BEDFORD COUNTY LEARNING ACADEMY
ALTERNATIVE SCHOOL

2026-2027

STUDENT HANDBOOK

HOME OF THE BULLDOGS

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INTRODUCTION

This manual is designed to provide the student and legal guardian a description of the policies and procedures required at Bedford County Leaning Academy. Each student and legal guardian will receive a copy. At intakes, the student handbook will be discussed with all stakeholders. Bedford County Schools board policies and procedures are implemented at Bedford County Learning Academy. It is the responsibility of each student, along with their parent/guardian to know and follow the policies and procedures within this handbook.

GENERAL INFORMATION

BEDFORD COUNTY LEARNING ACADEMY MISSION STATEMENT:

To provide a safe and consistent environment with a structured plan for each student's personal success.

BELIEF STATEMENTS:

- **All students can succeed.**
- **All students have a right to a safe, nurturing educational environment in which they can experience success.**
- **All students will have access to highly effective educators.**
- **Positive, proactive behavioral interventions include teaching student's social competence skills.**
- **Differences are appreciated and valued.**
- **All decisions are based on what is in the student's best interest.**
- **A collaborative effort by the school, family, student, and community is critical in meeting academic, behavioral, social, and emotional needs of each student.**

PROGRAM DESCRIPTIONS

ACADEMIC

Bedford County Learning Academy provides an academic program designed to meet the individual needs of our students. Classes have a low student to teacher ratio. A comprehensive general education curriculum is provided with special education services provided when appropriate. If a student receives special educational services, their IEP will be implemented while at Bedford County Learning Academy.

Academic, social, behavioral, and study skills are emphasized within the classroom to promote a successful return to the student's home school. The student advocate, principal, instructional coach, and all classroom teachers will work together to monitor academic and behavioral progress as well as facilitate the academic transition back to the home school.

BEHAVIORAL

Bedford County Learning Academy has a highly structured schoolwide behavior support program modeled from the RTI2 A + RTI2 B program. Students are provided rewards and incentives for demonstrating appropriate school behaviors. All students follow the schoolwide system. If students require and individualized Behavior Intervention Plan (BIP), one will be created for their needs.

Once students are remanded to BCLA, either by a principals' remand or a remand for a zero-tolerance offense, students are not allowed on Bedford County School's campuses for events; academic, athletic, etc. This also translates to attendance of these events at other schools hosting a BCS school. It is considered trespassing.

SPECIAL EDUCATION

Special Education services are provided for those students with an individual Education Plan (IEP). The student's IEP team is responsible for determining the child's needs, the special education and related services required to meet those needs, and where those services will be provided. Students with disabilities must be educated and participate with non-disabled children to the extent appropriate for each child.

PROGRAM PROCEDURES

ARRIVAL

Every student will enter the building through the side glass doors. Upon entering the building, all students will take their name badges from the pocket holder and attendance stick. Then the student will place the attendance stick in the basket. Once students complete these tasks, they will go through the metal detector. After they go through the metal detector, boys will go into room 101 for a safety search and to receive the daily points sheets. Following safety checks, students can get breakfast and go to homeroom. Homeroom is 7:30-7:55am.

LEAVING THE CLASSROOM

Students will wait for instructions from an adult to line up at the door. They will silently get into a straight, single file line. Students will keep their hands and feet to themselves and to not touch other students or property. Students will stand facing forward, not leaning against anything, and will wait for staff to open the door or ask a student to hold the door as students exit.

LUNCH

Students need to line up quietly at the door to receive their lunches. Students need to walk quietly back to their seats once they have their lunch. Students may talk quietly to those sitting next to them. Conversations must be school appropriate, or students will lose the privilege to talk during lunch. At the end of lunch, students must discard all trash.

DISMISSAL

Students will stay in their 4th block classroom, in their seat, until their name is called for dismissal. Once students are called for dismissal, they will exit the glass doors at the side of the building. Students will follow hallway expectations as they walk to the parking lot for their rides. Name badges need to be placed in the bin outside of their 4th block upon entering their 4th block. From October 15th – March 15th jackets and coats will be in their 4th block to be collected upon dismissal. (The dates may vary depending on the weather).

HALLWAY

Students will walk silently on the right side of the hallway. They will walk and keep pace while maintaining personal space with the class. The line will always be maintained. Absolutely no talking, noise, or touching of others is permitted. Students will refrain from touching bulletin boards, walls, lockers, or other items in the hallway.

CLASSROOM

Students will remain seated unless given permission otherwise. Students will participate in classroom instruction in a positive and respectful manner while

respecting others' personal space. Students should never venture behind the teacher's desk and must refrain from touching items on the teacher's desk.

SLEEPING

Sleeping in class WILL NOT be tolerated. The first time when students are caught sleeping in class, it will be noted on the points sheet. The second time, it will be noted with an Office Discipline Referral (ODR). Subsequent sleeping will require a parent/teacher conference to develop a plan for moving forward for the students success.

RESTROOM

Students will be allowed to use the restroom during the scheduled restroom breaks. While waiting to sue the restroom, students will refrain from talking and wait for the adult to escort them back to class while following hallway procedures. Using the restroom at unscheduled bathroom break times results in losing points for that class under the section "BE RESPONSIBLE." Students with documented medical conditions are allowed to use the restroom outside of the scheduled restroom break schedule.

MEDICATION

Bedford County Learning Academy does not allow students to bring medication, prescribed or over the counter, to school. If a student is on prescription medication that needs to be administered during the school day, a parent/guardian needs to complete the paperwork with the nurse/office to get this initiated. The parent/guardian needs to transport the medication to and from the school once the paperwork has been completed.

DAILY POINTS SHEETS

Each day students will have the opportunity to earn points based on their success in the following procedures and the behavioral expectations outlined in the Bedford County Learning Academy handbook. Points can be earned in may difference areas.

Points may be earned by:

- **Meeting academic and behavioral expectations in class**

- **By following the dress code**
- **By returning the previous school day's points sheet signed by a parent**
- **Meeting hallway expectations**

The maximum number of points a student can earn each day is 110 points.

Students remanded to BCLA can return to their home schools early by earning points. The number of points needed will be shared with students and parents/guardians at the intake meetings. Once a student has earned his/her points, they email the principal and then the principal sets up the transition meeting with the Assistant Superintendent and/or the Supervior of Secondary Education.

Aside from earning the points, these factors will also be addressed at the transition meeting: academic effort, attendance, and behavior while at BCLA. Transition services are individualized based on each student's needs, so additional participants may be present at meetings based on those needs.

ATTENDANCE

Unexcused tardies are punishable by loss of points. After a student has 3 unexcused tardies, a designated number of points will be deducted. After three unexcused tardies, a student will lose 100 points. After 3 more unexcused tardies, the points deducted doubles to 200 points. Again after 3 more unexcused tardies, the points deducted doubles to 400 points and the cycle continues after each third set of unexcused tardies.

OUT OF SCHOOL SUSPENSIONS

For the first OSS, the student loses 500 points for each day of suspension. For the 2nd OSS, the student will complete the remand notes on the original remand from the central office and still lose 500 points for each day of suspension. THE STUDENT IS UNABLE TO RETURN EARLY WITH EARNING POINTS.

DRESS CODE

A copy of the Bedford County approved dress code for BCLA is attached to this handbook, but here are some dress code concerns that usually cause issues, so these issues are being explicitly addressed for this list.

- **Hoodies or other hooded garments are NOT permitted**
- **All students must wear navy, black, or khaki pants with belt loops and not gathered at the bottom. No jeggings, leggings, joggers, or jean.**
- **All students must wear solid polos or collared button down shirts that are navy, black, white, or gray.**
- **Gym shorts are not to be worn under a student's pants**
- **SAGGING is NOT permitted and will be considered out of dress code**
- **No cargo pants**
- **Only tennis shoes can be worn, and they must be black, gray, or white**
- **No writing on the body**
- **No jewelry of any kind should be worn, including, but not limited to earrings, watches, necklaces, nose rings, eyebrow rings, lip rings, and any other piercings**
- **Hair elastics, hair ties, or rubber bands must be always worn in the hair and cannot be worn on the wrists or placed in pockets**

Dress Code violations result in loss of dress code points. Habitual dress code infractions will result in a designated number of points deducted. After 3 dress code infractions, a student will lose 200 points. After 3 more dress code infractions, the points deducted doubles to 400 points (2nd infraction). Again after 3 more dress code infractions, the points deducted doubles to

800 points (3rd infraction). For the fourth dress code infraction, students will be suspended for 1 day. For the fifth dress code infraction, students will be suspended for 2 days. Each subsequent time after that, the days double for suspension.

ITEMS NOT TO BE BROUGHT ON SCHOOL PROPERTY

- **Cell phones**
- **Backpacks, book bags, duffle bags**
- **Electronic devices**
- **Outside food and or beverages (1 water bottle is permissible)**
- **Hats, bandanas, hair picks, combs, brushes, cologne, perfume, aftershave, mouthwash, make-up, lip gloss, Chapstick, gum, and candy are prohibited, and these items will be confiscated upon entering the building.**
- **CONFISCATED FOOD AND PERSONAL HYGIENE ITEMS WILL NOT BE RETURNED.**
- **Young ladies' feminine hygiene products must be given to a female staff member in a closed bag at morning safety checks.**

REPLACEMENT NAMETAGS AND FOLDERS CAN BE PURCHASED FOR $2 EACH AS NEEDED.

TRANSITION MEETINGS

Once students have earned the designated points, they can email Dr. King at kingj2@bedfordk12tn.net to request a transition meeting with the designated central office representative. At the transition meetings, the students' academics, behavior, and attendance will be reviewed. Students

cannot fail classes and for HS students in Credit Recovery and online CANVAS classes, the completion status will be reviewed.

All students are required to write a reflection letter that will be shared at the transition meeting. First and second time vape offenders must write an essay which is also shared at the transition meeting.

After, the central office representative shares the information from the initial meeting with the Director of Schools, he/she will make the determination on whether a student can transition to their homeschools. If permission is granted, a form is emailed to Dr. King and the other principals and the second transition meeting is scheduled. After the second meeting with administrators, school counselors and graduation coaches, a transition date is selected.

In the event a student is not allowed to transition to their homeschool because of issues with academics, behavior, or attendance, the Director of Schools selects the return date or states that the remand must be completed in full.

REFLECTION LETTER

Students, you have THREE days to complete this letter upon the intake process at BCLA. This template tells you what needs to be in the content of your letter. It should be one-page typed. Email completed letters to Dr. King at kingj2@bedordk12tn.net. (LETTERS CAN BE COMPLETED IN MS AND HS ENGLISH CLASSES).

NOTE – If you have previously attended Bedford County Learning Academy or any other alternative school, you must discuss why (or how) this time will be different. Be accountable. Add this information to paragraph 3.

Date

Dear Bedford County Learning Academy Faculty and Staff:

In paragraph 1 discuss FEELINGS: How do you feel right now? Discuss how you feel about being expelled from your home school and sent to an alternative school. How has this affected you and your family?

In paragraph 2 discuss PROBLEMS: Describe the choices you made at your homes school that led to your expulsion. Show some thought and ownership. Regardless of the circumstances of what happened, YOU had choices. Discuss the role you played and the choices you made to get sent here.

In paragraph 3 discuss SOLUTIONS: What specifically can you say, do, and think throughout the day to keep yourself out of trouble? Identify areas you need to work on and how you will fix these issues.

In paragraph 4 discuss your IMMEDIATE GOALS: What do you plan to accomplish while here at BCLA? Your time here is like a "time-out", a time for you to take inventory of who you are as a person and who you want to be. We all make mistakes; wise people learn from those mistakes and foolish people keep making the same mistakes. So, what do you want to work on while here? What can your teachers help you to accomplish?

In paragraph 5, discuss your LIFE GOALS: Discuss what you want out of life and your plan for making this happen. In thinking about your life after school, realize that Bedford County Learning Academy is not a real-world environment. Your home school is much more like the real world and offers many more opportunities to help you to be ready for life when you graduate. What do you want your life to look like?

Sincerely,

Student Name

WRITING PROMPT: "Up in Smoke? The truth about THC Vaping"

More and more teens are turning to THC vaping, often thinking it is safer than smoking. But is it really? Scientists and doctors are warning about serious health risks-especially for young people.

Draft an informative essay, opinion piece, or short story that explores the effect of THC vaping on teens. You can choose to write from your own perspective or imagine what it might be like for someone your age going through this. Think about the short-term and long-term effects on the body and brain, how it affects daily life (like school, sports, friendships), and what role social media or peer pressure might play.

THINGS TO CONSIDER:

- **Why do some teens try THC vapes?**
- **What are the health risks?**
- **How does THC affect a growing brain?**
- **What would you say to a friend who is thinking about trying it?**

YOUR GOAL:

Help your readers understand the real impact of THC vaping and why making healthy choices matters.

Submit by email a typed 5-paragraph essay to Dr. King and the SRO once completed. This must be completed and sent to Dr. King and the SRO within one week of watching the video with the SRO regarding the effects of vaping. Kingj2@bedfordk12tn.net & Lanierd@bedfordk12tn.net.

BCLA Expectations: SOAR

Expectation	Safety	Organization	Achievement	Respect
Arrival	• Be courteous to others when entering/leaving parking lot. • Obey all school and traffic rules. • Keep vehicles locked during the day. • Report to designated adult for safety checks upon entering the building.	• Arrive no earlier than 7:30 a.m. Be in the school building no later than 7:55 a.m. • Bring in all needed materials before school begins. • No loitering before/after school. You must enter the building upon arrival. • Students will park in the appropriately assigned areas.	• Report to designated area for safety checks upon arrival in the morning. • Report any illegal possession/activities to the proper authority. • Leave cell phones at home.	• Use appropriate, non-offensive vocabulary and gestures. • Arrive to school in dress-code-appropriate clothing.*
Dismissal	• Exit only through the correct doors. • Go directly to your car after being dismissed. • If walking, stay out of roadways and watch for traffic. • If driving, follow the flow of traffic and all traffic safety laws.	• Leave only when you are officially dismissed. • Remain in the designated area until dismissed.	• Take your orange folder home with you. • Let parents know about any pertinent school-related information.	• Use appropriate, non-offensive vocabulary and gestures.
Hallways	• Remain silent. • Maintain appropriate distance from the student in front and behind you. • Refrain from horseplay.	• Go directly from your previous class to your next class. • Always wear your ID badge visibly. • Only be in the hallway with permission, accompanied by an adult.	• Avoid inappropriate displays of affection. • Keep moving to keep traffic flowing. • Be in class by 7:55. • Do not bring in outside food and drinks.	• Keep hallways clean. Pick up items dropped on the floor. • Respect all school property. • Stay out of the personal space of those around you.
Classroom	• Refrain from horse play. • Be aware of and follow each teacher's policies and procedures.	• Utilize time wisely. • Bring your orange folder and independent reading book to class. • Attend to personal needs (i.e., water, grooming, restroom) at assigned break times. • Students may not bring any outside food or drinks into the classroom. • Return technology to designated locations (laptops, calculators, etc.).	• Be on time. • Attend all classes every day. • Ask for help when needed. • Be an active participant in learning. • Focus on and follow directions the first time. • Abide by the guidelines set forth in the student handbook.	• Be positive and ready to learn. • Listen when others speak. • Respect others' ideas and opinions. • Maintain integrity and honesty. • Use school and personal property appropriately. • Use appropriate, non-offensive vocabulary and gestures.

Expectation	Safety	Organization	Achievement	Respect
Lunch	• Stay seated. • Refrain from horseplay. • Be in your assigned classroom.	• Upon arrival, stay in classroom until formally dismissed. • Be aware of allotted lunch time and use time wisely. • Lunches cannot be taken outside of classroom. • Pick up all trash & dispose of food items.	• Grab items you need the first time. • Students may not bring outside food or drinks into the building.	• Be patient. • If permitted to speak by badge color (all days for green/purple; red on Mondays/Fridays), – Keep conversations at an appropriate volume. – Use appropriate, non-offensive vocabulary and gestures. • If not permitted to speak (blue badges), remain silent throughout lunch. • Respect all staff. • Respect all students' place in line (no passing). • Use good manners.
Restrooms	• Refrain from horse play.	• Use facilities as intended. • Report any problems to staff.	• Go to restroom only with your class during allotted restroom breaks. • Refrain from talking in restroom or while waiting in line. • Wait for your teacher to escort you back to class. • Use of the restroom outside of break times results in loss of points.	• Leave restroom clean by flushing the toilet and disposing of trash into the proper trash receptacles. • Respect others' privacy. • Respect all school property.
Gym, Science Labs, Other Non-Traditional Classroom Areas	• Follow safety practices and procedures. • Refrain from horse play. • Remain in teacher-designated areas.	• Report problems to the proper authorities. • Use equipment properly.	• Be ready to actively participate in learning. • Dress according to activity.	• Listen and follow directions from teachers and/or administrators. • Respect others' belongings.
Assemblies/ Presenters	• Follow directions for dismissal to assembly location. • Enter and leave assembly location in an orderly fashion.	• Be aware of type of activity that you are attending. • Report to designated areas. • Sit where instructed by faculty/staff.	• Be respectful to presenters. • Keep hands, feet, and objects to yourself.	• When directed, verbally or by hand signal, give presenter/performance full attention. • Leave area clean.
Technology Use	• Handle technology carefully. • No food or drink allowed while using laptops. • Do not bypass the school internet filter. • Only visit permitted, school-appropriate websites.	• All students must adhere to the "Acceptable Use Agreement" on file. • Return technology to assigned location.	• Refrain from accessing inappropriate websites. • Use technology to enhance your education.	• Use resources and equipment appropriately. • Use technology and school email only for intended academic purposes.

Expectation	Safety	Organization	Achievement	Respect
Library/ Conference Room/ Nurse	• Only use library with a teacher present. • Knock politely and be admitted by an adult to enter the conference room.	• Know library check-out/return procedures. • Return browsed, unborrowed books to their original location. • Return checked out books to the book return bin. • Only enter to see the nurse or SRO when an adult has radioed ahead.	• Treat library books with care.	• Talk to adults with appropriate, non-offensive language. • Do not take items that do not belong to you.
Front Lobby/Office	• Do not open exterior doors for anyone.	• Sit quietly until an adult can attend to your issue. • Remain seated in the lobby if you have been sent there by an adult. Do not wander.	• Attend to your business quickly and return directly to class.	• Do not enter the office without permission. • Speak in appropriate, non-offensive language. • Welcome visitors when they enter.
Emergencies & Emergency Drills	• Remain calm and attentive. • Follow instructions of faculty/staff. • Refrain from horseplay.	• In a quiet and orderly manner, report to and remain in the assigned area.	• Know procedures of designated drills. • Know designated location for evacuations/drills.	• Keep hands, feet, and objects to yourself in transition to/from and while in assigned area.

***Dress code as listed in the student handbook:**

In addition to the standard dress code guidelines issued by the Board of Education, students attending the Alternative School will be required to comply with the following:

- **Pants** Pants are to be navy, black or khaki. Pants are to be worn at the waist. No undergarments are to be showing. No holes in pants.
- **Belts** Belts must be worn at all times and meet the guidelines above. In general, belts should be as plain as possible.
- **Shirts** Shirts must be a solid color polo or button down with no logos. All buttons, except for the top button, are to be buttoned at all times. Sleeves, if long, are not to be rolled up, but should be buttoned at the wrist. Undershirts are to be white only. Shirts should be tucked in at all times (belt should be visible).
- **Shoes** Tennis shoes are the only acceptable type/design to be worn. Shoes must be black, gray or white and shoestrings must match the color of the shoe. Shoestrings are to be tied tightly and all Velcro must be strapped. This is a safety precaution and will be enforced.
- **Jewelry** No jewelry, watches or sunglasses are to be worn or brought to school.
- **Outerwear** Jackets, coats, gloves and toboggans are allowed in cooler weather but are NOT to be worn in the halls or classrooms. These items will be checked in and hung in the designated area when a student enters the building. Likewise, they will be reissued when a student checks out in the afternoon.

Student Name:	MS	Date:	BCLA Points Sheet
Goal:	Total Points Earned:		

Initials	Bathroom Break Time Out	Time In

TOTAL NUMBER OF POINTS EARNED FOR THE DAY		110
Points Lost -	5 pts 0 pts	Initials

	ELA			Math			History			CE/PE			Science			STEM		
SAFETY	0	2	4	0	2	4	0	1	2	0	1	2	0	1	2	0	1	2
ORGANIZATION	0	2	4	0	2	4	0	1	2	0	1	2	0	1	2	0	1	2
ACHIEVEMENT	0	2	4	0	2	4	0	1	2	0	1	2	0	1	2	0	1	2
RESPECT	0	2	4	0	2	4	0	1	2	0	1	2	0	1	2	0	1	2
Total Earned																		

	Dress Code		Home Room		RTI		Lunch		SSR		Hallway		Dismissal	
	0	6	0	2	0	5	0	5	0	10	0	5	0	2
Total Earned														

School Wide Goal (0-1)	ELA		Math		History		CE/PE		Science		Stem	

School Wide GOAL	

Teacher Communication:

Homeroom	
ELA	
MATH	
HISTORY	
PE/CE	
SCIENCE	
STEM	
RTI	
SSR	
Other	

Teacher/Parent Communication:

_____

_____

_____

_____

_____

Parent Signature: _____

Student Name:		HS	Date:	BCLA Points Sheet
Level:	Total Points Earned:			



FOLDER	5 pts 0 pts	initials
TOTAL NUMBER OF POINTS EARNED FOR THE DAY		110

	1st Block				2nd Block				3rd Block				4th Block		
SAFETY	0	2	4		0	2	4		0	2	4		0	2	4
ORGANIZATION	0	2	4		0	2	4		0	2	4		0	2	4
ACHIEVEMENT	0	2	4		0	2	4		0	2	4		0	2	4
RESPECT	0	2	4		0	2	4		0	2	4		0	2	4
Total Earned															

	Dress Code		Home Room		Study Skills / ACT		Lunch		SSR		Hallway		Dismissal	
	0	5	0	2	0	5	0	5	0	10	0	5	0	5
Total Earned														

School Wide Goal (0-1)	1st		2nd		3rd		4th	

School Wide GOAL	

Teacher Communication:

Homeroom	
ELA	
MATH	
HISTORY	
SCIENCE	
PE	
STUDY SKILLS/ACT	
SSR	
Other	

Teacher/Parent Communication:

_____

_____

_____

_____

_____

Parent Signature: _____