

# AUTAUGA COUNTY SCHOOLS

## Second Chance Program

819 Cardinal Lane  
Prattville, Alabama 36067  
Telephone (334)365-5706 Fax (334)387-1924

Principal: Darryl Pickett

## Parent-Student Handbook

### 2017-2018



Motto: Today is a new beginning. I have a SECOND CHANCE. Today is the start of the rest of my life. I cannot change the past, but I can control my future. I will challenge myself to make better decisions.

# AUTAUGA COUNTY BOARD OF EDUCATION

153 West Fourth Street  
Prattville, Alabama 36067  
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Second Chance Program  
819 Cardinal Lane  
Prattville, Alabama 36067  
Phone: (334) 361-3833/Fax: (334) 387-1924

Dear Parents and Students,

The staff at the Second Chance Program would like to welcome your child to our school. We are eager to help your child prepare for a life of personal success and service to our community. We believe that all students can learn essential and effective cognitive skills that enable them to be responsible and productive contributors in a changing world. Through our staff, parents, and community, we will provide meaningful experiences that encourage your child to perform at his/her highest level.

The goal of the Second Chance Program is to create a nurturing environment in which students can achieve academic, social, and behavioral success. The program will teach your child the skills that are necessary to become lifelong learners and productive citizens. Please review the contents of this handbook as well as the Autauga County School District Parent-Student Code of Conduct with your child.

Once again, I would like to welcome you to the Second Chance Program for the Autauga County School System. We will promote cooperative efforts with your child's base school and you, as the parent, to contribute to the growth and development of your child. We are dedicated to the students and families we serve and look forward to working with you. Please feel free to contact us if you have any questions or concerns, (334) 361-3833.

Best Wishes for a successful school year!

Darryl Pickett  
Principal

**AUTAUGA COUNTY SCHOOL SYSTEM'S VISION  
STATEMENT  
FOR  
AUTAUGA COUNTY PUBLIC SCHOOLS**

*Learning Today...Leading Tomorrow*



**OUR MISSION**

Through a consensus group planning process, a mission statement was developed to include the following:

To support our overall goal of becoming a world class system, we will provide a framework which will incorporate technology to: (1) prepare students and staff to work and live in the twenty-first century; (2) enable students to communicate in a global society; (3) provide a full spectrum of learning opportunities which take into account individual needs, culture, thinking skills, interests, and learning style of all students; (4) develop life-long learning; (5) develop productive citizens; and (6) create a world-class school system.



## **SECOND CHANCE**

### **MISSION STATEMENT**

The mission of the Second Chance Program for the Autauga County School District is to facilitate behavioral changes in students, to help students stay on task academically, to teach students strategies to prevent them from making future mistakes, and to help students realize their own self-worth.

Second Chance is a program designed for students in grades 3-12 who violate that Autauga County School District Code of Conduct. Placement in the Second Chance Program will be offered in lieu of long-term suspension or expulsion from the Autauga County School District. This program is also designed to address the social/emotional well-being of the students as well as their academic needs. The ultimate goal is to provide them with the necessary decision-making skills appropriate to return to the base school.

Services will be provided via highly qualified personnel as well as State Department of Education approved programs such as distance learning and ACCESS. There will be a strong emphasis through the counseling program, to provide proactive prevention services that address the needs of students.



# **RESPONSIBILITIES AND COMMITMENTS**

## **Student Responsibilities:**

1. Bring all necessary textbooks and supplies.
2. Attend school daily and be properly attired following the dress code policy.
3. Complete all assignments in the designed time frame.
4. Strive toward self-discipline, setting goals and good work habits.
5. Cooperate with classroom behavior management program.

## **Parent Responsibilities:**

1. Ensure student arrives on time and picked up on time.
2. Maintain a positive and supportive attitude toward the teachers.
3. Provide current addresses and phone numbers for home, work, and emergencies.
4. Notify school personnel of any problems relating to students absences.
5. Ensure that student receives daily meals.

## **Staff Responsibilities:**

1. Serve as positive role model.
2. Help students realize their full academic potential.
3. Address the social/behavioral needs of the students.
4. Provide counseling support if needed or desired.
5. Encourage students to graduate from High School.
6. Provide daily social skills in order to assist students in making good decisions.



# COUNSELING PROGRAM

The counseling staff will work as a team to serve students, parents, faculty/staff and the community. The staff will provide a positive, helpful and informative environment for all in need.

## SERVICES OFFERED



## CHARACTER BUILDING

The staff of the Second Chance Program will conduct weekly character building lessons to provide an educational setting that nurtures the students' academic, social, and emotional needs. Examples of the character building lessons are listed in the boxes below.

Responsible Citizenship	Parent-Child Relationships	Career Exposure	Service Learning
Conflict Resolution	Academics	Self-Esteem	Self-Discipline
Healthy Lifestyles	Manners	Trust	Respect for Self/Others
Job Skills	Social Skills	Anger Management	Positive Behavior Support



# **STEP PROGRAM**



## **GOAL**

Student must obtain and maintain an 85% success rate during their assignment to Second Chance for two out of three evaluations within a forty-five day assignment.

## **TOOL**

Evaluation forms will be used to progress monitor student performance every three weeks, based on categories listed: Organization, Behavior, Social Skills, and Academics.

## **PROCESS**

Teachers will evaluate student progress using evaluation forms, within each three week period of attendance. These evaluations will provide documentation of student performance. Student will be considered for exit of program once goal is achieved. This evaluation will be discussed through an exit conference.



## INTAKE

During intake, the parent and student will receive vital information such as rules, regulations, assignment days, academic and behavioral expectations, etc.

The student must be accompanied by their parent/guardian on the first day of the assigned period for a conference (intake) at 7:30 am with the Administrator.

## ATTENDANCE

If a student is truant from the Second Chance Program, additional days will be assigned to the length of the original referral time.

If a student is absent (excused) for the first day of his/her referral time, the actual time will begin on the first day the student is able to return to the Second Chance Program.

In order for the student to have an excused absence from the Second Chance Program, a written explanation from the parent/guardian along with a phone number where the parent may be contacted. After two days, a doctor's excuse must be provided. **HOWEVER, ALL DAYS MISSED MUST BE MADE UP.**



## CHECK IN/CHECK OUT PROCEDURES

Students will NOT be allowed to check-in unless there are extenuating circumstances. Students must be signed out by a parent/guardian.



## EXITING THE PROGRAM

- Student led
- Presentation of the student portfolio
- Principal/Counselor input
- Transition back to the base school

Students are given a readmission pass upon the completion of their referral time stay. This pass will be requested by the administrator of the base school the student is returning to as proof of completion of our program.

## WHEN TO KEEP YOUR CHILD AT HOME

Regular attendance at school is encouraged and is necessary for your child's progress. However, he/she should stay at home if he/she has any of the following conditions in order to prevent the spread of communicable diseases to others.

Fever (temperature of 100 or above) - Your child should remain home until fever free for 24 hours or on antibiotics for 24 hours.

Vomiting - Your child should not attend school if they have vomited within the last 24 hours

Diarrhea - Your child should remain home if they have had diarrhea within the last 24 hours.

Undiagnosed rash - Your child should not attend school unless the rash has been diagnosed and treated. It could be measles, chickenpox or some other contagious disease.

Pink Eye (Conjunctivitis) - Pink eye is contagious. Your child should be seen by your doctor and treated before returning to school.

Lice and/or nits (eggs) - Your child should not return to school until he/she has been treated with a lice shampoo and removed as many nits as possible. You must accompany your child upon his/her return to school and bring a receipt for lice shampoo. Take your child to see the school nurse.

\*\* There are times when your child looks and feels like he/she is too ill to study or learn in school. If so, there is no point in being at school. He/she will not be able to learn.

Autauga County Board of Education



## MEDICATION

Students may need to take medications while at school. The school health services personnel recommend that, whenever possible, medication be administered before/after school hours under the direct supervision of a student's parent/guardian. If school attendance is dependent on taking medication, the first dose of medication should be given at home where any reaction may be observed by the parent/guardian and reported to the student's physician. For medication to be administered to a student at school the following procedures must be followed:

1. The student's parent/guardian must complete the School Medication Prescriber/Parent Authorization Form which should be signed by the parent, doctor, physician's assistant or nurse practitioner.
2. Prescription medication must be in the original container with a pharmacy label and the student's name, physician's name, date of prescription, name of medication and dosage. Nonprescription medication must be in the original container labeled with the student's name.
3. A student's parent/guardian must deliver the medication to the school nurse and retrieve the medication from the school nurse.



## DRESS CODE

Dress code for **ALL** students will be appropriate school clothing. However, students assigned for forty-five (45) days or longer to the Second Chance Program must wear a white collar shirt and khaki pants. No student will be allowed to have drug, alcohol, rock group or satanic emblems in their possession. This includes on clothing, notebooks, etc. All students must wear a belt if their pants have belt loops and shirts must be tucked in. No hats, caps, armbands, jewelry (watches, bracelets, rings, earrings, etc.), sleeveless shirts, shorts, capris, skirts, flip flops, cutoffs, hooded sweatshirts or jackets can be worn at the Second Chance Program.

Purses and book bags are not permitted at the Second Chance Program



## MEALS

Students may purchase a breakfast and/or lunch or receive a breakfast and/or lunch on a free or reduced lunch program. Money on meal accounts at base schools will not be transferred to pay for meals at the Second Chance Program. Money will be taken up immediately upon arrival at school.

### Student Breakfast Prices:

Free If Qualified

Reduced If Qualified \$ .30

Full Pay \$1.25

### Student Lunch Prices:

Free If Qualified

Reduced If Qualified \$ .40

Full Pay \$2.25

Meals will be eaten at the student's desk or cubicle in silence.

If a student brings a lunch it must be brought in a clear Ziploc bag and the drink must be sealed and not previously opened. No carbonated or energy drinks are allowed. No glass containers are allowed.

No sharing food.

No food or drink before or after lunch other than the designated time for break.



## **CHARGED MEALS IN THE CAFETERIA**

The Board of Education strongly discourages the charging of a reimbursable meal to a student's meal account. Uncollected Child Nutrition Program (CNP) charges constitute a bad debt which is unallowable. CNP is a federally funded self-sustaining program.

If a charged meal occurs, it shall only be charged in case of emergency as determined by the cafeteria manager or his/her designee. Parents will be notified of charged meals immediately. This shall be done from phone calls from the cafeteria manager's office, by letter and/or by automated caller. Cafeteria personnel may begin making phone calls for debts owed as early as 6:00 a.m. and as late as 8:30 p.m. Parents who fail to pay for charged meals may be turned over to the Department of Human Resources for child neglect or abuse. Also, the privilege to charge a meal may be denied if efforts are not made to pay the debt.

If charging privileges are denied, the Cafeteria Manager must ensure that no child in grades K-3 and/or a disabled child will be denied a meal. The Principal has the right to decide if an alternative meal may be served to a student owing money and this may be done grades K-12. Although an alternative meal is served, it shall meet federal guidelines for a reimbursable meal and there will be a charge to cover the cost of the meal.

The money that is owed may be for a student whose eligibility status is paid, reduced or free. All debt must be paid prior to a student progressing to the next grade. CNP debt not paid will remain on a student's account as that student progresses through the school system or if the student transfers to another school within the system. A student will not be allowed to participate in commencement activities or withdraw without paying uncollected CNP debt.

Meals will not be charged to adult employees or visiting adults. A la carte purchases will not be charged to a student or an adult at any time. If a student owes money, the student will not be allowed to purchase a la carte even if the student has cash in hand until the delinquent account is satisfied.

## AUTAUGA COUNTY SECOND CHANCE RULES

1. Students assigned to the alternative school are expected to conform to all rules published in the Autauga County Student Code of Conduct.
2. Students must report each day between 7:45-7:55 am with textbooks, paper, and three pencils. Upon arrival, students must be seated at their assigned place. School will dismiss at 3:00 pm, students must be off campus by 3:15 pm.
3. The student must be accompanied by their parent/guardian on the first day of the assigned period for a conference with the Alternative School Administrator.
4. Students must supply his/her own textbooks. No book bags or purses!
5. Search and seizure will be conducted by staff that have probable cause to do so.
6. Parents are responsible for transporting students to and from the Alternative School each day. Transportation must be provided by an adult.
7. Students who arrive late at the Alternative School will have an additional day assigned.
8. Students who check out will be assigned another day at the Alternative School to replace the check-out day.
9. If a student is truant from the Alternative School, additional days will be assigned to the length of the original referral time.
10. If a student is absent (excused) for the first day of his/her referral time, that time will start on the first day the student is able to return to the Alternative School.
11. In order for the student to have an excused absence from the Alternative School, a written explanation from the parent/guardian along with a phone number where the parent may be contacted. After two days, a doctor's excuse must be provided.
12. Students will be assigned to an individual study cubicle and cannot turn around or leave that cubicle without permission.
13. There will be no talking, chewing gum, writing or passing of notes, books or periodicals, sleeping or moving about for any purpose.
14. Students must satisfactorily complete teacher or Alternative School assignments daily. Additional days may be assigned if the work is not satisfactorily completed.
15. Students will be allowed to go to the restroom twice daily, once in the morning and once in the afternoon.
16. Students may purchase a lunch for \$2.25 or \$.40 or breakfast for \$1.25 or \$.30 depending on lunch status or receive a free lunch and breakfast if on the free lunch program. There will be no talking during lunch.
17. Students referred to the Alternative School will not be permitted on their base school campus during their referral period without permission from the base school's principal.
18. A student sent to the Alternative School is not allowed to participate in any extra-curricular activities or practices while attending the Alternative School.
19. Students will act respectful at all times to the Alternative School staff. (yes-sir, no-sir, yes-ma'am, no-ma'am, thank you, etc.)
20. Students are not allowed to deface any school facilities or property.
21. All students must wear a belt if their pants have belt loops, shirts must be tucked in, and shoes must be tied. No hats, caps, armbands, jewelry (watches, bracelets, rings, earrings, etc.), sleeveless shirts, shorts, capris, skirts, flip flops, cutoffs, hooded sweatshirts or jackets can be worn at the Second Chance Program. Wallets, purses, cell phones and book bags are not permitted at the Second Chance Program
22. Students will be required to empty all pockets. Any possessions will not be allowed into the building, except textbooks and three pencils.
23. A student may receive additional days if, based upon counseling sessions, he/she does not display appropriate behavior or attitude to adjust back into the base school environment.
24. Any misbehavior or failure to follow rules may result in additional days, suspension, isolation, corporal punishment, or expulsion.
25. The Alternative School principal will make decisions that are in the best interest of the student and the school. The principal will make the final decision on when a student is allowed to return to the base school.

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_



## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202