

ST. CHARLES PARISH PUBLIC SCHOOLS
Eual J. Landry, Sr.
ALTERNATIVE PROGRAMS CENTER

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ADAPT STUDENT HANDBOOK

Alternative
Discipline
A
Positive
Turnaround

**EUAL J. LANDRY
EDUCATIONAL
PROGRAMS CENTER**



**2023 -
2024**

Map

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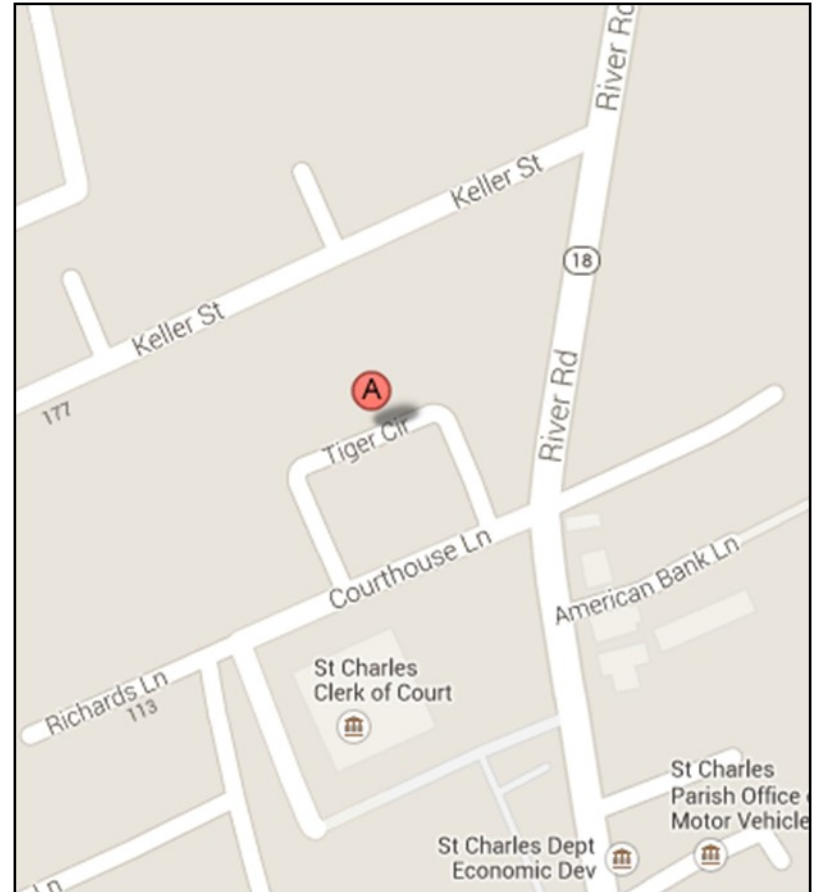
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School Mission Statement

To provide an environment whereby all students can function successfully at their home base school and within their community.

School Vision Statement

To inspire **ALL** students to be better than they thought possible.

Belief Statements

- We believe each student is a valued individual with unique physical, social, and intellectual needs.
- We believe students are responsible and accountable for their behavior and academic progress.
- We believe students are able to overcome challenges.
- We believe equity is a lens in which all decisions should be made.
- We believe a safe and structured environment promotes student learning.

INTRODUCTION

Eual J. Landry Education Programs Center (ADAPT) is a full day program that affords students the opportunity to continue their education in a supervised setting while they are suspended from their home-based schools. Students are required to attend school at the Landry site before they can return to their home-based schools. Landry is designed to help each student address inappropriate behaviors and realize that they are responsible for their actions. Our faculty and staff will provide academic and social skills instruction. Students also receive counseling and physical exercise.

COMPONENTS OF THE PROGRAM

- **Academics** – Teachers provide direction and assistance with class assignments.
- **Social Skills Instruction** - Social skills instruction will emphasize social and emotional learning competence.
- **Counseling** – Students are required to participate in individual and/or group counseling sessions.
- **Physical Education** – Students are required to participate in daily sessions consisting of stretching, exercise, and other types of physical activity.

ACADEMIC ASSIGNMENTS

Teachers will follow the assignments provided by the home-base school teachers. The student is responsible for completing these assignments. A student's IDEA rights are protected. Teachers will follow the students' IEP/IAP.

Teachers may provide supplemental assignments that the student will be required to complete.

SOCIAL SKILLS

Every student assigned to Landry is expected to display appropriate social skills. The importance of making proper choices will be emphasized throughout the student's stay at Landry.

COUNSELING

Individual and/or group counseling will be provided to students during their stay at Landry.

PHYSICAL EDUCATION

Even though a student may not be enrolled in a physical education class at his/her home-based school, every student will be expected to participate daily in physical education while enrolled at Landry. To be excused from participating in physical education, the student must meet district guidelines as described on page 13 of this handbook.

GENERAL INFORMATION

CRITERIA FOR ENTRANCE

Attendance at Landry is mandatory for any 6th - 12th grade student who commits an offense that results in a suspension as identified in the Student Code of Conduct District Handbook.

Students suspended for severe violence, violence on a school employee, for possessing weapons or drugs may be excluded from this program. These students will be recommended for expulsion.

Students may enter/exit Landry a maximum of three times. A 4th suspension shall initiate a recommendation for an expulsion. **Please note that a principal may recommend a student for an expulsion at any time (i.e., during a 1st, 2nd, or 3rd suspension).**

The home-based school will be responsible for the following:

- Sending completed assignment log sheets and any accompanying documents.
- Sending assignments on the first day of the suspension.
- Providing any medical information.
- Providing copies of the IEP/IAP/BIP.

ATTENDANCE

In conjunction with the St. Charles Parish Public Schools System Attendance Policy, the following attendance requirements will be followed:

All students are required to attend Landry for three full school days, including those students who have early release at their home-based school.

If a student will be tardy or absent, the parent or guardian is encourage to notify the school **before 7:30 a.m.** Students may be brought to Landry's campus at **7:30 a.m.** Any student who arrives after **7:41 a.m.** must be signed in by an adult.

Students must attend school on Court dates (St. Charles Parish Courthouse) until 30 minutes prior to the scheduled court time then return to school after court proceedings. If the student is dismissed from court prior to 1:00 p.m., then the parent shall transport the student from the Courthouse back to campus. Failure to provide the required verification of court attendance documentation will result in the student being marked tardy or absent.

Any student coming after 9:30 AM will have attendance adjusted, but the day will not count as a full suspension day.

TRANSPORTATION

Students are not allowed to walk or drive any vehicles to or from Landry campus. All car rider students must be dropped off or picked up from the side parking lot and NOT in the bus circle.

Middle school students have two options:

- Students may ride the high school bus to the high school campus. The student should catch the high school bus at the bus stop nearest to his or her house. Upon arriving at the high school campus, students will report to the designated area to catch the Landry shuttle bus.
- **Students may be brought to Landry campus at 7:30 a.m. Any student who arrives at 7:41 a.m. must be signed in by an adult.**
- **Students involved in a physical altercation must be brought to Landry on the first day of their ADAPT**
- In the morning, students will be directed to the designated search area after arriving on campus.

High school students have two options:

- Students may ride their assigned school bus to the high school campus. Upon arriving at the high school campus, students will report to the designated area to catch the Landry shuttle bus.
- **Students may be brought to the Landry campus at 7:30 a.m. Any student who arrives at 7:41 a.m. must be signed in by an adult.**
- Students involved in a physical altercation must be brought to Landry on the first day of their ADAPT.
- In the morning, the students will be directed to the designated search area after arriving on campus.

Bus Rules

- Food and drinks are prohibited.
- **Electronic devices including cell phones are prohibited.**
- In the morning, students must report directly to the designated search area after arriving on campus.
- Upon exiting the Landry bus at the high school, students are required to walk in a single line directly to their school site buses and remain on the bus until departure.
- Students must sit upright in assigned seats at all times.
- Students must remain in proper dress code attire at all times.
- Students should not engage in behavior, including

loud talking, that distracts the bus driver.

- To ensure the safety of all individuals, if deemed necessary, we reserve the right to search a student prior to boarding the school bus.

The specific bus that a student is assigned to ride is determined by administration. An ADAPT student can be assigned to ride a bus that transports them directly to their house from the Landry site and vice versa. The transporting of students to and from Landry is a privilege that can be revoked at any time for failure to comply with school and/or bus rules. Please see the discipline ladder on page 18.

MEALS

Lunches are not prepared on site; they are transported from R. K. Smith Middle School. Therefore, it is important that students arrive at school on time so a lunch can be ordered. **Students arriving after 9:30 a.m. may be given an alternative lunch.** Students cannot bring any meals, edible items, or drinks to the Landry site. Students are allowed to bring water that has not been opened. Students who pay for meals must have money in their school account. No child is allowed to charge a meal. Each student can only order one breakfast and lunch. Student's, however, can order more than one meal if order is placed the day before.

RESTROOM BREAKS

Students will be given a morning restroom break and an afternoon restroom break. In addition, students will be allowed to go to the restroom after morning search is completed, during lunch, and during physical education. Students going to the restroom at an unassigned time will be given a consequence unless a medical note is on file. If a medical condition exists that requires more frequent restroom breaks, then documentation from a physician must be provided.

MEDICATION

Medication brought to the Landry campus will be kept secured. When the student's stay in the program is completed, the remaining medication will be returned to the home-based school where it will be counted and signed in. If the student is starting a new medication while assigned at Landry campus, then the parent must contact the school nurse to schedule a time to register new medication. **A student must remain at home a full 24 hours after starting a new medication. This does not count as one of the assigned days and must be made up.**

TRANSITION

A reinstatement conference must be held for students upon returning at their home-based schools.

PROGRAM GUIDELINES

PROCEDURES

All St. Charles Parish Public Schools rules will apply to this program. In addition, the following rules set forth for the program will be enforced. These rules may be revised as needed by the administration of Landry.

- All students will be searched upon entering the building each day.
- Students will address adults in a respectful tone and manner.
- Students will follow the prescribed dress code at all times.
- Students will remain on task at all times.
- Students will not be permitted to sleep or put their head down in class.
- Students will not be permitted to have money in his or her possession. With the exception of lunch money that must be paid upon arrival.
- Students will not be permitted on any St. Charles Parish Public School campus, nor permitted to attend any extracurricular functions on school grounds during their enrollment at Landry.
- Physical exercise will be required and the type of exercise will be determined by the teacher.
- Students will not be allowed to use the telephone without the permission of an Administrator. If an emergency

should arise, school personnel will contact the parent or guardian.

- Students will have access to technology and the internet for class assignments as needed.

All cell phones will be confiscated and returned to a parent/guardian on the day of confiscation. Personal items being confiscated, will be returned on the student's last day at Landry. If a student's behavior is deemed unsafe, then the student will not be allowed to go to class or get on the bus. A parent or guardian will be contacted for any student who fails to comply with search procedures.

PHYSICAL EDUCATION

Since physical exercise is a requirement of the program, any student who refuses to participate in physical education class will be given disciplinary consequences unless the proper documentation is provided.

MEDICAL EXCUSES FOR PHYSICAL EDUCATION AND/OR PHYSICAL ACTIVITY

Generally, a student well enough to be in school is required to participate in all classes, including those which require physical activity. When a situation arises where a student cannot engage in physical activity, or physical activity would be harmful for a student, the following procedure is to be followed:

Parent/guardian must contact the school to notify administration that the student is unable to participate in physical education activities.

In addition, the student is to bring an excuse signed by a parent or guardian to the school office. The excuse should note the length of time the student is to be excused from PE or physical activity. The teacher may assign alternate assignments that do not require physical activity for the student.

EXCUSES FOR STUDENTS WITH TEMPORARY LIMITED MOBILITY IN AND AROUND SCHOOL AND CLASSROOMS

When a situation arises wherein a student has temporary, limited mobility in and around the school and/or classrooms, the following procedure is to be followed:

A physician's note is required when student mobility is restricted for more than five days. The physician's note must include the date that the student can return to normal activity and participation levels.

GENERAL RULES

DRESS CODE

In conjunction with the dress code guidelines written in the Student Code of Conduct: District Handbook established by

the St. Charles Parish Public Schools, the following added stipulations will be required.

- Students must be properly dressed according to the St. Charles Parish Public Schools and Landry rules while on school grounds.
- **Skirts, warm-up pants, cargo pants, dresses, leggings, jeggings and baggy pants are not allowed.**
- Pants must be solid navy or khaki with no trim or adornments. Pants must be hemmed with no slits or holes.
- Pants must be worn at the natural waistline. If pants have belt loops, a belt must be worn.
- Pant legs, collars, and jackets must be worn as designed.
- Shirts must be completely tucked into pants at all times. School designated spirit shirts are allowed.
- No hooded clothing/apparel is allowed on campus.
- Outerwear that does not follow district policy will not be allowed.
- Shoes must cover the entire foot. Shoes must be tied and/or fastened as designed. Sandals, slippers and croc styled shoes are not allowed.
- Gang-related attire is not allowed (i.e. handkerchiefs, colors, insignias, symbols, etc.)
- Stocking caps, do-rags, caps, bonnets and hair picks are not allowed.
- **A school ID must be worn at all times.**

Any violation of the dress code will result in disciplinary action. Students who are in violation of the dress code policy will not be permitted to board the bus.

Please see the discipline ladder on page 18.

PROHIBITED ITEMS

Any prohibitive item, accessory not meeting dress code guidelines will be taken by school officials. Cell phones will only be returned to a parent or guardian. If a student fails to turn over a prohibitive item upon request, he or she will receive a consequence.

- No money is allowed on campus.
- Backpacks, book bags, and purses will not be allowed on the school bus or the campus.
- Earbuds/plugs, cell phones, and other electronic devices are not allowed.
- Cosmetics (i.e. – lipstick, lip gloss, lip balm, mascara, eye shadow, etc.) are not allowed.
- Food and beverages (excluding water) are not allowed.
- No gum is allowed.

Please see the discipline ladder on page 18.

CONSEQUENCES

The following consequences are to serve as guidelines. Actual consequences will be determined by the severity and/or frequency of the violation or infraction. **A lunch or after-school detention may be assigned for less severe infractions. Habitual or more severe infractions may result in possible consequences as follows:**

- Physical exercise (push-ups, sit ups, running, etc.)
- Removal from classroom
- Detention (lunch or after-school)
- Suspension
- Arrest

SEVERE CLAUSE

A verbal or physical threat to another person, improper physical contact, damage to school or community property may result in an arrest by the St. Charles Parish Sheriff's Office. Any student who attempts to leave the grounds prior to dismissal will be arrested. Any inappropriate student behavior that disrupts the campus and/or classroom will result in an arrest for disturbing the peace.

If a student is arrested, he or she may receive an out of school suspension for a minimum of three (3) days. A parent or

guardian is required to participate in a reinstatement conference at the end of each suspension period.

EXITING GUIDELINES

Students must successfully complete the Landry (ADAPT) before they are allowed to return to their home-based school. Exiting from Landry is contingent upon the following components, as determined by the Landry staff:

- Attending the assigned minimum number of days.
- Successful completion of all academic assignments.
- Participation in all components of the physical education class.
- Exhibiting behavior consistent with program requirements.

The student and parent or guardian are required to attend a reinstatement conference when the student returns to his/her home-based school.

DISCIPLINE LADDERS

TARDY LADDER

- 1st Lunch detention (one day)
- 2nd Lunch detention (two days)
- 3rd Suspension

DRESS CODE/PROHIBITED ITEMS LADDER

- 1st Lunch detention (one day)
- 2nd Lunch detention (two day)
- 3rd Parent Conference
- 4th Suspension

Wearing a school ID is a part of the dress code.

If the interaction continues an afterschool detention could be given.

BUS VIOLATIONS LADDER

- 1st Parent Conference/After-school detention (one day)
- 2nd Bus suspension (one day)
- 3rd Bus suspension (three days)
- 4th Bus suspension (five days)
- 5th Loss of transportation privileges

Incidents of fighting, disrespect towards an adult, and non-compliance with an adult's directive will not follow this ladder. **Due to safety concerns, students who habitually violate bus rules will not be provided bus transportation.**

TECHNOLOGY MISUSE LADDER

- 1st Lunch detention
- 2nd After-school detention and parent conference
- 3rd Suspension and parent conference
- 4th Suspension and loss of privilege, and parent conference.

Depending on the circumstances consequences can be determined by the administrator.

Consequences on the discipline ladders are continuous; they do not start over for each suspension at Landry or each grading period.

NOTES

ADAPT CHECKLIST

Student Name: _____

A. Please provide to the students:

1. ADAPT Handbook, with the following sections highlighted or pointed out to the student;
 - ___a. Textbooks – clear locker
 - ___b. Transportation
 - ___c. Rules
 - ___d. No Cell Phones
 - ___e. Dress Codes
 - ___f. School ID required
 - ___g. Exiting Guidelines
2. Blue Bus pass with Bus #

B. Please provide to the ADAPT site: (Fax: 985-783-6638)

1. Email highadapt@stcharles.k12.la.us
or
middleadapt@stcharles.k12.la.us
2. Suspension Form
3. Medication: ___YES ___ NO
4. Physical limitations: ___YES ___ NO
Explanation:

5. A copy of this checklist signed by the assigning Administrator.

- 6. 504 Plan (IAP), IEP, BIP, IHP and/or Emergency Plan, etc.

C. Please provide to the student’s teachers:

- 1. Request for assignments – ASAP

****NOTE:** Assignments from every teacher must be emailed, faxed or delivered to the ADAPT site by **9:00 a.m.** of the student’s first day in ADAPT.

_____	_____
Administrator’s Signature	Date
_____	_____
Student’s Signature	Date

***An ADAPT EXIT NOTICE will be sent to/the home-base school to verify the completion of ADAPT requirements.