

Bell County Alternative School

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

Academic Placement Alternative Educational Program (AEP)

Parent/Student Handbook 2019 – 2020

Serving students from the following school districts

Academy Holland Rogers Salado Troy

Bell County Alternative School

Mission Statement

The Academic Educational Placement (AEP) unit 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 AEP unit at BCAS is considered to be a choice and a privilege. In order to insure one's enrollment at choice AEP, 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.*

Bell County Alternative School (BCAS)

GENERAL PRACTICES

(1) ORIENTATION AND COUNSELING

- a. Parent and student must attend a “Placement Orientation” with the administrator of BCAS prior to attendance.
- b. The BCAS counselor and teacher will have an “Academic Assignment and Classroom Procedural Orientation” on the first day of class.
- c. Counseling services are available at the BCAS, including limited parental and/or student involvement in small group discussion and/or individual counseling. Parental permission precedes any counseling except for students assigned to ISS.

(2) STUDENT ACADEMIC ASSIGNMENTS/CURRICULUM

- a. Specific academic curriculum will be assigned to each individual student by the BCAS counselor. The BCAS counselor and the home district will determine the appropriate schedule.
- b. The BCAS counselor, BCAS teacher, and BCAS student will have an orientation meeting in order to insure 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 insure 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 **limited** modification requirements. Moderate to intensive services cannot be accommodated due to limited resources.
- 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.

(3) Alternative Education Placement (AEP)

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

- 1. The student must be self-motivated:
 - a. Able to work independently without constant prodding.
 - b. Each student is required to earn a minimum of 4 credits per semester.

2. The student must be self-disciplined... misbehavior could constitute student removal from the AEP program. Considerations:
 - a. Severity of the incident
 - b. Total number of warnings and repeated offenses.
 - c. Severity Clause: The principal and/or designee (acting principal) of the BCAS campus shall make all final decisions regarding what is acceptable and appropriate student behavior.
3. Attendance... The student is expected to attend each class each day from 8:00 to 3:30. Truancy is grounds for student removal.

(4) SCHOOL DURATION

1. **The school day for walking and car riding students is 8:00 am to 3:05 pm.**
2. **The school day for bus students is about 8:00 am to 3:00 pm.**
3. 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 un-excused absence.

(5) 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. A student may drive their own personally owned vehicle (POV) if the following guidelines are met:

1. The Home District allows its students to drive to BCAS.
2. Proof of liability insurance (we must have a copy on file).
3. Proof of a valid drivers license (we must have a copy on file).
4. Follow 'campus parking' rules/guidelines.
5. DAEP students are not allowed to ride with AEP students.
6. BCAS is not liable for any vehicle damage. Park at own risk.

(6) ENTRY/DEPARTURE PARTICIPATION

Anyone entering or leaving the BCAS **MUST BE** checked in/out through the office. Only parents, individual(s) to whom the parents have given prior written permission, or duly designated officers of the court may take the student to/from school grounds. 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.**

(7) ATTENDANCE

WE WANT YOU HERE. YOU MUST BE PRESENT TO SUCCEED!

- a. AEP students WILL attend all fieldtrips and participate in all activities. This is a mandatory and essential part of this program.
- b. Absences are classified as "excused" or "unexcused." All excused absences must be made up on a day per day basis. Any unexcused absences designated as a truancy or disciplinary absence will be made up on a two for one basis (the day missed plus an additional day added to the assignment).

- c. 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 15 minute a.m. break time, and staying after school. If make-up time goes beyond 4:00 p.m., other arrangements will be made (like staying beyond 4:00 or continuing the next day).
- d. 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.
- 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.

(8) SUPPLIES

- a. Members of the AEP unit are required to bring their academic supplies and specific academic classroom assignments **ONLY**.
- b. 1-inch binder, loose notebook paper, pencils-**NO PENS**, 3x5 index cards

(9) PERSONAL ITEMS

- a. All property brought to school is subject to search and seizure.
- b. Refrigerator and microwave use are available for sack lunches.
- c. All non-academic items are to be kept in locker (purse, caps, hats, non-refrigerated lunch/snacks, etc...).
- d. All cell phones must be kept in the blue pocket chart otherwise it will be confiscated (as an inappropriate item).
- e. Inappropriate and/or non-academic items will be confiscated and/or disposed of and the student will be appropriately disciplined.
 - 1. Parents will be notified.
 - 2. 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).
- f. No backpacks, book bags, or large purses.
- g. No Electronic Devices (Music, Game, Phone, Computer, and/or Other...)
- h. Any AEP (Choice) student found holding an item for a DAEP student will be subject to disciplinary action.
- i. No student at the BCAS is allowed to be in possession of any type of tobacco, illegal substance, or other disruptive item.

(10) DISRUPTIONS

As identified by law, disruptions include the following:

- a. Interferes with the movement of people at an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- b. Interferes with an authorized activity by seizing control of all or part of a building.
- c. Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- d. Uses force, violence, or threats to cause disruption during an assembly.
- e. Interferes with the movement of people at an exit or an entrance to District property.
- f. Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- g. Disrupts classes or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption includes: making loud noises, trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- h. Interferes with the transportation of students in District vehicles.

(11) RESTROOM USAGE

- a. Restroom breaks are on an “as needed” basis. However, students are expected to tend to their needs during scheduled break times.
- b. Only one person at a time is allowed in the restroom – NO EXCEPTIONS.
- c. Emergency provisions for restroom use are based upon information available to teachers.

(12) SCHOOL LUNCH/SNACK

- a. The student may bring a lunch, including an “appropriate” unopened/factory sealed drink. This identifiable package will be checked. Refrigeration is available. Appropriate: Soda, Tea, Juice, or water. “Energy” drinks (monster, etc...) are NOT appropriate.
- b. Students may bring a snack to eat during the scheduled break time.
- c. 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.
- d. Up to 30 minutes will be allowed to eat lunch at a regularly scheduled time. (Minimum of 15 minutes).
- e. Food consumption is limited to the AEP break room and/or outside picnic table.

(13) EARNED PRIVILEGES

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

(14) VISITORS

All visitors must check in at the office when they arrive. Unauthorized visitors will be asked to leave campus immediately. If necessary, police escort will be requested.

(15) 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.

(16) DISCIPLINE MANAGEMENT PLAN

The BCAS follows the plans and the policies of the respective school districts and the laws of the State of Texas.

(17) 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.

(18) USE OF TELEPHONE

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

(19) 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

QUESTIONING OF STUDENTS

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal 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.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.

STUDENTS TAKEN INTO CUSTODY

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- 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.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- 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.

Before a student is released to a law enforcement officer or other legally authorized person, the principal 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.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

NOTIFICATION OF LAW VIOLATIONS

The District is also required by the state law to notify:

- 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.
- 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 Principal. If unresolved at the campus level, a written complaint (copy of 1st complaint with principal'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:

- Discrimination on the basis of gender: policy FB.
- Sexual abuse or sexual harassment of a student: policy FNCJ.
- Loss of credit on the basis of attendance: policy FDD.
- Removal of a student by a teacher for disciplinary reasons: policy FOAA.
- Removal of a student to a disciplinary alternative education program: policy FOAB.
- Expulsion of a student: policy FOD.
- Identification, evaluation, or educational placement of a student with a disability: policies EHBA and FB.
- Instructional materials: policy EFA.
- On-campus distribution of non-school materials to students: policy FMA.
- 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 AEP 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 principal 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.

DRESS AND GROOMING

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 **"Bell County Alternative School" Shirt**
 - BCAS shirts may not be altered or modified.
 - BCAS shirts must be buttoned to an extent deemed acceptable by school personnel.
 - BCAS shirts must be long enough to be "tucked in," and long enough to cover the midriff.
 - 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)
 - No Leggings, Shorts, or Capri's. (no shorts worn under student's pants)
 - Top of pants must be worn at the waistline (AT TOP OF HIP BONE, NO SAGGING.)
 - Pants will have belt loops so that belt is worn at all times.
 - Underwear should not be seen at any time.
 - Proper undergarments will be worn.
- Students' clothing must fit properly.
 - Students should not wear extremely tight-fitting clothes (pinch an inch of material at the thigh area, and put both hands in pockets)
 - Students should not wear loose fitting clothes to school.
- 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.
- 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.
- 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.
- 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 building. Students who have hats taken up will be required to pay to get the hat back.
- Only natural hair colors are permitted. (Principal will make determination)
- Unusual or bizarre hairstyles are not permitted
- 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 spike 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 hoodies) may be worn.
- Jackets may not be worn to cover up inappropriate clothing.
- Students who disrupt the learning environment or 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 principal 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 can not 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 “Choice AEP” program.

Boys’ Guidelines

- Boys will keep their hair neat and clean at all times. Hair must not extend below the eyebrows, earlobes, or beyond the bottom of a collared shirt or top of a non-collared shirt (t-shirt, jersey, etc.). Boys with curly hair should be no more than 2” in length. No tails/pony tails.
- Facial hair will not be permitted. Sideburns may not extend past the bottom of the ear. **Boys who require shaving at school will be given the option of paying \$1 for a razor or being sent home.**
- Earrings and/or plugs are NOT permitted.
- Boys are not permitted to wear fingernail polish or wear face make-up.

Girls’ Guidelines

- Skirts & dresses should not be shorter than the 3 inches above the knee cap.