

BELL COUNTY ALTERNATIVE SCHOOL

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

Academic Alternative Educational Program (AAEP)

Parent/Student Handbook 2022 – 2023

Serving students from the following school districts

Academy Holland Rogers Troy

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 insure 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.

The Bell County Alternative School (BCAS) exists to be able to help students prepare for the future and assist them in an orderly transition back to a traditional school setting or their next level of endeavor.

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 (Co-op) 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
Troy ISD - Neil Jeter

Campus Phone: 254-982-3505

Campus Phone: 254-982-4316

Web Page: <http://www.academyisd.net/bcas>

BCAS Director: Jana Warren

Remind Link: <https://www.remind.com/join/bcasnew>

Bell County Alternative School (BCAS)

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 coordinator 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 prodding.
 - 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 coordinator and/or designee (acting principal) 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 coordinator, in cooperation with a home district counselor, will determine the appropriate schedule in accordance with the home district and state guidelines.
- b)** The BCAS coordinator, 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)** BCAS 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 BCAS 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)** BCAS 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)** BCAS will send academic progress reports home at the mid-six weeks, and at the six weeks' cut-off indicated on the BCAS calendar.
- b)** Bell County Alternative School 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 an 80% or above will proceed to the next assignment.
 - (2)** Students that make a grade of 70-79 must correct the test in order to keep the grade and will proceed to the next assignment.
 - (3)** Test grades below 70%...
 - (a)** Students will re-study notes/chapters... then take a retest.
 - (b)** Students that make an 80% 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).
 - (4)** 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 3:45 pm).
- c)** **Students shall start their academics upon arrival and end at their dismissal time.**
- d)** 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 - BCAS students may use the bus transportation provided by their home district to and from the BCAS. 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 BCAS 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) AAEP students WILL attend all field trips and participate in all activities. This is a mandatory and essential part of this program.
- b) A student that enters the building after 8:00 and before 8:15 is considered Tardy. For each minute a student is tardy, time and a half (1 ½) must be made up by the end of the day (30 min late = 45 min make-up time). This will include working during the student's break time, and staying after school. If make-up time goes beyond 4:00 p.m., other arrangements may be made (like staying beyond 4:00 or continuing the next day).
- c) A student that enters the building **after 8:15 is considered "absent for the day"**. A student that checks out before 3:00 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. **Partial days count as full days absent unless a "Dr. Appointment Note" is provided.** A student may miss school for illness, family emergency, or other good reasons.
- d) A student who arrives at the BCAS after 10:00 AM without an excuse from the court and/or doctor will be counted absent and sent back home for the day.
- e) 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.
- f) Absences will be handled according to the regulations of the home school as it relates to credit.

11) Supplies

- a) Members of the AAEP unit are required to bring their academic supplies and specific academic classroom assignments **ONLY**.
- b) 1-inch binder, loose notebook paper, pencils-**NO PENS**.
- c) Computer headphones.

12) Personal Items

- a) All property brought to school is subject to search and seizure.
- b) All non-academic items are to be kept in a locker (purse, caps, hats, lunch/snacks, etc...).
- c) All cell phones must be kept in the blue pocket chart otherwise it will be confiscated (as an inappropriate item).
- d) 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).
- e) No backpacks, book bags, or large purses.
- f) No Electronic Devices (Music, Game, Phone, Computer, and/or Other...)

- g) Any AAEP (Academic) student found holding an item for a DAEP student will be subject to disciplinary action.
- h) No student at the BCAS is allowed to be in possession of any type of tobacco, illegal substance, or other disruptive item.

13) Discipline Management Plan - The BCAS follows the plans and the policies of the respective school 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 AEP break 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.

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) Discipline Management Plan - The BCAS follows the plans and the policies of the respective school districts and the laws of the State of Texas.

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

19) Use of Telephone - The school phone is for business purposes. Students may use the phone for emergencies only. A student trying to get permission to ride with a friend is not an emergency... This should be taken care of before school. Parents are asked not to call their children unless it is absolutely necessary.

20) 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 coordinator 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 coordinator ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the coordinator 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 coordinator 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 coordinator will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the coordinator considers to be a valid objection to notifying the parents. Because the coordinator 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 Coordinator. If unresolved at the campus level, a written complaint (copy of 1st complaint with coordinator'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.

It is impractical to list every possibility of dress and grooming. The coordinator and/or designee of the BCAS campus shall apply the dress code and make all final decisions regarding what is acceptable and appropriate considering the age and activities of the student.

Bell County Alternative School
DRESS AND GROOMING REQUIREMENTS
For the AAEP Program

S t u d e n t	P a r e n t	The district's dress code is established to teach grooming and hygiene, prevent disruptions, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:
General Appearance:		
		Students may only attend if they purchase and wear a <u>"Bell County Alternative School" Shirt</u>
		<ul style="list-style-type: none"> ● BCAS shirts may not be altered or modified.
		<ul style="list-style-type: none"> ● BCAS shirts must be worn as the top shirt (not under any other shirt).
		<ul style="list-style-type: none"> ● BCAS shirts must be long enough to be "tucked in," and long enough to cover the midriff (no skin exposed).
		<ul style="list-style-type: none"> ● AEP students are allowed to wear an appropriate, legitimate college t-shirt on Fridays.
		Students shall wear long pants (or skirts & dresses for girls... see below)
		<ul style="list-style-type: none"> ● No Leggings, Shorts, or Capri's. (No shorts under pants.)
		<ul style="list-style-type: none"> ● Top of pants must be worn at the natural waistline (AT TOP OF HIP BONE, NO SAGGING.)
		<ul style="list-style-type: none"> ● Pants will have belt loops so that the belt can be worn if directed.
		<ul style="list-style-type: none"> ● Girls skirts & dresses should not be shorter than the 2 inches above the knee cap and must allow students to walk, stoop, kneel, and sit with modesty.
		Proper undergarments will be worn.
		<ul style="list-style-type: none"> ● Underwear should not be seen at any time.
		<ul style="list-style-type: none"> ● No shorts are to be worn under pants.
		Students' clothing must fit properly.
		<ul style="list-style-type: none"> ● Tight and/or revealing clothing or accessories that may draw undue attention to the student is prohibited. <i>(1 size under)</i>
		<ul style="list-style-type: none"> ● Students shall not wear extremely loose fitting clothes to school. <i>(1 size over)</i>
		Clothes that display emblems, pictures, or statements, etc., of an obscene or illegal nature will not be permitted. Any method of dress that could be interpreted to be indecent, including double meaning messages and alcohol or tobacco advertisements, will not be permitted. Clothing with words across the buttocks is not permitted.
		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.
		Unusual or bizarre contacts are not permitted.

Continue to the next page. (This is **page 1 of 2** for "DRESS AND GROOMING REQUIREMENTS")

		Earrings are the only facial piercing allowed. Lip, Eye, Nose, and Tongue jewelry will not be permitted. Band aids or plugs will not be permitted as a cover.
		No hats are to be worn in the building. Students who have hats taken up will be required to pay a fine in order to get the hat back.
		Hair must be neat, clean, and well groomed.
		<ul style="list-style-type: none"> ● Hair must be kept out/away from 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.
		Trench coats, cloaks, or other similar fitting garments are not permitted
		Jeans and clothing that are threadbare, or have tears and holes are not permitted.
		Sleepwear is not appropriate at school.
		Boots, shoes or sandals with a back must be worn at all times (no house slippers or flip flops).
		No spikes on apparel of any sort is permitted.
		Body art which is inappropriate for school must be covered and remain so.
		Gang related clothing or articles are not permitted.
		Sweatshirts, sweaters, and jackets without hoods (no hoods on clothing) may be worn.
		Jackets may not be worn to cover up inappropriate clothing.
		Students who disrupt the learning environment or are asked to change clothing are subject to disciplinary action and may be sent home.
		Students in possible violation of the dress code will be referred to the principal.
		The coordinator will be the final authority concerning propriety of clothes, hairstyles, tattoos, hair colors, etc...
		A student who is in dress code violation will be given an opportunity to correct the problem or may be given compliant clothing from the office. If the student cannot become compliant, the student will be sent home. The student may have to leave a deposit for the clothing. Students who persistently violate dress code may be subject to removal from the "Academic AEP" program.

(This is **page 2 of 2** for "DRESS AND GROOMING REQUIREMENTS")

Student name (PRINT): _____

Signature: _____ Date: _____

Parent name (PRINT): _____

Signature: _____ Date: _____