

# **BELL COUNTY ALTERNATIVE SCHOOL**

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

## **Disciplinary Alternative Educational Program (DAEP)**

### **Parent/Student Handbook 2022 – 2023**

**Serving students from the following school districts:**

<b>Academy</b>	<b>Holland</b>	<b>Rogers</b>	<b>Salado</b>	<b>Troy</b>
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## **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 choice 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 Disciplinary Alternative Educational (Co-op) Program (DAEP) 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 Harland  
Holland ISD - Shane Downing  
Rogers ISD – Joe Craig  
Salado ISD – Michael Novotny  
Troy ISD - Neil Jeter

**BCAS Director:** Jana Warren

**BCAS Campus Phone:** 254-982-3505

**BCAS Campus Phone:** 254-982-4316

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

**Remind Link:**

<https://www.remind.com/join/bcasnews>

## **GENERAL PRACTICES**

### **1) Orientation**

- 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) DAEP Assignment** - Each student at the DAEP is assigned a specific number of days. There are two ways for a student to earn those days. First, a student may successfully attend all of the assigned school days. Second, a student may acquire bonus days through the “point system” and thereby earn an earlier release.

### **3) Point System** - When a student is assigned to the DAEP, he or she is provided the opportunity to earn bonus days thereby making their DAEP assignment shorter. This is accomplished through the DAEP “Point System.”

- a) Points-** A student is assigned a certain number of days to the DAEP by the home campus. We take those “days” and multiply them by 24 points. Anything above 24 points per day is considered bonus points and/or incentive points. If a student earns less than 24 points per day, it could take longer for that student to earn “bonus days.”
- b) Daily Points-** Daily points can be acquired from two different categories:
  - i) Behavior Points-** The day is divided into three time segments (typically 8:00-10:30, 10:30-1:00, and 1:00-3:30). Any incident that happens before 8:00 a.m. will be placed in the first time frame. Any incident that happens after 3:30 p.m. will be placed in the last time frame. The student is expected to earn 8 points for each time segment in order to reach the daily goal of 24 points. If a student receives a demerit (see the demerit key on the point sheet) during a time frame, then points will be subtracted. For example, if a student receives 2 demerits from 8:00-10:30, then that student will have only earned 6 points (8 possible points – 2 demerits = 6 total points earned).
  - ii) Attendance Points-** If a student is present ALL day, the student will be awarded 2 bonus points for that day. If a student is tardy or leaves school anytime throughout the day (excused or unexcused), then no bonus points are awarded.
- c) Weekly Points-** The daily points and attendance points are added up and placed in the “subtotal points” section. Below that total is an additional “bonus point” section. Up to an additional 14 bonus points may be added for the week. It is possible to earn up to 6 days credit for 5 good days. The “subtotal points” and “bonus points” are combined and placed in the “total points this week” section. This week’s total is added to the student’s accumulated score and placed in the “total points earned to date” section. The “total points earned to date” score is divided by 24 and placed in the “days earned” section at the top of the page. Once the student’s “days earned” score is equal to the “original assignment” section, the student will have earned his/her way out of the DAEP, even if it is before the “attendance days” are accumulated.
- d) Weekly Report-** At the end of each week one copy of the weekly point sheet will be sent to the home campus and two copies will be sent home. One of the home copies is to be signed by the parent and returned to the alternative school. The other copy is for the parent to keep.

### **4) Additional Misconduct** - If during the term of placement in DAEP the student engages in additional misconduct for which placement in DAEP or expulsion is required or permitted, additional proceedings may be conducted. The appropriate administrator may then enter an additional disciplinary order as a result of those proceedings.

### **5) Student Curriculum / Assignments** - Students assigned less than ten (10) days will complete work supplied by the home school. Students assigned more than ten (10) days will complete the work assigned by the BCAS staff.

- a) Specific academic curriculum will be assigned to each individual student by the BCAS coordinator in cooperation with a counselor from the student's home district. The BCAS coordinator and the home district will determine the appropriate schedule in accordance with the home district and state guidelines.
  - b) 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.
  - c) Students with special services requirements (Special Education, ESL, 504, and Dyslexia) will be served in accordance with their accommodations.
  - d) 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.**
  - e) 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. All class work is available for parental inspection on campus.
- 6) School Duration**
- a) The minimum school day for BCAS 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.
- 7) Transportation** - BCAS does not provide transportation. However, BCAS students may use the bus transportation provided by their home district to and from the BCAS campus. A parent or person of record may pick up and/or drop off a student.
- 8) 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 cars that are parked in violation of these rules at the owner's expense.
- 9) 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.
- 10) 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.**

### 11) Attendance –

- a) The student must be in attendance at DAEP in order to earn placement days.
  - i) In order to earn a full attendance day, a student must be at school from 8:00 a.m. to 3:00 p.m.
  - ii) 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.
  - iii) A student that is present part of the day with an excuse from the court and/or doctor “may” get a full day credit if approved by the superintendent’s designee.
  - iv) A student that is present part of the day without an excuse from the court and/or doctor “may” get a partial day credit if approved by the superintendent’s designee.
- b) **Students shall start their academic work upon arrival and continue until they are released to go home.**
- c) A student that enters the building after 8:00 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 15-minute break times, and staying after school. If make-up time goes beyond 4:00 p.m., other arrangements may be made.
- d) Procedures for notification of excessive absences may include (but not limited to): Personal contact, letter, visit by an attendance officer to the home, final warning letter, registered letter, and/or court summons.
- e) Absences will be handled according to the regulations of the **home school** as it relates to credit and truancy.

12) **Supplies** - Students assigned to the DAEP unit shall bring loose notebook paper, wood style pencils (no mechanical pencils or ink pens), computer headphones, and specific academic classroom assignments **ONLY**.

### 13) Medical Issues

- a) Please keep the BCAS office, district nurse, and teacher informed of any address or telephone number changes by coming in to update the Student Registration card. For true emergencies, an ambulance will be called. The school will work diligently to contact you immediately.
- b) Fever – Fever is defined as a temperature equal to or greater than 100°F. BCAS/AISD policy states that a child cannot remain at school with a temperature equal to or greater than 100°F. Students cannot return to school until they are fever free for 24 hours without the assistance of fever reducing medicine such as Motrin or Tylenol.
- c) Clinic (nurse) Visits – The teacher/staff will annotate the chief complaint, or reason for requesting the student be referred to the clinic. The clinic will document all the care that your child receives. Parents will receive a call from the nurse only if the student needs the parent's immediate attention.
- d) Medication – All medications must be administered by a clinic staff member/designee and can only be given with a physician’s order on file and proper pharmacy label on the medication. Students are not permitted to carry any prescription medications or over the counter medications on their person, including cough drops, medicated creams, eye drops, etc. For the complete BCAS/AISD medication policy, see the district website under AISD Health Services.

### 14) Personal Items (not allowed)

- a) All property brought to school is subject to search and seizure.
- b) Purses will be turned in to the office (immediately upon arrival). Student access will be monitored at all times.
- c) Sack lunches will be turned in to the office (immediately upon arrival).
- d) Inappropriate 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).
- iii) Some **inappropriate** items are (but not limited to):
  - (1) Any objects and/or items that are not required by BCAS .
  - (2) Backpacks, book bags, or other containers.
  - (3) Jacket - Exception, may wear jacket to school if it is 45° or less outside... must have a BCAS sweatshirt for campus use.
  - (4) Hand held electronic devices (including, no phones...).
  - (5) No jewelry or piercings are allowed (necklace, watch, ring, ear rings, plugs, etc...)
- e) No student at the BCAS is allowed to be in possession of any type of tobacco, illegal substance, or other disruptive item.

### 15) Grading and Progress Reporting Practices –

- a) BCAS will send an academic progress report home at the mid-six weeks, and a Report Card 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)
  - ii) Students that make a 70% or above will proceed to the next assignment.
    - (1) 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.
    - (2) Students that refuse to do "daily work" and/or re-do work will receive a zero for the assignment grade.
  - iii) **Testing** (large projects, unit test, and mid-term / final exams)
    - (1) Students that make 70% or above will proceed to the next assignment.
    - (2) Students that make a grade below 70% must correct the test then take a re-test.
    - (3) The HIGHEST grade that will be recorded for the retest is a 70.
    - (4) Students that refuse to "test and/or take re-test" will receive a zero for the test grade.

### 16) School Breakfast/Lunch

- a) The student may bring a sack breakfast/lunch.
- b) School made breakfast and lunch are available.
- c) **No open drink containers.** An identifiable, factory sealed drink, other than water, that is 20 ounces or less is allowed during breakfast and lunch times only. 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 may be allowed to eat lunch at a regularly scheduled time (Minimum of 15 minutes).

### 17) Earned Privileges - All students may earn privileges through positive classroom self-discipline, which will be awarded by the staff.

**18) 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.

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

**20) 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.

**21) 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.

## **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 1<sup>st</sup> 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 coordinator'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.

Student and Parent, please **read and initial each box** as it relates to each individual requirement.

<b>Bell County Alternative School's DRESS AND GROOMING REQUIREMENTS For the DAEP Program</b>		
<b>S t u d e n t</b>	<b>P a r e n t</b>	<p>All students will be met upon arrival to BCAS and any student not in compliance with the dress code <b>may</b> be given the opportunity to comply. Alternative clothing/uniform <b>may</b> be made available for the school day. If the student refuses to change clothing, or is unable to comply, he/she will be sent home. It is our expectation that the student gets into dress code compliance and returns to school ASAP.</p> <p>It is impractical to list every possibility of dress and grooming. The coordinator and/or designee shall apply the dress code and make all final decisions regarding what is acceptable and appropriate considering the age and activities of the DAEP student.</p>
<b>General Appearance:</b>		
		<p>The student is required to wear the issued <b>BCAS t-shirt</b> with proper underclothes:</p>
		<ul style="list-style-type: none"> <li>● A plain white or light gray (only) under/t-shirt.</li> </ul>
		<ul style="list-style-type: none"> <li>● Shirts must be tucked in at all times, including times of physical activity.</li> </ul>
		<ul style="list-style-type: none"> <li>● BCAS shirts may not be altered or modified.</li> </ul>
		<p>Students shall wear long <b>pants</b> (and/or skirts for girls...).</p>
		<ul style="list-style-type: none"> <li>● Jeans, or slacks, are acceptable and may be of any one solid color.</li> </ul>
		<ul style="list-style-type: none"> <li>● They must fit properly at the waist, crotch, and length (no sagging).</li> </ul>
		<ul style="list-style-type: none"> <li>● Pants are not to be too loose or too tight.</li> </ul>
		<ul style="list-style-type: none"> <li>● Proper undergarments must be worn at all times.</li> </ul>
		<ul style="list-style-type: none"> <li>● Underwear should not be seen at any time.</li> </ul>
		<ul style="list-style-type: none"> <li>● Shorts are NOT allowed to be worn under pants.</li> </ul>
		<ul style="list-style-type: none"> <li>● No Leggings, shorts, skorts, or capri's.</li> </ul>
		<ul style="list-style-type: none"> <li>● Pants will not have any writing, decorations, or logos, and they must not have holes, patches, or be threadbare.</li> </ul>
		<ul style="list-style-type: none"> <li>● Pants will have belt loops so the <b>belt</b> is worn at all times.</li> </ul>
		<ul style="list-style-type: none"> <li>● Girl's skirts must be knee length or longer.</li> </ul>
		<ul style="list-style-type: none"> <li>● Girl's skirts must not have slits that extend above the knee.</li> </ul>
		<p><b>Shoes</b> must be athletic style shoes (walking, running, hiking). Shoe laces must be securely tied.</p>
		<p>Students are only allowed to wear the issued <b>BCAS sweatshirt</b>.</p>
		<ul style="list-style-type: none"> <li>● Personal jackets, sweatshirts, and/or sweaters are not allowed to be brought to school unless it is below 45° outside. The jacket will not be worn inside the school.</li> </ul>
		<ul style="list-style-type: none"> <li>● BCAS sweatshirt will be confiscated if used inappropriately (example: pillow, pulled over head, arms pulled inside, &amp; etc.).</li> </ul>

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

S t u d e n t	P a r e n t	<p style="text-align: center;"><b>Page 2 of the DRESS AND GROOMING REQUIREMENTS For the DAEP Program</b></p>
		Students' hair shall be clean, neat and well groomed. Extreme hair colors and sculptured or spiked hair are not acceptable. Hair should not cover the face and bangs must not exceed the eye brows.
		<ul style="list-style-type: none"> <li>● Boy's hair must be cut above the collar (collared shirt or T-shirt) and not extend below the bottom (front) of the earlobe.</li> </ul>
		<ul style="list-style-type: none"> <li>● Boys with curly hair should be no more than 2" in length.</li> </ul>
		<ul style="list-style-type: none"> <li>● No extreme hairstyles are permitted.</li> </ul>
		<ul style="list-style-type: none"> <li>● Only natural hair colors are permitted.</li> </ul>
		<ul style="list-style-type: none"> <li>● No lines shall be cut into the eyebrows.</li> </ul>
		<ul style="list-style-type: none"> <li>● No facial hair (mustaches, beards, or sideburns below the earlobe).</li> </ul>
		<ul style="list-style-type: none"> <li>● No wigs</li> </ul>
		<ul style="list-style-type: none"> <li>● Boys who require shaving at school will be given the option of shaving at school or being sent home.</li> </ul>
		Gang related clothing or articles are not permitted.
		No hats, caps, or other headwear.
		Inappropriate (for School) tattoos and/or other body art must be covered and/or removed and remain so.
		Sunshades or dark glasses are NOT allowed 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.
		No jewelry of any kind is permitted. You may not cover jewelry with adhesive bandage, or by any other means.
		Boys are not permitted to wear fingernail polish or wear face make-up.
		Black nail polish or lipstick is not permitted.
		Dress code violations MAY NOT be covered with sweatshirts, t-shirts, etc...

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

Student name (PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent name (PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_