

A. I. P.

Do you
want the
knowledge?

A Student Handbook

Okay!

You're here at **A.I.P.**!

We want to help you **GET STARTED** and **FEEL CONNECTED**. So we wrote this handbook to answer some of the questions that lots of students ask us. **START READING** and then we can talk about anything that you don't understand. Don't be afraid to ask questions! **READY FOR THE KNOWLEDGE?**

What does A.I.P. stand for?

A.I.P. stands for **The Alliance for Inclusion and Prevention**.

The **Alliance** part means that A.I.P. is working together with your parents and Boston Public Schools and YOU to help you succeed in school.

The **Inclusion** part means that we want to help you meet your goal to get out of a behavior program and back to regular classes as soon as you're ready.

And the **Prevention** part means that you can solve the problems that got you here in the first place so you can stay in regular classes.

What time does school start?

First is breakfast at 7:00, then homeroom at 7:20, then your classes start at 7:35!

If it's 7:35 and you're not here, you're late!

If you are ever late, you have to come into the school through the front door to get a LATE PASS.

When all of your classes are over at 1:20, you go back to homeroom until dismissal at 1:30.

What kind of classes do I have?

Every day you'll have:

- **MATH**
 - **ENGLISH LANGUAGE ARTS**
 - **SCIENCE or SOCIAL STUDIES**

Your teachers will get to know which are your best subjects and what you could do better and will help you feel capable in all of your classes.

You'll also have 1 **SPECIALTY CLASS** each day.

That could be:

GYM or ART or MUSIC or HEALTH or COMPUTERS

Math, English Language Arts and Specialty classes are **80 minutes**.

Science and Social Studies are also **80 minutes** but you'll only have one or the other each week.

When do we eat?

You have **BREAKFAST** when you get to school, before homeroom.
Breakfast is free for everyone.

The school has 3 **LUNCH** periods and your homeroom will be assigned to one. You'll have 20 minutes to eat!

Your parents will fill out a LUNCH FORM. If you bring it back to school, you'll find out if you get free lunch or how much you'll have to pay. Don't worry, you get free lunch your first three days, so you have time to get the form filled out.

What about the bathroom?

You can go:

During Breakfast

Or During Lunch

You can go only **ONE** other time during the day.

And that's only if your teacher lets you go.

How do I get to school?

If you are taking the bus, you'll get a letter from the school telling you what **bus** you're on, where your **bus stop** is and what **time** you get picked up. If you miss the bus, you still have to come to school!

Being on the bus is **just the same** as being in school. That means you have to follow all **school rules** the whole time you are on the bus. The bus drivers will write up incident reports and give them to the assistant principal and to us when anyone has trouble. There are consequences, just like in school, even bus restriction.

Some kids walk to school or take the T. If you are supposed to be on a bus, the only way we can let you walk home is if we have permission from your parents.

Do I have to come every day?

Yes! Attendance is very important. You miss important work every day that you are not here. If you are sick, you should call us to let us know you won't be here. You should also bring in a note from your parent when you come back to make the absence **Excused**.

If you have more than 3 unexcused absences for the term, you get **No Credit** on your report card in all of your classes for the term. These get taken away if you don't have more than 12 for the year. If you have more than 12 unexcused absences for the year, you get No Credit for the year. An NC Final Grade can only get taken away by passing a special test.

What stuff do I have to bring to school?

You are expected to be **prepared for class** and **ready to learn!**

You should bring:

PENCILS and PENS (to write with)

ERASERS (if you make a mistake)

NOTEBOOKS (either a 3-ring binder with sections, a 5-subject notebook or a separate notebook for all your classes)

BOOKBAG (to carry everything in)

SNEAKERS (when you have gym)

TRACKER (to write your homework in)

INDEPENDENT READING BOOK (to read every night)

You will have a LOCKER at A.I.P. so you can have a place to keep your stuff in school. You can put a LOCK on it ONLY if we have a key or you give us the combination.

Will I get homework?

Yes, you get homework. You could get homework in all of your classes each day. Even on the weekend.

Everyone in the school has a **TRACKER** with a daily calendar in it. You should write your homework in it every day so you can remember what the homework is and so your parents can see what you're doing. Parents and teachers even write notes to each other in trackers. There's also lots of other stuff in it like the school rules and a school calendar and other things like that.

REMEMBER: Homework is a part of your grade in every class!!!

Do I get grades?

Yes you do! You get grades for all of your classes (even specialty classes) and you'll get a report card 4 times a year.

$$\begin{array}{r} \text{doing homework} \\ \text{test and quiz grades} \\ + \quad \text{participation points} \\ \hline = \quad \text{your grade for each class} \end{array}$$

What are **Participation Points**? The teacher keeps track of how much time you're in class and doing your work and choosing to learn and not doing something to get yourself in trouble! You get points for each class. You get extra points for LEADERSHIP.

Did you notice that TESTS and HOMEWORK and PARTICIPATION **ALL COUNT**? You have to do all 3 to get a good grade!

You'll also get a special grade in each class for Conduct and Effort that shows how well you are behaving in class and how hard you are trying.

The school will send home WARNING NOTICES in the middle of each term to let your parents know about any class that you might not pass.

A.I.P. will also send home a **How-Am-I-Doing? Report** in the middle of each term that shows Homework, Tests and Quizzes, and Participation Points for each class and adds them up for your grades. This will show you where you can improve to get better grades and feel more capable.

Can I get kept back?

There are three things that you need to do to get promoted to the next grade:

1. Pass enough Middle School classes (it's different for each grade)
2. Pass one of the special ELA Benchmark Tests
3. Pass one of the special Math Benchmark Tests

If you don't do all three, you could be kept back in the same grade. But, there's still hope! You can get promoted if you pass Summer School.

What is Summer School?

It's School and it's during the Summer and it's required for every Middle School student who:

1. Did not pass English or
2. Did not pass Math or
3. Did not pass one of the special ELA Benchmark Tests or
4. Did not pass one of the special Math Benchmark Tests

You would come to the Irving for four hours a day for four weeks.

There's no transportation, so you have to get here on your own. If you have trouble with your behavior, you could be sent home and then you automatically fail. If you pass Summer School, you can be promoted!

REMEMBER: Try your hardest to pass tests and do homework and earn Participation Points right from the start so you can pass all your classes!

Does A.I.P. have rules?

Of course there are rules. There are rules everywhere. But you probably know what the school rules are because they are the same rules that every school has.

Like...

• no swearing • no fighting or threatening • no capping or teasing • no weapons • no drugs or alcohol or cigarettes • no beepers or cell phones or games or walkmans • no wearing hats or hoodies or jackets or bandanas or wave-caps in school • no gum • no talking out in class •

Breaking **serious rules** gets you **serious consequences**. Having drugs or alcohol or weapons in school, fighting, or being seriously disruptive or disrespectful will get you a hearing with the assistant principal to decide if you should be suspended or expelled. Violence or weapons could get you sent to The Barron Counseling and Intervention Center for up to two weeks.

If you bring stuff to school that isn't allowed, it could get taken away. You might not ever get it back. If we think you might be bringing something **dangerous** to school, like weapons or cigarettes, you and your book-bag and your locker can be **searched** at any time.

REMEMBER: There are lots of teachers in the building. Only some of them will know you, but all of them are in charge!

But aren't there any special A.I.P. rules?

Well, there are some things that A.I.P. does that the rest of the school doesn't do. Like...

BEHAVIOR SPECIALISTS

There is an extra staff person in your classroom all the time to help you and all the other students with your behavior.

IN-CLASS TIME-OUTS

Having trouble in class? You could get an IN-CLASS TIME-OUT. That means staff asks you to go to the TIME OUT CHAIR to fill out a short form. It shows that you know what you did was wrong and that you are ready to get back to work. It's really quick and easy.

HALLWAY TIME-OUTS

Having trouble with the In-Class? You might be asked to step into the HALLWAY to talk about it so you don't disrupt the class. You will still need to fill out the same short form and talk to staff before you can go back to class.

OUT-OF-CLASS TIME OUTS

Having trouble in a major way? You'll get an OUT-OF-CLASS TIME-OUT. Staff will ask you to go to THE PLANNING ROOM. You'll fill out a long form and will talk with the Planning Room staff about how to take **RESPONSIBILITY** for your behavior and solve the problem so you can get back to class. You will also talk about how you can feel more **CAPABLE, CONNECTED and CONTRIBUTING.**

REMEMBER: Every Time-Out takes away Participation Points and they are part of your GRADE!

BEHAVIOR DATA

Want to know how you are doing? The Planning Room will count how many time-outs you get and will add up every minute you spend out of class. Each month you get your own CHART with all of your minutes and numbers of time-outs.

We'll also let you know what you got the time-outs for:

- Not Following Directions
 - Disrupting
 - Disrespect
 - Threatening
 - Instigating

HEARINGS

Having really serious problems? If you are being seriously disruptive or disrespectful, we sometimes might choose to have a hearing with you or with you and your parents instead of having a suspension hearing with the assistant principal.

We would do this:

- If you are able to take responsibility for your behavior
- If what you did wasn't so bad that the school has to have a hearing
- If your parents and A.I.P think it would be helpful
- If there is something besides suspension that could help you

Some of the things that maybe could help you are:

- Community Service
- Breakfast or Lunch Restriction
- Gym Restriction
- Writing Letters of Apology
- Writing Essays
- In-school Suspension
- Detention

REMEMBER: The key is always to take responsibility and make a plan to solve the problem!

HONOR'S LUNCH

What if you are doing well and are not getting any time-outs at all? **Good behavior** is so important to us, each week we have a special lunch for any student who contributes to the community by going for the whole week without any out-of-class time outs AND coming to school every day on time. We order pizza, subs or Chinese food and have it delivered for lunchtime.

COMMUNITY MEETING

Want to get connected to everyone in the whole program? Every week all the students, teachers and staff meet together. We give recognition to students for their special accomplishments, talk about inclusion, go over how everyone is doing with their behavior, and sometimes do fun activities to help everyone cooperate better.

The rest of the school doesn't have special rules like thinking chairs or planning rooms or extra people in the classrooms. If you don't get any time-outs, maybe you're ready for regular classes!

How do I get regular classes?

Inclusion is our middle name. We want to help you meet your goal to get out of a behavior program and back to regular classes as soon as you're ready.

How can you show that you are ready? First, let us know you would like an Inclusion Class. Then go for **2 weeks** without any out-of-class time-outs **and** doing **all** of your homework. You give us 2 WEEKS and we'll talk with you and your parents to help find a regular class and teacher that's best for you and we will make a plan for anything else you have to do to be INCLUSION-READY. Lots of Irving teachers like to take

AIP students because they know how **capable** our students are but sometimes the school is too full for a while to take any more students.

If you show you can do well in **1 Inclusion Class** by getting good reports about your grades and behavior from your teacher, maybe you're ready for **Inclusion Class #2!**

We will work with you all the way while you are moving into your Inclusion Classes. We will help you and support you, any way we can, even after you make it to **Full-Time Inclusion!**

What if someone is bothering me?

Most of the time, you will figure out how to work things out with other kids in the school. You will probably make lots of friends here and feel connected. Most of the kids at the Irving are really great! But if there ever is a time when someone is bothering you and:

- You don't know what to do or
 - You are getting so mad that you could lose control or
 - You are in any kind of danger

GET HELP!

Don't wait until you get hurt or you do something that gets you into trouble. **Tell** any staff person what is going on. We can help you figure out what to do. Maybe there is something that **you** haven't tried that would solve the conflict. Maybe someone to **mediate** between you and the other person would help. And maybe we need to get someone else from the school involved.

Your **safety** is most important. But we also want you to learn the **skills** you need to be able to handle these kinds of **conflicts**.

Will I have a counselor?

All students have a counselor. You'll meet together each week. If you need to talk sooner, you can ask staff to let your counselor know that you want to talk. Your counselor will find a time to meet as soon as possible.

Your counselor will probably also be running a weekly group that you'll be in with the rest of your class.

Will you talk to my parents?

All the time!

The teachers and staff will be calling your parents and your parents will be calling us! We'll be having meetings together too. We'll talk about all the good stuff that you are doing and how we can help you to improve in the other stuff.

Is there anything to do after school?

We have an **AFTER SCHOOL PROGRAM** that can help you with homework and has tons of fun stuff to do. Lots of kids go to it, lots of A.I.P. kids and also lots of other kids who are in regular classes.

At the After School Program you can:

- Get help with your homework or school work
- Get connected with lots of other kids in the school
- Do lots of different activities like cooking, swimming, sports or art
- Go on field trips to all sorts of places in Boston

Your parents can help you sign up!

Okay!

You now have the knowledge you need to succeed.
Got more questions? Just ask us! We want to help you learn how you can feel more capable, connected and contributing!

REMEMBER: Try your hardest! Always do your personal best! Make a plan to reach your goals! Don't give up!

Welcome to A.I.P.!!!

