

# **BUTLER EDUCATIONAL COMPLEX**

## **Student Handbook**



**Better Choices.**  
**Better Opportunities.**

## **Message to Students and Parents**

**BEC is committed to student learning.** We believe that all students can learn at high levels and that all students can be successful academically, behaviorally, and socially. We regularly collaborate with students, parents, and other stakeholders to ensure that learning includes rigor, relevance, and relationships and help students make **Better Educational Choices** (BEC PBIS Motto).

**School Vision:** WIN. Every Student. Every Way.

**School Mission:** To help all students make **Better Educational Choices** (BEC).

**School Motto:** Take a better look. Make a better choice.

**School Belief:** We **Believe** in **Education** through **Collaboration** (BEC).

**School Slogan:** Together we **believe** it. Together we **achieve** it.

## **Goals (School Improvement Plan)**

- **Student learning will improve** as collaborative teams of students, teachers, parents, and other stakeholders develop SMART goals to ensure that students enrolled in CAM (Charlotte Ann Mitchell) and BSVLA (Bossier School Virtual Learning Academy) earn and maintain a **C or higher** in every course as evidenced by the class grade reports (OnCourse), progress reports, and report cards.
- **Student learning will improve** as collaborative teams of students, teachers, parents, and other stakeholders develop SMART goals to ensure that students who register for the HiSET (High School Equivalency Test) at BPCC (via the BEC HiSET Program) **pass all parts of the HiSET**.
- **Student learning will improve** as collaborative teams of students, teachers, parents, and other stakeholders develop SMART goals to ensure that students enrolled in the CAM High School (HS) program earn **three or more Carnegie units** per semester and that students enrolled in the CAM Elementary and Middle Schools (EMS) earn **6 or more total quality points in their core academic classes (ELA, math, science, and social studies) each nine weeks** as evidenced by class grade reports.
- **Student learning will improve** as collaborative teams of students, teachers, parents, and other stakeholders develop SMART goals to ensure that students enrolled in CAM and BSVLA make significant improvement in their **literacy** (reading, writing, typing), **computational** (arithmetic), and **thinking** (reasoning) skills and/or significant **progress toward achieving Mastery on LEAP 2025** as evidenced by progress on LEAP 360 and/or other **aligned formative assessments**.
- **Student learning will improve** as collaborative teams of students, teachers, parents, and other stakeholders develop SMART goals to ensure that students enrolled in the

CAM alternative school show significant **improvement in their conduct** as evidenced by the number of **behavior referrals** and participation in PBIS activities.

### **BEC Programs**

BEC offers the following programs for students in Bossier Parish:

#### **Bossier School Virtual Learning Academy(BSVLA)**

The Bossier Schools Virtual Learning Academy (BSVLA) provides students in grades 6-8 the opportunity to learn in a self-paced environment with direct teacher support. Students may work from school and/or home while maintaining access to a certified instructor. For more information about BSVLA, please see the “Bossier Parish Virtual Learning Academy – Middle School” link under “Alternative Schools” on the Bossier Parish Schools website.

#### **HiSET Program**

BEC offers a half-day HiSET program (AM and PM) to assist students who desire to take the High School Equivalency Test (HiSET). To enroll, students must be between 16-18 years of age, meet certain prerequisites, and apply through the home school counselor. For more information on the HiSET program, please click the “HiSET Program” link under “Programs” on the BEC school website.

#### **Charlotte Ann Mitchell (CAM) Program**

The Charlotte Ann Mitchell (CAM) program serves as the parish alternative school for students in grades 4-12. Students assigned to CAM receive the same quality instruction and the same focus on learning as they do at their home schools. All students are expected to demonstrate **improvement academically, behaviorally, and culturally** during their tenure at CAM. For more information about CAM, please click the “Charlotte Ann Mitchell” link under “Programs” on the BEC school website.

#### **BEC Pride Academy**

The BEC Pride Academy is an optional program that all students have the opportunity to participate in. The mission of the Pride Academy is to reclaim the potential of at-risk youth through education, physical training, mentoring and character education. Students meet twice a week after school and all supplies and uniforms are provided at no cost to the student. The goals of the Pride Academy are that students will improve student discipline and self control, make positive attitude changes, improve character, increase physical fitness and develop a sense of personal PRIDE. Some students who participate in the program will be eligible for an early return to their home based school.

### **School-Wide Positive Behavior Intervention Support (PBIS)**

BEC facilitates a Positive Behavior Intervention Support (PBIS) program to help students make Better Educational Choices. Our program consists of incentives for positive behavior and redirection for inappropriate conduct. Incentives include student recognition, positive parental contact, progress parties, and special privileges. Redirection includes a student conference, a parent phone call, an opportunity to discuss problems with the counselor, and a parent conference. More information regarding BEC's PBIS program can be found on our website. You can also fill out requests for additional behavior support for your student by completing the PBIS support request form that is located on the BEC website.

### **Campus Arrival and Departure**

**Campus Arrival:** Students should arrive on campus no earlier than 7:20 am and no later than 7:50 am. All students and parents are subject to search upon arrival.

01. **Check-In/Check-Out Procedures:** Students will need to be accompanied by a parent if they arrive on campus after 8:00 am and report to the office to sign their student in. Parents will need to come to the office in order to check out a student. Students must be checked out before 1:15 pm.

### **Attendance and Completing Work Following Absences**

Students should attend regularly and complete any missed work due to absences by contacting their teachers upon returning to school. For each absence, students receive one day to complete the missed work.

Excused absences include the following:

1. Personal illness (with a physician's excuse).
2. Serious illness in the family.
3. Death in the family (not to exceed one week).
4. Recognized religious holidays (with prior approval of the principal).
5. Extenuating circumstances verified by the Supervisor of Child Welfare and Attendance.

### **Electronic Device Policy**

Students are required to turn in their cell phones upon arrival on campus. All cell phones will be returned at the end of the day.

### **BEC "Double A" Period (Advisement & Activity Period)**

Each **Monday, Wednesday, and Friday** during the **student advisement period**, students, teachers, and other stakeholders will **collaborate** (work together) to set and achieve a short-term or SMART goal. The SMART goal will help students achieve one or more of the long-term or **school-wide goals**:

- Earn and maintain a C or higher in all classes.
- Earn 3 or more credits each semester (high school) or 12 or more quality points each nine weeks (elementary/middle school).

- Complete all requirements for a HiSET or diploma (high school/HiSET) or promotion to the next grade (EMS).
- Achieve mastery or higher on the LEAP 2025 (test).
- Exhibit positive behavior consistently as evidenced by few to no referrals and school participation.

Guidelines for setting and achieving a SMART goal are as follows:

1. Each **Monday**, or at the beginning of each week, students will **review grades or progress** in all classes or subjects (i.e., OnCourse, Odysseyware, Brainchild, etc.,) and record progress on the **BEC Student Grade and Goal Sheet**.
2. With their advising teachers, students will then discuss, set, and record a **Goal of the Week** on the BEC Student Grade and Goal Sheets.
3. Each **Wednesday** (Half-time Check) **and Friday** (Final Check), students will discuss and record progress toward achieving the **Goal of the Week** with their advising teachers.

Students who **achieve or make progress** toward achieving the Goal of the Week will receive **incentives** (i.e., Bulldog Bucks, positive parent phone calls, etc.,) from the advising teacher and the administration and may participate in the weekly **Progress Parties** or celebrations held each Friday.

### **Student Activity Period**

At least each **Tuesday and Thursday** during the last 15 minutes of the day, students and their advising teachers will collaborate to participate in recreational or club activities. Activities may include, but are not limited to, the following:

- Health Walks
- Board Games
- Indoor or Outdoor Team Building or Party Games and Activities (You Tube)

#### **Club Activities:**

- Service Clubs
- Health Clubs
- Academic Clubs (history, book, science, foreign language, etc.)
- Life Skills Clubs (culinary arts, etc.)

## **Butler Educational Complex Dress Code**

**Backpacks:** Students are not allowed to carry a backpack or bag.

**Uniform Shirts:** Students will wear the appropriate polo shirt based on the program in which they are enrolled. **All shirts must have a collar.** Undershirts may be black, white or any blending or neutral color.

**Navy Blue**.....High School Charlotte Ann Mitchell Program

**Grey**.....Elementary and Middle School Charlotte Ann Mitchell Program

**Green**.....HiSET Program

**Uniform Bottoms:** Students may wear **khaki or navy blue** shorts, trousers, or skirts. Uniform bottoms must be worn at the waist and fit appropriately. Drawstring trousers are not authorized.

**Shorts must be a minimum of 2 inches above the knee.**

**Outerwear:** Students may wear coats, jackets, sweaters, or sweatshirts that are **solid navy blue or black**. Outerwear should contain no large name-brand labels, home school logos, screen prints, etc. **ABSOLUTELY** no hoodies or jackets with hoods are allowed to be worn on campus. Any student who arrives in inappropriate or prohibited outerwear will be required to turn in the outerwear. All items will be returned at the end of the day. A uniform shirt with a collar must be worn under all outerwear, and the collar must be showing at all times.

**Shoes/Socks:** Students **MUST** wear closed-toe/closed-heel shoes. Students may not wear sandals, shower shoes, slides, crocks, or house shoes. The administration will determine if shoes are appropriate.

**Belts:** Students must wear a plain black or brown belt and ensure that belt buckles are not oversized or excessive in design.

**Purses:** Females may bring small, clear purses

**Headwear:** Students may wear knit cold-weather caps outside as long as they contain no inappropriate symbols, but they must be removed inside the building. Students may not wear hats, bandanas, stocking caps, or similar forms of headwear. Headbands may be black or white **ONLY**. The administration will make the final decision regarding headwear. Any headwear that is deemed inappropriate will have to be turned in upon arrival.

**Hairstyles:** Student hairstyles must not distract from the learning environment.

- **Mohawk** hairstyles are not authorized.
- Students may not wear **brushes or combs** in their hair.
- Additional hair items (bows, pins, rubber bands) must not be excessive or distracting.
- Hair, including extensions, must be a **natural color**.
- Hair must not be **excessive in length, width, or height**.
- The administration makes the final determination regarding hairstyles, color, etc.

**Jewelry:** Female students may wear one studded earring in each ear. No body or facial piercings.

Male students may not wear earrings. Students may **not wear any** body piercings (lip, tongue, eyebrow, or nose) nor decorative mouthpieces (grills). Students arriving on campus with these items will turn them in and will receive the item at the end of the day.

**Facial Hair:** Facial hair must be neatly groomed. Students may **not** notch eyebrows.

**Contacts:** Colored contacts must be non-distracting.

**Sagging:** NO SAGGING is allowed at any time. Students who refuse to comply with this policy or who repeatedly violate this policy will be required to wear a jumpsuit.

### **Cafeteria**

Breakfast and lunch are free to all students at BEC. Students can bring in a packed lunch. ALL lunchpails/bags must be left in the cafeteria until lunch. No large sized or excessive snacks (chips, sodas, candy, etc.) will be allowed. No eating or drinking is allowed in the classroom.

### **BEC Grade Review Procedures**

1. If students and/or parents have questions or concerns about grades, then they should seek to resolve the issue with the classroom teacher.
2. In the event the student/parent and teacher cannot reach a resolution, then either party may contact an administrator to schedule a conference. The conference will include the student, parent, teacher, counselor (if available), and administrator.

### **Additional BPSB & BEC Policies and Procedures**

BEC complies with additional Bossier Parish School Board policies and procedures not specifically addressed in this handbook. For more information, please see the BPSB Student Handbook. ADDITIONAL BEC policies and procedures are available in our online handbook. If you do not have access to the internet, our staff will be happy to provide you with a hard copy of the BEC Policies and Procedures document.

### **Carline Procedures**

- Students may not be dropped off until 7:20 AM
- You may line up at the yellow gate if you arrive early and wait till 7:20 to pull forward
- Students should be dropped off no later than 8:00 AM, any student who arrives after 8 AM must be checked in by a parent or guardian in the front office
- In the afternoon, please line up at the yellow gate and place your carline tag on your dash or in your window
- You can pull forward when you are waived on by our staff member
- No excessive speed or loud music is allowed in the carline
- Please refrain from using your cell phone
- Students are not allowed to be dropped off or picked up in the back of the school

By signing below, you are confirming that you have read the student handbook and will comply with and understand the following:

- Student check-in and check-out policy.
- **All sections of the uniform policy.**
- No backpack or bag policy.
- Cell phone policy.
- Have been made aware of the **PBIS policy** and how to request additional help/support if you have additional behavioral concerns.

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| Student's Signature | Print Student's Name | Date |
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| Parent's Signature | Print Parent's Name | Date |
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I give permission for my student, \_\_\_\_\_, to attend any field trips that are arranged at BEC (Information will be sent home in advance of any field trips). I also give permission for images of my student to be displayed on the BEC school website or in media/news releases.

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| Parent's Signature | Print Parent's Name | Date |
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