

**Daniel Pratt Elementary School**

**420 Harvest Loop Drive**

**Prattville, AL 36066**

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[**www.dpeseagles.com**](http://www.dpeseagles.com)

**Administration**

**Mrs. Finch - Principal**

**Mrs. Wilson - 1st - 3rd Assistant Principal**

**Mrs. Lindsay 4th - 6th Assistant Principal**

**Mrs. Brownell - 1st - 3rd Guidance Counselor**

**Mrs. Walker - 4th - 6th Guidance Counselor**

**General Conduct Rules**

Students should:

1. Follow directions the first time they are given.

2. Show respect to all school personnel. Disrespect will not be tolerated.

3. Keep hands, feet and objects to themselves.

4. Not bring materials to school that are not related to learning.

5. Not run in hallways or on the grounds, except during P.E. activities.

6. Dress properly at all times. This includes pants being worn appropriately, shorts meeting proper standards, no hats, bandanas, and no sunglasses.

7. Not litter the school grounds or buildings.

8. Should always use appropriate language.

 If violations do occur in any of these areas, they will be considered minor violations initially and will be dealt with at the discretion of the teacher or administrator witnessing the infraction. Items collected by the administration will be returned to the parent/ guardian only. Please refer to the Autauga County School System Parent-Student Code of Conduct for full explanation of our discipline procedures. Parents will be required to meet with the appropriate grade level assistant principal before your child is readmitted to class. This must occur if your child receives in-school suspension, alternative school, or suspension. If your child has discipline problems in school, we urge you to work closely with his/ her teacher in order to overcome them. Otherwise, valuable time from the learning process may be lost

**Contacting Your Child**

It is very important that your child knows the pickup arrangements for the day prior to arriving at school. If transportation changes, please write a note to your child’s teacher. Changes over the phone are not permissible.

Also, please make sure your child has everything he/she needs to have a successful day, such as lunch, lunch money, snack money, and school supplies. Should you need to bring anything to your child once school has started, you may leave it in the front office. You are not allowed to take any items to your child’s classroom. The office staff will not call a child out of class, or up to the front office for any request made by a parent or guardian.

Checking your child out of school to speak with them, and then checking them back in to school is not allowed. All students must have a doctor’s excuse in order to be allowed to check back into school on the same day as a check out.

**Make Up Work (Excused Absences)**

If a student is absent for any excused reason as defined above, the student shall be allowed to make up schoolwork and/or examinations missed during said absence or absences. For kindergarten through sixth grade students, the teacher shall be responsible for providing the student with a written list of missed assignments within three (3) days after the absence (s). The student shall be responsible for completing all make-up assignments within a reasonable length of time, not to exceed two (2) weeks.

**Check-ins**

Students are required to report to school no later than the official beginning of the school day and to be on time for all classes during the day. Each school will devise procedures that will ensure compliance with this regulation. A check-in is excused for the same reasons as absences. Checkins for any other reasons is unexcused and may result in disciplinary action. No make- up work is allowed for unexcused check-ins. ANY CHILD ARRIVING AFTER 7:55 AM, MUST BE SIGNED IN BY A PARENT/GUARDIAN

**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 registration form/card may check-out students, unless the school verifies permission with the parent/guardian. Written permission is to be given by the parent/guardian or "emergency person" shown on the school's registration form/card before each check-out. Valid picture identification is required. Students must attend a minimum of one-half of the instructional day to be counted present. An early dismissal before one-half of the school day (three and one-half hours) or a check-in after one-half of the school day is counted as an absence.

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.

**Snack Time**

Children have snack each day and the time varies with each class. Students in grades 3-6 may buy their snack and juice from the snack shack from 7:15-8:00am, or they may bring them from home. 1st and 2nd grade students will buy from their homeroom teachers. Please bring exact change. Snack and juice items and prices can be found on our website. Carbonated drinks are not allowed at school and we strongly discourage drinks that contain red dye. There will be special occasions designated by the principal when carbonated drinks are allowed.

**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 herbicides or pesticides

**Absences**

A parent, guardian or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) days following return to school.

The parent note will enable the child to make-up any work missed or prevent charges from being filed against the parent, guardian or legal custodian when a child is absent.

Five (5) unexcused absences within a school year constitute a student being truant and on the seventh (7) unexcused absences a complaint/petition may be filed against the child and/or parent.

Any time that a student is absent, the parent or guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from parent or guardian meets the following State guidelines:

· illness;

· death in the immediate family;

· inclement weather (as determined by the principal) which would be dangerous to the life and health of the child;

· legal quarantine;

· emergency conditions as determined by the principal; and

· prior permission of the principal and written consent by the parent or guardian.

The note or doctor’s excuse must be sent to school within three (3) days of the student’s return to school to be counted as an excused absence. Excuses will not be accepted after three (3) days. Please note that teachers are not obligated to provide make-up work for unexcused absences. A written note from parents or guardians will excuse absences for up to but not exceeding ten (10) absences during the school year. Further absences will require a written excuse from a medical doctor or court official.

**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 and 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 registration form to come and check your child out. 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. The school does offer insurance through a provider. If you would like to receive more information on purchasing this insurance, please inquire through the bookkeeper.

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.

**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. 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. Any controlled medication such as ADHD meds must be brought to school by the parent. Also, any medication changes will require that a new Medication Authorization Form be filled out prior to meds being 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