



## Parke-Vermillion County ASAP (Alternative Suspension and Advancement Program)

Southwest Parke Community School Corp.  
North Central Parke Community School Corp.

South Vermillion Community School Corp.  
North Vermillion Community School Corp.

### PROGRAM PROCEDURE

The Alternative Suspension and Advancement Program (ASAP) was developed in cooperation with the Parke-Vermillion County Probation Office so that students whose actions warrant suspension from school will be involved in meaningful and educational activities during the suspension period. These procedures involve you, the parent/guardian, and your student in the suspension process.

**Failure to comply with all policies will result in extension of ASAP days or possible action by the Court or Probation Office:**

1. **CIRCUIT COURT:** A parent/guardian is **REQUIRED** to appear before the Circuit Court Judge at the Parke County Courthouse in Rockville (report to second floor of courthouse to probation department) with the student at **8:00 a.m.** on the first day of suspension and then deliver the student to the ASAP location for in-processing.
2. **TRANSPORTATION:** You are **REQUIRED** to ensure daily student **8:00 a.m.** drop-off and **3:00 p.m.** pick-up. At in-processing, you may authorize other licensed, adult, non-student drivers to transport your student. Drivers must come in to sign the student in/out.
3. **STUDENT ATTIRE:** Students must follow regular school dress code, modified as follows for community service work;  
*inability to perform assigned work due to improper dress will result in an ASAP extension:*
  - **Weather-appropriate** clothes suitable for outside work in all anticipated weather.
  - **Closed-heel, closed-toe shoes** appropriate for heavy inside or outside work in all weather.
  - **Work clothes** are recommended as they may become soiled or get paint on them.
  - **Work gloves** to protect hands. (Blisters hurt!)
  - **Proper undergarments** are to be worn and not visible whether sitting, standing, or working.
4. **LUNCH/DRINKS:** Students must bring their own sack lunch and beverage (no high-energy drinks). A refrigerator is available at the school to store lunch/drinks during the morning. A microwave oven is also available for student lunch use. Extra water is recommended for community service, as none is provided on site.
5. **SCHOOL WORK:** School-provided assignments must be completed during suspension, and will earn full credit upon completion. Students must bring all materials needed to complete assignments: **Chromebook, books, paper, pencils/pens**, etc.
6. **SCHOOL ACTIVITIES:** Students are not allowed to attend any school activities, including extracurricular, while suspended.
7. **SCHOOL DELAYS & CLOSINGS:** ASAP **always** follows South Vermillion delays and closings, since the community service bus is issued from South Vermillion School Corp. (Check [www.svcs.k12.in.us](http://www.svcs.k12.in.us).)  
North Central Parke, North Vermillion, and Southwest Parke ASAP students will be reassigned ASAP days when their corporation's school closings differ from that of South Vermillion School Corp.  
School delays are not made up, but students are still responsible to complete assigned class work.  
School closings will be made up by adding the day(s) to the end of the original ASAP assignment.  
Circuit Court does **not** follow school delays/closings. You are still required to keep your scheduled Court appearance or make alternate arrangements with your respective Court directly. Vermillion County Circuit Court: (765) 492-5320 or Parke County Circuit Court: (765) 569-5671.

8. **RETURN TO SCHOOL:** Students are not allowed to return to school until all suspension/ASAP days are served. The student may resume normal transportation (school bus, e.g.) the first morning after completion of the program. The student must report to the school office the first morning after the suspension for the re-entry conference.
9. **COMPLETION:** Upon ASAP completion, the Court will dismiss your student's cause of action. The incident will be recorded as a school disciplinary action, not a suspension or criminal offense.

10. **DIRECTIONS:** ASAP is in the WRCTE building, 615 E. Strawberry Road, Montezuma, IN, (765) 245-2870.

- Take **US-36 East** to **Montezuma**.
- Turn **RIGHT** (south) onto **Jackson St.**
- Turn **LEFT** (east) onto **Strawberry Rd.**
- WRCTE building is  $\frac{1}{2}$  block on **LEFT**.
- **Enter at LEFT (west) side of building** (there is **no** sign for ASAP until you get inside the building)
- Front doors go to Dr. Leonard Orr Wellness Clinic

