

The Academy

At Eleventh

**Alternative to Suspension
Elementary Alternative Education Program
STUDENT HANDBOOK**

2017-18

**Commit
Believe
Achieve**

GENERAL INFORMATION

Office Hours 7:00 a.m.-2:30 p.m.

The Academy at Eleventh Street School hours are from 7:30 a.m. until 2:05 p.m.

Doors open at 7:15 a.m.

IMPORTANT PHONE NUMBERS

The Academy at Eleventh Street

270-746-2321

BGISD Central Office

270-746-2200

ASP/EAEP Program

270-746-2327

SCHOOL ADDRESS

The Academy at Eleventh Street

877 East 11th Avenue

Bowling Green, KY 42104

SCHEDULE	
ASP/EAEP Room	7:30-2:05
Breakfast	7:35-7:45
Lunch	10:30-10:50
Math Intervention	11:01-12:01
Dismissal	2:05

Message from the Principal

Purples,

Welcome to The Academy at Eleventh Street. Here at The Academy, we believe that learning is a lifelong venture. No matter where you are in your journey, The Academy is here to help and support you. We are committed to providing an exceptional educational opportunity. At The Academy, students are expected to **Commit**-set goals to achieve your dreams, **Believe**-that you have a purpose and that education is the key to fulfilling that purpose, and **Achieve**-stay fearlessly determined in the face of difficulty and always strive for excellence. Let us all renew our dedication to self-improvement and embrace the process of becoming.

Brandon Blake
Principal

“The need for change bulldozed a road down the center of my mind.”

-Maya Angelou

Our Mission

Provide an educational experience that propels students toward success with passion and purpose. We strive for academic achievement, real-world preparedness and social-emotional growth. We accomplish this by fostering genuine relationships with students, families, and community.

We Believe....

- ❖ in the value of each individual.
- ❖ each individual has a unique purpose.
- ❖ education is the **KEY** to fulfilling potential.
- ❖ our students are at the center of our school.
- ❖ our schools are the center of the community.
- ❖ we must seek the support of the community.
- ❖ preparation for the you future starts **now**.
- ❖ mistakes are critical to learning.
- ❖ relationships come first.
- ❖ Excellence is Worth the Effort.
- ❖ IN THE POWER OF **YET!**

The Academy Team

Name	Position	Email
Vicki Beach	Teacher	vicki.beach@bgreen.kyschools.us
Scott Blackerby	Teacher	scott.blackerby@bgreen.kyschools.us
Dero Downing	Teacher	dero.downing@bgreen.kyschools.us
Robert Kopecky	Instructional Assistant	robert.kopecky@bgreen.kyschools.us
Jennifer Lowe	Transition Counselor	jennifer.lowe@bgreen.kyschools.us
Deborah Moran	Teacher	deborah.moran@bgreen.kyschools.us
Tracy Reels	Teacher	tracy.reels@bgreen.kyschools.us
Tara Richardson	Instructional Assistant	tara.richardson@bgreen.kyschools.us
Casey Yates	ECE Teacher	casey.yates@bgreen.kyschools.us
Dana Weikel	Administrative Assistant	dana.weikel@bgreen.kyschools.us

Take Care of Yourself Each other This place

TAKE CARE OF YOURSELF

Success first starts at the individual level. Eating healthy and getting plenty of rest are critical to your performance. The ASP/EAEP program is committed to helping students reach their full potential. If we can help support you in any way, let us know.

TAKE CARE OF EACH OTHER

As a proactive learning community, it is our job to value each other and make every member of our learning community feel noticed and welcomed. In the ASP/EAEP program we continually seek to foster a learning environment that is free of bullying, harassment, or discrimination of any kind. We encourage all students to stand up against bullying and harassment by being “upstanders” and reporting any cases of bullying and/or harassment to any teacher or school administrator.

TAKE CARE OF THIS PLACE

Our classrooms and hallways convey our high level of responsibility to our community. Our space is paid for by local, state, and federal taxpayers. The cleanliness and attention to detail in this shared space is indicative of our commitment to do what needs to be done in supporting our community. We must all work together to take care of this space. To this end, if we expect our students to pick up trash in the hallways, we will be willing to do it as well.

We encourage Purples to support the cleanliness of our school by:

1. Picking up their trash and throwing it away at the end of each class period as they leave.
2. Picking up trash in the hallways when they walk past it. This is our school and it is our responsibility to take care of it whether or not the trash is our's.
3. Taking their trays and any other trash from their lunch table and throwing it away.
4. Pushing in their chair anytime they get up from their seat.
5. Keeping hands off of windows throughout the building.
6. Always leave your space better than you found it.

***Students must adhere to their teacher's policy regarding food and drink. Students will have the opportunity to eat and drink during breakfast and lunchtime. Food and drinks are not permitted in any other part of the school during the regular school day **unless approved.**

The Alternative to Suspension Program

The purpose of the Alternative to Suspension Program is to allow students who have violated the Student Code of Conduct to remain in an educational setting RATHER than being suspended. Students are assigned a certain number of days of ASP. During this time, students report to The Academy at Eleventh Street to complete assigned days. ASP is a highly structured environment in which student behavior and academic progress is heavily monitored.

Here are few things to keep in mind about the ASP.

- The Academy at Eleventh is on a different schedule, beginning at 7:30 and dismissing at 2:05.
- The ASP Teacher will coordinate with home school administration and teachers to obtain and send back student work.
- Failure to adhere to ASP expectations may result in additional days, Full Suspension, and other disciplinary action.

ASP and EAEP Student Performance System

The policies and procedures outlined in this handbook are intended to serve as a guide to students, parents, and school personnel. Administration reserves the right to review, alter, modify and/or adjust these policies to best meet the individual needs of the students who are served.

**BOWLING GREEN INDEPENDENT SCHOOLS
Alternative to Suspension Program/ASP
Elementary Alternative Education Program/EAEP
POINT SHEET**

Name: _____ Date: _____

School: _____ Grade: _____

Reason for being assigned to ASP/EAEP:

Number of days initially assigned to ASP/ EAEP:

Extra days assigned:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning Activities 5 points					
Counseling 15 points					
Academics 15 points					
Community Service 15 points					
Restroom break					
Lunch 5 points					
Counseling 15 points					
Academics 15 points					
Community Service 15 points					
Classroom clean-up					
Bonus and Deducted Points					
TOTAL POINTS					

COMMENTS:

Note: Students who are non-compliant and/or disruptive will be assigned extra days and/or dismissed from program.

ATTENDANCE

ATTENDANCE POLICY

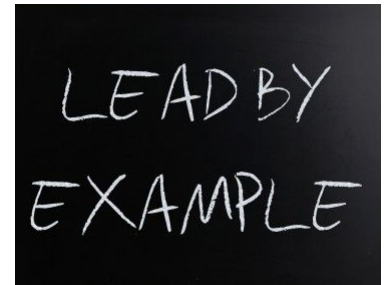
Students have the responsibility to attend school in accordance with all state and local policies.

ABSENCES

Parents/guardians are required to call on the day of the absence or within 24 hours to notify the school of their child's absence (including students 18 years and older). You can report an absence by contacting ASP/EAEP at 270-746-2327. **Parents are limited to five call-ins per year. A doctor's written note indicating that the student was under a doctor's care and unable to attend school will be required after the 5th absence during a school year.** Documentation including, but not limited to, physician statements, court subpoenas, and other proof may be required to excuse an absence in a case other than personal illness.

EXCUSED ABSENCES

- Illness verified by a doctor's written statement or parent/guardian phone call
- Orders of the court
- Death or severe illness in the immediate family
- Driver's or permit test (Half-day excused)
- Circumstances approved by the Principal



UNEXCUSED ABSENCES

- Skipping school
- Absences not accompanied by a doctor's note or absences not meeting excused absences guideline

VERIFICATION OF ABSENCES

The attendance clerk will make verification calls on a random basis during the school day. Students will not be allowed to leave during lunch unless it is for a doctor's appointment, a death in the family, court order, driver or permit testing, etc.

PRE-ARRANGED ABSENCES

Prearranged absences must be requested two school days in advance using the District Educational Enhancement Form and are at the discretion of the principal or his designee. All pre-arranged absences will count towards the total number of absences for the quarter in which they occur.

All students in the ASP/EAEP programs must make up any absences until their assigned time in the program is completed.

Modified Dress Code for ASP/EAEP

Respect yourself and others by dressing in good taste. Students are to dress in clothes promoting a safe and respectable learning environment. Clothes creating a disruptive environment or that cause a health or safety hazard are not permitted at The Academy at Eleventh Street. All school personnel will enforce this dress code:

Headwear

- Head coverings are to be taken off upon entering the school building and stored away until after you have left the building (i.e. hats, scarves, beanies, bandannas, hoods).

Shoes

- No bare feet or house shoes.

Shirts/Blouses

- Shirts/blouses must have a sleeve that is at least 2 inches wide.
- Off the shoulder shirts are not permitted.
- Deep scoop or deep v-neck shirts/blouses are not allowed.
- All shirts/blouses must extend below the natural waistline so that no skin is exposed.
- All shirts must completely cover the student's back.
- Shirts/blouses must be free of any words or designs that suggest alcoholic beverages, tobacco, drugs, sex, and/or violence.

Pants

- Pants must be worn at or within 2 inches of the natural waist.
- Pants are prohibited from having holes or frays above the fingertips when the student is standing in a normal position with their arms at their sides.
- If shirts are not tucked in then they must be long enough to cover the belt and pockets of the pants—no undergarments may be visible at any time.

Shorts, Dresses, Skirts

- Shorts, dresses, and skirts SHALL extend to the fingertips while the student is standing in a normal position. Extremes shall be avoided (tightness, shortness, etc.).
- **Shorts are prohibited** from having holes or frays above the fingertips when the student is standing in a normal position with their arms at their sides.
- Students are prohibited from wearing attire exposing undergarments.
- Dresses must have sleeves and backs.
- Clothing with holes exposing parts of the body or undergarments are not permitted.

Bags/Purses/Backpacks

- Must be hung up in designated area and not accessed again until dismissal.
- **Subject to search at any time.**

FURTHER CLARIFICATIONS

- All items are subject to search at any time.
- Any apparel or appearance (including but not limited to hair color, jewelry, make-up, hair style, etc.) that calls attention to itself will be responded to as deemed necessary by the school administration.
- The administration has the final authority in determining appropriate school attire and appearance.
- Students may not carry or wear anything that advertises drugs, alcohol, tobacco products or anything that promotes or suggests lewd, dangerous or unacceptable messages.
- Students are prohibited from bringing blankets to school and wearing them over clothing.

Following our school dress code directly contributes to our college and career ready culture. Students who fail to align with this vision will be issued the following consequence:

1. Student is given the opportunity to fix the issue.
2. If the student is unable to fix the issue, they will report to the front office, call their parents, and wait for their parents to bring dress code compliant clothing to school for them to change into.

COMPLAINT PROCEDURE for DISCRIMINATION, HARASSMENT, and BULLYING

The school shall enforce and follow all procedures outlined in the BGISD Student Discipline Guidelines — pg 14.

FIRE DRILLS

Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be located.

General Rules for Fire Drills:

- Students will follow designated exit instructions, keep in single file, walk, don't run, refrain from talking, and proceed to a distance approximately 100 feet from point of exit.
- The teacher should be the last one out of the room, should close the door, and remain with his/her group.
- The teacher will take attendance once the group has reached its proper distance from the building.
- When the "all clear" is sounded, everyone will return to class in an orderly fashion.

ACCIDENTS AND INSURANCE

The school is responsible only for immediate first aid. The Board of Education provides student supplemental insurance coverage for each student regarding any school related injury. The parent or guardian is responsible for obtaining a signed claim form from BGHS and submitting it to the carrier along with required documentation. **Please contact Cathy Rogers at 746-2300** concerning student insurance questions. In case of an accident, no matter how minor, the student should report the accident to the teacher/coach immediately. In the case of severe accidents or acute illnesses, emergency care will be given and parents will be notified.

MEDICAL TRANSPORTATION

It is the responsibility of the parents to provide transportation and further care of the student if the student becomes ill or injured on school property. Students may not be sent home without parental approval and no student may drive when excused for medical reasons without parental consent.

COMMUNICABLE DISEASES

Students returning to school after recovering from a communicable disease must have a doctor's statement. Communicable diseases may include: measles, mumps, chicken pox, conjunctivitis (pink eye), mononucleosis, etc.

MEDICATION

Only prescription medication can be administered at school. Parents must complete a medication form giving school personnel permission to administer medicine and appropriate doses.

Student Technology & Devices

MEDIA AND ELECTRONIC DEVICES:

Students will be allowed to bring cell phones to school and turn them into the front office. Any student who is caught with their cell phone on their person without permission will forfeit the right to bring it to school. Students are only allowed one cell phone per person. **If these items are found on the student, they will be confiscated and will only be returned to the parent/guardian after the designated time.**

1st Offense: The cell will be kept at the school for a period of 5 school days and returned to the parent.

2nd Offense: The cell phone will be kept for 5 school days and a conference with a parent is required before it being returned.

3rd Offense: The cell will be kept for the remainder of the school year or suspension may occur and a meeting with the parent must occur.

Lost , Stolen, or Damaged Devices:

Each user is responsible for his/her own digital property and should treat it and use it responsibly and appropriately. ASP/EAEP takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

Controlled Substances and Weapons

Alcohol and Drug Possession and Use

The possession, use, or sale of drugs or alcoholic beverages in the school buildings, on the school grounds, at school functions (on school field trips/overnight trips,) or on school buses is prohibited at all times and applies to all students regardless of age. Students are prohibited from sharing medications. Synthetic drugs, even if legally purchased, are also included under this policy. Violations of this policy WILL be reported to local law enforcement.

Tobacco Possession and Use

Possession and use of tobacco products in school buildings, on school grounds, at school functions (on school field trips/overnight trips,) and on school buses is prohibited and applies to all students regardless of age. This includes electronic cigarettes, vaporizers or any devices that contain nicotine or other substances.

Weapons

Anyone found with a weapon in his/her possession faces serious consequences that will include suspension and referral to the Board of Education for a disciplinary hearing according to the Gun-Free Schools Act of 1994.

COLOGNE/PERFUMES:

Students may not bring any cologne, body sprays, or perfumes to school for any reason.

TRANSPORTATION

The Academy at 11th Street opens at 7:15 and classes begin at 7:30. Students are encouraged to utilize the school bus to ensure promptness. However, students may be dropped off or picked up at the front of the building during designated times.

Drop Off: 7:15-7:25

Pick Up: Students must be picked up by 2:05

Students may NOT drive to The Academy.

BUS EXPECTATIONS/CONSEQUENCES

All students are expected to obey the driver at all times and follow all bus safety rules to ensure safety for all students and the driver. **Riding a bus is a privilege and not a guaranteed right.** Students are to remain seated on all buses at all times until they reach their drop off point. Buses will not leave in the afternoon until all riders are seated, no loud talking or laughing, no tobacco related products are allowed (use or possession), no eating or drinking, all students are to keep all extremities inside the bus at all times (hands, feet, and arms are to stay inside the bus), no helium balloons, no floral arrangements, no glass objects or containers, no animals, and furthermore all rules for school apply to riding a school bus. Students must enter the school immediately upon arrival by bus. Students are not permitted to ride a different bus or get off at a different location unless a parent has called the front office. Upon such calls the front office staff will generate a bus note for you that will allow you to ride a different bus or change the drop off location.

Bus Misconduct:

Students who do not follow the rules for riding on the bus will be suspended from riding the bus. Because a student's actions on a school bus may endanger the lives of other students and the driver, misconducts on school buses will be dealt with more harshly than similar actions at school.

