**HANDBOOK FOR PARENTS/STUDENTS**

 **PRATTVILLE**

**KINDERGARTEN**

 **SCHOOL**

**338 First Street**

**Prattville, AL 36067**

**Phone: (334)361-3890**

 Principal: Jodi Womble

 Assistant Principal: Lori Harris

 Secretary: Meredith Halley

 Bookkeeper: Christine McKee



 **AUTAUGA COUNTY BOARD OF EDUCATION**

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Dear Parents,

 We are so excited to welcome you to our PKS family. The faculty and staff are very excited about the 2024-2025 school year. We realize that this is a very special year as it begins the educational journey for your child. Please know that we are honored to have the opportunity to share in this experience with your family. We will strive daily to make this journey successful and fun.

 The faculty and staff of Prattville Kindergarten are dedicated to providing developmentally appropriate educational experiences that are challenging, fun and meet the needs of all of our students. We provide daily instruction in all core subject areas. As we strive to help your child build a solid foundation for learning, we realize that each child is a unique individual with different learning styles and different rates of growth and development. Beyond this, we also want to help your child develop a positive self-concept and love for school and learning.

 Our school is a Title I School, which means that we receive federal funds to assist in student achievement. Our school will have many parental involvement opportunities throughout the year and we hope that you can attend. In addition, we have a Title I Parent Center where you can check out materials to help your child in needed areas. Our goal is to work with you to make this a positive learning experience for all.

 Please take the time to read and make yourself familiar with our Student and Parent Handbook as it will explain our policies, procedures and expectations in detail. Understanding of these will help to make the year go much smoother for all. Please know that the content of this Handbook is written with the expressed desire to maintain a positive, orderly and safe environment.

 Your involvement in our school is encouraged and important to the education of each student. We value the support of parents and the community. We realize that it takes all adults to model positive behavior, learning and the importance of education. Working together as a team to foster student learning is the ticket to success. If at any time in the year you have questions or concerns, we encourage you to contact us. We look forward to working with you and your child this year.

Sincerely,

Jodi Womble, Principal

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**Website:**

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

**Facebook:**

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**Instagram:**

prattvillekindergartenschool



**Vision of Autauga County School System**

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 of Autauga County School System**

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.

**Vision of Prattville Kindergarten School**

*Advancing Autauga County*

*Today, Tomorrow, Together*

 **Mission of Prattville Kindergarten School**

The mission of Prattville Kindergarten School is to provide an inclusive, creative, diverse, and safe learning environment that positively develops the whole child.

**Prattville Kindergarten School Expectations**

 Proud Kind Safe

**Equal Education Opportunity Statement**

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

**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.

 **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.

**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.

**Smoke-Free Establishment**

 PKS is a smoke-free establishment. Smoking is prohibited on school property at all times.

**Family Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records 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.

2. The right to request an amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe 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. 33 6

3. 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 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.

4. 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, DC 20202-4606

**PRATTVILLE KINDERGARTEN SCHOOL**

**SUPPLY LIST**

**2024 – 2025**



* ½ Inch White Binder With Clear Cover
* 2 Zipper Pouches With Holes for Binder
* 1 – 12 Count Pack of Pre-Sharpened Pencils
* 1 Pair of Fiskars Brand Children’s Safety Scissors
* 2 – 6 Count Packs of “Elmer’s” Glue Sticks
* 4 – 24 Pack of “Crayola” Crayons
* 1 Pack of Washable “Crayola” Markers
* 1 Pack of Thin Black “EXPO” Dry Erase Markers
* 1 Composition Notebook
* 2 Rolls of Paper Towels
* 2 Boxes of Kleenex
* 2 Packages of Baby Wipes
* 2 Packages of Clorox Wipes
* 1 Ream of White Copy Paper
* Boys: Hand Sanitizer

Girls: Liquid Hand Soap

PKS Field Trip T-Shirt: $15.00/PKS Office

PKS Tote Bag: $15.00/PKS Office

(Checks Made Payable to Prattville Kindergarten School)

**WISH LIST:** Ziploc Bags (sandwich & gallon), Card Stock Paper

**MORE INFORMATION:**

1. We Do Not Allow Backpacks at PKS. Students will need an over the shoulder tote bag.
2. We do not allow “Kinder Nappers” or other type of nap rolls/mats at PKS.
3. Lunch, snack and juice can be purchased from the school daily or brought from home. Depending on your choice, your child may need a lunchbox/water bottle.

**2024 - 2025**



August 1st – 6th Teacher Inservice/Institute Day

August 7th First Day for Students

 (PKS has a staggered start for kindergarten to help with the

 school transition. The first day for your child will be the 7th or 8th

 depending on the class assignment. More information to come.)

August 9th All Students Report To School

September 2nd Labor Day - No School

October 11th Early Dismissal/Teacher Inservice

October 14th Fall Break

November 11th Veterans Day - No School

November 25th – 29th Thanksgiving Break

December 18th Early Dismissal

December 19th – January 1st Christmas Break

January 2nd & 3rd Teacher Inservice

January 6th School Resumes

January 20th MLK Day - No School

February 17th President’s Day - No School

March 7th Early Dismissal/Teacher Inservice

March 24th – 28th Spring Break

April 18th No School/Teacher Work Day

May 23rd Early Dismissal/Students Last Day

**NINE WEEKS GRADING PERIODS**

|  |  |
| --- | --- |
| October 11, 2024 | First Nine Weeks Ends |
| December 18, 2024 | Second Nine Weeks Ends |
| March 7, 2025 | Third Nine Weeks |
| May 23, 2025 | Fourth Nine Weeks |

**PROGRESS REPORT & REPORT CARD ISSUE DATES**

|  |  |  |
| --- | --- | --- |
| **Progress Report** | **Report Card** | **Nine Weeks** |
| September 11, 2024  | October 21, 2024 | First Nine Weeks |
| November 13, 2024 | January 10,2025 | Second Nine Weeks |
| February 12, 2025 | March 14, 2025 | Third Nine Weeks |
| April 16, 2025 | May 23 2025 | Fourth Nine Weeks |

**DAILY SCHEDULE**

**Important Times to Remember**

7:15 – Morning Drop-off

\*This is the earliest a child may be dropped off in the morning. Students arriving before 7:50 will report to an assigned early morning spot.

7:50 – Classroom Intake

At this time, teachers will pick up their students from the early morning spot and take them to their classroom.

7:55 – Car Line Ends

After 7:55, student must be walked in to the office and signed in. Students should be in their classroom for attendance at 8:00.

\*8:00 – Instructional Day Begins

 Any student arriving after 7:55 must be signed in through the front office by a parent/guardian. The student will be marked tardy after 7:55.

8:00 – 8:15 – Morning Announcements

The expectation is for everyone to be still and quiet once announcements are in progress. The office staff will not take check-ins during this announcement time. Parents are asked to stand and wait patiently and respectfully with their child. All adults will be a model of positive behavior for our children.

8:15 – 10:45 – School-wide Protected Block

 This is our time each morning set aside for uninterrupted reading instruction. During this time, we do not allow parents to the classrooms nor are any announcements made. This allows students and teachers a time to be very focused on Reading Readiness Skills.

2:10 – No check outs or transportation changes allowed after this time.

2:40 – Day Care Vans/Car Riders

2:50 – Third Dismissal Bell –Bus Students will report to their bus line.

\*Each class is assigned an assigned time for lunch, music, library and PE.

**PRATTVILLE KINDERGARTEN SCHOOL PROCEDURES**

**Arrival and Departure**

 All students must arrive prior to 7:55. Any students arriving after 7:55 must be signed in through the front office by a parent/guardian. Students arriving after 7:55 will be marked as tardy. No student should arrive before 7:15 or remain after 3:05 since supervision is not available before or after these times. During morning arrival, students may be dropped off by a parent in the car line. Buses will be dropped off at side entrance.

 Dismissal procedures are very important to ensure the safety of all students. No one will be permitted in the hallways or the classrooms after 2:10. This ensures PKS faculty and staff are able to move all students to their afternoon areas quickly and safely. At 2:40, please report directly to your designated pick-up door. Be prepared to show your picture identification/and your pick-up pass. For safety reasons and to ensure that all students are being supervised properly, we ask that parents do not try to conference with teachers/ personnel during this time. \*(These procedures will be for 338 First Street campus. Once the school moves, new procedures for afternoon carline will be sent home and communicated to parents.)

 In order to maintain student safety, please exit the school grounds to your vehicle after picking up your child. Students should not be unsupervised on school grounds at any time.

 Please understand that we will not allow check-outs after 2:10. We must be able to account for every student and move them all safely to their designated area. We will not be able to change transportation methods between 2:10 and 3:05. Unless you have sent in a written note prior to 2:10, we will not pull a child out of his/her bus line. Thank you for your cooperation with this matter.

 Important Reminder: Always have a picture ID with you.

**Arrival and Departure during the First Two Weeks**

 • Every student MUST wear a transportation tag every day for the first full two weeks of school. This is crucial in assisting us in getting students to the correct classroom and dismissal areas in the afternoon. The tag must be filled out with the correct information for parent(s)/guardian(s) and also emergency contact information. This is essential for PKS faculty and staff as well as the bus drivers.

• IMPORTANT: We will observe a staggered start to kindergarten to assist students and parents in this transition process. You may walk your child in to his/ her class on their designated start day (August 7th or 8th). The students will only come to school on their designated start day then all students will come together on August 9th. On August 9th, students will walk independently to class (with the assistance of PKS personnel.)

 • For dismissal, have your PKS Pick-Up Pass in hand if you are picking up your child. You will report to your assigned afternoon pick-up door. This door is determined by classroom location. You will present the Pick-Up Pass to the staff member and he/she will call your child to the door. If you do not have your Pick-Up Pass, you will be sent around to the front office for an identification check and to obtain a temporary pass. Once that has been issued, you will return to the correct door for pick-up. Car rider doors are locked at 2:50.

**Automobile Transportation**

To ensure the safety of each student at PKS, automobile loading and unloading zones are located on First Street in front of the building. Any other entry is off limits (illegal). Police officers have assisted in mapping a safe traffic pattern for car riders.

1. Please enter First Street from Northington, follow the traffic pattern utilizing the drop off lane and exit First Street on to Pratt Street.
2. DO NOT make a U-turn on First Street.
3. REFRAIN from cell phone use.
4. ONLY drop students off in the car line if a PKS staff member is present.
5. Drop off in the car line may only take place between 7:15 and 7:55.
6. No adult should exit the vehicle. A staff member will open the car door for your child once you arrive to the drop off spot. Do not let your child out of the car until they have reached a PKS staff member.
7. To keep the car line running smoothly, make sure your child has his/her belongings ready and have said good-byes so that they can quickly and safely exit the vehicle.

**Bus Transportation**

 School bus loading and unloading zones are located on the east side of the building. This area is off limits to automobiles and other vehicles. It has been so designated due to the accessibility and overall safety for all students being transported by bus. Children are carefully supervised by teachers while arriving and departing from school bus lanes. They are not permitted to ride any other bus or get off at any other stop except to the address in which they are verified. Any changes in bus transportation must be in writing and approved by Mr. Neil Messick, Transportation Supervisor.

 Bus Drivers are supervised by Mr. Neil Messick. Any matters concerning bus drivers, bus routes, etc. should be directed to the Transportation Office at (334)361-3897.

**Transportation Changes**

 At any time that it becomes necessary to change your child’s transportation in the afternoon, it must be submitted in writing prior to 2:10. The parent/guardian must write the note with specific information about the change. If it involves a change regarding who will pick up the child, please remember that the person must be listed on the enrollment form as a person in which your child may be released. If not, the child will not be permitted to leave even with a written note. All changes to the enrollment form must be made in the office by the parent/guardian. Any changes involving a change in bus transportation must be sent to school with your child in the morning. This letter will require specific information about your request and the parent/guardian’s signature. These requests are sent to the Transportation Department for approval. A child may only be bused to the address in which he/ she is verified.

**IMPORTANT:**

• Phone calls, e-mails and texts will not be accepted for any reason. The teacher must receive written notification with a parent/guardian’s signature.

• If you move during the year, bus changes can only be made after the parent/guardian has re-verified the new address in the front office.

**ATTENDANCE AND HEALTH**

Alabama State Law 16-28-3, Code of Alabama, 1975 requires all children between the ages of six and seventeen to attend school regularly. Alabama State Law states that each child who enrolls in a public school, whether or not the child is required by law to enroll, is subject to the school attendance and truancy laws of the state. Parents or guardians having control over school age children are responsible for their children’s regular attendance and proper conduct. Failure to comply with the Compulsory School Attendance Law requires the Attendance Officer to file a complaint with the Autauga County Court system.

Your child should attend school each day he/she is well. Every absence, even part of a school day, interferes with your child’s progress at school. Each subject is taught in sequence which builds understanding and correct habits of study. In order to be ready for new steps in learning, your child must have mastered the previous steps and be sufficiently ready to profit from new instruction/skills.

**Absences**

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 the parent/guardian must meet the following State guidelines.

1. Illness;

2. Death in the immediate family;

3. Inclement weather (as determined by the principal) which would be dangerous to the life and health of the child;

4. Legal quarantine

5. Vacation

5. Emergency conditions as determined by the principal; and

6. Prior permission of the principal and written consent by the parent or guardian.

• The parent note or doctor’s excuse must be sent to school within 3 days of the student’s return to school to be counted as an excused absence. Excuses will not be accepted after 3 days.

 • A student is only allowed seven (7) parent note excuses per year. After seven (7) parent notes, a doctor’s excuse is required in order for the absence to be excused.

• All excuses must be in writing.

**Truancy Definition/Unexcused Absences**

 Absences for reasons other than those defined above shall be considered unexcused. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall be deemed truant for any absence determined by the principal to be unexcused based on the State Department of Education’s current School Attendance Law.

* 1st unexcused absence: Notification (warning)
* 3rd unexcused absence – Written notification from the school. (Letter)
* 5th unexcused absence – Written notification from the school (Conference Required with the Truancy Officer)
* 7th unexcused absence –Student is considered truant for the purpose of filing a petition with the court.

For more information related to our county policies regarding Attendance, see the *Autauga County* *Schools Code of Conduct*.

 **Late Arrivals/Tardies**

 Any student who has not arrived at school by 7:55 when the bell rings is considered tardy to school. Tardiness, when habitual, is detrimental to your child’s progress toward required skills when instruction is missed. A student arriving after 7:55 must be signed in through the front office by a parent/guardian. An admission sticker will be given to the student to enter class. The following consequences will be given for unexcused tardies.

 Students are required to be on time for school. It is the responsibility of parents or guardians to make sure that their children arrive on time each day. Any student arriving after that time should be accompanied to the office by a parent or guardian.

NOTE: Excessive tardiness, check-ins and check-outs, for any reason other than reasons for excused absences, will result in disciplinary action. Only an excused tardy permits class work to be made up. Students are required to remain at school for the entire day.

All tardies to school and to class start over at the beginning of each quarter.

**Check Outs**

 Upon enrolling at PKS, you have agreed to abide by our hours of operation which are 8:00 – 3:00. Everyday checkouts are not allowed. In the event that a child occasionally needs to leave school early for a doctor’s appointment, etc., you will need to check your child out through the front office. No check outs are allowed after 2:10. The following are PKS guidelines for early checkouts.

 • Students leaving school early must be checked out through the front office.

• Students may only be checked out by a parent/guardian or designee listed on the students Release Information on the Student Enrollment form. If someone other than the parent/legal guardian is checking a student out, a written note must be sent in advance even if listed on the enrollment information.

• Release information may not be changed over the phone, by e-mail or text.

• A picture ID will be required for anyone checking out a student.

• Check outs are excused for the same reasons as absences.

• Check outs must occur prior to 2:00.

• Students must attend a minimum of one half of the instructional day in order to be counted present.

 • Send written excuse explaining reason for missed instructional time within 3 days.

Check-ins, check-outs, and tardies for more than 50% of a class period will be considered an absence from the class period and will be treated as any other absence. In order to be excused, a written explanation for the time missed must be submitted and will follow the same guidelines for excused or unexcused absences as outlined.

Students are not permitted to check-out after 30 minutes prior to the end of the day unless required by the school nurse.

**Withdrawals and Transfers**

 The parents/guardians of students who are moving and leaving our school must notify the school office and fill out a withdrawal form. Upon filling out the withdrawal form, all library books and other school related materials must be returned to the school before withdrawal can be completed. In addition, lunchroom balances and other fees should also be cleared before the withdrawal form can be finalized. It is ACBOE policy that the person who enrolled the student must be the person to withdraw unless there is a legal document of custody change.

**PKS HEALTH RELATED INFORMATION**

**When to Keep Your Child Home**

 Regular attendance at school is encouraged and is necessary for your child’s progress. However, he/she should stay at home if he/she has any of the following conditions in order to prevent the spread of communicable diseases to others.

* **Fever** - Your student should stay home from school until fever free for 24 hours without fever-reducing medication or on antibiotics for 24 hours or Health Care Providers documentation to return to school.
* **Vomiting** –Your child should stay home from school once vomiting stops for 24 hours, or until a health care provider determines that the cause of vomiting is not contagious nor in danger of dehydration with a physician statement provided to the school.
* **Diarrhea** – Your child should remain home if they have had diarrhea within the last 24 hours. If diarrhea is caused by salmonella, shigella, or e-coli, student may return with health care provider approval.
* **Pink Eye** – (conjunctivitis) Pink eye is contagious. Your child should be seen by your doctor and treated before returning to school. Proof of treatment by physician may be required.
* **Lice and/or Nits (eggs)** –Your child should not return to school until he/she has been treated with a lice shampoo and removed as many nits as possible. You must accompany your child upon his/her return to school and bring proof of treatment (i.e. receipt of treatment products). Take your child to the office to see the school nurse before returning to class.

**Medication**

 Students may need to take medications while at school. The school health services personnel recommend that, whenever possible, medication be administered before/after school hours under the direct supervision of a student’s parent/guardian. If school attendance is dependent on taking medication, the first dose of the medication should be given at home where any reaction may be observed by the parent/guardian and reported to the student’s physician. For medication to be administered to a student at school the following procedures must be followed (ACBOE Policy 5.41):

1. The student’s parent/guardian must complete the School Medication Prescriber/Parent Authorization Form, which is available in the school office and the school health office. The parent, doctor, physician’s assistant or nurse practitioner must sign the form. The form allows the student’s physician to give the school directions on how to give the required medication and any side effects that may occur from the medication. The student’s parent or legal guardian is required to update the School Medication Prescriber/Parent Authorization Form any time the student has a change in medication and/or dosage. The completed School Medication Prescriber/Parent Authorization Form will be kept confidential.

2. Prescription medication must be in the original container with a pharmacy label and the student’s name, physician’s name, date of prescription, name of medication and dosage. Non-prescription medication must be in the original container labeled with the student’s name.

3. Students will be allowed to possess and self-administer prescribed asthma inhalers and/or EpiPen medication. This medication must meet the above requirements.

4. A student’s parent/guardian must deliver the medication to the school nurse and retrieve the medication from the school nurse. A student should never have more than a month’s supply of medication at the school. Medications not picked up within 14 days of the stop date or medication left at the school at the end of the school year will be discarded by school health services personnel.

**Soiled Clothes Relating to Toileting**

 Potty training is an essential skill to the start of kindergarten. Frequent accidents can cause a student to miss valuable instruction time. In the case of an accident, parents will always be contacted to come to the school to change the student’s clothing. **The teachers, office personnel, or school nurse are not permitted to clean or change a child. A parent or a parent’s designee must clean or change the child.**

**Food Allergies**

 Parents should notify their child’s teacher if their child is allergic to a particular food or foods. Documentation from a doctor is required. (Example: red food coloring, peanuts, etc.)

**PRATTVILLE KINDERGARTEN SCHOOL SAFETY PROCEDURES**

**School Visitors**

 Upon entering the building, ALL VISITORS to the school, including parents/guardians, must report to the main office to obtain permission to visit. During regular hours, only the front office entrance may be used. All other entrances will remain locked down. You must ring the doorbell located at the right of the front door and wait for admittance. Upon request, please be prepared to show your ID prior to entry. All visitors must sign in and wear a visitor’s sticker for their entire visit. Persons who have not been authorized to visit in the school or have an appointment will be considered a trespasser. Thank you for your cooperation in keeping our students safe. \*Please remember that we do not allow visitors to the classrooms during instruction time. Parents may not visit during instructional time as it disrupts teaching and learning.

**Visitor Expectations…**

 \*When visiting our school and participating in school events, it is important that all adults model appropriate dress and behavior for our young children. Please see pages 16 - 18 of the Autauga County Schools Code of Conduct. Any adult dressed inappropriately with clothing too revealing or distracting will be unable to participate in the school event. Also, please refrain from cell phone use in the front office, hallways, instructional areas and at school events. Profanity is not allowed on our school campus or on school sponsored events. Fast food drop offs are also not allowed. Your cooperation in establishing an environment that promotes high expectations for students is appreciated. The faculty and staff of PKS are here to work with the students and parents. The expectation is that all adults who call or enter PKS will model kindness and courtesy in all situations. Any violation of these expectations could lead to being trespassed from our campus.

**School Facilities**

 All school facilities will be used under the supervision of the principal and/or her designee. She will be responsible for school facilities and equipment at all times. The principal or her designee will be in charge when school facilities are used by out of school groups. The expense for this service will become a part of the expenses to be collected for using the facility.

**Dress Code**

 Children must be dressed appropriately each day for kindergarten activities. Please keep in mind that we sometimes get a little dirty as we learn through play. Make sure your child is dressed comfortably and appropriate for the daily weather. Please refer to the Dress Code outlined in the *Autauga County Schools Code of Conduct.*

1. See-through, cropped and/or revealing clothing or spandex.
2. Open or chain belts, belt buckles not buckled, electronic belts or buckles, or cap “fish hooks.”
3. No hats, caps, head coverings, hair curlers, picks, chopsticks, bandanas, head scarves, head dressings, or sun glasses will be worn in school.
4. Pants/slacks with the appearance of sagging.
5. Bottoms including pants/slacks/jeans exposing skin more than two inches above the knee.
6. House shoes/slippers are inappropriate unless approved by the school administration.
7. Clothing depicting unacceptable and/or inappropriate decals, slogans, or pictures; profanity; language containing or referring to suggestive or immoral behavior; gang activity; alcohol, drugs, or tobacco.
8. Any clothing and/or headgear which directly or by innuendo disrespects (or is perceived to disrespect) a student’s race, color, religion, gender, national origin, or disability and/or creates, supports, or promotes a hostile learning environment contrary to the anti-harassment policies of the Board of Education (including negative feelings, disharmony, racial or religious discord, intimidation, embarrassment and/or fear).
9. Trench coats or Matrix coats, pajamas, blankets or stuffed animals shall not be worn at school or brought to school.
10. Students are prohibited from wearing any sign, symbol, logo, color or garment, which has become synonymous with any gang, or unauthorized club or organizational activity.
11. Shoes with wheels are prohibited.
12. Students are prohibited from wearing any metal chains, metal spiked apparel or accessories that may pose a safety risk.
13. Tattoos, insignias, and buttons which promote alcohol, tobacco, drugs, vulgarities, violence, illegal activity or are demeaning to other persons may not be worn at school.

 In addition:

 Kindergarten - 2nd Grade:

1. Students should not wear clothing that they cannot maneuver themselves.

2. No dangling jewelry.

3. No slides or backless shoes. (Must be closed toed/closed heel)

**Technology / Communication Devices**

 Communication devices are not allowed out of a student’s bag at school. In addition, no gaming watches or devices. If a student has a device visible at school, it will be taken up by administration. Parents/guardians will be contacted and be required to pick the item up in the office.

**Fire, Severe Weather and Intruder Drills**

 In order to ensure the safety of all children, at least one drill per month will be conducted. Tornado/severe weather, fire and intruder drills will be conducted. Children are instructed concerning proper procedures for these drills in a child friendly way. It is our goal at PKS to make sure we are safe in all situations. Each drill is documented. We utilize the results to make sure we make adjustments as needed to ensure the safest possible procedures. Copies of escape routes are posted in each room, lunchroom and hallways.

**Tornado/Severe Weather Procedures**

 In the event that severe weather conditions develop while your child is at school, the office staff will keep the weather radio tuned to the local weather service for advice and direction. When a tornado warning is issued, the children will be directed to a pre-determined safe spot, taking shelter in interior hallways and will remain there until an all-clear bulletin has been issued.

 When a tornado warning is issued and is still in effect, the children will not be released from school, even to a parent, for bus/car rider transportation. However, buses will run as usual on a daily basis providing current weather conditions and forecast in the area have received an all-clear bulletin from the local weather service office.

**Emergency School Closing**

 In the event of a system-wide delay, early release, or closure, all parents/guardians registered in the district’s communication platform will be notified. Parents should make the necessary arrangements for their children based on the information contained in the closure announcement. This announcement will also be shared on the district’s social media pages and communicated to local media outlets as appropriate.

Note: It is essential that you have updated phone numbers listed on your child’s PKS Information Card at all times.

**PRATTVILLE KINDERGARTEN SCHOOL MONEY INFORMATION**

**Sending Money to School**

 Please send all money in a sealed envelope with the child’s full name clearly written on the outside. List on the envelope all purchases for which money is enclosed and the teacher’s name. Send a separate envelope for each purchase.

For example:

Bob Smith

Mrs. Johnson’s Class

Field Trip

$10.00

Bob Smith

Mrs. Johnson’s Class

Juice $1.00

Snack $1.00

**PRATTVILLE KINDERGARTEN SCHOOL FIELD TRIP GUIDELINES**

 **Field Trip Money**

Throughout the year, there will be opportunity for field trips. Please adhere to the set deadline for turning in money and permission slips. Money MUST be turned in to the bookkeeper in advance so that checks can be written to pay for the cost of the field trip. Unfortunately, money cannot be received after the deadline, as checks will have been written. Absolutely no refunds can be given for field trips. Every effort is made to ensure that you pay the correct amount for field trips and that they are as cost efficient as possible. Checks should be made payable to PKS. It is important to send the exact amount as teachers nor the bookkeeper keep change.

**Field Trip Requirements**

• All students must have a signed permission slip by the parent/legal guardian. Permission per telephone, e-mail or text will not be accepted.

• A reasonable number of chaperones for bus trips as well as walking trips will be obtained to ensure safety and supervision. Field trips will be cancelled if there is not an adequate number of chaperones.

 • **SIBLINGS ARE NOT ALLOWED TO ATTEND FIELD TRIPS.** This ensures undivided supervision and protection for our kindergarten children.

 • Emergencies will be handled by the teacher and decisions will be made in the best interest of the child in question as well as the others who are under her care and keeping. The safety of the children has been and will continue to be our main concern.

• Bus transportation will be utilized for field trips for the students.

 • All field trip money and permission slips must be turned in by the deadline. No money will be collected the day before or on the morning of the trip. Checks will not be accepted after the field trip due date.

 • Please be respectful to other students and do not post pictures online. Some of our students are not allowed to be photographed. Help us respect the rights and wishes of others.

• No refunds will be issued for field trips.

**PRATTVILLE KINDERGARTEN SCHOOL CHILD NUTRITION PROGRAM & JUICE / SNACK INFORMATION**

 **Breakfast & Lunch**

 At the beginning of each school year, your child will receive a Universal Pin Number. Your child will learn the number as the year progresses. This number will be the child’s number for his/her breakfast/lunch account until the child exits the Autauga County School System. For the 2024-2025 school year, breakfast will be provided free for students. Breakfast will be served to each student in their lunchroom in the mornings upon arrival. Our breakfast time is 7:15-8:00. All students will eat in the lunchroom at their class’s designated daily lunch time. A menu will be sent home monthly so that you and your child can decide if he or she would like to eat at school that day. Your child will be allowed to bring a lunch from home if so desired. We feel that we have an excellent nutrition program and encourage you to have your child eat lunch with us. If your child chooses to bring a lunch from home, please remember the following guidelines. Do not pack carbonated drinks or candy. Also, the meal that is packed, must be a well- balanced meal. It must appear to the teacher or CNP staff that it is a lunch and not snack. If it appears to be just a snack, your child will be given a lunchroom meal. For example, a juice and peanut butter crackers may only appear to be a snack. We realize that we have many children who are picky eaters but we do have a legal responsibility to make sure every child is provided a well-balanced lunch daily. Please remember that we do not allow fast food drop offs. Thank you for your help.

 We will be hosting some school-wide lunch days for you to come and visit and picnic with us. Please watch notes and newsletters for those dates.

**Juice and Snack**

 In addition to lunch, children may have apple juice, fruit punch or water and a snack at a time selected by the teacher. Drinks are $1.00 and snacks are $1.00. Snacks offered adhere to the state wellness policy. Juice and snack must be paid daily. No weekly payment is acceptable. All money sent from home should be in an envelope labeled with your child’s name, teacher’s name and juice and snack amount. If preferred, children may bring snacks from home. Juice may also be brought from home. Please remember that we do not allow carbonated beverages. Milk can’t be purchased for snack time. We do not accept checks for snack. \*Revenue generated from the sales of juice and snack is utilized for general school expenditures. Please send the exact amount as teachers nor the bookkeeper keep change.

**PRATTVILLE KINDERGARTEN SCHOOL PARENTAL INVOLVEMENT**

**Parental Involvement Activities**

 Our school encourages your support and involvement. We understand that many of our parents have very different work schedules. Please understand that there are many different ways that you can be involved even if your schedule does not allow for volunteering in the classroom. You can assist by helping to prepare materials at home, donations, etc. Our school recognizes the importance of your assistance on many different levels. If you are interested in volunteering, please remember the following guidelines:

• Our school-wide protected block is from 8:00 – 10:45. We do not allow visitors in the classroom until 10:45.

• All visitors must sign in through the front office and obtain a visitor’s sticker.

• Please pre-arrange volunteer hours with the classroom teacher.

 • Please make sure that you observe all of our school/county expectations and rules. Adults will be a positive model of the behavior we expect from our students.

• Please do not use cell phones in the school.

 • Please adhere to the dress code outlined in the *Autauga County Schools Code of Conduct.*

**APT (Association of Parents and Teachers)**

 The APT is a vital part of our school. We strongly encourage you to join and become an active member in all APT projects. All monies raised during the year will be spent on various items needed for the school and classrooms. Officers for this school year will keep you informed of yearly events.

**Parent - Teacher Conferences/Communication**

 Conferences may be scheduled with the teachers and administration to discuss educational issues or other pertinent matters related to the child’s performance in the classroom. It is so important that we work together as a team. Although face to face conferences are often most effective, we realize that it is often difficult for parents to come physically to school. Phone conferences and Zoom Meetings are also communication options if needed.

 Conferences must be scheduled in such a way that they will not interfere with teaching responsibilities. Please refrain from calling or texting teachers on their cell phones as they are unable to talk during instructional time. Please leave a message in the front office. Calls will be returned during planning times or after school.

 Parents may call the school office (361-3890) and the secretary will help you arrange a conference, preferably during the teacher’s planning period. However, if that is not possible, another time can be scheduled.

**PRATTVILLE KINDERGARTEN SCHOOL INSTRUCTIONAL PROGRAM**

**Academics**

 At Prattville Kindergarten School, we are committed to a high quality of academic instruction. Our school is a unique setting serving all kindergarten students. Our school is made up of 1 principal, 1 assistant principal, 22 classroom teachers, 3 special education teachers, 1 speech pathologist, 2 PE teachers, 1 music teacher, 8 special education aides, 1 counselor, 1 secretary, 1 reading coach, 1 intervention teacher, 1 in-school suspension aide, 1 bookkeeper, 1 nurse, 2 custodians and 5 CNP workers. Together we strive to provide a strong academic foundation that meets the needs of all of our students. The basic program of instruction in the Autauga County Schools includes language arts, mathematics, science, social studies, computer literacy, art, music, health, and physical education. The schedule for each discipline area, as well as the length of class time, will adhere to State Board of Education rules and regulations. State-certificated, highly qualified personnel will be employed as teachers.

**Media Center**

 Students will visit the school media center/library. They will have the opportunity to check out books. Books may be checked out for a period of one week. Parents will be charged for damaged or lost books.

**Kindergarten Assessments**

 Assessment is an important part of our academic program. Teachers spend the majority of their day engaging students in explicit standards-based instruction. To measure the effectiveness of instruction and growth toward first grade readiness, multiple assessments are administered throughout the year. In accordance with Alabama Literacy Act, assessments are administered throughout the year to determine Kindergarten Readiness and progress towards First Grade Readiness. Results of these assessments are sent home periodically.

 In addition, you will receive a progress report home at the mid-point of each nine weeks and a report card at the end of each nine-week period. This schedule can be found on the 24-25 School Calendar. The report card for kindergarten is a standards-based report card. Students are graded on a numerical scale:

3: The student is demonstrating mastery of grade level standard.

2: The student demonstrates partial understanding of grade level standard; or can perform portions of grade level standard with support.

1: The student shows minimum understanding of grade level standard when provided support.

0: The student is not yet demonstrating progress towards grade-level standard.

At any time that there is a question about assessments or assessment results, we strongly encourage communication with the classroom teacher.

**Promotion and Retention**

As stated in Section 290-3-1-.04 of the Alabama Administrative Code, students being enrolled in or promoted to first grade must demonstrate first grade readiness by the successful completion of kindergarten or otherwise demonstrating first grade entry readiness on an assessment of essential academic, developmental and physical skills.

**Multi-Tiered System of Supports/Intervention**

 In kindergarten, we implement a multi-tiered system of supports. Sometimes when students are not showing adequate progress with core program instruction and/or behavior, a committee of teachers, counselor and administrators will meet to decide how to best help the student. Specific needs are discussed and interventions are put in to place to help the student make adequate progress toward kindergarten goals and benchmarks. In the event that interventions need to be implemented, the parents are contacted. Progress will be monitored and intense interventions may be written and adjusted through our RtI process and/or SRIP – Student Reading Improvement Plan. Regular updates about progress will be sent home. It is the goal of this committee to make sure that students are receiving intense instruction to successfully meet his/her needs.

**504 Program**

 Students who have a physical or mental disability which substantially limits one or more major life activities may qualify for 504 services. The Autauga County School system provides these services at each LEA school for all students who meet the eligibility requirements. You may receive additional information by contacting the school’s 504 coordinator Mrs. Rachel Clark, or the system’s 504 Director, Mrs. Tisha Addison at 153 West Fourth Street, Prattville, AL 36067, or at 334-365-5706.

**Gifted Education**

 Gifted students are those who perform at or who have demonstrated the potential to 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.

 Teachers, counselors, administrators, parents or guardians, peers, self or any other individuals with knowledge of the student’s abilities may refer a student. 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 services.

 For additional information, contact the Autauga County Board of Education Special Education Department, Dr. Rose Tarantino, 334-361-3843.

**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 to the Alabama Administrative Code, to include the areas of Autism, Deaf-Blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, 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, AL 36067.

**Counseling**

 The goal of Prattville Kindergarten School’s counseling program is to prepare our students for a successful future by helping them to develop academically, socially and emotionally. Individual, small group and large group guidance sessions are held throughout the year. These sessions cover a variety of topics involving character education, social skills, bullying, conflict resolution, drug awareness, and making healthy choices. Students can be referred for individual or small group counseling by their teacher or parent. If you have any questions about our program, please feel free to contact Mrs. Rachel Clark at 334-361-3890.

**PRATTVILLE KINDERGARTEN SCHOOL DISCIPLINE POLICIES AND PROCEDURES**

**Positive Behavior Support**

 We are so excited to be implementing a Positive Behavior Support System at PKS. Together, we can work as a team to promote positive behavior and student success. As part of our plan, we will be working toward three expectations at school and at home: Proud, Kind, and Safe We will be teaching rules throughout different locations in our building for the first two weeks of school. We will learn about restroom, hallway, lunchroom and classroom rules. A school-wide incentive program will be implemented. Make sure to ask your child all about it. Please watch for more information to come home after the first week of school. Discuss with your child the PKS school expectations and rules. Let’s work as a team to promote positive behavior and student success!

**Discipline**

 Our goal is to establish and maintain an educational climate conducive to learning. While teachers shall be reasonable in student-related demands, they need not tolerate disrespectful, boisterous, rough and violent outbursts of language and temper on the part of the students. Parents/guardians will be involved in every way possible to work with the teacher and administrator in order to bring about the appropriate behavior that is necessary for the effective total functioning classroom. However, when behavior becomes disruptive, harmful and negatively impacts the educational environment, discipline will occur. For a list of behaviors and consequences, see the Autauga County Schools Code of Conduct.

 Additionally, bullying is not a tolerated behavior. If a parent has a specific concern, a Bullying and Student Harassment form can be obtained from our school website, [www.prattvillekindergarten.com](http://www.prattvillekindergarten.com).

 The Definition of Bullying is Outlined in Autauga County Policy Manual (5.26). This can be found in the *Autauga County Schools Code of Conduct* or on the District website at [www.acboe.net](http://www.acboe.net).

**Parental Responsibility for Student Attendance and Behavior**

 It is the policy of the Board of education to comply with Act 93-672 as adopted by the Alabama Legislature. Parents/guardians and persons in charge of children are required to ensure that their children enroll and attend school and conduct themselves properly in accordance with written policy on school behavior adopted by the local Board of Education.

 The failure of a parent/guardian and persons in charge of children to exercise this responsibility is a crime. If convicted said persons shall be fined not more than $100 and may also be sentenced to hard labor for the county for not more than 90 days.

 School principals and the Superintendent of Education or his/her designee are required to report suspected violations to the district attorney within ten (10) days.

**OTHER PKS INFORMATION**

**Parties**

 Each class may have a variety of parties throughout the school year. Room mothers and teachers will work together to coordinate these events. If a child should want to give out birthday party invitations to classmates at school, one must be sent to each child in the classroom or none at all. On party days, do not bring gift items to school or have items delivered. \*Deliveries to students will not be accepted. This includes gifts, balloons, flowers, etc.

**Lost and Found**

 If your child loses an article of clothing, we will be happy to let you check the lost and found. Please feel free to contact our school personnel for assistance. As always, you will sign in through the office to obtain a visitor’s pass.

**Unnecessary Items**

 The following items are not allowable at PKS.

* Due to our lack of storage space and safety concerns, children may not bring backpacks or any type of pack worn on the back. Purses are also an unnecessary item in kindergarten. Children are allowed one over the shoulder tote bag.
* Toys should not be brought to school unless the teacher gives permission. Some toys are dangerous and any toy creates a distraction in the classroom. At no time will toy guns, knives or weapons be permissible. These items will also be considered a disciplinary offense.
* Cell phones/communication devices are also not to be visible to school.
* Live animals should not be brought into the school without prior permission. Health codes must be followed.
* Mats are not needed for rest time. A towel will suffice.
* Deliveries of flowers, balloons, gifts, etc. should not be sent or brought to a student during school hours.

**Teacher Gifts**

 Ethics Law – Beginning August 1st, 2012, the term “de minimis” will be defined as $25 or less per occasion and an aggregate of $50 or less in a calendar year from any single provider, or such other amounts as may be prescribed by the Ethics Commission from time to time by rule pursuant to the Administrative Procedure Act or adjusted each four years from the date of the enactment of this act to reflect any increase in the cost of living as indicated by the United States Department of Labor Consumer Price Index or any succeeding equivalent index.

NOTE: Please limit teacher gifts to $25 or less per occasion. Please do not exceed $50 per year.

NOTES:

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**PKS STUDENT AND PARENT HANDBOOK**

**ACKNOWLEDGEMENT OF RECEIPT**

**2024 – 2025**



* As parent/legal guardian of a student at Prattville Kindergarten School, I/we hereby acknowledge by my/our signature(s) that I/we have received directions to access the Prattville Kindergarten School Student and Parent Handbook. I/we have read and reviewed the policies, procedures and expectations as outlined in this Handbook.
* I/We further acknowledge and agree to be bound by the provisions in the PKS Student and Parent Handbook: 2024 – 2025.

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Signature of Parent/Legal Guardian Date

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Signature of Parent/Legal Guardian Date

\*If the student only lives with one parent/guardian, only one signature is required.