



PASS Academy

(Pathways to Achievement for Student Success)

HANDBOOK

2021 - 2022

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Philosophy: We believe the PASS Academy should provide an environment which will provide self-discipline, promote self-esteem, and academic awareness to a select group of students. It will assist in modifying social skills and behavior that will allow students to attain success when returning to a traditional academic setting.

Mission: The mission of PASS will be to:

1. Improve the attitude of each student toward himself/herself, others in the school, and the learning environment.
2. Raise awareness of available choices and the consequences, which follow them.
3. Help each student improve self-esteem.
4. Allow students an opportunity to achieve academic and behavioral success.
5. Help students develop the skills that will enable them to become responsible members of society.

Requirements of the Parents:

1. The parent/guardian or designee will be responsible for transportation of his/her child to and from PASS Academy. **Bus service will not be provided. Walking is not allowed.**

Daily sign in: 7:30 – 7:45 a.m.

Dismissal: 2:30 p.m.

If a student arrives at PASS after 7:45 a.m., he/she may receive an additional day. If a student is not picked up by 2:45 p.m., the Clanton Police Department will be notified. You may receive an extra day at PASS Academy.

2. Attendance is MANDATORY. Students who fail to report will be referred to the base school. Repeated failure to attend will result in notification of the juvenile authorities with the appropriate action being taken.
3. Absences **will not** be counted toward the minimum number of assigned days. An excused absence may accrue one (1) additional day of PASS time. An unexcused absence may accrue two (2) additional days of PASS time.
4. Students *must be signed in and out by a parent/guardian or designee each day, unless COVID protocols are in place.*
5. Students attending will be responsible for bringing books (if used) and writing utensils. All work assignments from teachers must be completed to the satisfaction of PASS personnel. All items are subject to be inspected by PASS personnel.
6. Policies and rules of the Chilton County Board of Education must be followed at all times. A handbook will be provided to the parent/guardian upon admission.

Base School/PASS Academy Relationship

Before a student can be sent to the program, the base school MUST:

1. Ensure that the student has been registered with PASS personnel and has been given a start date. Students are only to be sent to PASS for behavioral issues.
2. Written or online assignments must be sent and received by PASS from student's teachers (if placement is 5 days or less).
3. Referrals to PASS Academy must not take place after 12:30 p.m. the day before the student is to enroll.

4. Each school has been allocated two (2) slots at PASS Academy. After a school has placed its two students, further placement will depend on availability.
5. If coursework is not available online, teachers must provide assignments.
6. Teachers will use grades from online learning or paperwork as graded work.
7. An administrative hearing must occur for students being placed for more than 19 days.

***Principals or court placements may refer directly to PASS staff, provided program eligibility steps have been followed.*

Failure to follow any of the above requirements may result in:

1. The student being placed back in the base school.
2. A school losing its privileges of placing students in PASS for an indefinite amount of time.

Procedures for Exiting the Program

1. Students must have completed the full time. Exceptions will be made only by a directive from the Superintendent.
2. Students must have completed lesson assignments from the base school
3. Students must have a completed email or sheet from the PASS Staff for readmission to the base school.
4. Students who comply with all established rules may earn the right to return to their base school at the discretion of the Superintendent.
5. Only with a directive from the Superintendent will a student be dismissed and returned to his/her base school before completion of the assigned days.
6. Any exception must be approved by the Superintendent.

Program Design

PASS Academy has been designed as a program for the management and education of students who have:

1. Become offenders of the Chilton County Code of Conduct.
2. Been recommended by the student's Individualized Education Plan (IEP) or 504 committee.

3. For a placement of five (5) or longer cumulative days, prior approval from the Special Education Coordinator must be made before students with disabilities can be assigned to PASS.

Program Requirements

1. Students placed in the program will work independently on assignments on a computer-based program or paperwork assigned by the base school, unless the placement is longer than 5 days. If the placement is longer, the Chilton County Curriculum Pacing Guides will be used in coordinating work for the student.
2. All assignments will be accessed electronically by the base school if students are assigned online work.
3. Behavioral counseling will be provided.
4. Participating in/or attending extracurricular activities at the base school, any Chilton County School, or out of county school activities is NOT permitted.
5. A student may receive additional days if he/she does not display appropriate behavior or attitude to adjust back into the base school environment. Any misbehavior or failure to follow rules may result in additional days or referred back to their base school for suspension.
6. Each student may be searched each day. Metal detectors may be used.
7. Students will not be eligible for semester exam exemption once he or she is assigned days to P.A.S.S.

Program Eligibility

1. Students must be in grades 6-12. Elementary school students will be placed at the discretion of the Superintendent.
2. An attempt at verbal contact will be made to the parent. Students whose parents refuse placement will be notified of their rights to a meeting with the Superintendent or designee at the Board of Education.

Recurrence of Major Rule Violations

In the event that a student assigned to the program continues to exhibit inappropriate behaviors that cannot be managed within the parameters of the program, the coordinator has the responsibility for taking one of the following options deemed most appropriate for the violation.

1. Contact the Clanton Police Department
2. Refer back to the base principal
3. Suspension

General Rules

Registration: **The student must be accompanied by their parent/guardian or designee on the first day of the assigned period for a conference with the PASS staff.**

Attendance: The program day begins at 7:45am and ends at 2:30pm. **Students will not be allowed on campus before 7:30am.** They must be picked up between 2:30pm – 2:45pm. If a student is not picked up by 2:45pm, the Clanton Police Department will be notified. If you are late being picked up, you may receive an extra day in P.A.S.S.

Arrival: Upon arrival at school, students in P.A.S.S are to report immediately to the P.A.S.S entrance and be signed in by a parent/ guardian or designee (unless ADPH guidelines suggest differently).

Check Out: Except in case of an emergency, checking out of P.A.S.S must be arranged in advance. Appointment slips from a doctor, etc. must be presented for verification. Parents must pick up students who check out. Missed time must be made up. Additional days may be added to your P.A.S.S assignment. *Neither the Chilton County Schools staff nor the Board of Education can be held responsible for the welfare or safety of students who leave school without permission.*

Withdrawal/
Dropout: A student who does not attend or complete the referral stay, either by withdrawal from base school or by dropping out, must, upon re-enrollment into his/her base school, or any other school in the system, complete the referral stay at P.A.S.S. Academy. If a student transferring from another school district has been assigned days at any alternative school, the student will complete the assignment before attending the regular school setting.

Property: School property will be respected and will not be abused or altered in any way. All damages or repairs must be completed before exiting P.A.S.S. Each student is responsible for keeping his/her property intact as well as the areas he or she uses. **BACKPACKS ARE NOT ALLOWED.**

Dress: Follow the school dress code in the county handbook.

Non-School Related Items:

Radios, iPods, mp3 players, electronic communication

devices, magazines, toys, or other items at the instructor's discretion will not be tolerated. P.A.S.S is not responsible for lost or stolen items. **Phones must be turned in at the beginning of each day.**

Carry-over: Any days that are not completed in one school year will carry over to the following school year for the returning students.

Career Technical Students:

Career Technical students who are involved in Cooperative Education Program jobs during the school day will not be allowed to work during school hours on days assigned to PASS. The cooperative education teacher will notify the employer. The student loses this privilege by being referred to PASS.

Acknowledgement of PASS Academy Handbook*

Student _____

Base School _____ Grade _____

Placement (# of days) _____ Start Date _____

I have received a copy of Chilton County's PASS Academy Handbook.
I understand PASS Academy's mission, program design and requirements,
along with all handbook rules and regulations. I also understand that if any
rule is violated, prescribed corrective action will be taken.

I also give consent for my student to be treated by rescue/medical personnel in
the event of a health emergency.

Student Signature Date

Parent/Guardian Signature Date

Parent/Guardian Signature Date

PASS Official Date

**Chilton County Schools
PASS Academy Admission Data**

Date of Entrance _____ Grade _____

Base School _____ Lunch: Free Reduced Paid

Student Name _____ DOB _____

Address _____ Phone _____

Special Education: Yes No 504 Plan: Yes No EL: Yes No

Student Lives with: _____ Father _____ Mother _____ Both _____ Other

Parent/Guardian #1:

Name: _____ Phone: _____

Address: _____

Parent/Guardian #2:

Name: _____ Phone: _____

Address: _____

Does the student have any medical problems or medication to be taken at school? _____ Yes _____ No

If yes, please explain: _____

Who will provide transportation to and from school? (To be approved by PASS Administrators). List names and phone numbers. Students enrolled in school will NOT be allowed to drop off or pick up students.

=====

Reason for Referral: _____

Days Assigned: _____

In Case of Emergency, Contact: _____ Phone: _____

Parent Signature

Date

PASS POLICY/POINT SHEET

Student Name:	School:
Date:	Grade:

If a student earns 7 points in a day for not abiding by PASS rules/policies, suspension/extra time will be added to completion time at PASS.

Procedure/Rule:	Point Value	
Breakfast/lunch will be served at the same time for all students. No outside food other than what is brought at check in will be allowed, and food/drinks may not be consumed other than those times or at the discretion of teacher/administrator.	1	
Students should bring all necessary supplies (pen/pencil, paper, book or applicable material).	1	
No talking to peers for any reason. If you have a question, raise your hand and personnel will assist you.	2	
Do not get up without permission or visit other classrooms without permission.	2	
Students are not allowed to sleep and must be working at all times. If a student needs additional work, he/she raises his or her hand or visits PASS approved websites.	2	
Students must arrive on time & be picked up by 2:45 p.m.	2	
Students are not allowed to write or draw on desks, walls, chairs, etc.	2	
Visiting unauthorized websites is prohibited.	3	
Students must abide by the dress code.** NO SAGGING.	3	
All assignments must be completed to the satisfaction of the PASS instructor or principal.	4	
Disrespect to school personnel or other students will not be tolerated. This includes name calling and profanity.	5	

Intermediate/Major offenses stated in the Chilton County Handbook will be dealt with accordingly. All rules that apply in Chilton County Schools are applicable at PASS Academy.

***Dress code is the same as Chilton County School/s Parent/Student Guide, except all pants must be fingertip length. If leggings are worn, shirt must extend to fingertip length.*