

BELL COUNTY ALTERNATIVE SCHOOL

**706 East Rio Poco
Academy, Texas 76554**



Academic Alternative Educational Program (AAEP)

Parent/Student Handbook 2023 – 2024

Serving students from the following school districts

Academy Holland Rogers

Bell County Alternative School

Mission Statement

The Academic Alternative Educational Program (AAEP) at the Bell County Alternative School is an alternative educational setting for students. Some students have experienced difficulty in a more traditional learning environment, or they would just like to accelerate their progress.

Membership in the AAEP unit at BCAS is considered to be a privilege. In order to ensure one's enrollment at AAEP, students are required to learn those academic and social skills necessary to be responsible, productive citizens. Any student that is out of compliance will be removed from the program.

At Bell County Alternative School, WE BELIEVE...

Every member of our school community is to be valued.

Every student can learn when instruction is relevant, developmentally appropriate, and addresses multiple learning styles.

The student is the focal point of every decision.

All students are responsible for their own learning and behavior.

Our faculty and staff are dedicated to a safe, orderly, and caring learning environment for all students.

Parental support and involvement are crucial to student success.

Bell County Alternative School Motto

**Greatness is a Choice,
Not a matter of Circumstance.**

This handbook excerpt is to support you in knowing the logistics of the Academic Alternative Educational Program (AAEP) located on the Bell County Alternative School campus. This document is in addition to the Student Code of Conduct and Student Handbook of your student's home school district.

Bell County Alternative School

Co-op Management Board Members:

Academy ISD – Billy Harlan

Holland ISD - Shane Downing

Rogers ISD – Joe Craig

Campus Phone: 254-982-3505

Campus Phone: 254-982-4316

BCAS Director: Jana Warren

Remind Code: Text @BCASnews1 to 81010

Bell County Alternative School (BCAS) AAEP Program **GENERAL PRACTICES**

1) Orientation and Counseling

- a)** Parents and students must attend a “Placement Orientation” with the coordinator of BCAS prior to attendance.
- b)** The BCAS director will have an “Academic Assignment and Classroom Procedural Orientation” on the first day of class.

2) Academic Alternative Educational Program (AAEP) - Bell County Alternative School’s AAEP is considered a “Academic or Non-Disciplinary” program. Membership (the ability to attend) into the AEP is subject to the following guidelines:

- a)** The student must be self-motivated:
 - i)** Able to work independently without constant reminders to stay on task.
 - ii)** Each student is required to earn a minimum of 4 credits per semester.
- b)** The student must be self-disciplined... misbehavior could constitute student removal from the AAEP program. Considerations:
 - i)** Severity of the incident.
- c)** Total number of warnings and repeated offenses.
- d)** Severity Clause: The director and/or designee of the BCAS campus shall make all final decisions regarding what is acceptable and appropriate student behavior.

3) Student Academic Assignments / Curriculum

- a)** Specific academic curriculum will be assigned to each individual student. The BCAS director, in cooperation with a home district counselor, will determine the appropriate schedule in accordance with the home district and state guidelines.
- b)** The BCAS director, prospective student, and their parent/guardian will have an orientation meeting in order to ensure that all individuals are aware of the assigned curriculum requirements.
- c)** AAEP may use a combination of handouts, computer programs, and curriculum modules in order to ensure the proper coverage of the TEKS required by the State of Texas.
- d)** Students with special services requirements (Special Education, ESL, 504, and Dyslexia) will be served in accordance with their accommodations.
- e)** All assigned work completed will be checked for grading/recording. The grades for AAEP will reflect the completed assignments, and those assignments that were not completed. **Ultimately, it is the student’s responsibility to receive a passing grade.**
- f)** AAEP books and modules are not allowed off campus. However, students are encouraged to take their personal notes and study sheets home for study purposes. Web based curriculum can be accessed and completed at home. All class work is available for parental inspection on campus.

4) Grading and Progress Reporting Practices –

- a)** AAEP will send an academic progress report home at the three weeks mark, the six weeks mark, and a report card at the nine weeks' cut-off indicated on the Academy ISD school calendar.
- b)** AAEP shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.
 - i) Daily work** (small projects, labs, reports, lessons, & quizzes)
 - (1)** Students that make a 70% or above will proceed to the next assignment.
 - (2)** All daily work below 70% will be given a second chance to raise their grade.
 - (a)** Completed within two school days.
 - (b)** The re-do grade will not be recorded as a grade above 70%
 - (c)** If the re-do grade is still below 70%, the highest score will be recorded.
 - (3)** Students that refuse to do "daily work" and/or re-do work will receive a zero for the assignment grade.
 - ii) Testing** (large projects, unit test, and mid-term / final exams)
 - (1)** Students that make a 70% or above will proceed to the next assignment.
 - (2)** Test grades below 70%:
 - (a)** Students will re-study notes/chapter and then retest.
 - (b)** Students that make a 70% or above will proceed to the next assignment. The HIGHEST grade that will be recorded for the retest is a 70%.
 - (c)** Alternative Test grades below 70%, students will re-do the entire chapter (all work from scratch).
 - (3)** Students that refuse to "Test and/or take re-Test" will receive a zero for the test grade.

5) SCHOOL DURATION

- a)** The minimum school day for students is 8:00 am to 3:00 pm.
- b)** The school day for bus students is dependent on the district/bus (7:30 am to 3:00 pm).
- c)** Students who miss the bus on their home campus may have a parent bring them to school and sign them in. Missing the bus is considered an unexcused absence.

- 6) Transportation** - AAEP students may use the bus transportation of their home district to and from the AAEP, **if provided**. Each home district will determine if transportation will be provided or not. Each home district has different school transportation arrangements. Academy ISD does not provide transportation for AAEP students. A parent or person of record may pick up and/or drop off a student.

- 7) Student Parking** - A student may park their personally owned vehicle (POV) on BCAS property so long as space is available and following guidelines are met:

- a)** The home district allows its students to drive to the AAEP campus.
- b)** Proof of liability insurance with student's name on it (have a copy on file).
- c)** Proof of a valid driver license (we must have a copy on file).
- d)** BCAS is not liable for any vehicle damage. Park at your own risk.
- e)** Students will not be permitted to:
 - i)** Speed or drive reckless
 - ii)** Leave car overnight
 - iii)** Double-park
 - iv)** Park in fire lane
 - v)** Sit in parked cars.

- f) Students may be subject to disciplinary action for violation of these rules. The district may tow automobiles that are parked in violation of these rules at the owner's expense.

8) Vehicles on Campus - If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the district will contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the district may turn the matter over to law enforcement. The district may contact law enforcement even if permission to search is granted.

9) Entry/Departure Participation - Anyone entering or leaving BCAS property **MUST BE** checked in/out through the office. Unauthorized visitors will be asked to leave campus immediately. If necessary, police escort will be requested. Persons who are identified as registered sex offenders shall be denied access to the campus. Only those persons identified on the student's information cards, or duly designated officers of the court will be permitted to sign for release of the students. Please include on the permission slip a phone number where said adult may be reached **at all times**. **Anyone checking a student in/out must show a valid picture ID.**

10) Attendance

- a) A student that enters the building after 8:00 and before 10:00 is considered Tardy. If tardy, time must be made up during break or lunch.
- b) A student that enters the building **after 10:00 is considered absent** for the day. You cannot miss more than three school days within one month, or 10 or more days within six months. A student may miss school for illness, family emergency, court, etc. An excuse note from the absence must be provided.
- c) Procedures for notification of excessive absences may include: Personal contact, letter, home visit by an attendance officer, final warning letter, registered letter, or court summons.
- d) Absences will be handled according to the regulations of the home district as it relates to credit/truancy.

11) Supplies

All supplies are provided by the AAEP.

12) Personal Items

- a) All property brought to school is subject to search and seizure.
- b) All cell phones must be kept in the designated area as determined by the classroom teacher or it will be confiscated (as an inappropriate item).
- c) Inappropriate and/or non-academic items will be confiscated and/or disposed of and the student will be appropriately disciplined.
 - i) Parents will be notified.
 - ii) The school may charge an administrative fee (no more than **\$15 per item**) for releasing the device to the owner or the student's parent (third party).
- d) No backpacks, book bags, or large purses.
- e) Smart watches are not allowed in the AAEP.
- f) Any AAEP student found holding an item for a DAEP student will be subject to disciplinary action.
- g) No student at the AAEP is allowed to be in possession of any type of tobacco, illegal substance, or other disruptive item.

13) Discipline Management Plan - The AAEP follows the plans and the policies of the respective home districts and the laws of the State of Texas.

14) School Breakfast/Lunch

- a) The student may bring a sack lunch and/or snacks to eat during their scheduled breakfast, lunch, and break times.
- b) School made breakfast and lunch are available.

- c) **No open drink containers.** An identifiable, factory sealed drink, other than water is allowed during breakfast and lunch times. High energy drinks (Red Bull, Monster, etc...) are NOT allowed. The student is encouraged to bring a factory sealed water bottle, smaller than a gallon, to be used in the classroom.
- d) Students are expected to maintain a clean, neat, and orderly eating area. Disciplinary consequences may be assigned for a student's area being left untidy.
- e) Up to 30 minutes will be allowed to eat lunch at a regularly scheduled time. (Minimum of 15 minutes).
- f) Food consumption is limited to the AAEP room and/or outside picnic table.

15) Earned Privileges - All students may earn privileges through positive classroom self-discipline, which will be awarded by the staff. If a student sleeps during class time they will not be allowed the 15 minute break in the morning.

16) Respect for Adults - Each staff member's authority extends to all areas of the school. Students must comply with any reasonable request. All staff members are to be treated with courtesy and respect. All students will be treated with respect.

17) Closed Campus - The AAEP operates on a closed campus basis, meaning students **will not** be allowed to leave campus at any time during the day without authorized withdrawal.

18) ILLNESS / INJURY - In case of serious injury or sickness of a student during the school day, the parents are called immediately. If neither parent can be reached in the event of a serious emergency, the school will seek immediate medical attention for the child. If an ambulance is necessary, **THE PARENT OR GUARDIAN WILL BE RESPONSIBLE FOR THE TOTAL COST.**

LAW ENFORCEMENT

1) Questioning of Students - When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- a) The director will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- b) The director ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the director considers to be a valid objection.

2) Students Taken into Custody - State law requires the District to permit a student to be taken into legal custody:

- a) To comply with an order of the juvenile court.
- b) To comply with the laws of arrest.
- c) By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- d) By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- e) To comply with a properly issued directive to take a student into custody.
- f) By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- g) Before a student is released to a law enforcement officer or other legally authorized person, the director will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.
- h) The director will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the director considers to be a valid objection to notifying the parents. Because the director does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

- 3) Notification of Law Violations** - The District is also required by the state law to notify:
- a)** All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
 - b)** All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.
- [For further information, see policy GRA.]

COMPLAINTS BY STUDENTS / PARENTS

Usually student or parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. In general, a parent or student should first discuss the complaint with the campus teacher. If unresolved, a written complaint and a request for a conference should be sent to the BCAS director. If unresolved at the campus level, a written complaint (copy of 1st complaint with director's reply) and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Some complaints require different procedures. Any campus office or the Superintendent's office can provide information regarding specific processes for the following complaints. Additional information can also be found in the designated Board policy, available in the principal's and Superintendent's offices.

Topics and policies include:

- 1)** Discrimination on the basis of gender: policy FB.
- 2)** Sexual abuse or sexual harassment of a student: policy FNCJ.
- 3)** Loss of credit on the basis of attendance: policy FDD.
- 4)** Removal of a student by a teacher for disciplinary reasons: policy FOAA.
- 5)** Removal of a student to a disciplinary alternative education program: policy FOAB.
- 6)** Expulsion of a student: policy FOD.
- 7)** Identification, evaluation, or educational placement of a student with a disability: policies EHBA and FB.
- 8)** Instructional materials: policy EFA.
- 9)** On-campus distribution of non-school materials to students: policy FMA.
- 10)** Complaints against District peace officers: policy CKE.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. BCAS incorporates the use of drug dogs and metal detectors.

BELL COUNTY ALTERNATIVE SCHOOL DRESS CODE FOR AAEP STUDENTS

Any student not in compliance with the dress code will be sent home and/or subject to return to their home/campus.

Below are the dress code guidelines for the AAEP. Please look over them and discuss with your student.

- BCAS shirt must be worn daily.
- BCAS shirt may not be altered or modified.
- BCAS shirt must be worn as the top shirt (not under any other shirt).
- AAEP students are allowed to wear an appropriate college shirt on Thursdays.
- No shorts.
- Top of pants must be worn at the natural waistline (no sagging).
- Skirts and dresses should be no shorter than 2 inches above the knee.
- Proper undergarments must be worn at all times.
- Undergarments shall not be seen at any time.
- No shorts can be worn under pants.
- Clothing must fit properly.
- Tight and/or revealing clothing that may draw undue attention to the student is prohibited. (1 size under)
- Students shall not wear extremely loose fitting clothing to school. (1 size over)
- Sunshades or dark glasses may not be worn in the building unless the student has a signed statement from a doctor stating that the wearing of sunglasses is necessary.
- Earrings are the only facial piercing allowed. Lip, eyebrow, nose, or tongue jewelry is not permitted. Band aids or plugs will not be permitted as a cover.
- Hair must be neat, clean, and well groomed.
- Hair must be kept out of/away from the face and eyes. Must see eyes at all times.
- Facial hair, if worn, must be neat and well trimmed.
- No lines shall be cut into the eye brows.
- Sleepwear is not appropriate at school.
- Close toed shoes are to be worn (no house shoes or flip flops).
- Body art that is not school appropriate must be covered.

Any student in possible violation of the dress code will be referred to the BCAS director. The BCAS director will be the final authority concerning any dress code violation. A student in violation will be given the opportunity to correct the issue. If the student refuses to come into compliance, the student will be sent home. Persistent violation of the dress code may result in the removal of the student from the AAEP program. Student and parent signatures acknowledging receipt and understanding of the AAEP dress code will be in the enrollment paperwork.