

Right Choices Program Handbook 2019- 2020



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INTRODUCTION

This handbook has been prepared to provide useful information to all persons who should know the policies and procedures of the Right Choices Alternative Program (RCP).

The Beaufort County Right Choices Alternative Education Program (RCP) is a program that provides students with an alternative educational setting after being removed from their home campus for violations of the Beaufort County School District Code of Student Conduct. This program provides students with an opportunity to continue with their academic work with the expectation that their behavior will be acceptable to avoid out-of-school suspension or expulsion. The information contained in this handbook should guide everyone toward accomplishing RCP goals. These guidelines provide sufficient information to enable the student, the parents and school personnel to work together with complete understanding and harmony – assuming a cooperative attitude exist on the part of all people concerned. Although not every detail can be covered in a handbook, efforts have been made here to provide the reader with an overview of what is expected of students at the RCP.

It is hoped that parents, students and all staff members will become familiar with the contents of this publication.

All concerned with this handbook should recognize that it may become necessary during the school year to modify and/or change portions of this handbook to address new situations as they arise. Suggestions for improvement will be appreciated as periodic revisions are made

NOTICE TO STUDENTS AND PARENTS REGARDING

DRUG-FREE SCHOOLS

The RCP believes that student use of alcohol, tobacco and other drugs is both wrong and harmful. Consequently, the District has established a code of student conduct that prohibits the possession, use, transmittal, or attempted transmittal of alcohol, tobacco, and other drugs to students or by students, and prohibits students from being under the influence of such substances while under district jurisdiction. Compliance with this code is mandatory and students shall be disciplined if they are found to have violated this code of conduct. It is important to note, violations regarding drugs and/or alcohol will be reported to the Beaufort County Police Department for enforcement purposes.

Right Choices Alternative Education Program

Mission

To provide an environment that encourages and maximizes behavioral potential by developing skills of self-discipline and taking responsibility for personal actions.

Vision

We will work with families and our diverse community to ensure that students gain social skills and develop self-discipline in order to successfully transition back into the traditional school setting.

Beliefs

- All students are responsible for their own learning and behavior.
- We encourage students to exceed expectations and take charge of their lives as they become adults.
- Students who feel hopeful and valued are most likely to achieve at higher levels.
- Students want the opportunity and encouragement to be their “best selves.” They depend on adults to help them sort through the consequences of bad choices.
- The student is the focus of every decision.

GOALS OF THE RIGHT CHOICES ALTERNATIVE EDUCATION PROGRAM

The RCP has been established to assist students acquire skills necessary to be successful in a regular classroom setting. For many students this means some type of behavioral change must occur. In order to help students return to regular campus settings, the following goals have been established:

GOAL 1:

The student will fully understand how his/her actions led to placement within the RCP.

STRATEGIES TO ACHIEVE GOAL:

Within the time span assigned to the RCP, the student will:

- Discuss cause-effect relationships within RRR orientation.
- The student will document, in writing, the reason for his/her placement in RCP and will provide documentation on improved decision-making processes which will be used in the future. The restorative questions will be used to assist students in reflection and understanding
- The student will utilize restorative questions to lead their transition meeting prior to returning to their home school.

GOAL 2:

The student will successfully complete all assignments from teachers/administrator while maintaining a positive attitude.

STRATEGIES TO ACHIEVE GOAL:

Within the time span assigned to the RCP, the student will:

- Successfully complete a minimum of 30 minutes per day, per class, on classwork (Edgenuity/Google Classroom/subject-specific assignments, etc. , while maintaining a positive attitude.
- Focus on academic achievement and behavioral modifications.
- Receive positive reinforcement and encouragement by the faculty and staff as they work to promote student growth and development.

GOAL 3:

The student will successfully participate in activities that allow them to take responsibility for their previous actions that have caused harm.

STRATEGIES TO ACHIEVE GOAL:

Within the time span assigned to the RCP, the student will:

- Participate in daily Life Skills curriculum.
- Complete a minimum of five community service hours.
- Participate in a restorative circle to transition by to his/her home school.

GOAL 4:

The student, parents, and staff will fully dedicate themselves to helping the student succeed in the school environment.

STRATEGIES TO ACHIEVE GOAL:

- The student will witness a collaborative effort between themselves, parents, and staff to help ensure their personal success.
- Administration, parents, and students will conduct all communications in a professional manner.
- The student will experience a positive classroom environment designed to promote student growth and success.

RCP PROGRAM AND PROCESS

ORIENTATION

The Right Choices Program is intended to provide students the opportunity to develop necessary skills that are transferable to the traditional school environment and community. The program serves as an alternative to expulsion for students who have violated the Beaufort County School District Code of Student Conduct, who are placed by the IEP team, who are returning from alternative placement or incarceration or who are transferring into Beaufort County from another alternative education program. The length of placement varies based upon the severity of the offense(s). Transition will be determined by the successful completion of the assigned number of days, successful behavioral performance, successful academic effort and achievement. Parents and student must attend orientation before the student can attend RCP.

Orientation will serve the following purposes:

1. Set a positive tone for the student's enrollment at RCP.
2. Review the reasons for the student's enrollment and what the student is expected to accomplish while assigned to RCP.
3. Identification of other available services the student may need.
4. Ensuring that all RCP policies are communicated and understood.

GRADES

Every possible effort will be made to assist students in academic areas where they are deficient. Teachers will employ a variety of techniques including computer modules, individualized instruction, and peer teaching or other efforts as needed.

Grades earned in the RCP will be derived by the student completing work from the collaborative effort of their teachers from their home schools and RCP staff. Students not having an appropriate level of productivity will have daily point penalties and they may have additional days of RCP assigned.

ATTENDANCE

The parent of a child of compulsory school age is responsible for the child's daily school attendance. School staff, parents, students, and appropriate state agencies are expected to work together to ensure that laws are obeyed including, but not limited to, referral to the state designated agency for possible court action for extended absence or truancy. Student Services Administrative Rule SS-5 outlines the rules that apply to attendance and attendance procedures.

You may view this policy and all School Board policies on the Web at <http://www.beaufortschools.net> .

Also, students do not make progress toward dismissal from the program when they are absent or tardy from school. Therefore, regular school attendance at RCP is essential. Students are expected to be in attendance except in case of emergency. Every effort should be made to schedule all doctor/dental/legal appointments outside of the class time. Excessive absences will be reported to the RCP Social Worker for appropriate action.*

The following steps must be followed when a student is absent or tardy:

1. The student's parent must phone the school EACH DAY prior to the beginning of the day. The phone number is (843) 322-0727.
2. Upon returning to RCP, the student will present a written excuse signed and dated by the student's parent/guardian.
3. Absences for doctor/dental appointment or court proceedings must be verified by an appointment card, citation notice, or written court documents.

**Excessive absences could lead to extension of placement. Unexcused absences will result in extension of placement and truancy being filed.*

BUS TRANSPORTATION

As a courtesy, Beaufort County School provides transportation for all students attending RCP. Currently, students are provided three buses: (1) RCP students catch the regular home campus bus to their home school (2) the RCP bus meets them at his/her home school and transports them to Right Choices (3) A bus picks them up in the afternoon.

Students will not engage in behavior that includes, but is not limited to, any behavior that disrupts or distracts a bus driver, or causes a dangerous situation for a bus driver and/or students, or that disturbs the orderly operation of a bus, or that creates a dangerous situation for vehicles operating near a bus.

ADDITIONAL TRANSPORTATION

RCP students may be dropped off or picked up by a parent.

BREAKFAST/LUNCH

Students at the RCP will have meals provided by the RCP Cafeteria. Students may bring money to be placed in their account or parents can add money online. Students who qualify for the Federal Lunch Program can receive a breakfast and a lunch each day either for free or at a reduced cost. Breakfast foods may not be brought into the building. Students are not allowed to have fast food delivered to class. No outside food or drinks will be allowed unless it is a lunch that consists of an entrée, individual servings of snack/fruit, and an unopened can, carton, or pouch of water/juice. **No bottles or drink containers, other than those previously stated will be allowed in the building. Upon entry, they will be discarded.**

COUNSELING

Social Emotional Learning curriculum will be a part of the students' daily assignments while at RCP. In addition, a Licensed MSW, a school counselor, and a trained BMS assigned to the RCP will provide one-on-one and/or group counseling while students are at RCP and they will be available to provide additional help and support at the request of the student or parent.

Right Choices Counseling Services

Provisions of Services

It is the policy of Right Choices to provide counseling services that may extend beyond reactionary or psychoeducational counseling. These services include an orientation session and Adverse Childhood Experiences (ACE) assessment, short-term individual counseling, crisis intervention, group counseling, and referrals as needed. School counseling services are aimed to improve the efficacy of education and socialization of your child within the school community. These services are not intended as a substitute for physician-referred psychological counseling, diagnosis, or medication, which are not the responsibility of the school. However, the Behavior Coach can provide a written clinical opinion when requested in writing with at least 5 business days' notice. It is the responsibility of the parent or legal guardian to determine whether additional or alternate services are necessary and whether to seek them for your child. You are entitled to ask questions or receive information about methods or techniques used by the counselor and the length of counseling by contacting the school or Behavior Coach directly.

Confidentiality

In order to build trust with the child, the Behavior Coach will keep disclosed information confidential, but there are some possible exceptions. The counselor may share information with school district personnel, teachers, and/or administrators on a need to know basis in order to better address the needs of your child as a team. The counselor is required by law to share information with parents and other mandated parties in specific circumstances. These include:

- Student presents a danger to self or another person
- Evidence or disclosure of abuse or neglect
- Threats to school security
- Criminal or delinquency proceedings are pending

The Behavior Coach will make the child aware of these limits of confidentiality during the initial session. If you would like the counselor to share information with a third party, such as a community counselor, psychiatrist, social services worker, or pediatrician, you will need to sign a release of information form provided by the vendor.

STUDENT EXPECTATIONS

1. Students will comply with district personnel upon entering by removing shoes and turning pockets inside out for checking. Student will also be checked with a wand for prohibited items.
2. Students are not allowed to have candy, gum, toothpicks, etc.
3. Students are not allowed to have straws except with a drink during breakfast and lunch.
4. Students are not permitted to have glass bottles or any type of drink container brought into the building. Any containers found will be thrown into the trash.
5. Students will not be allowed to talk, pass notes, or communicate with each other, in any way unless they are participating in a class discussion with a teacher or counselor's permission.
6. Students must raise their hand and wait for permission to speak, or get out of their seat.
7. Students should use the restroom before coming to school, and plan to have timely scheduled restroom breaks.
8. Students will not be allowed to draw, carve, or otherwise mutilate any part of their body, clothing or school property.
9. Students will not be allowed to use the phone except for emergencies as determined by district personnel.
10. Students cannot bring rat-tail combs, rakes, pins, fingernail clippers/files, key rings, or anything that is remotely capable of being used as a weapon or display questionable subject matter.
11. Students are not allowed to primp in class.
12. Students cannot bring purses, wallets, backpacks, notebooks, book satchels, etc.
13. Students cannot possess any kind of tobacco, drug, weapon, or related products, etc.
14. Students must not lay or prop their heads on anything.
15. Students must be alert at all times. If you are caught sleeping, additional days may be added to RCP placement and credit for that day will not be given.
16. Students must sit at desks properly with feet and chair legs on the floor at all times.
17. Students must adhere to the RCP Dress Code daily.
18. Students are expected to turn in all wallets and money upon arrival. Students arriving with large sums of money will have the money confiscated to be returned to the student upon dismissal from RCP or to parents.
19. Students are expected to respect property at RCP. Vandalism is prohibited.
20. Students must use the Internet appropriately and follow the BCSD technology plan.

Administration has final authority on all dress code and rule violations by students in RCP. Violation of any of these rules/expectations could result in the loss of a day of credit and additional days added. Persistent misbehavior and or committing a violation that requires mandatory RCP placement while in RCP will result in a recommendation for expulsion.

TRESPASSING

Students assigned to the RCP are permitted ONLY on the RCP campus unless they are participating in a RCP function. RCP students may not go onto any Beaufort County School District campus at any time for any reason. Students may not participate in any Beaufort County School District activities other than those assigned by RCP staff for RCP requirements. To be on

another Beaufort County campus or attending any school activities (including extracurricular) while enrolled at the RCP is considered trespassing.

GANG-FREE POLICY

RCP is a gang-free zone and will not tolerate any type of gang activity or association on campus. This includes hand signs, gang slang, gang related clothing (colors, belt buckles, t-shirts, bandanas, and emblems), photographs, stickers, writings and graffiti on personal belongings.

CELL PHONES

Cellphones are **not** permitted. RCP assumes no responsibility for any item lost or stolen while on campus and strongly discourages students from bringing such items to school unless they are absolutely necessary. If a student must bring a cellphone to school, we will label it and hold the phone for the duration of the school day. The phone will be returned at the end of the day. Students that are caught with a phone during the course of the school day will have the device confiscated and given to a school administrator. The device will only be returned to a parent or guardian. Students who violate this policy a second time will have their device confiscated and it will be held by a school administrator until the end of the school year. A student's time at RCP can be extended for excessive violations. RCP administration has the right to view text messages and call logs if there is reason to suspect a safety threat of any kind.

SEARCH

In light of the concern both locally and nationally about violence and the possession of weapons in schools, RCP reserves the right to search students and their belongings to find weapons, drugs, stolen property, other contraband liquid perfume, sprays and oils. No bottles of any kind are permitted in the building. In addition, students will be searched with a metal detector wand, asked to empty pockets, and take off shoes upon entrance into the building every day. If a student is found in the possession of items that are illegal, the student will be charged with the appropriate school offense, law enforcement may be notified; the student may be held for the police, and charges may be pressed. Any student who refuses to cooperate with school officials is subject to expulsion from Right Choices. Students may be searched at the entrance with metal detector wands.

PEACEFUL RESOLUTION TO CONFLICT

Fighting on our campus or school related areas such as bus stops or adjacent buildings will not be tolerated. RCP takes a proactive approach to fighting. If a student anticipates a problem of any kind which may lead to a fight, he or she should contact Dr. Hobley or Ms. Strmac immediately. Fighting on or near campus or a school-sponsored trip will result in consequences including, but not limited to notification to the authorities and possible expulsion from the Beaufort County School District.

BEHAVIORAL STRATEGIES AND CONSEQUENCES

Level 1	Strategies for Managing Behaviors: Behavior Contract; Discipline Warning Parent Contact; Parent Conference; Restorative Practice; Shadowing, Reflection Letter, Counseling, Triple R Room (Skills training) 1-3, Nurse Assessment, Contracts, Device Confiscation (Parent pickup), After school Detention
Level 2	Apology Letter, Parent Conference, Outside Agency Referrals, MTSS/504 Eval, CSP assistance, Formal Counseling, Skills Training, Group Session Interventions, Multiple-day shadowing, BIP, Social Worker referral, Contract, Home Visit, Saturday Detention Triple R 1-5 OSS 1-2
Level 3	Restorative Practices, Home Visit, Police Involvement, Restitution of Property OSS 3-10 10 days Pending Expulsion

BEHAVIOR MATRIX

INAPPROPRIATE BEHAVIOR OR VIOLATION OF RULES	First Offense	Second Offense	Third Offense
Gang-Like Activity (non-violent)	Level 1	Level 2	Level 3
Defiance/Refusal to Obey			
Sexual Harassment (including sagging pants with underwear visible)			
Out of Assigned Area			
Obscenities/ Profanity			
Vandalism			
Tardiness to class/school			
Being unsupervised without Phoenix Rising privileges			
Disturbing class			Level 2
Dress Code Violations			Level 2
Hands on doorknob, letting students in unauthorized classrooms/areas/ opening doors	Level 2	Level 2	Level 3
Horseplay	Level 1	Level 2	Level 2
Electronic Devices	Level 1/ Level 3		
Possession of fireworks, stink bombs, lighters	Level 1 – Level 3		
Sexual misconduct at school	Level 2	Level 3	
Use/ Under the influence			
Inciting/Instigating Altercations			
Theft			
Egregious Bus Offenses	Level 3		
Bullying			
Possession and/or distribution of legal or illegal drugs/ alcoholic beverages/intoxicants			
Leaving the building			
Leaving the building with unauthorized people			
Possession of a weapon			
Threatening, harassing, victimizing, or intimidating staff			
Willful destruction of Property			
Lynching/Ganging			
Igniting fireworks, stink bombs, lighters			
Physical Aggression/Violence	10 days expulsion, pending expulsion		