

***Prattville***  
***Primary School***  
*Will learn, love, and lead.*



**Student and Parent Guidebook**  
**2025-2026**

**Joseph Cochran, Principal**  
**Wendy Baxley, Assistant Principal**

AUTAUGA COUNTY BOARD OF EDUCATION  
153 W. FOURTH STREET  
PRATTVILLE, AL 36067  
334-365-5706

AUTAUGA COUNTY SCHOOL SYSTEM

**VISION STATEMENT**

The Autauga County School system values 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 student's intellectual, social, and physical development by fostering an engaged, creative, and respectful community of learners, families, and community partners.

**MISSION STATEMENT**

The mission of 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.

**AUTAUGA COUNTY BOARD OF EDUCATION**

Lyman Woodfin, Superintendent

Tracye Strichik

Kim Crockett

Jamie Jackson

Billy Hollon

Kyle Glover

**AUTAUGA COUNTY SCHOOL SYSTEM CALENDAR**  
**2025-2026**

August 1-6, 2025– Institute/Teacher In-Service Days

August 7, 2025– School Opens

September 1, 2025– Labor Day Holiday

October 10, 2025– Early Dismissal/Teacher In Service

October 13, 2025– Fall Break

November 11, 2025– Veteran’s Day Holiday

November 24-28, 2025– Thanksgiving Holidays

December 19, 2025– Early Dismissal

December 19, 2025– January 6, 2026– Christmas Holidays

January 5-6, 2026– Teacher In-Service Day

January 7, 2026– School Resumes

January 19, 2026– Martin Luther King Holiday

February 4, 2026– No School/Teacher PD

February 16, 2026– President’s Day

March 11, 2026– No School/ Teacher PD

March 23-27, 2026– Spring Break

April 3, 2026– Teacher In Service

May 21, 2026– Teacher Workday/ No School

May 22, 2026– Last Day of School/Early Dismissal

**Progress Reports Issued/ Report Cards Issued**

1st Nine Weeks: September 8, 2025/October 17, 2025

2nd Nine Weeks: November 17, 2025/January 7, 2026

3rd Nine Weeks : February 17, 2026/March 18, 2026

4th Nine Weeks: April 21, 2026/May 22, 2026

**ACS Calendar: [2025-2026 ACS School Calendar](#)**

## Welcome to Prattville Primary School!

You will absolutely love being part of the lion family.

PPS is ready to welcome our 2025-2026 leaders to the new academic year and we are committed to providing your child with the best possible environment for successful learning.

Parents and caregivers are the most important advocates for their children. We hope you will become involved in the activities at PPS as often as possible. Your time, your talents and your treasures are important to us, and we want you to share those with us so we can build relationships with the families we serve.

Please take advantage of our website and ParentSquare which will help you stay connected with the many events at PPS. I would like to invite you to visit our Facebook page, Instagram and website often for updated messages which will highlight and celebrate the successes of our leaders, teachers, and PPS families.

The PPS teachers and staff look forward to an amazing year of making great things happen for your child and encouraging them to become the leader we believe they each are and will continue to become.

Sincerely,

Joseph Cochran  
Principal

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## **TITLE I**

PRATTVILLE PRIMARY SCHOOL IS SCHOOL-WIDE TITLE I. THE A-CIP (TITLE I INFORMATION INCLUDED) IS LOCATED IN THE FRONT OFFICE AND WEBSITE.

## **ANNUAL REPORT ON ASBESTOS**

The Autauga County School System has completed the required Asbestos inspections in accordance with the requirement of federal law. There are no major changes in the status reports as reflected in management plans. A copy of the asbestos management plan is on file in the office of the Superintendent of Education and is available for public review during regular working hours.

## **EQUAL EDUCATION OPPORTUNITY STATEMENT**

It is the policy of the Autauga County Board of Education that no student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, color, religion, national origin, age, handicapping condition, belief, creed or ethnic group.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the students education records. These rights are:

The right to inspect and review the student's education record within 45 days of the day the 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 record(s) 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.

The right to request an amendment of the student's education records that the parent or student believes is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 advise them 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.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes 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); a person serving on the School Board; a person or company with whom the School has contracted, to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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 in to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failure 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, D.C. 20202-4606

### **CHILD FIND**

The Autauga County School System is committed to providing educational opportunities to all exceptional children. Services are provided to students identified with special needs according to the Alabama Administrative Code, to include the areas of Autism, Deaf-Blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury and Visual Impairment. If you live in Autauga County and have a child or know of a child who is exceptional between the ages of 0-21, and not in school, call (334) 361-3843 or write...**CHILD FIND, AUTAUGA COUNTY SCHOOLS, SPECIAL EDUCATION DEPARTMENT, 127 WEST FOURTH STREET, PRATTVILLE, ALABAMA 36067**

### **GIFTED EDUCATION**

Gifted students are those who perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted service. For more information contact the Autauga County Special Education Department, Dr. Tarantino, at (334) 361-3843.

### **DRUG EDUCATION STATEMENT**

The possession, sale, or use of alcohol, tobacco or any illegal drugs is prohibited on school premises. The school continues to provide students with information about the effects regarding the use of alcohol, tobacco and all illegal drugs.

All prescription and over the counter medication should be given to the school nurse by a parent. A student in possession of or distributing these medications is subject to severe consequences in accordance with Autauga County discipline procedures.

### **GUN-FREE SCHOOL ZONE ACT**

All students and persons other than students, with the exception of law enforcement authorities, are prohibited from bringing firearms to school and having firearms in their possession in a school building, on school grounds, on school buses or at school-sponsored activities and functions. Possession of a gun in a school zone is a violation of federal law.

### **PPS FACILITIES**

All school facilities are under the supervision of the principal. The principal is responsible for school facilities and equipment at all times.



### **GUIDANCE SERVICES**

A counselor is available to assist both you and your child. The counselor visits the classrooms regularly working with students on study skills, self-awareness activities, and building positive self-esteem. An individual student may ask the counselor for help with problems he/she may have. Parents should feel free to contact the counselor if they have any questions or when services are needed for their child. PPS's counselor is Veronica Hardy and can be reached at 365-6277 or [Veronica.Hardy@acboe.net](mailto:Veronica.Hardy@acboe.net).

### **504 PROGRAM**

Students who have a physical or mental disability which substantially limits one or more major life activity, may qualify for 504 services. The Autauga County system provides these services at each LEA school for all students who meet the eligibility requirements. You may receive additional information by contacting Ms. Hardy, 504 Coordinator at (334) 365-6277 or by email at [Veronica.Hardy@acboe.net](mailto:Veronica.Hardy@acboe.net).

### **EMERGENCY CLOSING:**

Certain conditions make it possible for schools in our system to be closed all day or for any part of the day. In the event school is closed when students are already in school, telephone calls will be made to all parents. Notification will also be made via radio and TV. We will make every effort to keep PPS Facebook and webpage updated. If you try to call the school, be aware you may not get an answer due to the circumstances. Remember your child's safety is our top priority.

## **EMERGENCY PLANS**

### **Fire Drill:**

Fire drills are held as required by state guidelines. The signal for a fire drill will be the announcement of the principal, designee or by the activation of the alarm system.

The following procedure will be followed:

- Stop all work immediately.
- Teacher signals for departure. Students move in a straight, single file line.
- Exit according to plan found on bulletin board in each classroom.
- The last person leaving the room must shut the door.
- Proceed far enough from the building to be safe.
- Students must remain quiet at all times.
- Principal or designee will signify the all clear and students will return to their room.

### **Tornado Drill:**

The following procedure will be carried out when conditions deem it necessary and during the required practice drills. Students will be located in the safest possible place during these conditions. They are to sit quietly with some form of protection over their heads. The principal or designee will announce the all clear. **Under a real warning no students will be released from the building.**

### **Intruder Drills/Lockdowns:**

At least once per semester PPS will conduct an intruder alert drill. All school personnel have been trained in lock-down procedures for this type of emergency. County office personnel, local law enforcement officials and other emergency agencies are included as deemed by the principal.

### **DRESS CODE**

Please refer to the dress code in the code of conduct.

<https://content.myconnectsuite.com/api/documents/0874c103a497400cb92c4eb847281c08.pdf>

### **BRINGING UNNECESSARY ITEMS TO SCHOOL**

Any item that will interfere with class such as fidget spinners, trading and playing cards, cell phones, ps2, DS, radios, balls, electronic devices and other toys must be left at home. The school is not responsible for these items being lost, stolen, or given away to charity. Any item collected must be picked up by the parent and parent must sign the receipt book for receiving the item.

### **TOTE BAGS/BOOK BAGS**

Due to lack of storage space, ***children are not allowed to use backpacks*** at PPS. Canvas tote bags are required. The official PPS tote bag will be sold during open house. Tote bags are available for purchase in the front office or through homeroom teachers for \$15.00.

### **SCHOOL DELIVERIES**

School deliveries will not be permitted at PPS. Any delivery (balloons, flowers, gifts, etc.) to students will be turned away.

### **LIBRARY POLICIES**

Our students are thoroughly instructed in the proper use of the library. When the librarian feels students are ready to profit from checking out books, a statement of library policies will be sent home. This includes a form for the parent to sign if the child does not have permission to check out books.

## **PARENT CONFERENCES AND SCHOOL VISITORS**

**All visitors must sign in through the front office**, before visiting any part of our school. Parents are encouraged and welcomed to come to school to talk with their child's teacher, but you must have an appointment time set up beforehand. Appointments may be arranged to coincide with the teacher's schedule through the school office by calling (334) 365-6277 or email the teacher. Each visitor must wear a visible pass issued by the school office. Student safety is our priority, and wearing a pass lets all know who is "safe."

**Parents are reminded that classes should never be interrupted by "dropping in," parents must schedule a time to visit classes, as every interruption pulls the teacher away from the students. Classroom observations must be arranged through the teacher and/or administration. Speaking with the teacher or child should be done by appointment only. Due to confidentiality, classroom observations are not permitted.**

**Each learning community will have assigned dates for lunch visits. Visitors during lunch will be limited to those assigned dates. Please contact your child's teacher for those dates and more information.**

**Please be advised that a lunchroom visit with your child is limited to the lunch time ONLY. You may not go to the classroom afterward. When your child's lunch time is over, please return to the front office to sign out. Please respect the teacher's lunch time, it is not intended as a conference opportunity.**

## **VOLUNTEERS**

Parents are encouraged to volunteer in any way. You may volunteer by helping your child's teacher from home or in the classroom. We encourage parents to help in any classroom or grade to assist in the development of all our children in the community. Please see the secretary in front office for the volunteer guidelines.

## **ASSOCIATION of PARENT-TEACHER-APT**

The APT of PPS plays a vital role in the success of the students and the school. We encourage all parents to join and support their projects. Please contact the school for more information.

### **PROOF OF RESIDENCY**

ACS reserves the right to ask for current proof of residency. Random checks are made periodically throughout the school year.

### **WITHDRAWALS AND TRANSFERS**

When a student must withdraw from our school, we ask that the parents notify the school as soon as possible. The parent/guardian will need to come into the school office to sign the necessary release forms and provide the name and address of the school where the student will enroll next. Only parents/legal guardians may withdraw a student. In cases of custody issues, the parent who maintains physical custody of the child is the only parent that may withdraw the student. A picture ID is required to complete the withdrawal process.

### **SCHOOL ATTENDANCE/ABSENCE POLICIES**

#### **Attendance Policy**

Please see the ACBOE Attendance policy (page 9-12) by clicking the ACBOE Attendance Policy link.

**[ACBOE Attendance/Absence Policy](#)**

### **Tardiness**

Tardy students must be checked in through the main office on Wetumpka Street if arriving after 8:00. Do not drop children off unattended. Please make every effort to have your child at school on time. Students who come to school late lose valuable instructional time. Students who arrive after 11:30 or check out before 11:30 will be counted absent for the day.

Please be advised that PPS has an intervention protected reading block 8:10-8:40. If your child is tardy their academic performance is put at risk.

### **Early Warning Truancy Program**

Please click on the link to view our Early Warning Truancy Program.

**[Early Warning/Truancy](#)**

### **Check-outs**

Students who leave school for any reason must check-out through the school office following their school's check-out procedures. Only persons whose names appear on the school's information card may check the student out.

***Valid picture identification is required.***

Students must attend a minimum of one-half of the instructional day to be counted present (11:30). Check-outs are excused for the same reasons as absences. Written explanation for the time missed must be submitted and will follow the same guidelines for excused and unexcused absences as outlined.

**CHECK-OUT ENDS AT 2:30 PM. Do not call ahead and ask staff to have your child sent to the front office.**

### **Check-ins**

A check-in is excused for the same reasons as absences. Written explanation for the time missed must be submitted and will follow the same guidelines for excused and unexcused absences as outlined.

**ANY CHILD ARRIVING AFTER 8:00 AM, MUST BE SIGNED IN BY A PARENT/GUARDIAN.**

### **Perfect Attendance**

A student will not be eligible for a perfect attendance certificate if the student has an absence, check-in, or check-out.

### **Make Up work (Excused Absences)**

To view the ACS policy on make up work, please click on the link to the Code of Conduct. This can be found on page 11.

### **ACS Code of Conduct: Make up work**

### **School Participation Absences**

Students who are away from school due to participation in official school sponsored activities shall be marked present and shall be allowed to make up missed work.

### **Religious Absences**

A student shall be excused for religious holidays when the student's parents/guardians come to the school in person and sign a request for the student to be absent for this purpose. When this procedure is followed, the student's absence shall be excused and shall not be counted toward the excessive absence clause of this policy. Students shall be allowed to make up work missed during such absences.



## **WHEN TO KEEP YOUR CHILD AT HOME**

Regular attendance at school is encouraged and is necessary for your child's progress. However, the child should stay home if any of the following conditions occur. This will prevent the spread of communicable diseases.

**Fever** – Your child should not attend school if they have a temperature of 100 or above and should remain at home until fever free 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 until 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 after treatment with lice shampoo and all nits have been removed. Upon return to school, student will be rechecked by school nurse.



## **SCHOOL ARRIVAL AND DEPARTURE**

### **ARRIVAL:**

Children are expected to go directly to their assigned areas upon arriving at school. Children will be supervised in these areas until their teacher picks them up at 7:40.

PPS Wetumpka Street and Northington Street doors will open at **7:15 daily for car riders**. Students may enter either door. These are the only drop off areas and no child should be left unattended.

### **DISMISSAL:**

**Student Check out will not be allowed after 2:30.**

**No transportation changes after 2:15.** Transportation changes must be submitted in writing to the homeroom teachers the morning of or before. No transportation changes will be accepted over the phone, fax, or email, etc.

### **Dismissal procedures begin at 2:50 PM**

**The following will be dismissal areas, this applies to PM ONLY:**

- ◆ **Students who are in a homeroom located in the Green or Purple halls need to be picked up off Northington Street.**
- ◆ **Students who are in a homeroom located in the blue or yellow halls need to be picked up off Wetumpka Street**
- ◆ **Siblings should go to Wetumpka, no matter what hall their homeroom is located.**

**In order to keep children safe, parents are required to remain in the automobile and have the school issued sign visible through the front window. These school signs will be issued during Open House or may be requested in the front office.**

**Note:** *Parents may not walk up to carpool staging area to physically remove their child. No child will be released to his/her parent in this way.*

Children must be picked up by 3:15. Any child remaining after 3:15, will be sent to the front office and parents must enter front office to pick them up.

## **BUS TRANSPORTATION**

For bus and transportation services, please click on the transportation link. Information is located on page 18

**[ACS Transportation](#)**

### **Activities Not Permitted On Bus**

The primary purpose of school buses is to transport students safely to and from school. Activities which are not permitted on the bus:

- Eating and drinking
- Chewing gum
- Smoking or tobacco of any form
- Scuffling or fighting
- Playing radios, tape players, or band instruments
- Yelling at anyone on the bus or outside of the bus
- Profane, indecent, or abusive language
- Throwing paper or any other objects on the bus or outside the windows
- Putting hands, arms, head, or any part of body outside of the bus window
- Tampering with any of the bus safety equipment or devices
- Defacing any part of the bus (***Students who violate bus rules will be disciplined in accordance with regular disciplinary procedures which could result in suspension from the bus.***)

## **ACADEMICS**

### **Academic Achievement**

During our annual Awards Day at the end of the year, honor roll awards will be based on the nine week grade throughout the school year. We encourage our students to begin early in the school year striving to do their very best and to aim high to reach their individual goals for the year. Other miscellaneous awards will be presented during the annual awards ceremony.

### **Instructional Program**

Our instructional program is designed so that our students receive instruction each day. This time is divided among specific subjects in accordance with guidelines established by the State Department of Education. Within the allotted times, objectives outlined in the College and Career Ready Standards for each subject are included in the curriculum. The success of your child depends upon your working together with his/her teacher (s).

Our school is organized in learning communities. These classes go to specials together, field trips, etc. They may cross-group children if necessary to meet instructional needs.

Every student has physical education each day for 45 minutes. Students also attend music weekly along with counseling and library bi-weekly.

Report cards: Written reports of students progress will be distributed on a nine week basis. These should be promptly reviewed and signed by the parents/guardian and returned to school.

Grading system: The grading scale to be used at PPS:

Numerical grades are based on the following scale:

90-100= A

80-89 = B

70-79 = C

60-69 = D

59↓ = F

## **Grades 1 - 2 Promotion and Retention Policy**

### **Board Policy 6.19 Revised July 11, 2023**

Please refer to the board policy on retention in the link below.  
You can find the promotion and retention policy on page 50-51  
for 1st and 2nd grade.

### **Promotion and Retention Policy**

#### **IN-SCHOOL SUSPENSION (ISS)**

A possible action administration may use for an infraction is In-School Suspension. If a student is assigned to In-School Suspension, he/she will complete their work in a classroom. Mrs. LeGreear is our ISS teacher, who is very knowledgeable and has worked with a variety of behaviors. Our goal is for our students to learn from their choices and avoid future disciplinary actions. In the ISS classroom, the student will:

- Follow school expectations and directions.
- Complete behavior lessons with the school counselor.
- Complete all classwork before leaving ISS.
- Be respectful to peers and staff.

\*If your child has been assigned to ISS and has an IEP, he/she will receive services as scheduled.

\*If there is a scheduled school-wide event, class activity/field trip planned, your child will not participate due to In-School Suspension placement. A refund will not be given for the field trip.

### **Textbooks**

Textbooks are furnished by Autauga County Board of Education. Children are encouraged to use these books as often as possible and may take them home at any time. Each student issued a textbook must sign for that textbook with their teacher and is held responsible for the textbook until returned at the end of the school year. We expect the children to take good care of their books. These books must be paid for if they are lost or damaged.

### **INTRODUCTION TO RTI (RESPONSE TO INTERVENTION)**

All students in Alabama schools are provided with standards-based, research-validated core academic instruction accompanied by classroom behavioral supports. A tiered system of academic and/or behavioral assistance or intervention is provided based upon identified student needs. Interventions typically include specialized, research-based teaching strategies provided within the classroom or in small-group settings. As required by the ALSDE, a problem solving team consisting of teachers, administrators, and other support personnel reviews student data regarding need for assistance; recommends the type of assistance to be provided; reviews data reflecting progress being made by students; and informs parents of this progress and of any recommendations regarding needed changes in interventions. Any questions concerning RTI, please call Lindsay Berry, 334-365-6277.

### **COMMUNICATION**

Home-to-School communication is vital for optimum student learning. Every Tuesday, your child will bring home his/her Tuesday folder. This will include graded papers, student work samples, and a conduct/study habits report. Review this with your child, and sign and return it on Wednesday. Send any communication and/or correspondence from home back to the teacher in this folder. This is our method of keeping you fully informed of your child's grades and conduct on a weekly basis. Additionally, Prattville Primary School sends weekly ParentSquare messages to keep you informed of upcoming events and important information.

### **SNACK CART**

The PPS snack cart will visit classrooms from 7:40-8:00 each day. Each snack item is \$1.00. Snacks such as fruit juice, water, baked chips, pretzels, and fruit gummies are available. If your child arrives after 8:00, they will not be able to purchase from the snack cart. Children have snack each day and the time varies with each class. Carbonated drinks are not allowed. Special snacks will be sold for \$1.00 each. These items will be sold on some Fridays and items offered will be announced each month.

Students are allowed to bring water bottles. No metal water bottles/thermos are allowed as they create a distraction.

### **FIELD TRIPS AND CHAPERONES**

Field trips are an extension of the classroom, the same expectations apply. Parents have the opportunity to serve as chaperones:

- Parents/Guardians will be given instructions on the time and place of departure along with any logistical information,
- Siblings will not be allowed to attend field trips.
- Students must ride the bus to the location but will be allowed to be checked out by the parent at the conclusion of each trip.
- Parents are not allowed to check out other students.
- Smoking and consuming alcohol are prohibited on school grounds and on field trips.
- Students assigned to ISS on the day of their field trip will not be allowed to attend and a refund will not be given.

### **Party Invitations**

- Invitations to private birthday parties are only permitted if every child in the classroom is invited.

### **Payment Methods Accepted:**

We will not accept late field trip money. **Absolutely no money will be accepted in the front office.** Pay close attention to timelines and deadlines.

- Cash or money orders
- Checks: Must include name, address, phone #, homeroom teacher & child's name
- **No refunds nor transfer of money collected for field trips will be allowed**

## **DISCIPLINE POLICIES**

### **Pupil Conduct**

Good discipline in the school is extremely important to the total school program and is vital to the development of citizenship. We expect our students to show courteous concern and respect for others and to observe instructions and rules, punctuality, appearance and faithfulness both inside and outside the classroom. We also expect our students to demonstrate the highest standards of honesty and reliability so that we can fulfill our responsibility of providing the best possible educational opportunities and experiences at PPS. We expect each student to conduct himself in a responsible manner at all times. Parents and students are held responsible for their conduct.

### **General Conduct Rules**

To access the Code of Conduct, please click on the link and refer to pages 22-35.

**[ACS Code of Conduct](#)**

### **Bullying**

Bullying is not tolerated in Autauga County Schools. If you need to complete a bullying complaint form, please click on the link below:

**[Bullying Complaint Form](#)**

### **Cell Phone Policy**

Please click on the link for the updated cell phone policy.

**[ACBOE Cell phone Policy](#)**



### **Physical Education Procedures & Behavior Plan**

- Wear gym shoes each day. Rules will be sent home at the start of the year.
- A student will not be allowed to participate if he/she is not wearing close-toed shoes. A note will be sent home on the second offense.
- The gym and equipment should only be used when instructed by a coach.
- Be responsible for all equipment.
- Students must use the restroom before or after Physical Education.
- Do not enter the gym unless a coach or teacher is present.
- All students enter and exit the gym in a quiet, straight line.
- Be respectful.
- Only one student on the slide at a time. Slide on your bottom.
- Do not walk in front of or behind someone who is swinging.
- Do not twist or jump out of the swings. Unless, you are swinging, stay away from the swing area.
- Do not jump or climb the fences.
- When the whistle blows, put the equipment down, exit the playground, and line up.
- No gum or candy during Physical Education.
- Do not sit on the water fountains.

### **Conduct**

See ACS Code of Conduct: [ACS Code of Conduct](#)

## **HEALTH PROBLEMS**

Any student who has a special medical problem must have a written statement from a doctor. There is also a space to list special medical problems on the school registration form. It is important that all medical needs of the student are disclosed to school personnel, including the school nurse, so that any necessary accommodations may be made. You need to notify the office if your child has adverse reactions to herbicide or pesticides.



### **Information on Meningococcal Disease and Vaccine**

#### **What is meningococcal disease?**

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

#### **How do you catch the disease?**

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen living in dormitories also have increased risk of getting the disease. The disease is spread through an exchange of respiratory droplets of saliva with an infected person (including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils). In a few people, the bacteria overcomes the body's immune system and passes through the lining of the nose and throat into the blood stream and cause meningitis. Meningitis is a term that describes inflammation to the tissues surrounding the brain and spinal cord.

#### **What are the symptoms of the disease?**

Fever, Headache, Stiff neck, Red rash, Stiff neck, Drowsiness, Nausea and vomiting. Meningococcal vaccine: Who should get the vaccine and when? MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in dormitory. Please consult your physician or local health department for more information.

### **Illness and Accidents at School**

If your child becomes ill at school, the nurse will telephone you to come for him/her. Students are not allowed to use personal cell phones to contact parents. Go to the front office, request school personnel to notify the nurse that you have come and sign your child out in the office. If neither parent can be reached by phone, the school nurse is authorized to call the persons named by you on the student's white card to come and check your child out. If no one is reached by phone PPS administration reserves the right to contact proper authorities in reaching a parent/guardian.

Parents are routinely notified of accidents at school, whether major or minor. If a child receives a serious injury, we will immediately call the paramedics, making every effort to notify the parents at the same time. Parents are responsible for any charges made by the paramedics.

### **Medicine at School**

Occasionally, a child will need to receive medications at school. When this is necessary, the parent is responsible for obtaining a **Medication Authorization Form** from the school nurse or school office (also available under forms on website). This form is to be completed by the physician and signed by the parent for **ANY** medication including over-the-counter medications (Tylenol, Advil, Midol, cough drops, etc.). Certain medications, such as inhalers, may be self-administered and kept with the student provided the medication form is properly filled out. **NO** medication may be given to any student regardless of parent request until a medication form is brought to school.

All medications will be given by the school nurse and will remain in a secured cabinet. While it is important for students to be able to take medications at school, parents are encouraged to give the student his/her medication before or after school if possible.

**Students possession of ANY medication is a serious offense and disciplinary actions will be taken.** All medications must be brought to school in the original prescription bottle clearly labeled by the pharmacist with the student's name, name of medication, dosage and time medication is to be given at school. Any over-the-counter medication used while at school must be brought to the school unopened and will be labeled with the student's name. There are no "stock" medications. Each student will have his/her own medication.

## **LUNCHROOM INFORMATION**

### **School Meals**

We serve breakfast and a hot meal each day for lunch that includes a choice of meats and vegetables.

Lunches should be purchased for a minimum of ten days at a time. Children have a difficult time remembering to bring their account tickets home when it is time to pay for more lunches, so parents, please remind your children to bring the lunch slip to you. Checks may be written to pay for meals for the cost of lunches only. Be sure to write the child's name and the home-room teacher's name on the top corner of the check. A fee will be charged for returned checks.

Students who bring their lunch may also bring something to drink. However, carbonated drinks are not allowed.

Parents, grandparents and legal guardians are invited to eat lunch with their children on their designated day/time. All guests need to sign in through the front office. Lunch guests may wait for children outside the lunchroom. Your child will know their scheduled lunchtime. **You may bring outside food on the day you eat with your child.** Questions regarding the school lunch program may be addressed to Mrs. Blake, the lunchroom manager, by calling (334) 365-6277 or [amy.blake@acboe.net](mailto:amy.blake@acboe.net).

## Meal Prices

### Breakfast

Students Free  
Employees \$3.25  
Visitors \$3.50

### Lunch

Students Free  
Employees \$4.75  
Visitors \$5.00

Extra milk \$.60

A-la-carte items are available for purchase. **Lunches will not be charged to accounts with a negative balance.**

## PayPams

With PAYPAMS, you can pay for your child's "extras" from the convenience of your home or office 24 hours a day. You can view your child's account balance and monitor daily spending habits and cafeteria purchases. You can schedule automatic payments and receive low-balance reminders. We encourage parents to take advantage of this wonderful tool. If you wish to make changes to your child's account regarding spending habits or the types of items purchased, please contact the lunchroom manager at (334) 365-6277. We are happy to help you in any way possible. Your children are our priority and it is wonderful to be able to provide them with healthy and nutritious meals that they enjoy. Below are the instructions for first time PAYPAMS users:

1. Go to PayPams.com and click on the 'Register Now' button on the home page.
2. Select your state, then select your school district.
3. Create a username and password and enter your contact information.
4. Add children to your account.
5. Make payments or set up automatic payments based on a low balance.



### **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 an 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.



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