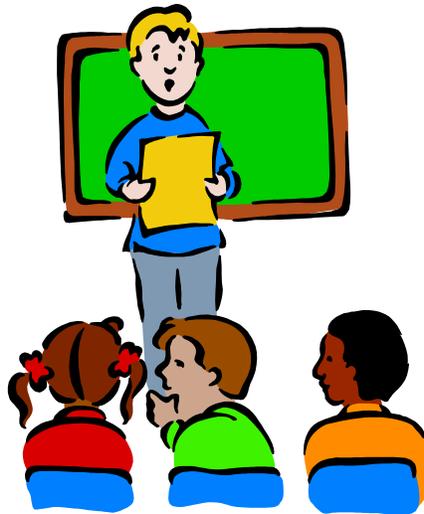


2017-2018

Alternative Learning Center

Behavior Intervention Classroom

Student Handbook Addendum



**1101 17th Street
Bridgeport, Texas 76426
940-683-1830**

**Principal
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Ext. 1236**

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Behavioral Intervention Classroom Student Expectations “A Bridge to Success”

Statement of Purpose:

The Behavior Intervention Classroom (BIC) is an educational setting for students whose behavior, related to their disability, makes it necessary for them to be removed from their home campus in order to receive a Free and Appropriate Public Education. Students are placed in the BIC program through the Admission, Review, and Dismissal (ARD) committee process to work on their behavior, coping skills, and academics. It is the goal of the BIC program to equip students with the necessary skills to successfully return to their home campus.

School Hours:

Hours for **Bridgeport ISD (BISD)** are **8:00 a.m. to 3:45 p.m.** All students will follow the BISD school calendar. Release times for districts other than Bridgeport are as follows (times are subject to change):

Boyd and Paradise bus - 2:00 p.m.

Slidell bus - 2:30 p.m.

Alvord bus - 2:05 p.m.

Chico bus – 2:25 p.m.

Bridgeport students release at noon on district early release days.

Tardies:

All students are expected to be on time for class. BISD students arriving after **8:05 a.m.** will be counted tardy. If more than 4 tardies occur within a 4-week period, the student must serve a 45-minute detention after school from 3:30 – 4:15 p.m. to make up the time. A parent will need to pick the student up after the 4:15 dismissal.

Classroom Rules:

1. The student will listen carefully to the teacher and follow directions.
2. The student will work independently, quietly, and not disturb others who are working.
3. The student will respect others by being kind with words and actions.
4. The student will work and play safely.
5. The student will respect school and personal property as well as personal space.
6. The student will follow the dress code for BISD while attending BIC.

Behavioral Expectations:

1. Students are expected to be polite and courteous to all.
2. Students are expected to raise their hand when assistance is needed.
3. Students will not interrupt others while talking or involve themselves in other conversations.

Bathroom Policies

1. A bathroom log will be maintained
2. Students will be able to use their bathroom passes 3 times a day unless they have a medical condition.
3. Students are expected to maintain the bathroom facilities, including appropriate use of toilet paper and abstaining from writing on the walls.

4. Students must use the bathroom assigned by the teacher.

Academics at BIC:

BIC teachers have certain expectations as to the amount of work that students must complete using on a daily basis. An academic schedule will be created and goals will be set in order to keep the student on target. Instruction may be any combination of web-based or paper and pencil.

Daily Record of Behavior:

A student's behavior is monitored throughout the day and recorded on a daily point sheet. A copy of this sheet will be sent home with the student enabling the parent/guardian to track behavior, academic progress, and/or areas of concern. The point sheet needs to be signed and returned daily. At the end of each grading period the principal of the behavior unit will contact the principal of the home campus to review student progress.

Students should not:

- leave the classroom without permission
- be disrespectful to others
- curse
- get into the teacher's or other student's belongings
- fight or put their hands on others
- abuse school furniture or resources
- make physical or verbal threats to staff members or classmates

Expected positive behaviors include:

- being polite and courteous
- being on task
- maintaining control/refraining from involvement in others' business
- demonstrating positive social/emotional skills without prompts and reminders
- meeting assignment/quiz/test expectations
- correcting failed work
- completing homework, additional reading, book reports

Referrals:

Students are expected to follow classroom rules and to cooperate with their teacher. If a student chooses to disrupt the learning environment, the student will be referred to the office.

Restraining a Student:

All BIC personnel are trained in crisis intervention and understand techniques involved in de-escalation and restraint. Restraint will be kept at a minimum and used only to prevent the student from harming self, others, or causing serious property damage.

If a child receives an office referral and cannot regain control within a reasonable amount of time, he or she may be sent home for the remainder of the day.

Suspensions:

A child may be suspended for serious offenses, including but not limited to the following:

- Physical aggression toward another student
- Physical aggression or verbal threat toward a staff member

- Destruction of property
- Excessive verbal aggression (Threats or Cursing)
- Continuous refusal to comply with school rules or teacher requests
- Being under the influence of drugs or alcohol
- Continuously discussing using drugs, selling drugs, or committing other offenses

Calling the Police:

The BIC staff reserves the right to call law enforcement officers as necessary. The staff of the BIC unit will attempt to solve incidents without using this option.

Dress Code:

The dress code of the Behavior Intervention Classroom Unit is established to teach grooming and hygiene, prevent disruption, promote appropriate behavior, and minimize safety hazards.

All students must be in dress code before entering the building.

- Students will adhere to the **BISD Dress Code (attached) while on the ALC campus.**
- Appropriate jewelry may be worn. Make-up, nail polish, long nails, or hair ornaments must not be deemed as disruptive to class.
- Hats may not be worn on campus.
- Heavy outside coats may not be worn in the classroom. Lightweight jackets and hoodies are permissible as long as the hood is not worn.
- All backpacks and purses must be kept in the student's assigned locker, and students will not have access to them during the day.

(The principal retains the right to determine if any item is inappropriate.)

Students will be given an opportunity to conform to the appropriate dress code. If a student is unable to conform to the dress code, a parent will be called to correct the dress code and points will be deducted from Daily Point Sheet. If a change of clothes is not available within the hour, additional points may be taken from the point sheet. Refusal or repeat failures to follow dress code will result in the student being held an after school detention from 3:30-4:15 p.m. on a Tuesday or a Thursday. Continued violations will result in a conference with parent/guardian, and/or possible suspension.

Attendance Policy:

All attendance rules apply while a student is at BIC. *Texas Education Code 25.092* requires all students to be in attendance 90% of the days in a school year in order to receive credit in a class. According to the Texas Compulsory Attendance Law, attendance at school is required of all children through the school year of their 18th birthday. If your child accumulates unexcused absences that total three (3) days or parts of days in a four week period, or ten (10) or more days within a six month period, you and/or your child can be prosecuted for violation of the Compulsory Attendance Law. In addition, four or more unexcused absences in any class during a semester will prevent a student from receiving a VOE form required to get a driver's license.

An ARD committee assigns students to the Alternative Learning Center behavior classroom from the home campus. Compliance with the state mandated 90% attendance rule will be enforced by the home campus. No student will be dismissed early for the day without the written permission of the parent/guardian and only in case of an emergency. Absences are reported to the home campus each day. Parents must phone the ALC (940-683-1830) before 8:30 AM each day to report a student absence. Upon the student's return to the ALC, a written note (attached) detailing the reason for absence is required. Absences of 3 or more consecutive days require a doctor's note.

Cell phones and other electronic devices:

Students are **not** allowed to have cell phones, computer games, or electronic devices in their possession during the day (unless teacher has granted approval). Students will turn off their cell phones and put them in their locked locker or teacher provided storage at the beginning of the day. BISD/ALC accepts no responsibility for personal electronics brought on this campus. Failure to comply will result in the following:

1st offense: phone placed on Teacher's desk. Student may take phone home at end of day.

2nd offense: phone placed with Principal. A parent/guardian must retrieve phone after school. Phone will not be released to the student.

3rd offense: phone is confiscated and kept in Principal's office. A parent/guardian must retrieve phone after school. Student will not be allowed to bring phone on campus.

Headphones:

Headphones are sometimes necessary for web-based instruction. Students may bring their own headphones (ear buds only) from home. It is recommended students lock them up in their locker daily.

Meals:

Breakfasts and lunches are served in the classroom. Breakfast is served from 7:40 – 8:00 (full price \$1.50/reduced \$.30). Students arriving after 8 will not be served breakfast unless their bus arrived late. Lunch is served from 11:00 – 11:30 (Elementary full price **\$2.60**/Secondary full price **\$2.80**/Reduced \$.40). Students are expected to have correct change or check when purchasing a meal if there is not money available on their lunch account. Students qualifying for free or reduced-price meals at their home campus will continue to receive such services. Student **will not** be allowed to leave for lunch and returned to campus the same day. Students may arrive with their lunch; however, lunches **may not** be delivered to the campus during the day. Food is **not** allowed to be shared.

Medications:

Medications will be given according to the schedule established at the home campus. By law, medication must be in its original bottle, labeled appropriately for the particular student receiving the medication, and will be kept in the school office unless otherwise directed by Principal. The appropriate forms giving permission for the campus to administer the medication must be completed by the parent and returned to the school.

Transportation:

Bus transportation is provided to all BIC students by the student's home district. Students must ride the bus they are assigned. Students may not ride the bus home with other students within their home district or other co-op districts. *Parents **must send a signed permission note if the student is to be picked up by someone other than those designated on the ALC Arrival and Vehicle Information form.***

Consideration for Return to Home Campus:

Daily point sheets will be used to track student's progress towards mastering behavioral objectives. Upon completion of 30 consecutive days where a student has no major verbal or physical aggression and achieves 90% or higher of the possible points on his/her daily sheet, the principal of the behavior unit shall contact the principal of the student's home campus to discuss the possible return of the student to the home campus. An ARD committee will make all placement decisions, including return to the home campus.

BIC Handbook Acceptance Form

I have received, read, and understand the Alternative Learning Center Behavior Intervention Classroom Student Handbook Addendum.

Parent/Guardian Signature

Student Signature

Date