

1. How to enter the classroom
 - a. Arrive on time & ready to learn
 - b. Enter the building/room QUIETLY.
 - c. Place items away.
 - d. Be sitting in your assigned seat (facing with feet under and shoulders square to desk).
 - e. You should immediately begin your academic work (or breakfast).
 - f. Do not disturb those already working
2. Breakfast and/or Lunch count
 - a. If you wish to eat a school lunch and/or breakfast make sure that you are on the order form each day.
 - b. Lunch is \$2.60 per day
 - c. Breakfast is \$1.25 per day – order and pay the day before
 - d. **NO CHARGES, NO EXCEPTIONS!!!**
3. Daily Schedule
 - a. Campus opens at 7:30 AM.
 - b. School breakfast ends at 8:00 AM.
 - c. Must be on-task and/or academic work time between 8:00 AM – 3:00 PM. The only exception to this rule is AM/PM break time, and lunch break. (you may also work during these times)
 - d. You will find your academic schedule on your desk.
 - e. The BCAS Coordinator is the **only** person that can change your academic schedule (just like your home district/campus counselor).
4. Bell County Alternative School Curriculum
 - a. API/Responsive Education Modules (paper and pencil curriculum)
 - i. Module Numbers... Each course is given a number. Example - English II is "Comm. 322." Each course is divided into chapters or sections called "modules" or "books". For example, if you are working in the fifth section of Speech, then you will find the module with 351 at the top and the module number 5 just below.
 - ii. All API/RE module work (non-computer) must be done at the student's desk, not at the computer/computer table and not with other students.
 - iii. Upon completion of the module lesson and/or worksheet, you will grade the lesson yourself with the green answer key booklet. Remember, if you are writing the answers down from the answer key without doing the work, you are hurting yourself. First, you are cheating. Second, you will fail the test.
 - iv. All chapter/unit work (lessons, worksheets, projects, and etc.) must be turned in before you receive the chapter/unit test.
 - v. API/RE tests will be taken at the designated testing table. You will take the test on a YELLOW piece of notebook paper. Make sure you label which version of the test you are taking (A, B, or C). You may NOT use your notes on the test. A test grade of 80 or above advances you to the next module. A test grade of 70-79 must be corrected and turned in the same day you get the test back to correct. A test grade that is less than 70 means that you will correct the test as above (turn it in). Then, go back and re-study, and then when you are ready, take the alternate test. If you fail the alternate test, you will restart the unit from

the beginning (from scratch). If you fail the first test of a module, the highest you may score on the alternate test is an 80.

- vi. API/RE Modules are checked out from teacher and turned in to teacher every day.
- vii. API/RE Modules may NOT be removed from campus (may not take home for homework)
- viii. On each syllabus some of the modules will be circled. These are the modules you are responsible for completing while you are here at BCAS. When you leave a grade of zero will be given for any uncompleted modules that were circled. If you stay longer than the original assignment more modules will be assigned.

b. Edgenuity (computer based curriculum)

- i. You will be assigned a specific computer to do your Edgenuity work (use your assigned computer only)
- ii. When you first log onto your computer, the username and password is “student” for both.
- iii. Click on the “Firefox” icon... it should bring up the Edgenuity login page.
- iv. The counselor or teacher will provide your Edgenuity username and password. Keep it private.
- v. Click on the “Course” tab to access your course work.
- vi. Edgenuity tip... Use “Word” for any writing assignments, and then copy/paste to your Edgenuity blank space. If your writing assignment gets lost on Edgenuity, you will still have a record of it. You may save your work on a thumb drive provided by the teacher.
- vii. You may take notes to use on lessons and quizzes (not tests).
- viii. Testing Procedures
 - 1. Students will take the test at the end of each chapter/unit/module.
 - 2. All lessons and quizzes must be at a 70% or higher in the unit before the unit test can be assigned.
 - 3. If you make a 70% or higher, you proceed to the next chapter/unit/module.
 - 4. If your test score is less than a 70%... Re-study chapter... then take Alt. Test.
 - 5. If you make a 70% or higher on Alt. Test, you proceed to the next chapter/unit/module.
 - 6. If your test score is less than 70% on the Alt. Test, then you must Re-do the entire chapter (from scratch).
 - 7. All unit tests must be at a 70% or higher before the midterm and/or final exam can be assigned.

5. How notebook paper and typed assignments should be labeled:

- a. Heading of paper... In the upper right hand corner of the notebook paper, write your heading as shown (without the i.-iv.)
 - i. Full Name
 - ii. Course letter and number
 - iii. Module number
 - iv. Date

- b. Your paper will not be graded without the “proper heading”
 - c. Completed assignments should be turned in at the “In Box” on the teacher’s desk
- 6. What to do at Dismissal of class / end of day:
 - a. Log off of your computers.
 - b. Clean your area (all supplies should be off of the floor).
 - c. Stay properly seated until the teacher releases you.
- 7. Other Classroom Expectations
 - a. Keep your desk and work area orderly.
 - b. When visitors are in the classroom
 - i. Show respect by continuing to work.
 - ii. Give your attention when requested.
 - c. If the teacher is out of the classroom, continue working as if the teacher is still in the room.
 - d. When the student has a question or needs to visit with the:
 - 1. Classroom teacher – raise your hand. If the teacher does not see your hand, and the teacher is not working with someone else, you may politely and quietly clear your throat and/or say the teacher’s name to acquire the teacher’s attention.
 - 2. Teachers outside of the classroom – the student must have a PASS.
 - 3. Coordinator – fill out blue “Coordinator Form” and hang it outside the homeroom classroom (paper hanging clip).
 - e. Break Time
 - i. Break time for DAEP is 10:15-10:30.
 - ii. Restroom break- You will be called to go one at a time to the restroom and water fountain.
 - iii. Outside exercise time
 - iv. Come in quietly and go directly to your desk and sit down.
 - f. Lunch Break is from 12:00-12:30, this time is for
 - i. Preparing to eat
 - ii. Eating
 - iii. Clean-up after eating
 - iv. Restroom break
 - g. No talking to other students during the lunch break.