

**GAP**  
**GIDDINGS ALTERNATIVE PLACEMENT**  
**STUDENT HANDBOOK 2021-2022**

Principal..... Mitch Pope

Teacher..... Wilmer Ray

Staff..... Marilyn Francis

Nurse.....Lindsey McKee

School hours.....8:00 a.m. – 3:00 p.m.

School address.....2337 N. Main  
Giddings, TX 78942

School phone.....(979) 542-2057  
\*When calling please ask for GAP

Fax.....(979) 542-9143

This student handbook contains information for the Giddings Alternative Placement and stands as a supplement to the students' regular campus handbook. The GISD District Student Code of Conduct will be followed at GAP.

This student handbook should be referred to during the students' placement at GAP. Information will be shared between campuses to provide an opportunity for the students to be successful at GAP and return to their home campus.

## **Disciplinary Alternative Education Program (DAEP)**

*GISD will operate an Alternative Education Program (AEP) for students who have committed criminal acts and/or for students who have committed offenses that would normally result in expulsion from the regular school program. This program is located at the Vocational Center and will be known as the Giddings Alternative Placement (GAP).*

### **The goals of the GAP are:**

1. To provide an alternative to expulsion.
2. To provide services that will help in correcting problems that interfere with the student's progress in school by:
  - a. Providing instruction in the foundation courses thru the Edgenuity computer program
  - b. Establishing a goal setting behavior program
  - c. Improving the student's social skills
3. To provide a safe learning and working environment for students and employees.

### **Length of stay at GAP**

The length of the student's stay at the GAP depends on three factors:

1. The behavior of the student.
2. The willingness of the student.
3. The academic performance of the student.

### **Guidelines of GAP:**

1. Parents furnish transportation for ALL students.

2. Students abide by all rules or will be subject to further disciplinary action.
3. GAP students will follow the GISD school calendar, including all early release/delayed starts, bad weather days, waived days, and holidays.
4. Students will comply with the mandatory GAP dress code.
5. Students will be screened with a handheld metal detector upon entering the GAP. Searches of student will be conducted if reasonable cause exists to conduct a search under state and federal law.
6. Authorities, such as law enforcement, probation officers, case workers, and social workers, can visit GAP at will.

### **GAP Rules**

1. Students are suspended from all school-sponsored or school-related activities. Students are prohibited from entering onto any GISD property other than the GAP campus during school hours. Discretionary consequences may be assigned, not limited to suspension, no trespass order, criminal trespass citation.
2. Arrival and dismissal times: Students must remain seated on benches outside the GAP building, or in vehicle until directed to enter the building by GISD staff.
3. Students will remain in the GAP classroom during their school time. Parent/Guardian and Giddings Police will be called if leaving the GAP classroom without permission.
4. Students will arrive by 8:00 AM and will be engaged in learning activities starting at 8:00 AM and ending at 3:00 PM.
5. Any student that is tardy, arriving after intake morning procedures will **NOT** be allowed to enter the building.
6. Students must be in dress code when on school property and remain in compliance for the entire day. Shirts must be tucked in **before** entering the building.
7. Students will receive restroom breaks at approx: 9:30, 11:30, and 1:30.
8. Students who attempt to sleep will be suspended. Multiple suspensions will result in an additional GAP placement being assigned.
9. No outside food, drinks, candy or gum will be allowed. All food must be ordered through the cafeteria.

10. Students are required to remain on the Edgenuity program. Failure to do so will result in a suspension/an additional GAP placement.
11. Students must have both feet on the floor, sit up straight in the desk, head must face forward, no resting head, no looking around, and no noise of any kind.
12. Students will flip the triangle for help with a question. Questions must be related to work. **Stay seated at all times.** Students must wait without talking until staff come to their desk.
13. Penalties will be given for any marks or defacing of public property. Students may be suspended/given an additional GAP placement for engaging in writing or drawing that is not required in the Edgenuity program.
14. Students who violate any rules will be subject to:
  - a) receiving an unsuccessful day
  - b) suspension/expulsion
  - c) additional GAP placement
  - d) complaint filed with Giddings Police department and or
 \*Students that do not make academic progress may not gain academic credits required for promotion or graduation.
15. Not every guideline can be covered in any program. GISD reserves the right to make changes as needed in this program. Teacher instructions may override any rule, especially as applied to health and safety needs.
16. Zero Tolerance behaviors: \*Charges may be filed\*
  - a. Violence or threat of violence
  - b. Drugs
  - c. Any and all Gang related activity
  - d. Tobacco products, weapons, or other illegal items

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

**GAP Grading Policy**

Giddings ISD students who are assigned to Gap will be placed in the Edgenuity Program. Coursework will be provided by home campus for courses not available. Grades will be generated by the program and sent to the home campus each 6 weeks and upon completion of the

student's assignment. Edgenuity is designed to progress a student based on successful completion of the work assigned.

## **GAP SAMPLE SCHEDULE**

<b>8:00 A.M.</b>	- CHECK IN
<b>8:00 A.M. TO 9:00 A.M.</b>	- ELECTIVE
<b>9:00 A.M. TO 10:00 A.M.</b>	- Core subject
<b>10:00 A.M. TO 11:00 A.M.</b>	- Core Subject
<b>11:00 A.M. TO 12:00 P.M.</b>	- Core Subject
<b>12:00 P.M. TO 12:30 P.M.</b>	- LUNCH
<b>12:30 P.M. TO 1:30 P.M.</b>	- Core Subject
<b>1:30 P.M. TO 2:30 P.M.</b>	- ELECTIVE
<b>2:30 P.M. TO 3:00 P.M.</b>	- ELECTIVE
<b>3:00 P.M.</b>	- Dismissal

### **General Information**

- Cell phones will be **turned off** and placed in the students "box" upon arrival to school and taken home each day.
- Students do not have access to the telephone during the day.
- Transportation should be arranged in advance.

- If applicable, Probation Officers may be contacted when the student is absent. Probation officers may receive copies of point sheets.
- The GISD attendance officer will be called if a student has excessive tardies and/or absences.

### Attendance/Tardy Policy

- School starts at 8:00 a.m.
- Students who have excessive absences will be reported to the attendance officer and or the court system.
- When students are absent or tardy, parents are asked to call 542-2057 by 8:15 a.m. When calling please ask for GAP.
- Probation officers may be called if applicable.
- Absences exceeding three consecutive days require a doctor's note per district policy.
- Students leaving before 3:00 p.m. are subject to truancy.

### Transportation

- Parents/guardians must provide student transportation.
- Students are not allowed to ride home or get dropped off by other students.
- Students are not allowed to drive a vehicle to GAP.

### Meals

- Breakfast/lunch will be available for purchase or be provided as free/reduced meals through the GHS cafeteria.
- The DAEP requires a student to eat at least one meal during the school day.
- No outside food or drink will be allowed in GAP.
- Payment for breakfast/lunch will be collected daily, weekly or monthly. Prices are: Breakfast: Free (if qualified) or reduced \$0.30 (if qualified), and full price \$1.65. Lunch: Free (if qualified) or reduced (if qualified) \$0.40, and full price \$2.90.

### Misconduct in GAP

- While in a DAEP, rule infractions and/or continuous misbehavior may result in a **complaint filed with the Giddings Police Department** and a meeting with the Justice of the Peace.
- Documentation will be given to parents, the home campus administration, and probation officers if applicable.

- Rule infractions could include but are not limited to profanity, fighting, property destruction, theft, leaving GAP classroom or school grounds, bullying, terroristic threat, throwing items, etc. Refer to the Giddings student code of conduct.

### **Suspensions in GAP**

- While in GAP, students may be suspended for rule infractions (ie: unsuccessful days).
- Suspensions may result in an additional GAP placement, with a minimum of 10 days.
- If an additional GAP placement(s) is assigned, a complaint may be filed with the Giddings Police department. If a complaint is filed, then the student and parent will then be required to meet with the Justice of the Peace.

### **Consecutive Successful days**

For every 10 consecutive days a student is present and earns a successful day, the student will receive 1 day off their initial placement.

### **Medication**

Any medication must be checked in with the student's home campus school nurse. The nurse will provide GAP staff with the necessary documentation and administer as directed.

### **GAP Mandatory Dress Code**

- Students NOT in dress code will not be allowed to enter.
- **NO** clothing items will be provided to students to allow them to meet dress code requirements.

#### **Dress Code Requirements for GAP students:**

1. **Blue jeans belted** at the waist.

- a. No jeans with slits, holes, patches, etc. that expose skin, or undergarments.
  - b. No belt means no entry
2. Tucked in, gray t-shirt with NO logo. **T-shirts may not be worn inside out to meet dress code.** Gray sweatshirts will be issued by GAP staff instead of a student coat. Students will leave the sweatshirt at their desk daily.
  3. Shoes, shoestrings, and socks must be worn.. Boots, sandals, flip-flops, houseshoes, etc. are not allowed.
  4. No jewelry or hats are allowed to be worn..
  5. All tattoos must be covered.
  6. Hair must be in compliance with GISD Code of Conduct.
  7. All male facial hair must be clean-shaven, or they will shave at GAP. Refusal to shave will result in a suspension.
  8. Sports bras are recommended for girls due to the wandung procedure..
    - **Searches will be performed as needed by female staff.**

### **Academic Expectations**

- Begin the assignment immediately.
- Remain on task at all times.
- Follow all staff directions and all times.

### **POINT SHEET**



**RESPONSIBILITY: 5 points**

School arrival: On time = 2 pts.  
Late = 0 pts.

Dress code: Complete uniform = 3 points  
Incomplete = not allowed entry

**EXPECTATIONS: 8 points**

Students are expected to behave according to GAP rules and expectations. Each period on schedule is worth 1 point. Students having to be redirected will not receive points for the period.

**REMAIN ON TASK: 7 points**

Students are expected to remain on task throughout the day. The four basic courses and electives are worth 1 point each.

**DAILY TOTAL:**

Points are totaled each day. Each student can earn a possible 20 points for each day.

**16 out of 20 points are required for a successful day.**

**POINT SHEET:**

Point sheets are sent home at the end of each week for parents to sign. Please sign and return.

# GAP DAILY POINT SHEET

Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>RESPONSIBILITY</b> (5pts)					
ON TIME (2pts)					
DRESS CODE (3pts)					
<b>EXPECTATIONS</b> (8pts)					
9:00-9:00					
9:00-10:00					
10:00-11:00					
11:00-12:00					
12:00-12:30					
12:30-1:30					
1:30-2:30					
2:30-3:30					
<b>ON TASK</b> (7pts)					
9:00-9:00					
9:00-10:00					
10:00-11:00					
11:00-12:00					
12:30-1:30					
1:30-2:30					
2:30-3:30					
<b>DAY TOTAL</b>					

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **GIDDINGS ALTERNATIVE PLACEMENT CONTRACT**

### **Student Participation:**

I, \_\_\_\_\_, enter into the following contract with the Giddings Alternative Placement program.

I understand the following to be a binding agreement. I will endeavor to fulfill the following objectives and understand both the positive and negative consequences.

### **Objectives:**

1. Attend school daily, on time, with only school-related materials.
2. Achieve 80% or better on the Daily point System.
3. Successfully complete all assignments..
4. Display a respectful, cooperative attitude toward other students and staff at all times.
5. Follow the Mandatory dress code.
6. Submit to a hand held metal detector test each day.

### **Parent Participation:**

I, \_\_\_\_\_, understand the mission of the Giddings Alternative Placement Program of the Giddings Independent School District. The mission is to provide students in at-risk situations an alternative educational program, which will guide them to be responsible citizens who exhibit appropriate social and academic skills. I recognize my role in my child's education and agree to participate in his/her program by attending parent meetings and/or participating in a parent group.

I have received a copy of the Giddings Alternative Placement Student Handbook and understand the information, rules, and consequences.

### **School Participation:**

#### **Results:**

Positive: Return to the home campus.

Negative: Extended stay in GAP (Giddings Alternative Placement Program), suspension or recommendation for expulsion from the school district.

I, \_\_\_\_\_ guarantee that, \_\_\_\_\_ will be returned to your home campus if you follow all the rules as discussed. You will remain in GAP until you fulfill all your obligations. Extended time in GAP, suspension or expulsion could result if you do not complete your time successfully.

## COURT DATES AND/OR PROBATION DATES

When you receive your letter concerning your court date, your probation appointment or any other legal dates that you have, you must bring the original letter to GAP before the date and we will make a copy and give you back the original.

If time permits you **MUST** come to GAP in dress code before your scheduled appointment. You will be dismissed with enough time for you to make your appointment.

You must bring back a note from the jurisdiction with which you had the appointment.

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Student Signature

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Date

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Parent Signature

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Date

**RECEIPT OF THE GAP HANDBOOK**

The information contained in the GAP Handbook including dress and behavioral expectations were explained by:

\_\_\_\_\_ GAP Principal.

P: \_\_\_\_\_ S: \_\_\_\_\_ I understand my child could lose points on the daily point sheet for rule violations in GAP.

P: \_\_\_\_\_ S: \_\_\_\_\_ I understand my child could earn a write up and have an additional placement in GAP for misconduct and misbehavior.

P: \_\_\_\_\_ S: \_\_\_\_\_ I understand my child could be expelled from GAP/GISD for Student Code Of Conduct Violations.

P: \_\_\_\_\_ S: \_\_\_\_\_ I understand these expectations and agree to comply with them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**GIDDINGS INDEPENDENT SCHOOL DISTRICT**

Roger Dees, Superintendent  
2337 N. Main P.O. Box 389  
Giddings, Texas 78942  
E-mail [roger.dees@giddings.txed.net](mailto:roger.dees@giddings.txed.net)  
Phone (979) 542-2854 Fax (979) 542-9264

**GIDDINGS INDEPENDENT SCHOOL DISTRICT**

**FALSIFICATION OF INFORMATION ACKNOWLEDGEMENT**

Texas Education Code 25.001 (h)(i) and Texas Penal Code 37.10 provide penalties for falsifying school district records.

“Any person who knowingly falsifies information on a form required for enrollment of a student in a school district commits an offense under Section 37.10 of the Texas Penal Code which offense is a Class A misdemeanor unless the person’s intent is to defraud or harm another, in which event the offense is a felony of the third degree. Further, such person is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of: (1) the maximum tuition fee the district may charge under 25.038, Texas Education Code; or (2) the amount the district has budgeted for each student as maintenance and operating expenses. A Class A misdemeanor is punishable by a fine not to exceed \$2,000.00; confinement in jail for a term not to exceed one year; or both such fine and imprisonment. A third degree felony is punishable by a prison sentence for a term of not more than ten years or less than two years and additionally, by a fine not to exceed \$5,000.00.”

\_\_\_\_\_  
SIGNATURE OF PARENT OR OTHER ADULT  
WITH CONTROL OVER A STUDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF STUDENT

## COMPUTER/INTERNET USE AGREEMENT

Access to the District's electronics communication system is a privilege, not a right. All users shall be required to acknowledge receipt of the system and agree in writing to comply with the regulations and guidelines set up by the district. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. Electronic mail transmissions and other use of the electronic communication system shall not be considered confidential and may be monitored at any time by district staff to ensure appropriate use for educational or administrative purposes. The District shall not be liable for users' inappropriate use of the electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or cost incurred by users. The district shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. Use and misuse of the Internet will be the responsibility of the user. The district will monitor the use of the Internet. Students or staff that use it inappropriately will face penalties.

I understand and agree to use the Internet according to school regulations. I also understand that I will be held responsible for any items that may be produced upon the screen or printers.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_