



Student-Parent Guidebook 2025-2026

**Katie Lindsey, Principal
Scarlett Turner, Assistant Principal**

**Autauga County School System
Lynman Woodfin, Superintendent**

AUTAUGA COUNTY BOARD OF EDUCATION

153 West Fourth Street

Prattville, AL 36067

(334) 365-5706

Website: www.acboe.net

Vision Statement

Equip. Engage. Excel

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 student's intellectual, social, and physical development by fostering an engaged, creative, and respectful community of learners, families, and community partners.

Mission Statement

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.

Equal Education Opportunity Statement

It is the policy of the Board of Education that no student shall be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program in the District on the basis of sex, age, marital status, race, religion, belief, national origin, ethnic group, disability, immigrant status, non-English speaking ability, homeless status, or migrant status.



Board Members

– District 1

Kim Crockett, Board President – District 2

Jamie Jackson – District 3

Billy Hollon, Board Vice President – District 4

Kyle Glover – District 5

Educational Beliefs From the Autauga County Strategic Plan

Academic Advancement

Ensure all students demonstrate continuous academic improvement.

Safe and Healthy Learning Environment

Implement and promote strategies designed to foster a trauma-informed school district to improve the safety and well being of students, employees, and parents.

Quality Personnel

Recruit and retain highly-qualified professional candidates, and provide quality professional learning experiences based on individual needs.

Fiscal Responsibility

Ensure efficient, effective, and accountable management of operations and resources.

Stakeholder Relations

Implement and increase strategic communication among all stakeholder groups.

ACS Strategic Plan

<https://www.acboe.net/advancingautaugacounty>

ACS Code of Conduct

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

Warning

Possession of a gun in a school zone is a violation of federal law.
A violation could result in a \$5000.00 fine and/or five (5) years in a federal prison

PRATTVILLE ELEMENTARY SCHOOL

Website: www.pesbobcats.com

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Prattville, AL 36067

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Fax: (334) 361-3835

Administration

Katie Lindsey, Principal

Scarlett Turner, Assistant Principal

Guidance Counselor

Toynette Bivens

Secretary

Amy Able

Bookkeeper

Aimee Simmons

Engage, Educate, and Empower

Every Child, Everyday!



This guidebook contains all procedures, rules, and guidelines of Prattville Elementary School. We adhere to the ACBOE Code of Conduct, which can be found in the link below:

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

Welcome to Prattville Elementary School and home of the LIONS! This guidebook is your tool to help you understand our policies and procedures which are unique to our school. Our faculty and staff are super excited about the 2025-2026 school year. Our goal is for all of our students to achieve academic success with some added fun throughout the school year. We will SHINE bright this year in a safe, clean, and positive academic environment at Prattville Elementary School.

Our team is committed to making this a great experience for your child. They have been working very hard this summer in preparation and in anticipation of the first day of school. I can assure you, our administration, faculty, and staff will do all we can to make your child feel comfortable and excited about learning!

Parental and community involvement are key factors in the educational development of every student. Your participation in your child's education is vital not only to their academic growth, but to their social/emotional development as well. I know that together, we will give our students the support they need in all areas of their educational journey while at PES!

In addition to the contents in this guidebook, I would strongly suggest familiarizing yourself with the ACBOE Parent-Student Code of Conduct. They are available here at the school or both can be viewed online at www.acboe.net and www.pesbobcats.net.

I am so excited and looking forward to you becoming a part of our PES "village". The faculty, staff and I are dedicated to helping students achieve academic success in an environment full of love, fun, and commitment. Please reach out to me at any time and as always.....
GO Lions!!!

Katie Lindsey
Principal
Katie.lindsey@acboe.net

Parental Responsibility for Student Attendance and Behavior

Alabama law requires that all parents/guardians ensure that children in their charge enroll and attend school and conduct themselves properly in accordance with written policy on school behavior, adopted by the local board of education.

School Arrival and Departure

Students who ride the bus will be admitted through the Blue Hall each morning. Carpool, walkers, and bike riders will enter through the front doors. Bus Duty teachers will begin and doors will open at 7:15am each morning .

NO STUDENT SHOULD BE LEFT UNATTENDED, NO EARLY DROP OFF. Carpool ends at 7:55am and duty teachers will not be on the carpool line. You will need to walk your student in after 7:55am. Tardy Bell rings at 8:00am.

Dismissal begins at 2:55pm with walkers and car riders. Carpool is at the front of the school. Please have your car rider pick up signs that are provided **VISABLE** for the staff to see. Walkers will be escorted to the STOP sign in front of the school each day. All walkers will be picked up on Patrick Street and not the PES parking lot. Parents are asked to follow the flow of traffic and not park in the pick up area to help the process flow smoothly. Your cooperation with this request will make pick up time safe and efficient for everyone. Students must be picked up by 3:15 p.m. each afternoon.

Late Arrivals/Excessive Tardies

Students are expected to be in their classroom and seated by 8:00 a.m. each morning. A late admission slip will be issued so the child may be admitted to class.

PES will follow the below Tardy Procedures:

- 4 Unexcused Tardies—Warning Letter Sent Home
- 5 Unexcused Tardies—Administration Phone Call
- 6 Unexcused Tardies and Above—Isolation for the Day

Appointments/Check-Outs

It is very important that children be in school all day. Doctors and/or other appointments are best scheduled after school or on days that school is not in session. If this is not possible, please send a note to the teacher stating the reason and the time that your child needs to be checked out. Children must be signed out through the front office by a permitted/verified adult. **A photo ID is required to check out a student.** It is of upmost importance for your to fill out the white card sent home and add ANY persons that may pick up your child. **NO CHECK-OUTS AFTER 2:30 p.m.** Interrupting the classroom disrupts instructional time.

Perfect Attendance

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

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36031034&revid=Mp26GGrnOkijV92zTWDIZQ==&ptid=muNUIKiR2jsX>

Breakfast/Morning Procedures

Breakfast is available for all students in the lunchroom beginning at 7:15am. No outside food may be brought in. Students not eating breakfast will go to their hallways until the 7:45am bell rings. We use this time for studying, reading, or homework and not for socializing to help get their minds ready for the day.

Snack

The Snack Cart will come around each morning to every homeroom class. Snack and Juice prices range from \$.50-\$1.00. We will have Special Snack Fridays and SHINE Celebrations throughout the year that may include a higher price. Snack will be eaten during a scheduled time each day.

Lunch

You are more than welcome to come and eat with your student any time for lunch. We ask that you please notify your child's teacher to let them know you are coming ahead of time. We will have different opportunities for picnic lunches where you can bring outside food throughout the school year.

Lunch/Breakfast Prices

Breakfast and Lunch are FREE for Students

Visitors:

Breakfast—\$3.50

Lunch—\$5.00

We strongly encourage lunch dates with your child but just a reminder parents are not allowed past the lunchroom.



Silent Lunch

We will observe silent lunch the first ten minutes during lunch to give our students an opportunity to finish eating. Once ten minutes have elapsed, the teacher will give students permission to talk during lunch. Silent lunch may also be observed during stormy weather so that the children can hear emergency directions.

School Activities/Field Trips

PES will have different school wide activities, class field trips, and other special events throughout the school year. Please make sure you adhere to all deadlines and dates money is due. **NO MONEY WILL BE TAKEN AT THE FRONT OFFICE.** Signed permission slips are required. It is imperative that the signed permission slip and any money be returned as directed by the teacher. If your child is in ISS or Second Chance on the day of a field trip/school activity, he/she will not be allowed to attend and, or participate. Your child's teacher will contact parents to serve as chaperones. Pre-school children and/or other siblings or guests are not allowed to accompany teachers, parents, bus drivers or other chaperones on field trips. The supervision of students on a field trip requires intense observation at all times. Parents are not allowed to ride the school bus unless deemed necessary by the child's medical condition. Parents/Guardians can only transport their child in private vehicles after check-out. This will require signing out your child on a form the teacher will have.

Safety Drills

We have several safety drills during the school year. These drills include fire, tornado, and lock-down drills. We expect our children to cooperate with these drills by remaining silent and following instructions provided by teachers and staff. These procedures will be practiced throughout the year to ensure that students are prepared in case of an emergency.

Children Bringing Items to School

Any items that interfere with class instructional time should not be brought to school. Such items include, but are not limited to: all electronic devices, games, toys, and cosmetics. Parents are also urged not to send children to school with expensive jewelry items or items that have sentimental value. If a student has a cell phone/smart watch, it must be off and in the students backpack while on PES property.

Association of Parents and Teachers

One of the ways Prattville Elementary School provides for children is through our Association of Parents and Teachers (APT). They have provided the means to purchase much needed equipment and materials benefiting students and school personnel. In the past our APT has provided funds to update playground equipment, technology in the classroom, provided prizes for the honor roll/perfect attendance programs, and organized the winter carnival and field day. Parents interested in becoming a member of our APT may call the school for more information.

WE NEED YOU!

PowerSchool Parent Portal Home

Parents/guardians will receive your child's ID and PIN beginning in August. Internet access is necessary to use the program. You will have the ability to view your child's Report Card Grades, Current Class Averages (with assignment grades), Teacher Notes, Attendance Records, Discipline Records and Class Attendance Records. All information is private and secure. Teachers are required to update grades weekly.

Lost and Found

Students should report articles lost to the labeled bins on the Purple and Green Hallways. All unclaimed items will be donated to charity when bins are full.

Positive Behavior Intervention Support

Prattville Elementary incorporates PBIS throughout the building daily. Students pledge to SHINE: S-Show Respect, H-Help Others, I-Inspire to be their Best Self, N-Never Give Up, E-Encourage Each Other, every morning during announcements. Encouraging quotes are throughout the building with reminders of how PES students are to SHINE each day. Students are encouraged to be caught "Shining" throughout the school. If a student receives a Shine Shout Out, they will be announced over the intercom and entered in a drawing for a chance to visit Inchy the Book Vending Machine for the week. Students will get to attend a SHINE Celebration each nine weeks if they meet all SHINE requirements. Honor Roll and BUG (Bringing Up Grades) will be recognized each nine weeks and also at Awards Day Ceremonies.

Counseling and 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.

Bully Free School

We have a "zero" tolerance for bullying at PES. Ensuring student and staff safety is critical to maintaining an environment conducive to learning. Harassment and/or bullying will not be tolerated and will be handled immediately. Please make every effort to contact school personnel when your child has experienced harassment and/or bullying. You may complete a Student Harassment and Bullying Complaint Form and submit it to the school office. This form is available on the school website and in the school office.

<https://www.acboe.net/bullying>

Media Center/Art Classes

Each class will have weekly Library Visits and Art Class.

Library—Each class will have 30 minutes twice a week for library flex time. Students will be able to check out books, take AR test, or just sit quietly in our nook and READ!

Art—We are so excited to add Art to our curriculum this year! Your child will have an exciting journey into color, imagination, and self-expression for 45 minutes each week. All students will get the chance to learn basic art techniques and vocabulary, discover famous artist, use their imaginations to tell stories through artwork, and build confidence, focus, and creative thinking.
No experience needed!!

Student Discipline

We want to maintain an environment that is fun, productive, and safe. We also have high expectations and encourage our students to give 100% each day and follow all school rules. If behavior becomes a problem, the teacher will implement his/her discipline plan. All plans include 4 steps for MINOR Offenses:

Step 1—Student/Teacher Conference

Step 2—Parent Notification

Step 3—Parent/Teacher/Admin Conference

Step 4—Office Referral

Please help us by working with your child's teachers/administrators to ensure your child gets back on track. Please refer to the Policies and Procedures sent home by the homeroom teacher and the Autauga County Code of Conduct for additional information concerning discipline.

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

Medication/Emergencies

Children needing any medication during the school day must bring a written statement of permission from a doctor. When a child needs medicine on a regular basis, a doctor statement must be filed in the office. You may get a copy of the form from the front office or the website to take to your child's doctor for completion.

All medication must be clearly labeled with the child's name, dosage and time to be administered and must be left in the school nurse's office. Children are not to keep any medicine.

All medication is issued by the school nurse or a designee. Pain relief medicines are not available for use by children at school. Minor first aid items are available. We will make every effort to reach a parent in case of a medical emergency. Emergency phone numbers are very important. Please inform the school when phone numbers or contact information changes.

Parent Conferences and Visitors

Parents who wish to speak to their child's teacher may schedule conferences through our main office. Appointments will coincide with the teacher's schedule. ***Remember all visitors must sign in at the front office to get a visitors pass before going to rooms and all visitors must sign out.*** It is very important that classes not be interrupted during the school day by parents "dropping by". Several minutes of interruption can cause a class to become inattentive and unruly. Due to confidentiality and the importance of protective academic time, outside classroom observations are not allowed.

PARENT SQUARE COMMUNICATION IS STRONGLY ENCOURAGED!

Withdrawals and Transfers

When a student must withdraw/transfer from our school, the parent or guardian will need to come by the front office to fill out a withdrawal form providing the name and address of the school where the student will next enroll within 10 days. Withdrawal paperwork can take several days to complete; therefore, we ask that you are patient with us during this process.

PES Daily Schedule

7:55—Carpool Ends

8:00—Tardy Bell

9:00-9:45—Intervention Block

11:00-12:50—Lunch

2:55—Announcements/Dismissal of Car Riders and Walkers

3:00—School Dismisses

PES PE Schedule

8:10-9:00 – 4th Grade PE Hilyer, Fulcher, Schmidt, Shirah

9:45-10:35 – 4th Grade PE Grotlisch, K. Ferguson, Foshee, Lawrence

10:40-11:30 – 4th Grade PE Cyr, Robinson, Brown, Nickels

12:10-1:00 – 3rd Grade PE Dunn, Golson, Jackson, Smith, Williamson

1:00-1:50 – 3rd Grade PE Ferguson, Mason, Wilson, Graham

1:55-2:45 – 3rd Grade PE Sedgwick, Pierce, Couper, Segrest

PES Lunch Schedule

11:01-11:24—Williamson

11:03-11:26—Smith

11:05-11:28—Golson

11:07-11:30—Dunn

11:09-11:32—Jackson

11:11-11:34—Sedgwick

11:13-11:36—Pierce

11:26-11:49—Segrest

11:28-11:51—Couper

11:30-11:53—B. Wilson

11:32-11:55—Graham

11:34-11:57—T. Ferguson

11:36-11:59—Mason

11:38-12:01—Bingham

11:51-12:14—Hilyer

11:53-12:16—Fulcher

11:55-12:18—Schmidt

11:57-12:20—Shirah

11:59-12:22—Grotlisch

12:01-12:24—K. Ferguson

12:03-12:26—Brown

12:16-12:39—Nickels

12:18-12:41—Foshee

12:20-12:43—Lawrence

12:22-12:45—Cyr

12:24-12:47—Robinson

Delivered to Classroom—Wyatt

Approved School 25-26 Calendar

<https://www.acboe.net/calendar>

Please take the time to review the content found in the Prattville Elementary School student handbook and discuss it with your child. You are asked to complete the bottom portion of this page and return it to school.

Thank you for your cooperation.

My signature below indicates I have read and discussed the contents of the Prattville Elementary School Student Handbook with my child.

(Parent/Guardian)

(Date)

Child's Name: _____

Child's Teacher: _____