AEP Classroom Procedures

1. How to enter the classroom
   a. Arrive on time & ready to learn
   b. Enter the building/room QUIETLY.
   c. Place items away.
   d. Be sitting in your assigned seat
   e. You should immediately begin your academic work (or breakfast).
   f. Do not disturb those already working

2. Breakfast and/or Lunch count
   a. If you wish to eat a school lunch and/or breakfast make sure that you are on the order form each day.
   b. Lunch is $2.60 per day
   c. Breakfast is $1.25 per day – order and pay the day before
   d. ***NO CHARGES, NO EXCEPTIONS!!!***

3. Daily Schedule
   a. School breakfast ends at 8:00 AM.
   b. Must be on-task and/or academic work time between 8:00 AM – 3:00 PM. The only exception to this rule is scheduled break time, and lunch break. (you may also work during these times)
   c. You will find your academic schedule in your notebook.
   d. The BCAS counselor is the **only** person that can change your academic schedule (just like your home district/campus counselor).

4. Bell County Alternative School Curriculum
   a. API Modules (paper and pencil curriculum)
      i. Module Numbers… Each course is given a number. Example - English II is "Comm. 322." Each course is divided into chapters or sections called "modules" or "books". For example, if you are working in the fifth section of Speech, then you will find the module with 351 at the top and the module number 5 just below.
      ii. All API module work (non-computer) must be done at student's desk not at the computer/computer table and not with other students.
      iii. Upon completion of the module lesson and/or worksheet, you will grade the lesson yourself with the green answer key booklet. Remember, if you are writing the answers down from the answer key without doing the work, you are hurting yourself. First, you are cheating. Second, you will fail the test.
      iv. All chapter/unit work (lessons, worksheets, projects, and etc.) must be turned in and initialed by your teacher before you receive the chapter/unit test.
      v. API tests will be taken at the designated testing table. You may NOT use your notes on the test. A test grade of 80 or above advances you to the next module. A test grade of 70-79 must be corrected. A test grade that is less than 70 means that you will correct the test as above and turn it in. Then, go back and re-study, and when you are ready, take the alternate test. If you fail the alternate test, you will restart the unit from the beginning (from scratch). If you fail the first test of a module, the highest you may score on the alternate test is an 80.

      vi. API Modules are checked out from teacher and turned in to teacher every day.

     vii. API Modules may NOT be removed from campus (may not take home for homework)

b. Edgenuity (computer based curriculum)
   i. You will be assigned a specific computer to do your Edgenuity work (use your assigned computer only)
   ii. When you first log onto your computer, the username and password is "student" for both.
   iii. Click on the "Chrome" icon… it should bring up the Edgenuity log-in page.
   iv. The counselor or teacher will provide your Edgenuity user name and password. Keep it private.
   v. Click on "My course" (on the left hand side) to access your work.
   vi. Edgenuity tip… Use "Word" for any writing assignments, and then copy/paste to your Edgenuity blank space. If your writing assignment gets lost on Edgenuity, you will still have a record of it. You may save your work on a thumb drive provided by the teacher.
   vii. Edgenuity may be worked on at home (strongly encouraged).
   viii. You may take (hand written) notes to use on lessons and quizzes (not tests).
   ix. Testing Procedures
      1. Student will take the test at the end of each chapter/unit/module.
      2. All lessons and quizzes must be at a 70% or higher in the unit before the unit test can be assigned.
      3. If you make a 70% or higher, you proceed to the next chapter/unit/module.
      4. If your test score is less than a 70%... Re-study chapter… then take Alt. Test.
      5. If you make a 70% or higher on Alt. Test, you proceed to the next chapter/unit/module.
      6. If your test score is less than a 70% on the Alt. Test, then you must Re-do the entire chapter (from scratch).
      7. All unit tests must be at a 70% or higher before the midterm and/or final exam can be assigned.

5. How notebook paper and typed assignments should be labeled:
   a. Heading of paper… In the upper right hand corner of the paper, write your heading as shown (without the i.-iv.)
      i. Full Name
      ii. Course letter and number
      iii. Module number
      iv. Date
   b. Your paper will not be graded without the "proper heading."
   c. Completed assignments should be turned in at the "In Box" on the teacher's desk.

6. Your student notebook (for your benefit):
    a. You will bring a 1-inch academic notebook on your first day.
    b. Keep all of your class notes and grade sheets to be turned in upon completion of the course/subject.
    c. Teacher will check notebook periodically… keep it updated and organized.

7. What to do at Dismissal of class / end of day:
    a. Log off of your computers.
    b. API modules must be checked-in daily with card inside.
    c. Clean your area (all items and/or supplies should be off of the floor).
    d. Stay properly seated until the teacher releases you.
    e. On your way out (once released by teacher), you may get your cell phone.

8. Other Classroom Expectations:
    a. Keep desk/computer and work area orderly.
    b. When visitors are in the classroom
        i. Show respect by continuing to work.
        ii. Give your attention when requested.
    c. If the teacher is out of the classroom, continue working as if the teacher is still in the room.
    d. When student has a question or need to visit with the
        i. Classroom teacher – raise your hand. If the teacher does not see your hand, and the teacher is not working with someone else, you may politely and quietly clear your throat and/or say the teacher's name to acquire the teacher's attention.
        ii. Teacher outside of classroom – must have a PASS.
        iii. Counselor – fill out pink "Counselor Form" and give it to your teacher.
        iv. Principal – fill out blue "Principal Form" and give it to your teacher.
    e. Break Time
        i. Break time is 10:00-10:15
            1. Restroom break
            2. Outside exercise time
            3. Snack time

        ii. Lunch Break is from 11:45-12:15, this time is for
            1. Preparing to eat
            2. Eating
            3. Clean-up after eating
            4. Restroom break
            5. Outside exercise time
    f. Keep All Food and Drink away from computers and computer tables
    g. Do not bring any personal items into classroom such as backpacks, phones, blankets, large purses, fidget spinners, putty, etc.