



Barrow County Alternative Education Program

54 West Star Street • Bethlehem, Georgia 30620
(770) 867-2900 (Office) • (770) 867-1264 (Fax)



2018-2019 BCAEP Student Handbook:

Handbook is subject to change during the school year as warranted.

ASSIGNMENT TO THE BCAEP: Students are assigned to the BCAEP either through the disciplinary tribunal process or by a parent waiving their right to a disciplinary tribunal. In addition, students transferring to Barrow County Schools from a Youth Detention Center may complete a transitional placement at the BCAEP based on the decision of a placement meeting upon enrolling in the appropriate home school. Students who transfer to Barrow County Schools from another school district's alternative setting must complete their original alternative setting assignment in the BCAEP before enrolling in the appropriate home school.

ATTENDANCE: Consistent daily attendance is crucial for a student's success in the BCAEP. It is imperative that students arrive on time, stay for the entire day, and participate fully in class activities. Failure to do so will jeopardize the student's chances for course completion. Please refer to the Barrow County School System School Attendance policy for all students. If a student is going to be out of school for an acceptable reason, parent(s) and/or guardian(s) must contact the BCAEP before **8:30 AM** to excuse the absence. The phone number is (770) 867-2900.

BOOK BAG / PURSE POLICY: Students are not allowed to carry book bags or purses while on campus. Purses must be left in the front office. If a student needs items from their purse, they will be allowed to retrieve them as the situation dictates.

COMPUTER LAB POLICY: Students are expected to be respectful of staff, fellow students, and equipment while in a computer lab and report any malfunctions or issues to the overseeing staff member as soon as they become aware of them. No drinks other than bottled water are allowed in the lab at any time. No eating is allowed in the computer lab at any time. Use of a computer lab is a privilege and will be rescinded if proper behavior is not observed. While in class, all students will remain seated at all times without direct instructions from a staff member. At no time will any students attempt to open windows, adjust room temperature, or change the lighting in the room.

COMPUTER / INTERNET USAGE: The BCAEP relies heavily upon computer technology for instructional programs. It is imperative that all BCAEP students behave in a professional and responsible manner with this technology. The Barrow County Internet Use Policy is in effect at all times for all students. Minor violations of this policy will result in a reprimand. Any serious violation of this policy may result in suspensions or additional disciplinary actions.

DAILY PARTICIPATION: Students are expected to come to school ready to work and participate in the instructional activities of the day. Taking notes is required in all classes, and notebooks will be provided to all students for that purpose. Students who elect to participate will be rewarded by increased academic achievement, in addition to the incentives outlined in our PBIS program.

DISCIPLINE PROCEDURES: Students are expected to maintain acceptable behavior at all times. All policies outlined in the Barrow County School System Student Code of Conduct apply to the BCAEP. The staff reserves the right to implement additional expectations as needed. In many circumstances, discipline referrals while in the BCAEP will result in placement in an alternative location, administrative detention, in-school suspension, or out-of-school suspension ranging from one to ten days. After multiple discipline referrals or exceptional discipline events, students may be recommended for expulsion from the Barrow County School System. In addition, serious violations such as fighting, assault upon a staff member or student, weapon, drug, or alcohol possession, or other serious incidents may result in a recommendation for expulsion from the Barrow County School System as well as referral to law enforcement officials.

DRESS CODE: The BCAEP has in place a “uniform dress policy” that all students must follow. In addition to following the Barrow County School System dress policy, students must wear a collared shirt (tucked in at the waist and buttoned up to the collarbone) in one of the following solid colors: white, gray, black, green. Students must wear solid khaki or black pants (extending to the ankle, worn at the waist, and fastened with an appropriate belt), and closed-toed shoes. Undergarments should not be visible. In addition, there shall be no unnatural hair colors. No piercings are permitted except in the ears. Jackets may be worn. No head coverings (including hoods on sweatshirts) are allowed inside the building. In addition, the BCAEP administration reserves the right to alter the student dress code as circumstances dictate. Students who meet the BCAEP expectations will earn PBIS points. Students will have the opportunity to use their PBIS points to purchase “dress down” allowing them the option to wear clothing of their choice so long as it complies with the BCSS dress code.

EARLY DISMISSAL PROCEDURES: Students will not be allowed to leave the BCAEP during school hours unless they are checked out by someone included on the student’s contact information. If students drive to campus, they may bring a note from home and will be allowed to leave only if someone on their contact sheet may be reached by phone to verify the written dismissal. If parent(s) and/or guardian(s) wish to add someone to their student’s contact sheet, they must come to the school and make the necessary changes to their contact sheet in writing. Additions will not be made via phone correspondence.

EARLY RELEASE POLICY: Some students will be eligible for “early release” to return to the traditional education setting if this option is a part of the assignment/waiver process and is stated in writing on their assignment waiver or tribunal decision letter. Both the BCAEP administrator and the assigning school principal must agree to the “early release” decision. Factors considered in early release include but are not limited to academic performance, student conduct, and attendance.

ELECTRONIC DEVICES: Electronic devices (including but not limited to cell phones, MP3 players, handheld gaming devices, etc.) are not allowed at the BCAEP. Electronic devices, if brought by students, will be powered off by the student and stored in a secure location by staff upon student arrival. If students fail to adhere to the above procedure, disciplinary consequences will be issued and any item(s) will be returned to the parent(s) and/or guardian(s). Searches will not be conducted for lost or stolen electronic devices. In addition, please note that the BCAEP is not responsible for lost or damaged electronic devices under any circumstances.

ENROLLMENT AT THE BCAEP: Students may enroll in the BCAEP after being assigned through one of the procedures detailed above. Students will not be allowed to enroll in the BCAEP until the individual student and their parent(s) and/or guardian(s) are present during an admissions conference to discuss the placement, review policies and procedures outlined in this document, and to answer any questions from either the student or their parent(s)/guardian(s). This admissions conference is very important and takes approximately thirty minutes, and may be arranged as soon as a placement is finalized.

FOOD / DRINK POLICY: Food and drinks can be purchased at school and are allowed only in the cafeteria. Food, candy, gum, and drinks other than bottled water are not permitted in classrooms. Drinks not purchased at school are subject to confiscation or inspection. Vending machines are available to students before and after school hours, but the BCAEP will not be responsible for vending machine refunds.

GANG RELATED ACTIVITY: The BCAEP has a “zero-tolerance” policy regarding any gang activity. This includes the wearing of “colors”, gang related graffiti on student possessions, gang tattoos, vandalism, and any other activity as defined by the BCAEP administration and/or law enforcement. Changes in this policy will be updated in accordance with the relevant Georgia criminal codes (OCGA 16-15-3 and OCGA 16-15-4).

HALLWAY TRAFFIC: Students are not to be in the hallways during instructional times without a hall pass from a staff member and are not to be in any area of the campus prior to **7:15 AM** and after **2:30 PM**, unless under the direct supervision of a BCAEP staff member.

HIGH SCHOOL SCHEDULING: The BCAEP will attempt to meet the scheduling requirements of any high school student enrolling in the program. However, alternate scheduling may be necessary. If a student is assigned to the BCAEP within the first twenty school days of a semester, and he or she is taking a class or classes not offered at the BCAEP, the student's schedule will be changed to meet current offerings, if possible. If a student is assigned to the BCAEP during the last twenty school days of a semester, and he or she is taking a class or classes not offered at the BCAEP, the staff will work in conjunction with the assigning school to meet class requirements if deemed appropriate by the assigning school. The assigning school will be responsible for sending assignments, grading assignments, and assigning a course grade for the student. If a student is assigned to the BCAEP at any other time during the semester, and he or she is taking a class or classes not offered by the BCAEP, alternate scheduling may be necessary so that the student will not lose credit in the class.

HOME SCHOOL: The "home school" is defined as the school to which the student is officially assigned by the Barrow County School System. Students may be assigned from Bear Creek Middle School, Haymon-Morris Middle School, Russell Middle School, Westside Middle School, Apalachee High School, or Winder-Barrow High School.

LUNCH: Students may order a school lunch or bring lunch from home, but the BCAEP will not provide refrigerators to store lunches. In addition, any food items brought into the building are subject to inspection. No students are allowed in the food preparation area. Lunch orders will be placed upon arrival at school. If a student is on the Free and Reduced-Price Meal Policy at their home school, that status will apply to the BCAEP as well. All food items must remain in the cafeteria. Per district policy, students are not allowed to charge lunches.

MEDICATION POLICY: By Georgia state law, no student is allowed to possess any prescription or over-the-counter medication in a Georgia public school, unless sanctioned by a 504 plan. All medications, prescription or over-the-counter, must be given to an administrator or an assigned designee. All prescriptions must be in original containers, and a "medication authorization" form must be completed by parent(s) and/or guardian(s) before any medications will be dispensed at the BCAEP. Students are not allowed to have any medications, including over-the-counter drugs, legal/synthetic drugs, or nutritional supplements, in their possession at any time while at the BCAEP. The BCAEP is not allowed to provide any medications to a student.

OFFICE PHONE: Use of the office phone is restricted for emergencies only. Students may use the phone after **2:00 PM** for transportation related calls. All use of the office phone is at the discretion of staff.

RANDOM SAFETY CHECK POLICY: Students are subject to random safety checks upon arrival or at any time while on campus. Multiple means of search may be used during these safety checks, including but not limited to handheld metal detectors and drug-sniffing dogs.

RELEASE FROM THE BCAEP: Students will be released from the BCAEP when the requirements of the tribunal, waiver, or placement letter have been met. If a student withdraws from school before completion of the alternative school assignment, the student will be required to complete the assignment upon re-enrollment in Barrow County Schools only if the re-enrollment is prior to the end date of their original placement. If the end date of their assignment has passed, they will be returned to their home school.

REQUEST OF EDUCATOR QUALIFICATIONS: In compliance with the requirements of the Every Student Succeeds Act, the Barrow County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher(s) –
 - has met State qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction.
 - is teaching under an emergency or provisional status through which State qualification or licensing criteria have been waived; and
 - Is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact Principal Chuck Torbett or Meggan McNally, Barrow County School System Director of Planning and Personnel at 770-867-4527.

SCHOOL HOURS: The BCAEP school hours are **7:30 AM** until **2:30 PM**. Students are to immediately report to the office upon arrival. Students will be released from class once their rides have arrived in the afternoon. Students should leave campus by **2:30 PM**. Any student wishing to work beyond normal instructional hours should make arrangements with their teacher(s) and administration. Any students who are not picked up by a parent or guardian at the end of the staff workday will be subject to intervention from any local or state agencies.

STUDENT ASSISTANCE PROGRAMS: The BCAEP participates in student assistance programs, which may be recommended for students by the staff. Parental permission is necessary for a student to take part in these activities.

SCHOOL SUPPLIES: Students are expected to arrive at school with adequate instructional supplies on a daily basis. Students are expected to bring writing implements, headphones, and other necessary supplies needed for instructional activities.

SPECIAL SERVICES: Students who are served by an Individualized Education Program (IEP), 504 plan, ELL plan, or other student service will continue to receive these services at the BCAEP.

TARDIES TO SCHOOL: All students are expected to report to school on time each day.

TESTING: Students are required to participate in all local and state testing requirements such as the Georgia Milestones, Measures of Academic Progress, end-of-pathway assessments, end-of-course assessments, and end-of-grade assessments.

TRANSITIONS BETWEEN CLASSES: Students are to report directly to their next assigned location immediately upon release from a given class. Students should not go to the restrooms, or any other part of the campus, during transition times. No student should be in the restroom without a hall pass at any time. Students must take all possessions with them during transitions and will not be allowed to return to another class to retrieve items. All students will be monitored by staff during transition times.

TRANSPORTATION: Barrow County School System does not provide bus services to or from the BCAEP unless these services were established through the student's individualized education plan (IEP) prior to the student's assignment to the BCAEP, or if a student qualifies for services under the McKinney-Vento Protection Act.

TRESPASS NOTICE: Current BCAEP students are not allowed to be on any other Barrow County School System campus at any time. This includes community activities that take place on a campus. Students assigned to the BCAEP are not allowed to attend any Barrow County School System event, including "away" activities at other locations.

I hereby acknowledge receipt of the BCAEP Student Handbook and understand that it is my responsibility to review the handbook in detail and request any clarification needed from the staff at the BCAEP. I also understand that this signed acknowledgment of receipt will become a permanent part of my file while enrolled at the BCAEP.

Student signature: _____ Date: _____

I hereby acknowledge receipt of the BCAEP Student Handbook and understand that it is my responsibility to review the handbook in detail and request any clarification needed from the staff at the BCAEP. I also understand that this signed acknowledgment of receipt will become a permanent part of my child's file while enrolled at the BCAEP.

Parent/Guardian signature: _____ Date: _____