

Barrow County Alternative Education Program



Admissions Conference Checklist

- a. **School Hours**
 - i. 8:30AM to 3:00 PM 1st through 4th periods
 - ii. Instructional support/remediation/enrichment from 8:00-8:30 and from 3:00-3:30 each day
 - iii. Students must be picked up no later than 3:30 PM
- b. **Transportation**
 - i. Note from guardian if walking
 - ii. Adaptive transport if IEP
- c. **Uniform**
 - i. White or black collared shirt tucked in
 - ii. Khaki slacks extending to the ankle
 - 1. Worn at the waist
 - 2. Fastened with a belt
 - 3. No joggers, leggings, jeans or sweatpants
 - iii. Black closed-toed shoes
 - iv. No visible undergarments (no sagging)
- d. **Supplies**
 - i. No book bags
 - ii. Headphones
 - iii. Pencil and/or pens
 - iv. Water bottle required to use water fountains (not provided)
- e. **Expectations**
 - i. Be Respectful
 - ii. Be Responsible
 - iii. Be Safe
 - iv. Engagement
 - 1. Heads up
 - 2. Actively participating
- f. **Trespass Policy**
 - i. No Barrow County School campuses
 - ii. No off-campus events involving Barrow County Schools
- g. **Safety Checks**
 - i. Safest school in the county
 - ii. Visits from police department and sheriff's department
 - iii. Medication policy
- h. **Technology Policy**
 - i. No cell phones/smart watches/tablets
 - ii. No electronic devices of any kind

I hereby acknowledge receipt of the BCAEP Student Handbook and understand that it is my responsibility to review the handbook in detail and request any clarification needed from the staff at the BCAEP. I also understand that this signed acknowledgment of receipt will become a permanent part of my file while enrolled at the BCAEP.

Student Signature: _____ Date: ____/____/____

I hereby acknowledge receipt of the BCAEP Student Handbook and understand that it is my responsibility to review the handbook in detail and request any clarification needed from the staff at the BCAEP. I also understand that this signed acknowledgment of receipt will become a permanent part of my child's file while enrolled at the BCAEP. I also understand that I have been informed of my rights to observe my student in a classroom setting while he/she is enrolled at the BCAEP.

Parent/Guardian Signature: _____ Date: ____/____/____