

AUTAUGA COUNTY SCHOOLS

Second Chance Alternative Program

819 Cardinal Lane

Prattville, Alabama 36067

Telephone: (334) 361-3833 Fax: (334) 387-1924

Dr. Rose Tarantino, Principal

Mr. Robert Peterson, Assistant Principal

Mrs. Jazmine Thompson, School Counselor

PARENT & STUDENT HANDBOOK

2023-2024



MOTTO: Today is a new beginning. I will challenge myself to make better decisions.

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AUTAUGA COUNTY BOARD OF EDUCATION

153 West Fourth Street
Prattville, Alabama 36067
Telephone: (334) 365-5706 Fax: (334) 361-3828

Mr. Lyman Woodfin, Superintendent

Dr. Tracye Strichik, District 1

Mrs. Kim Crockett, District 2

Mrs. Jasmine Jackson, District 3

Mr. Billy Hollon, District 4

Mr. Kyle Glover, District 5



SECOND CHANCE ALTERNATIVE PROGRAM

Dear Parent/Guardian:

Welcome!

As your new Principal, it is with great excitement to welcome you to the Second Chance (SC) Program for the 2023-2024 school year! As you begin your assignment at SC, it should be with anticipation of obtaining new experiences and gaining the necessary skills towards becoming productive citizens in society. The goal of the faculty/staff at Second Chance is for students to receive quality instruction academically, behaviorally, socially, and emotionally. Collaboratively as a team students will be able to own their behaviors and learn various techniques and skills to foster better decision-making. All of us at SC are devoted to the students and their families. Parents, we encourage you to be an active part of the team toward the goals your youth will be working on.

The Autauga County Schools Parent/Student Code of Conduct Handbook and the Second Chance Parent/Student Handbook will provide pertinent information that will assist you in being productive during your time at Second Chance as well as in being successful in a smooth transition to your base school. Both handbooks are available on the Autauga County Schools web page and SC web page. It is our goal to promote a safe and productive environment for everyone. Enclosed you will find a packet of information that needs to be completed and submitted upon arrival your first day. All paperwork will need to be completed for your youth to remain in the building. If you have any questions or concerns, please contact me at (334) 361-3833 or rose.tarantino@acboe.net.

Dr. Rose Tarantino
Principal
Second Chance Program

AUTAUGA COUNTY VISION

The Autauga County School system values its rich tradition of excellence in a rapidly changing world. ACS aims to consciously create an environment of respect and inclusion that prepares and motivates students to become lifelong learners by instilling the knowledge, critical thinking skills, and leadership traits necessary to succeed in life. In a safe and supportive environment, the district's schools provide for every students' intellectual, social, and physical development by fostering an engaged, creative, and respectful community of learners, families, and community partners.

AUTAUGA COUNTY MISSION

Autauga County Schools is dedicated to fostering the whole student in an academically rigorous environment, where everyone is known and valued, by creating pathways designed for success.

SECOND CHANCE ALTERNATIVE PROGRAM



MISSION

As an alternative education setting, the Second Chance Program aims to provide a place for new beginnings for all students through positive behavioral interventions and successful learning experiences.

VISION

Foster positive changes in behavior, attitude, and academics that will enhance good decision-making skills and allow for a smooth transition to the base school.

PURPOSE

Second Chance is a program designed for students in grades 3-12 who violate the Autauga County Schools Parent & Student Code of Conduct. Admission to the long-term unit must be approved by the Administrative Committee. The program is also designed to address the social/emotional well-being of each student as well as their academic needs. The ultimate goal is to provide them with the necessary decision-making skills appropriate to return to their base school.

There will be a strong emphasis through the counseling program, to provide proactive prevention services that address the needs of students.

COMPLAINT PROCEDURE

It is inevitable that problems and concerns regarding school issues will arise. In order to respond efficiently and effectively to complaints and grievances, all parties involved should be reasonable, prompt, and courteous in handling such matters. Furthermore, the parties must understand rules and regulations and must follow prescribed procedures.

The proper chain of command for complaints is as follows:

1. Teacher
2. Assistant Principal
3. Principal
4. Central Office
5. Superintendent or his/her designated person
6. Your District Board Member

Failure to follow this procedure will only hinder the process of resolving problems and concerns in a proper and timely manner.

RESPONSIBILITIES AND COMMITMENT

Student Responsibilities

1. Be at their best behavior: comply with behavioral expectations and display values of responsibility, resourcefulness, and respect
2. Meet academic expectations: meet academic expectations by completing all school/classroom assignments with maximum effort
3. Be respectful: by being respectful, students contribute to the learning environment by minimizing disruptions, disciplinary actions, and exhibiting self-discipline - actions that may have a negative impact on behavior, grades, and timely return to base school

Parent Responsibilities

1. Ensure that students are punctual: strictly arrive and pick-up (to and from school) at designated time
2. Foster a positive attitude for learning, self-discipline, and behavioral change
3. Maintain a positive and supportive attitude towards teachers and administrative staff - establish a positive parent-teacher/staff relationship
4. Monitor your student's attendance. Notify school administration relative to student absences
5. Provide basic needs: plenty of nutritious foods, water, and shelter - nurturing environment

Staff Responsibilities

1. Provide a highly structured, positive, and safe learning environment.
2. Provide students with solid instruction in all core content areas as well as facilitate school/classroom assignments from base school. Also provide counseling services when needed/desired.
3. Consistently enforce established Dress Code.
4. Serve as positive role models.

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' breakfast and lunch is free for all students for the 2023-2024 school year.
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 or attend 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 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.

The Alternative School principal will adhere to the ACS Parent/Student Code of Conduct.

DRESS CODE

The Second Chance Program requires that students dress neatly and appropriately at all times. Students must dress in a manner that will ensure health and safety, will not be a distraction to others, and is non-disruptive of the program (ACBOE Policy 5.19).

Students assigned for forty-five (45) days or longer must wear a solid white polo style (collar, buttons) shirt (tucked in), long khaki pants with belt, and footwear with closed toe and closed heel, that will support physical activities.

Prohibited Items:

- Hats/caps
- Armbands
- Jewelry (watches, bracelets (including rubber bracelets), rings, earrings (of any type), nose-rings, etc.
- Sleeveless shirts
- Pull-over hooded sweatshirts
- Crocs
- Drug, alcohol, rock/rap groups, or satanic emblems on clothing
- Purses and backpacks

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. The table below includes conditions that are frequently seen in the school setting. Please follow the instructions for exclusion before returning your child to school if you suspect your child has a communicable disease. If you have questions regarding these instructions, you may contact your child's school.

Illness/Condition	Signs/Symptoms	Instructions for Exclusion
Conjunctivitis (pink eye)	Pink or red conjunctiva with white or yellow eye discharge	Your child should be seen by your doctor and treated before returning to school. Proof of treatment by physician may be required.
Rash	Any type of flat or raised area of redness with or without drainage on any area of the skin	Your child should not attend school until the rash has been diagnosed and treated. Keep home until a health care provider determines that these symptoms do not indicate a communicable disease. Impetigo – exclude until 24 hours after treatment Chickenpox – exclude until all sores have dried and crusted Shingles – exclude if the rash cannot be covered up Ringworm (scalp) – exclude until proof of treatment by physician Ringworm (body) – exclude until proof of treatment
Diarrhea	Watery stools or blood in stools that is not associated with a change in diet	Your child should remain home if they have had diarrhea within the last 24 hours. If diarrhea is caused by salmonella, shigella, or e-coli, students may return with health care provider approval.
Fever of unknown origin	Above 100.4° F	Your student should stay home from school until fever free for 24 hours without fever-reducing medication or on antibiotics for 24 hours or Health Care Providers documentation to return to school.
Lice	Includes live bugs and nits	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 proof of treatment (i.e. receipt of treatment products). Take your child to the office to see the school nurse before returning to class.
Vomiting	One episode of vomiting within 24 hours	Your child should stay home from school once vomiting stops for 24 hours, or until a health care provider determines that the cause of vomiting is not contagious nor in danger of dehydration with a physician statement provided to the school.

MEDICATION AT HOME

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 the 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 (ACBOE Policy 5.41):**

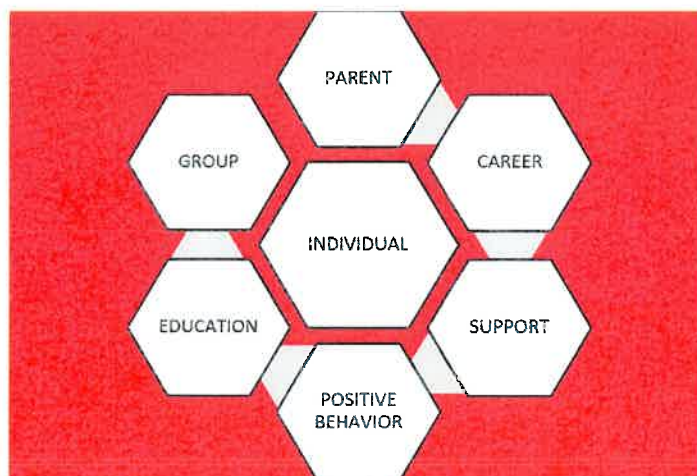
- a. The student's parent/guardian must complete the School Medication Prescriber/Parent Authorization Form, which is available in the school office and the school health office. **The parent, doctor, physician's assistant or nurse practitioner must sign the form.** The form allows the student's physician to give the school directions on how to give the required medication and any side effects that may occur from the medication. The student's parent or legal guardian is required to update the School Medication Prescriber/Parent Authorization Form any time the student has a change in medication and/or dosage. The completed School Medication Prescriber/Parent Authorization Form will be kept confidential.
- b. **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. Non-prescription medication must be in the original container labeled with the student's name.**
- c. Students will be allowed to possess and self administer prescribed asthma inhalers and/or epipen medication. This medication must meet the above requirements.
- d. **A student's parent/guardian must deliver the medication to the school nurse and retrieve the medication from the school nurse.** A student should never have more than a month's supply of medication at the school. Medications not picked up within 14 days of the stop date or medication left at the school at the end of the school year will be discarded by school health services personnel.

PROGRAMS

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

PHYSICAL EDUCATION PROGRAM

The Physical Education Program is intended to address the five (5) components of physical fitness - muscular strength, muscular endurance, cardio-respiratory, flexibility, and body-composition. The program will address the physical diversities of each student and activities may be adapted or modified to address unique abilities and individual needs to ensure maximum participation.

E X E R C I S E

STUDENT EXIT PROTOCOL

All students are required to satisfactorily meet exit requirements of the Second Chance Alternative School:

- Academic
- Behavior/Self-Discipline
- Attendance
- Social Skills

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. The student will be provided a pass to take to the base school administration upon his/her return (meeting with base school administration the morning of return).

CHILD NUTRITION PROGRAM

All students will eat free breakfast and lunch daily.

