

Dear Parent:

Your student \_\_\_\_\_ has been assigned to the MISD Discipline Alternative Education Program (BIC) for \_\_\_\_ days. It is our mission to provide a safe highly structured temporary behavior management and learning environment that will enable students to return to and succeed in their regularly assigned classrooms at their home campus. In efforts to assist students in meeting the expectations, rules and guidelines in a consistent manner, it is important that you partner with us in supporting your student. Please read below the expectations during your student's assigned days:

- Student and parent/guardian must attend orientation as designated on student assignment document. Orientation will start at 8:30 on Monday, Wednesday, and Friday in the Phoenix Academy Library. After 8:45, student or parent will not be allowed and must reschedule with Assistant Principal.
- Students can start the first day of their assigned days following orientation if they are in the required dress code. \*Please see dress code requirements.
- Students must arrive on time every day: Hours : 7:25 AM – 2:45 PM  
\*Student can arrive early for breakfast starting at 7:00 AM
- Students must be in the required dress code every day. Students out of dress code will not be allowed to check in. Students have the opportunity to leave and return after meeting dress code. This must occur within one hour of the check-in time. Points will be deducted for tardy. Any student who is sent home due to dress code and does not return will be marked as unexcused. Student will be required to make that day up.
- Transportation is not provided unless student is receiving transportation through Special Education.
- Level 3 students who drive must have a valid MISD parking sticker.
- Our faculty will provide instruction based on the MISD curriculum and scope/sequence
- Electives are limited; therefore, students may be placed in a class to temporarily substitute for that elective if not available.
- High school students who are enrolled in on-line credit recovery classes will be able to access them during their BIC assignment.
- Students are on a point system; therefore, students must complete assigned days as successful before they are allowed to return to their home campus. Any unsuccessful days, students are required to make them up.
- Students' grade will not be in Skyward, therefore, if you need information regarding your student's grade, please request on student point sheet their current average for the time period they have been in that class. (Remember this will not be their overall average, only for assignments during that time in class)
- Students are expected to follow the MISD code of conduct as well as BIC behavior rules. Any violation may result in additional disciplinary actions.

While we recognize your student's assignment may be an inconvenience to you, our goal is to help them return to their campus with additional social and academic skills that will assist them in remaining on their home campus for the remainder of the school year.

Sincerely,

Regenia Crane –The Phoenix Academy Principal

Deborah Mabry – The Phoenix Assistant Principal

**APPEAL PROCESS:**

Level 1 appeal to the Campus Principal within 3 school days of the BIC placement.

Level 2 appeal to the Director of Student Services within 3 school days of the Level 1 appeal decision.

The decision to place a student in BIC cannot be appealed beyond the Director of Student Services.

\*Disciplinary consequences shall not be deferred pending the outcome of an appeal.