustadas ni reveladoras.

Pantalones Capri y pantalones cortos (Caqui)

- Los pantalones deben ser de estilo casual tradicional (por ej. *Dockers* o *Dickie*).
- No estilo denim, vaquero o cargo.
- Los pantalones deben ser del tamaño adecuado y llevarse a la cintura (no por debajo de la cintura) y no deben ser muy apretados, reveladores, sueltos o caídos.
- *Se podría pedir a los estudiantes que usen un cinturón o correa para evitar que se les caigan los pantalones y mantenerlos en la cintura.*
- Los bolsillos de los pantalones tienen que poder sacarse hacia afuera.
- No se puede usar prendas de vestir adicionales debajo de los pantalones largos/cortos requeridos. (NO se puede usar pantalones cortos para baloncesto, pantalones de licra o *tights* o leggings, pantalones de pijama, calzoncillos largos, etc.)

Calzado (Calzado deportivo acordonado)

- Los estudiantes deben usar calzado deportivo, tenis – no pueden usar botas, *crocs*, pantuflas, sandalias, etc.
- Los tenis no deben tener ninguna clase de dibujos, textos o diseños inapropiados.
- Los estudiantes deben usar siempre calcetines lisos sin diseños inapropiados.

Abrigos - opcional (Secundaria – Color liso blanco o gris) (Intermedia – Color liso azul marino o negro)

- La única clase de abrigos que se permite usar en el salón de clase son sudaderas lisas o suéteres.
- Las sudaderas no pueden tener bolsillos, capuchas, cierres, botones, logotipos, etc.
- Las sudaderas deben usarse por encima de las camisas requeridas con el cuello visible.

Accesorios y aseo personal

- Se prohíbe traer a la escuela carteras, billeteras, bolsas de maquillaje, bolsas para libros y mochilas.
- Se prohíbe usar/traer a la escuela: lentes de sol, lentes de contacto con fines cosméticos, guantes o artículos para la cabeza.
- Los estudiantes deben usar su tarjeta de identificación (ID) escolar en un cordón (*lanyard*) aprobado.
- No se permite usar joyas. Esto incluye bisutería de plástico o joyas de cuerpo, etc.
- Se prohíbe traer a la escuela: maquillaje, perfume, protector labial/bálsamo, etc. Se tirarán a la basura.
- El cabello de los estudiantes no debe causar distracciones ni cubrirles la cara.
- Se prohíbe usar accesorios para el cabello (por ej. moños, pañuelos, cintas, broches, extensiones con metal, etc.)
- Los tatuajes deben estar cubiertos con las prendas de vestir o con curitas adhesivas de color neutral.
- Los teléfonos celulares (incluyendo relojes inteligentes) están prohibidos.

De acuerdo con el Código de Conducta del CFISD, los teléfonos celulares serán confiscados y devueltos a los padres después de pagar una cuota de \$15.

Cada mañana los estudiantes deberán pasar sin problemas por el detector de metales para entrar al edificio.

Se aplicarán todas las demás normas y regulaciones de vestimenta y aseo personal establecidas en el reglamentos del CFISD.

Cypress-Fairbanks ISD

ALC Student Bus Contract

Cy-Fair ISD will be providing modified transportation for students receiving placements to ALC-East & ALC-West during the school year; however, it is the responsibility of the parents/legal guardian to ensure their student attends school.

- Pick-up times are subject to traffic that will be encountered; therefore, students must be at their assigned pick-up point (10) minutes before their pick-up time and stay (10) minutes after their scheduled pick-up time.
- If the bus has not arrived after waiting 10 minutes, the parent/legal guardian/student must notify the district immediately at 713-MYCFBUS (713-692-3287).

District rules and guidelines are applicable on the bus.

1. Students must have their home campus I.D.'s to access transportation.
2. Students are required to follow instructions of the district staff members when given.
3. The staff member is authorized to assign seats and if assigned, the student must sit in his/her assigned seat each day.
4. Students are required to wear seatbelts, if equipped, at all times while on the bus.
5. Students may not, at any time, extend any part of their bodies out the bus windows, nor shall they in any way touch or hang onto the bus before boarding or after exiting the bus.
6. Students must not try to get on or off the bus or move about within the bus while it is in motion.
7. Students must not write on or deface any part of the bus. Any damage to the bus must be reported to a staff member immediately. Students who write on, deface or damage any part of the bus are subject to suspension and restitution for damages.
8. Glass containers of any type are prohibited
9. No food or drinks are allowed to be consumed on the bus.
10. The emergency door will be used ONLY in emergencies
11. Boarding the bus:
 - a. Be at your designated bus stop at least 10 minutes prior to scheduled pick up time. The bus cannot wait.
 - b. Be seated and remain seated until the bus arrives at your school.
12. Departing school bus:
 - a. Depart from the bus in an orderly manner.
 - b. Stay out of the bus 'danger zone' (within 10 feet of the bus). Never cross behind the bus.
13. Fighting in any form while riding on the bus may result in suspension of bus riding privileges.
14. Students must respect private property at each designated bus stop.
15. Students may be suspended from bus transportation services following documented behavioral incidents/infractions such as, but not limited to, fighting, throwing objects from the bus, gang-related incidents, destruction of property, drugs, and/or any incident that poses a threat to the safety of others. Students who commit a major infraction resulting in placement or expulsion may have bus service terminated immediately.
16. Students may be searched.
17. Student cell phones and electronic devices are not permitted at either ALC. Cell phones and electronic devices are, therefore, prohibited from the bus as well.

Our signatures below affirm that we have read and fully understand the information and agree to the stipulations above.

Print Name: _____ Signature: _____
(Parent/Legal Guardian)

Print Name: _____ Signature: _____
(Student)

Contact Phone Number: _____ Date: _____

Bus #: _____ Morning Pick Up: _____ Afternoon Drop Off: _____

ALC Bus Routes 2022-2023

Students can ride any one of the 3 bus routes and be dropped off at the corresponding stop listed above.

Students may only board buses assigned to their designated ALC routes.

Please make sure your student knows how they will get home from their bus stop.

Students must be visible to the bus driver for pick up.

If the bus has not arrived after waiting 10 minutes, the parent/legal guardian/student should notify the district immediately at 281-463-5978

Route 4601 - Cy-Ridge HS/Kirk ES/Dean MS/Frazier ES

AM Stop Time	Route 4601 Stop Locations	PM Stop Time
5:57am	Cy Ridge HS at Bus Entrance	3:36pm
6:08am	Kirk ES at Bus Entrance	3:26pm
6:20am	Stonington St at Dean MS Bus Entrance	3:11pm
6:30am	Little River Rd at Frazier ES entrance	3:00pm

Route 4602 - Cy-Fair HS, Spillane MS, Goodson MS, Hamilton MS

AM Stop Time	Route 4602 Stop Locations	PM Stop Time
6:02am	Matzke Rd at Cy Fair HS Athletics Parking Lot Entrance	3:36pm
6:10am	Spillane Robison Rd at Spillane MS Bus Entrance	3:24pm
6:17am	Barker Cypress at Goodson MS Bus Entrance	3:17pm
6:32am	Opal Hamilton MS Bus Entrance	3:04pm

Route 1601 - Jersey Village HS, Cook MS, Adam ES

AM Stop Time	Route 1601 Stop Locations	PM Stop Time
6:05am	Congo Ln & Solomon St- Near JVHS	3:30pm
6:15am	Wheatland Dr at Cook MS Bus Entrance	3:21pm
6:28am	Honey Grove Ln & Maxim Dr- Near Adam ES	3:08pm
6:36am	Harris County NW Branch Library- 11355 Regency Green Dr.	2:58pm

*Harris County NW Branch Library is near Bleyl MS

Cypress-Fairbanks I.S.D. ALC Student Parking

DOCUMENTS REQUIRED TO REGISTER VEHICLE

1. **Driver's License** - Copy of student's valid driver's license
2. **Proof of Insurance** - Copy of proof of valid insurance for vehicle

HOME CAMPUS: _____ PLACEMENT DAYS: _____ START DATE: _____

GRADE: _____ DOB: _____

NAME: _____

ADDRESS: _____

CITY, ZIP: _____

STUDENT'S DRIVER'S LICENSE # _____

PARENT'S/OWNER NAME: _____

ADDRESS OF OWNER: _____

OWNER'S PHONE: _____ WORK PHONE: _____

ARE YOU AN EARLY RELEASE STUDENT? YES _____ NO _____

DO YOU CURRENTLY HAVE A PARKING PERMIT FROM HOME CAMPUS? YES _____ NO _____

ALC PERMIT # _____

WHERE TO PARK

- Pidgeon Stadium Parking lot, area on Falcon Road side closest to Windfern Rd.
- Temporary parking pass must be displayed in vehicle at all times and returned at the end of placement.

ACKNOWLEDGEMENT OF TOWING POLICY AND RECEIPT OF PARKING REGULATIONS BOOK

Vehicles shall be parked only in areas designated by the building principal for student parking. Motor vehicles that do not have a parking permit or are improperly parked shall be towed away by a bonded commercial wrecker. It shall be the responsibility of the student and/or owner of the vehicle to pay for towing and storage charges. The Assistant Principal's office is to notify the student and/or owner where the vehicle has been taken. **Tickets may also be issued by the Cy- Fair Police Department for parking and moving violations.**

Vehicles in the following areas may be towed:

- AREAS INDICATED AND MARKED AS "FIRE ZONES"
- AREAS BLOCKING ROADWAYS, DRIVEWAYS, OR INTERSECTIONS
- AREAS BLOCKING ENTRANCES IN SERVICE DRIVEWAYS FOR DELIVERY AND/OR MAINTENANCE VEHICLES
- AREAS INDICATED BY "NO PARKING TOW AWAY" SIGNS
- AREAS MARKED "RESERVED"
- AREAS FOR TEACHERS AND VISITORS ONLY

I acknowledge that I have read the parking and traffic regulations booklet regarding automobiles and parking and will abide by the regulations. I further understand that if my vehicle is parked illegally and it becomes necessary for it to be towed, all the expenses incurred will be my responsibility. **Also, I understand that my driving privileges and parking permit can be revoked for violations of the parking regulations or as a result of Code of Conduct violations such as, but not limited to, leaving school without permission (alone or with another person).** No sticker will be replaced unless the old sticker, or a large portion of it, is brought in to the Assistant Principal's office! **Vehicles parked on school property are under the jurisdiction of the school.** The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security of their vehicles and will make certain they are locked and their keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons that are found in their cars and will be subject to disciplinary action. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student.

FOR OFFICE USE ONLY	
Parking Sticker #	_____
_____ Driver's License	
_____ Proof of Insurance	
_____ Permission Form	
VEHICLE INFORMATION	
Year	_____ Color _____
Make	_____ Model _____
License Plate #	_____
Insurance Exp. Date	_____

PARENT SIGNATURE

DATE

STUDENT SIGNATURE

DATE

Substance Use Intervention Program Parent Consent Letter

Dear Parents:

Cypress-Fairbanks ISD has implemented a substance use intervention program into the Alternative Learning Centers (East & West locations). This initiative is to assist our students who have been sent to the centers for substance use infractions or have a history of substance use. The groups will be facilitated by a Licensed Chemical Dependency Counselor. There will be two group sessions held weekly on each Alternative Learning Center campus. The groups will meet during the school day on a schedule that will allow students to continue their engagement in their academic studies. The number of sessions may range from six to twelve. We expect our students to not only maintain, but to also improve their academic performance. The **Substance Use Intervention Program (SUIP)** curriculum:

- Teaches students to identify their anger triggers, while also assisting them in learning to identify appropriate coping and communication skills.
- Examines substance abuse and post-traumatic stress disorder. Students will learn the signs and symptoms of substance use and trauma, while also raising their awareness of the effects of substances on all areas of their lives.

The goal of the substance use intervention program is to educate, bring awareness, reduce the use of alcohol and drugs and decrease the return rate to the ALC campuses for our students. As part of the program, students will be given pre and post self-assessments on their substance use in order to evaluate the effectiveness of the intervention program. Also, demographic information (not to include the student's name) will be shared for additional reporting of the program. Finally, after students complete their time with the ALC campuses, there may be some follow up provided to students at their home campuses. As parents, we hope you collaborate with us in our initiative to support a drug-free environment in school.

Sincerely,

Veronica Garza, MA, LPC-A, LCDC-I
Supervised by: Courtney Gabriel, M.S., LPC-S, RPT

Group Counseling Parental Consent Form

___ I hereby grant permission for my son/daughter to participate in the group program at our school, give permission to complete both assessments (Pre and Post self-assessments) on substance use, and provided follow up at the home campus, as needed.

___ I do not want my child to participate in the Substance Abuse Intervention Program.

Student: _____ Date: _____

Parent _____ Date: _____ Phone: _____

Received on: _____

<https://forms.gle/pePbdYMetGHy3KaQA>

Programa de Intervención para Abuso de Sustancias

Carta de Consentimiento para los Padres

Estimados padres y tutores legales:

El propósito de esta carta es para comunicarles que Cypress-Fairbanks ISD ha implementado un programa de intervención para abuso de sustancias en ambos Centros Alternativos de Enseñanza (Este y Oeste). El objetivo de esta iniciativa es ayudar a los estudiantes que fueron enviados a estos centros por infracciones relacionadas con el uso de sustancias o que tienen historial de uso de sustancias. Las sesiones de grupo las facilitará un consejero especializado en la dependencia de sustancias químicas. Se ofrecerán dos sesiones de grupo semanales en cada uno de los dos Centros Alternativos de Enseñanza. Los grupos se reunirán durante el día escolar en un horario que les permitirá continuar su participación en sus estudios académicos. El número de sesiones podría ser de seis a doce. Se espera que los estudiantes no solo mantengan, sino que mejoren su desempeño académico. El plan de estudios del **Programa de Intervención para Abuso de Sustancias (SUIP, por sus siglas en inglés)**:

- enseña a los estudiantes a identificar los factores que motivan su ira ayudándoles a la vez a aprender a identificar destrezas adecuadas para comunicarse y salir adelante.
- examina el abuso de sustancias y el estrés postraumático. Los estudiantes aprenderán las señales y los síntomas del uso de sustancias y del trauma, aumentando su conciencia de los efectos de las sustancias en todas las áreas de su vida.

La meta del Programa de Intervención para Abuso de Sustancias es educar, crear consciencia, reducir el uso de drogas y alcohol, y disminuir el índice de reincidencia en los centros ALC. Como parte del programa, los estudiantes realizarán autoevaluaciones, previa y posteriormente al programa, sobre su uso de sustancias para evaluar la eficiencia del programa de intervención. También se compartirá información demográfica (que no incluya el nombre de los estudiantes) para informes de fin de año del programa. Finalmente, después de que los estudiantes completen su tiempo con los centros ALC, es posible que se proporcione algún seguimiento a los estudiantes en sus campus de origen. Como padres de familia y tutores legales, esperamos que ustedes trabajen en colaboración con nosotros en nuestra iniciativa para apoyar un ambiente escolar libre de drogas.

Sinceramente,

Veronica Garza, MA, LPC-A, LCDC-I
Supervised by: Courtney Gabriel, M.S., LPC-S, RPT

Formulario de Consentimiento de los Padres Para Sesiones en Grupos

Por medio de la presente doy permiso para que mi hijo(a) participe en el programa de grupo en nuestra escuela y en ambas evaluaciones (evaluación previa y posterior) sobre el abuso de sustancias, y el seguimiento en el campus de origen, según fuera necesario.

No quiero que mi hijo(a) participe en el Programa de Intervención para Abuso de Sustancias.

Estudiante: _____ Fecha: _____

Padre/tutor legal: _____ Fecha: _____ Teléfono: _____

Received on: _____

Student Grade Reporting:

Home Access Center allows parents and students to view student registration, scheduling, attendance, classwork assignments and grade information.

If you have any questions, please call the Customer Care Center at 281-897-4357.

Parents: Your student's Annual Student Update is available through your Home Access Center Account. Please first log into the parent portal. (If you need assistance with your parent portal login, please contact CFISD Customer Care Center at 281-897-4357 (HELP). A representative is available to assist you Monday-Friday, between the hours of 7 a.m. and 5 p.m.)