

**PRATTVILLE HIGH SCHOOL
PARENT/STUDENT HANDBOOK
2022-2023**

**SUPERINTENDENT OF EDUCATION
Mr. Tim Tidmore**

**BOARD OF EDUCATION
Mrs. Eleanor Ballow
Ms. Ledronia Goodwin
Mr. Mark Hindman
Mr. Jeffery Keith
Mr. Jim Manderson**

**PRINCIPAL
Dr. Daniel Farris**

**ASSISTANT PRINCIPALS
Mrs. Angela Charles
Mr. Malcolm Dailey
Mrs. Gloria Jerkins
Mr. Mitchell Thornton**

**Accredited by:
Southern Association of Colleges and Secondary Schools
Alabama State Department of Education**

**1315 Upper Kingston Road
Prattville, AL 36067
(334) 365-8804
(334) 358-0011 Fax
www.gophslions.com**

AUTAUGA COUNTY SCHOOL SYSTEM

Approved 1/13/2022

2022-2023 CALENDAR

JULY 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Institute/Teacher In-Service Days
First/Last Day of School
School Holidays
Grading Periods
Report Card Dates

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 3 - 9 August 10 September 5 October 10 November 11 November 21-25 December 16 Dec 19-Jan 2	Institute/Teacher In-service Days School Opens Labor Day Fall Break Veterans Day Thanksgiving Holidays Early Dismissal Christmas Holidays
--	--

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January 3 January 4 January 16 February 17 March 20-24 April 14 May 26	Teacher In-service Day School Resumes Martin Luther King Day Teacher In-service Day Spring Break Weather Day Last Day of School/Early Dismissal
--	---

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Nine-Weeks Grading Periods		
1 st nine-weeks ends	October 12	44 days
2 nd nine-weeks ends	December 16	41 days
		85 days
3 rd nine-weeks ends	March 9	45 days
4 th nine-weeks ends	May 26	50 days
		95 days

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Report Card Issue Dates	
1 st nine-weeks	October 17
2 nd nine-weeks	January 6
3 rd nine-weeks	March 17
4 th nine-weeks	May 26

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Tentative Testing Dates	
PreACT (Gr. 10)	October 3-21, 2022
ACT WorkKeys (Gr. 12)	October 5 - November 8, 2022
ACCESS ELLs (Gr. K-12)	January 17 - March 17, 2023
ACT with Writing (Gr. 11)	March 14, 2023
ACAP Alternate (Gr. 2-8, 10, 11)	March 1 - April 7, 2023
ACAP Summative (Grades 2-8)	March 20 - April 28, 2023

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**2022-2023
SCHOOL YEAR**

Bell Schedule 2022-2023							
<i>Seven Period Day - Monday, Thursday, and Friday</i>		<i>Mins</i>	<i>Tuesday Block Day</i>		<i>Mins</i>	<i>Wednesday Block Day</i>	
First Bell	7:40 - 7:48	8	First Bell	7:40 - 7:48	8	First Bell	7:40 - 7:48
1	7:48 - 8:43	55	1st Block	7:48 - 9:20	92	1st Block/Lion Period	7:48 - 9:20
2	8:48 - 9:39	51	2nd Block	9:25 - 10:57	92	3rd Block	9:25 - 10:57
3	9:44 - 10:35	51	HR/Advisory	11:02 - 11:24	22	HR/Advisory	11:02 - 11:24
4	10:40 - 11:31	51	4th Block	11:29 - 1:23	114	5th Block	11:29 - 1:23
5	11:36 - 1:10	94	6th Block	1:28 - 3:00	92	7th Block	1:28 - 3:00
6	1:15 - 2:06	51	Dismissal	3:00		Dismissal	3:00
7	2:11 - 3:02	51					
Dismissal	3:02						
Lunch			Lunch			Lunch	
1st Shift	11:31 - 11:55	24	1st Shift	11:24 - 11:48	24	1st Shift	11:24 - 11:48
2nd Shift	11:56 - 12:20	24	2nd Shift	11:49 - 12:13	24	2nd Shift	11:49 - 12:13
3rd Shift	12:21 - 12:45	24	3rd Shift	12:14 - 12:38	24	3rd Shift	12:14 - 12:38
4th Shift	12:46 - 1:10	24	4th Shift	12:39 - 1:03	24	4th Shift	12:39 - 1:03

GRADUATION REQUIREMENTS

All beginning freshmen students will pursue the Alabama High School Diploma. Freshmen will have the opportunity to choose the Alabama High School Diploma with or without one of the following endorsements: Academic Endorsement with Honors, Career Technical Endorsement or Advanced Career Technical Endorsement. Students who pass all required and elective courses taken will exceed the required number of credits for graduation. In addition to completing the specified number of credits. Students may not take courses out of sequence or at grade levels other than those specified. Students should consult the appropriate counselor about the four-year plan of study and the correct sequencing of courses.

School Year	Credits Required for Graduation
2022-2023	24

STANDARD ALABAMA HIGH SCHOOL Diploma

English	4 credits
Social Studies	4 credits
Science	4 credits
Mathematics	4 credits
(Including Algebra I w/Probability	
Geometry w/Data Analysis and Algebra II with Stats)	
Health Education	½ credit
Foreign Language and/or Fine Arts	
and/or Career Tech	3 credits
Foreign Language (not required)	
Career Preparedness	1 credit
Physical Education	1 credit
Electives	2½ credits
TOTAL	24 credits

Diploma with Autauga County HONORS Endorsement

English (advanced levels)	4 credits
Social Studies (advanced levels)	4 credits
Science (advanced levels)	4 credits
Mathematics (advanced levels)	4 credits
(Including Honors Algebra II w/ Stats.)	
Health Education	½ credit
Foreign Language and/or Fine Arts	
and/or Career Tech	3 credits
Foreign Language (2 of same language)	
Career Preparedness	1 credit
Physical Education	1 credit
Electives	2½ credits
TOTAL	24 credits

GRADUATION - HONORS GRADUATES

Criteria for determining Honor Graduates will be according to the guidelines below:

1. Students must have a top grade point average (3.5 and above). Academic grade averages will be computed at the end of the first semester to determine rank in class. Grade point averages for Valedictorian and Salutatorian will be determined at the end of the second semester.
2. Honor graduates must participate in graduation exercises.
3. Honor graduates must qualify for the Honors Diploma.

4. The Valedictorian and Salutatorian will be chosen from the Honor Graduates based on the highest GPA to be determined at the end of the second semester of the senior year

GRADUATION- VALEDICTORIAN AND SALUTATORIAN CRITERIA

Valedictorian and Salutatorian will be selected according to the policy set forth by the Autauga County Board of Education. Only the Valedictorian and Salutatorian will be recognized at graduation. The following are the criteria for determining who may be eligible for Valedictorian and Salutatorian in the schools of the Autauga County School System:

1. The candidate must qualify for the Honors Diploma and as an honor graduate.
 2. All Carnegie Unit and half unit designated courses offered by a local high school shall be eligible for and figure into the calculations for determining the overall class standing or average.
 3. The candidates must have been enrolled at the local high school for one (1) full school year prior to the date of their graduation.
 4. Grades in all classes shall be computed at face value.
 5. The standing of the candidates shall be computed on the number of quality points earned at the second semester of the senior year.
 6. If letter grades are present, the candidate must have the respective school(s) attended submit the grades in numerical form. If such school will not or cannot submit numerical grade, said student's letter grades will be converted to numerical grades at the mid-point of the grading scale approved for use by high schools of the School District.
 7. In determining the overall GPA, all applicable final semester course grades shall be averaged. The student with the highest GPA for grades 9-12 shall be the Valedictorian, with the second highest being the Salutatorian. The determination for Valedictorian and Salutatorian shall be made by calculating the GPA as far as possible in place value until a discriminate value is determined that separates the first rank (Valedictorian) from the second rank (Salutatorian). Schools may have more than one Valedictorian and Salutatorian.
 8. The school principal will resolve any extraordinary situations or circumstances that may arise.
- The local school may establish appropriate criteria for determining eligibility standards for various honor classifications to be awarded at respective schools. Students shall receive an additional quality point for successfully completing Advanced Placement classes and/or Dual Enrollment classes taken at Prattville High School during the regular academic year.

GRADUATION EXERCISES – STUDENT PARTICIPATION

The right to participate in graduation exercises is restricted to those students who have met all the requirements for graduation and who will receive an unconditional exit document at the conclusion of the exercises. All students must follow all dress code regulations and Autauga County school behavior policies.

1. They must also participate in graduation practice to participate in graduation exercises.
2. The walk towards graduation begins on the first day of August. Any student, involved in any form of vandalism, illegal behavior or violates the Prattville High School Code of Conduct, especially during the month of May, either inside the school, outside the school, on any Autauga County Board property or at an event representing Prattville High School or the Autauga County Board of Education, will forfeit their privilege (it's not a right, it's earned) to walk and participate in graduation.
3. Graduating seniors are the role models for the underclass students at Prattville High School. Graduation is a formal event to celebrate. Any student choosing to act, dance, pose, dress, show body parts- including bare feet, other behavior, considered inappropriate according to school board policy, MAY/WILL be escorted out of the graduation venue by Prattville High School security after exiting the stage. In addition, any student removed from the graduation venue may be assessed a fine to be paid or parents will be required to attend a conference with school officials before receiving their official diploma.

EXAMS – FINAL EXAMS AND FINAL GRADES

Exam Exemption Policy

Exams are required in all subjects. The exam exemption policy approved by the Autauga County Board of Education will be as follows.

Students in grades 7-12 will take mid-term exams at the end of the first semester in each of their classes.

Students in grades 7-12 will also take all semester exams (exams are not comprehensive) unless they are exempt utilizing one or more of the criteria listed below:

1. An "A" average in each class and not more than five (5) absences in a given class, subject and/or block at any time during the academic year.
2. A "B" average in each class and not more than three (3) absences in a given class, subject and/or block at any time during the academic year.
3. A "C" average in each class and not more than two (2) absence in a given class, subject, and/or block at any time during the academic year.

In addition to the above criteria, students shall not be eligible for exemption if the student has been assigned in-school suspension-more than 2 times, suspended from school or assigned to the Interim/Alternative Program at any time during the academic year.

Open campus is available during exam schedules. Students will report to school to take exams and be allowed to leave at the end of the class period. It is the responsibility of the parent to notify school if they want their child to remain at school.

Final Exams and Final Grades

1. Final exams are required in all subjects. The only exemption is described in the Exam Exemption Policy. There will be no open book exams and no take home exams for the mid-term and final exams.

The grades for the first semester:

1st 9-weeks = 40% 2nd 9-weeks = 40% Mid-term Exam = 20%

The grades for the second semester will be:

3rd 9-weeks = 40% 4th 9-weeks = 40% Final Exam = 20%

2. The final grade for 18 weeks courses will be:

1st/3rd 9-weeks = 40% 2nd/4th 9-weeks = 40% Final Exam = 20%

3. The grading scale to be used is as follows:

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59-0

(Grades of 0.5 or higher will round up)

Grading Procedures for the Block Schedule or 18 weeks courses

Final grades for Block Schedules or 18-weeks courses will be determined as follows:

1. Teachers are required to administer Mid-Block /Mid-Term exams and Final Exams. The Mid- Block/Mid-Term exam will count as part of the first or third nine weeks grade (20%).

EXAMS – RE-EXAMINATION POLICY

During either of the two terms or in a case where the exam is a final exam for an eighteen (18) week course, a teacher will grant a re-examination for **seniors only** if the student failed the course after the final exam is graded and averaged with all other grades, and had a final grade of 55-59. The final examination must be the deciding factor which results in the failing average for the term. All re-examinations will be administered within two (2) days of the completion of the failed exam. Under the Re-examination Policy a student who takes a re-examination and raises his/her grade to a passing level, may receive a grade no higher than sixty (60) for the final term average.

Course Weights:

Grade	Standard Courses	Honors Courses	AP Courses Dual Enrollment
A	4.0	4.50	5.0
B	3.0	3.50	4.0
C	2.0	2.50	3.0
D	1.0	1.50	2.0
F	0.0	0.0	0.0

FEES

Students shall not be charged a fee for any course or subject required of that student for graduation. Students unable to pay a fee or who are facing a financial hardship are required to provide written substantiation. *All returned checks have a \$30.00 NSF fee.*

SUBJECT/ITEM	FEE	SUBJECT/ITEM	FEE
Art II and Advanced Art	\$20 per semester	Parking Permits	\$50 per year (\$25 after 1 st semester)
Art- 3Dimensional Design	\$20 per semester		
AFROTC	\$25 per semester	Theatre Arts	\$15 per semester
Band Uniforms	\$75 fall semester	Theatre Arts - Advanced	\$20 per semester
Chorus	\$10 per semester	Business	\$25 per semester
TV Pro, Arts AV	\$25 per semester	Transcripts	Parchment
Driver Education	\$30 per semester		

- 9th graders are not permitted to drive to school.

STUDENTS WITH DISABILITIES

Students with a disability as defined by the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973 shall take the State Mandated Assessments with or without accommodations according to the IEP or 504 Plan.

FIELD TRIPS

Students shall be subject to the same Code of Conduct applicable to regular classroom activities. Students must have written permission signed by the parent/guardian on file with school officials. Students are to follow school dress code. Students not in dress code will not be allowed to attend the field trip and will not be refunded any money.

AUTAUGA COUNTY CREDIT RECOVERY PROGRAM

The Credit Recovery Program is a course-specific, skill-based extended learning opportunity for students who have been unsuccessful in mastering content or skills required to receive course credit or to earn promotion. Credit Recovery study is based on deficiencies rather than a repeat of the entire course. This program is only offered to students who have not successfully passed a course as a result of earning a baseline score of a 40/F or higher in a course who do not want to

repeat the entire course either in summer school or the following school year. **Credit Recovery is not accepted by NCAA.** The following guidelines apply for admission and completion of credit recovery:

1. Applications will be reviewed by an Administrator and the Credit Recovery Committee to determine admittance into the program.
2. The student must have earned a baseline score of a 40/F for admission to the program, as well as have no more than 10 absences (includes both excused and unexcused absences) in the course requested for recovery.
3. May not recover credits lost due to absences.
4. May not have any major discipline infractions.
5. Credit recovery will not be available for 9th grade students unless that student has attained the age of 17 by September 2nd of the year he/she enters 9th grade.
6. Applications for Credit Recovery must be submitted within 1 week of receiving the failing grade.
7. Course(s) must have been failed within an Autauga County High School. **(Out of School System Transfers will not be accepted.)**
8. A ***nonrefundable*** fee of \$125 must be paid in full. Fee amount is subject to change at any time
9. Availability of Courses and Space: If space is currently unavailable, students will be placed on a waiting list and will be admitted into the course once a seat is vacant. Not all courses will be offered through Credit Recovery.

Policies

ARRIVAL AND DEPARTURE

Students who are transported by school buses will arrive at and depart from school at the scheduled times. Students who are not transported by school buses should not arrive prior to 7:15 A.M. and not remain later than 4:00 P.M. unless they are involved in a school approved activity, since supervision is not available before and after school at those times. Students MAY NOT go into the parking lot during break or any other time during the school day without approval of a principal or school security. A student is not permitted to leave school campus during regular school hours except in accordance with the provisions in “Attendance – Check-Outs”. Students should report to designated area once they arrive on campus. Once a student arrives on campus, no matter the means of transportation, they must go through the student center before departing.

ATTENDANCE

Alabama State Law 16-28-3, Code of Alabama, 1975 requires all children between the ages of six (6) and seventeen (17) 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 in the Autauga County Court system.

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 absence** 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/superintendent) which would be dangerous to the life and health of the child;
- legal quarantine;
- emergency conditions as determined by the principal;

A 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**, as described above, 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.** All excuses must be presented within three (3) days of the return to school.
- College Visits allowed: 2 for Seniors 1 for Juniors

WHEN TO KEEP YOUR CHILD AT 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- Temperature of 100.4 or above. Child should remain home until fever free for 72 hours.

Vomiting- Your child should not attend school if they have vomited within the last 72 hours.

Diarrhea- Your child should remain home if they have had diarrhea within the last 72 hours.

Undiagnosed Rash- Your child should not attend school until the rash has been diagnosed and treated. It could be measles, chicken pox 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 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 a receipt for the lice shampoo. Take your child to the office to see the school nurse.

If your child has COVID-19 symptoms such as cough, fever, chills, shortness of breath, extreme fatigue, or sore throat, please keep him/her home and contact your health care provider.

There are times when your child looks and feels like he/she is too ill to study or learn in school, please follow the guidelines above and use your best judgment on when to keep your child home due to illness.

ADMITTANCE AFTER AN ABSENCE

In order to be readmitted with an excused absence, students **must** go to the Student Center.

- **EXCUSED admits** will be issued in the student center between **7:15 and 7:45 a.m. only**. A student must bring a dated note from his/her parent/guardian, doctor, or the court within **three (3) school days of returning to school** stating the **reason** for the absence(s). (The note is kept on file in the Student Center and the student is issued an "excused" admit.)
- If a student does not have a note, he/she will be marked as unexcused in the Attendance Database.
- If a student is absent for any length of time because of a school related function, the teacher/coach must provide a list of students attending the school related function to the Student Center.

Students will be allowed to make up work only when absences are excused (see Attendance Policy for description of excused absences).

Students **may** make up any work if the **absence is excused**. Arrangements for making up work must be made within three (3) school days, but not to exceed two (2) weeks, unless extenuating circumstances are given consideration by the teacher and/or the principal.

If a student should need to be excused from class for pre-planned activities (i.e. church trips, etc.), a pre-approval form should be obtained from the Student Center **one week prior** to the activity date. Please return completed form to the Student Center for administrative approval. Family vacations, reunions, or concerts will not be approved.

UNEXCUSED: Any absence not meeting the requirements of the Attendance Policy is unexcused, i.e. work, truancy, suspension, forged excuses, or parental neglect. **Students may not make up work if the absence is unexcused.** All documents for absences must be received within three (3) school days or the absence will be unexcused. Students who have more than ten (10) unexcused absences in a class session during a school year may not receive course credits.

APPEAL PROCESS

Students or parents/guardians may appeal to the school's review committee decisions rendered as it pertains to excused/unexcused or excessive absences. Suspensions **shall** count as a part of the number of excessive absences.

CHECK-INS

Students are required to report to school no later than the official beginning of 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. Check-ins are excused for the same reasons as absences. Check-ins for any other reason will be unexcused and may result in disciplinary action. No make-up work is allowed for unexcused check-ins. Car trouble is not excused (i.e. Flat tire)

CHECK-OUTS

The State Department of Education's "Plan of Excellence" designates that each student shall receive 360 minutes of instruction per day. For this reason, check-outs must be for extreme illness, doctor's appointments or other verifiable family emergency **only** and will be kept to a minimum. Doctor/Dentist appointments should be scheduled outside of regular school hours if at all possible. A parent/guardian or a designated adult must come to the school in person to sign the student out. **No check outs will be accepted by phone, fax, or email.** The permission slip must be signed and returned to obtain excused status. In addition, if the student checks out for an appointment (e.g. medical, legal), verification that the appointment was met must be presented upon return to school. Written checkout notes will be verified before the student is released from school. Also, students who bring checkout notes from home should give them to the first block teacher to be submitted to the Student Center for verification.

Students who leave school for any reason must check-out through the Student Center following their school's check-out procedures. Only persons whose names appear on the school's registration form/card may check-out students. ***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.

1. A student who brings a note from home with a parent's/guardian's signature will be allowed to check out under his/her own signature. The note to check out must be presented to the first period teacher, who will issue a check out card to the student and send the note to the student center for verification.
2. When the checkout time arrives, the student will present the card in the student center and **sign out**.
3. A student's parent/guardian may come to the school in person to check the student out of school. A student may not be checked out of school by persons other than his/her parent/guardian or someone specifically designated by the student's parent/guardian. ALL person(s) MUST show a photo I.D. before the student can be released.

4. In emergency situations, the school principal or designee may permit a student to leave the school campus based on a telephone request from the student's parent/guardian. In such instances, the principal or his designee shall speak directly to the student's parent/guardian by telephone to confirm the request.
5. Students who abuse emergency checkouts will not be allowed further checkout without being signed out by a parent/guardian. Any student violating this policy shall be subject to disciplinary action deemed appropriated for an intermediate offense.
6. Students that report to the school nurse wanting to checkout, but are truant, will require a parent/guardian to check the student out in person. No phone checkouts.
7. **No Students will be allowed to check out after 2:15 pm.**

HIGH SCHOOL CREDITS AS RELATED TO ATTENDANCE

Parents and students should be aware of the following:

- Students in grades 9-12 must earn credit for promotion from grade to grade and to meet graduation requirements.
- Each class period represents one credit or one half of credit that may be earned by the student.
- In order to earn each class credit, the student must attend the class for the specific number of clock hours, established by the State, **and** pass the assigned course work.
- A written note from the parent or guardian, as described above, will excuse absences for up to but not exceeding ten (10) absences for any full credit course per term and not exceeding five (5) absences for any half credit course per term. Further absences will require a note from a doctor or court official in order to be considered excused.
- **Combined (excused and unexcused) absences from a class period more than ten (10) times may result in a loss of credit.**
- Students over the age of seventeen (17) who accumulate more than ten (10) days of unexcused absences during a single semester may be withdrawn from school. Parents will be notified of pending withdrawal and given one (1) week to appear before the principal or attendance officer to show cause as to why the student should not be withdrawn from school. The Attendance/Truancy Department working in cooperation with the Special Education Department must approve all withdrawals for special education students.
- In cases of prolonged absence due to illness, the parent or guardian should seek assistance from the Homebound Program.

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.

For seventh through twelfth grade students, the student shall be responsible for contacting the teacher or teachers immediately upon return to school to arrange a reasonable length of time, not to exceed two (2) weeks, to make up work and/or examinations. Teachers shall not be required to re-teach lessons, but students shall be given reasonable opportunity to learn lessons missed due to excused absences.

PARENTAL RESPONSIBILITY FOR STUDENT ATTENDANCE AND BEHAVIOR

It is the policy of the Board to comply with Act 93-672 as adopted by the Alabama Legislature. Parents/guardians or 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.

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.

STUDENT SCHOOL ATTENDANCE STANDARDS AND OPERATION OF A MOTOR VEHICLE

(Pertaining to a Driver's License)

"The Department of Public Safety shall deny a driver's license or a learner's license for the operation of a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certificate of graduation issued to the person from a secondary high school of this state, or any other state, or documentation that the person:

- (1) Is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution or organization, or has obtained the certificate;
- (2) Is enrolled in a secondary school of this state or any state;
- (3) Is participating in a job training program approved by the State Superintendent of Education;
- (4) Is gainfully and substantially employed;
- (5) Is a parent with the care and custody of a minor or unborn child;
- (6) Has a physician certify that the parents of the person depend on him or her as their sole source of transportation; or
- (7) Is exempted from this requirement due to circumstances beyond his or her control as provided in this chapter."

Ala. Code 16-28-40(1975)

- (8) 9th graders are not permitted to drive to school.

TARDIES – LATE ARRIVALS

Students are required to be on time and remain at school the entire day. It is the responsibility of parents or guardians to make sure that their children arrive on time each day. Any student arriving after 7:48 **must** report to the Student Center to check-in and get an admit slip. Excessive tardiness, **10 OR MORE**, for any reason other than reasons for excused absences, will result in disciplinary action in line with our progressive discipline policy. Only an excused tardy permits class work to be made up.

1. Late arrivals:

- a. Students arriving to school after 7:48 A.M. will report to the Student Center for appropriate admittance. Students will be given a tardy/admit slip, which will have the time of arrival stamped on it. Students must provide teacher with the admit slip to enter class. **The only excused tardies to school will be a late bus, an early doctor/dentist appointment, or court appearance.**
2. Students who come to class without checking in will remain marked absent for the entire day.
3. Students will have have (5) minutes to transition in between classes. Each teacher will require students be on time. Students who are tardy 4 or more times to classes will receive a disciplinary action according to the tardy policy.

The following definitions will help identify infractions:

- TARDY to class – if a student is not in the classroom when the tardy bell rings, the student will be considered tardy.
- TARDY to school – any arrival to school after the call-in bell rings.
- PRESENT: being present for at least one-half ($\frac{1}{2}$) of the class period.
- ABSENT: being absent for at least one-half ($\frac{1}{2}$) of the class period.

TRUANCY DEFINITION/UNEXCUSED ABSENCES

Absences for reasons other than those defined above shall be considered as unexcused. Failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. Forged excuses will be coded as unexcused. The child shall also 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. Parent/Guardian shall be notified by the school principal, or his/her designee, of the first truancy/unexcused absence (warning) and fifth truancy/unexcused absence (conference – mandatory except in case of an emergency or prior arrangement). Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

Early Warning Truancy Program

Parents and students will be referred to the Early Warning Truancy Program on the seventh (7th) unexcused absence.

Referral to the program includes the following steps:

- The parent will receive official notification by certified mail. The notice will require the parent to report to the Early Warning Meeting.
- The parent will meet with the Truancy Officer. The Truancy Officer will review the system's Attendance Policy, the State of Alabama Attendance Laws and consequences of breaking the law.
- If the parent fails to appear at the scheduled Early Warning Meeting, the parent will receive a legal notice and a court referral.
- Parents or guardians of any student having a chronic ailment, which may cause the child to miss school during the year, are required to provide the school with a doctor's statement verifying the child's condition. The statement shall reflect the nature of the child's illness, and state why the child may need to miss school from time to time due to this illness. Failure of parents/guardians to provide the school with a chronic ailment statement can result in unexcused absence accumulation and referral to the Court system.

AUTOMOBILES - USE AND PARKING

Board Policy

Driving a vehicle to school and parking a vehicle on a school campus is a privilege granted by the Board of Education and school officials. This privilege is subject to suspension or revocation when any student is in violation of driving and parking regulations. Unauthorized, unregistered, and/or illegally parked automobiles, trucks, or motorcycles are subject to be towed at the owner's expense. At dismissal of school, **students are expected to enter their vehicles and immediately leave campus.** Refusal to leave will be considered an act of defiance.

Students driving automobiles, trucks, or motorcycles to school must register them. The following procedure will be followed:

1. Request registration application from the appropriate school official. (9th graders are not permitted to drive to school)
2. Student and parent/guardian must submit the completed application.
3. License, tag number, and \$50.00 (\$25 after 1st semester) are required to be provided to the appropriate school official before parking will be allowed.
4. A window decal will be issued and must be displayed if the vehicle is parked on campus.
5. Student's automobiles and motorcycles must be parked in appropriately designated and marked spaces within the student designated parking area.
6. Students may not sit, lean, or stand on vehicles.
7. Students may not form or establish groups in parking lots.
8. If a vehicle is barred from campus, the vehicle cannot be driven and/or parked in surrounding vicinity (neighborhood, Kingston Park, Autauga County Technology Center, etc.)
9. Any student using a personal vehicle for yearbook work, school newspaper work, early release, or a community service related course **must** sign out in the Student Center before leaving campus.
10. Students returning to their automobiles during the school day (without prior permission from administration) will result in disciplinary action.
11. The use of one's vehicle to skip school will result in the following disciplinary actions:

- A. 1st offense – two (2) weeks loss of driving and parking privileges plus normal penalty for skipping.
 - B. 2nd offense – one (1) month loss of driving and parking privileges plus normal penalty for skipping.
 - C. 3rd offense – loss of driving and parking privileges for the remainder of the school term plus normal penalty for skipping.
12. The use of one's vehicle to transport another student or other students to skip school will result in the loss of driving and parking privileges as stated above.
 13. Cars must remain in student parking area until last school period ends.
 14. Students who fail to follow all parking procedures may have their parking privileges revoked.
 15. Students are not allowed to create distractions for other drivers by putting items in/on vehicles. (Ex. billboards, large flags & etc.) Unless it is approved by administration.

Parking Violations

The Parking Lot will be monitored during the day. *Automobiles* are subject to search when school officials have reasonable grounds to do so.

The following parking violations will result if:

1. Vehicle is parked in an unauthorized parking place (e.g. handicapped space, cars not designated for student parking, Honor Roll reserved spaces, parking in the grass, parking in the fire lane, etc). Excessive violations will result in the car being barred from campus and discipline actions.
2. **NO** student may park in the faculty parking lot or other reserved areas This will result in discipline actions.

DRESS AND APPEARANCE

Students are to follow the Dress Code stated in the Autauga County School District Code of Conduct. Students may be subject to out-of-school suspension if continuously inappropriately dressed. Shirts, shorts, pants, dresses, and similar items of clothing must be in good taste as deemed by the administration and teachers at Prattville High School. Students who are inappropriately dressed will be sent home to change clothes. Students who drive may drive home, with parent's permission, to change clothes. For students who do not drive, parents will be notified to either bring the student appropriate clothing or take the student home to change clothes. **In the event student is sent home to change for dress code violations, this will be considered an UNEXCUSED absence from class.** Students are expected to be clean and appropriately dressed for school. Dress and appearance must not cause disruption or present health or safety problems. Shoes must be worn by all students. The following articles of clothing and other items are **NOT** allowed:

- Strapless dresses
- Spaghetti straps, tank-tops, muscle shirts
- Skirts and Shorts
 - Shorts should not be overly tight and should be properly fitted at waist height.
 - Shorts should be walking-type shorts, not athletics shorts with wide legs and/or slits. Shorts should not be shorter than mid-thigh, approximately (6) inches above the knee.
 - Dresses/Skirts should be no more than three (3) inches above the knee when standing with or without leggings.
- Pajama pants
- Overalls unfastened or with bibs down
- Belts unfastened
- Picks or combs in hair
- Clothing with decals or slogans containing profanity, inferring obscene/indecent commentary or referring to immoral/illegal behavior
- Over-sized clothes large enough to conceal objects or weapons
- Bagging/sagging pants worn below the waistline. Pants should be worn at waist height with proper fit. Pants legs should be reflect regular straight-legged jeans No large over-sized pants are allowed. Pant legs should not drag the floor.
- Garments with holes and pants with holes more than (3) inches above the knee
- Leggings may only be worn with a dress of appropriate length. Leggings are defined as stretchy material without a zipper and pockets
- Exposed midriffs-short tops, low-waist pants
- Facial jewelry or large dangling earrings (only small or stud-type earrings are allowed)

- Hats, caps, and hoods (boys or girls), and sunglasses inside the buildings
- Gloves, excepts outside the buildings during cold weather
- Bandannas or scarves
- Flip-flops or sneakers which are unlaced or untied
- Clothing made of sheer fabric or spandex
- Clothes which are too short, too tight, or too revealing causing distraction of others to include pajamas and yoga pants
- **Any articles of clothing deemed inappropriate by the administrator**

ELECTRONICS

Electronic Devices – e-readers, cellular telephones and other communication devices will not be used (to include proof of usage), visible, or audible on campus from the time of entering the building at the beginning of the school day until after exiting the building at the end of normal school hours without permission from teachers or an administrator.

Students are responsible for all communications to include all social media platforms. Inappropriate communication during school hours/activities may be pursued under the PHS Code of Conduct. Inappropriate communication off campus or during non-school hours may impact extracurricular activity participation.

Procedures

BUILDING HOURS

The buildings are open in the morning at 7:15 a.m. and closed by 4:00 p.m. Any student or group of students remaining in the building or on campus after 4:00 p.m. must be supervised by an adult, preferably a member of the faculty/school sponsor.

BUS TRANSPORTATION

Prattville High School students are provided transportation to and from school if they live two (2) or more miles from the school. **Students riding school buses are subject to the rules and regulations contained in the Student Code of Conduct. Repeated misbehavior may result in temporary or permanent suspension from the buses.**

CAFETERIA

Breakfast will be provided at no cost to students during the 2022-2023 school year. Student must pay for lunch during the 22-23 school year. Free/Reduced lunch applications can be completed at www.schoollunchapp.com.

BREAKFAST – Student- \$0; Faculty - \$1.50; Visitor Breakfast -\$1.75; Reduced - \$.30

LUNCH – Student - \$2.75; Faculty - \$3.50; Visitors - \$4.25; Reduced - \$.40

(These prices are subject to change as federal and state regulations and laws change and as policies are established by the Child Nutrition Program.)

Student behavior in the dining room should be based on courtesy and cleanliness; this means leaving the area in the condition in which you would like to live. Everyone, whether he/she eats the school prepared meal or not, will be escorted by their teacher to and from the lunchroom. Students will have assigned seats with their fifth (5th) period teacher. Students may choose to buy lunch, bring their lunch, or not to eat lunch; but **all students will remain for the entire lunch period in their designated areas.** At no time are the students allowed to take food outside of the cafeteria and no one may go into areas where classes are being held during lunch period. **Students not in designated areas during their lunch period will be subject to disciplinary action.** Parents can add money to student accounts by sending cash, a check or going to www.paypams.com.

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 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.

COUNSELING SERVICES

Counseling office personnel are available for service to students and faculty at Prattville High School. Students are encouraged to take advantage of services in the areas of curriculum selection, vocational development, and personal counseling. A comprehensive testing program, which includes ability, achievement, aptitude, and interest inventories, is incorporated into each student's academic program. These counseling services do not include therapy or clinical counseling.

DELIVERY OF FLOWERS, GIFTS, ETC.

No deliveries to students are allowed

FIRE AND TORNADO DRILLS

Drills will be conducted on a monthly basis and are required by City, State, and Civil Defense laws. These **unannounced drills** are necessary and proper to ensure each student's safety in the event of a real emergency. Students must exit in a single file line to designated area and remain quiet during all drills. Directions to designated areas are posted in each classroom. Drill SIGNALS ARE:

1. Fire alarm system will be activated
2. Series of short rings of bell – evacuate building
3. Continuous ring – tornado/severe weather drill
4. Signals for active shooter/lockdown drill will be given over the PA system.

FOOD DELIVERED ON CAMPUS

No food from restaurants or fast-food establishments will be delivered to the campus without the approval of the principal, and only for special events. The deliverer must contact the principal for approval. **Outside food cannot be sold or taken into the Mane or serving area!**

GAMBLING

Absolutely no gambling is permitted. There will be absolutely no playing cards, die/dice, or any semblance of gambling materials allowed on school grounds at any time.

GRIEVANCE PROGRAM

When a student has a grievance, he/she and parent/guardian shall, within five days of when the grievance is first known, request a conference with his/her teacher. This conference shall be scheduled by the teacher within five days of receipt of

the request. If the grievance is resolved at this conference by mutual agreement, there shall be no further action. Both parties shall state in writing that they are in agreement with the proposed resolution.

If the grievance is not resolved at the first level conference, the student and parent/guardian shall file, within five days, a written description of the grievance with the next level of administration, the assistant principal (if applicable). Upon receipt of the grievance, the assistant principal and the teacher shall schedule a conference with the student and parent/guardian to be held within five days of the receipt of the grievance. This conference shall be for the purpose of resolving the grievance. Following the conference, the assistant principal shall respond in writing within five days to the student and parent/guardian as to his/her decision regarding the disposition of the grievance.

Should the grievance not be resolved satisfactorily, he/she and parent/guardian may continue through each level of administration in the same manner as prescribed heretofore. Upon completion of the final administrative level (the Superintendent of Education), the student and parent/guardian may request to be heard by the Board of Education by submitting the request in writing to the Superintendent of Education. The Superintendent shall insert in the appropriate place on the agenda of the next Board meeting [provided that the time constraints (as per Board policy) are met for inclusion on the most immediate agenda] an item which states that the student desires to address the Board concerning a grievance.

The Board shall review the grievance. In addition, the Board may, but is not required to, hear directly from any individual with knowledge of any relevant facts relating to the grievance.

The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the grievance. A copy of the action of the Board will be furnished to the student and parent/guardian as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.

This policy is not intended to deprive any student and parent/guardian of any right they may have to file a grievance pursuant to any other policy of the local Board of Education. The student and parent/guardian retain at all times the right to full due process in all grievance matters.

HALL PASSES

Obtaining a hall pass during class is a privilege. Students will not receive a pass to leave until attendance has been taken for the class. It is expected that high school students are mature enough to remain in class for the entire 52-minute period unless there is a qualified reason. Students should get water and go to the bathroom on the way to and from classes so as to minimize disturbance of academic time. Students are required to have a pass when in the halls during class time. **Only one student at a time** is allowed to leave a classroom. Students must sign the in/out sheet before leaving class and upon returning. Passes given by teachers should pertain to building locations only. All vehicle passes, etc. must have administrator approval.

HOMEWORK ASSIGNMENTS

Teachers are expected to give homework assignments on a regular and on-going basis. In many cases these assignments are given a week or more in advance. It is the responsibility of each student to complete and submit homework assignments as scheduled, the homework will be graded/checked by the teacher and returned, and homework assignments will count toward the daily grade of each student. When a student is absent or does not get a homework assignment directly from the teacher, the student should contact another student in the class, e-mail the teacher or check the teacher website.

The following guidelines will be used when requesting homework assignments through the office:

1. The student has been or will be absent for a minimum of (5) days,
2. If office personnel are required to help, the student/parent must specify the classes and teachers from which assignments are needed,
3. Assignments cannot be picked up-sooner than 24 hours after the request.

HONOR ROLL

Data for the Honor Roll will be provided through guidance office computer. Honor Roll students will be recognized through various methods. Students in grades 10-12 who maintain a 4.0 GPA or above will be invited to Honors Night. Note: Honors night is subject to change.

LOST AND FOUND

Articles found in and around the school should be turned in to the Office where the owners may claim their property by identifying it. Unclaimed property will be donated to the Salvation Army after one month.

MEDIA CENTER

The Media Center opens at 7:30 a.m. and closes at 3:30 p.m. The Media Center is for every student's use; however, a pass from a teacher is required during class time. Books may be checked out for a two (2) week period and renewed on request. A fine of \$.05 per school day is charged for overdue books. Any person who has lost a library book must pay for it immediately.

MEDICATION

Members of the school staff will not administer medicine or drugs, including non-prescription medications, to students. Each student is required to bring a signed note from the physician. All medication should be brought to the school by a parent/guardian and must be stored with the school nurse during the school day. No student, at any time, may have on his or her person any medication whether liquid, pill, or capsule or any other form. *Failure to adhere to this policy will result in disciplinary action (10-day Alternative School placement pending At-Risk Committee Meeting) or 10-day suspension pending Expulsion recommendation.*

PARENT/GUARDIAN CONFERENCES

Parents/guardians are encouraged to request a conference with their child's teacher or an administrator. Parent/guardian conferences are generally held at 7:30 a.m. or during the teacher's planning time. Conferences should be made by appointment only. You may schedule an appointment by calling the front office, emailing your student's teacher, or contacting the appropriate administrator during normal school hours.

PARENTAL RESPONSIBILITY FOR STUDENT ATTENDANCE/BEHAVIOR

Parents/guardians or 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 or 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.

REPORT CARDS

Printed reports of the student's progress will be distributed to the parent/guardian on a nine-week basis. Grades are also updated in the PowerSchool Home Portal. Login information will be given at the beginning of the year.

RELEASE OF STUDENT INFORMATION

Personally identifiable information shall not be released from a student's record without the written consent of a parent/guardian or the student when over eighteen (18) years of age. Directory service can be released to other education and/or civil agencies which have need of the information.

SEARCHES

Students, vehicles, and lockers are subject to search when school officials have reasonable suspicion to do so.

SELLING OF GOODS AND POSTING OF SIGNS

All items sold at Prattville High School must be approved by the Principal. Signs and sales which affect the school or a school organization must be scheduled and given a calendar date. All sales or signs from profit-making organizations not connected in any manner with Prattville High School are prohibited.

SCHEDULE CHANGES

No schedule changes will be made except in the case of school error or emergency situation as determined by the Principal and based on documented, extenuating circumstances. After the first week of school, course change requests will only be considered if the student has attended tutoring and a parent-teacher conference.

SCHOOL ACTIVITIES

Students are encouraged to attend and participate in school activities. The school exercises the same right of authority at all school functions as during the school day.

TEACHER AIDES

Teacher aides will be chosen from the Junior and Senior classes. Responsibilities will be assigned by the teacher.

TELEPHONES

In case of an emergency, students may be allowed to use the Student Center or Office phone with a pass from the teacher. Per the Autauga County Board of Education Code of Conduct, cell phones must not be visible during the school day and must be turned off completely. Any telephone communication during the instructional day will take place on school telephones with permission from office personnel. Parents should continue to call the school for an emergency situation. The Autauga County District shall not assume any responsibility for the theft, loss, or damage to cell phones or for the unauthorized calls made on a cell phone. See page 13 for policy on electronic devices.

TEXTBOOKS and CHROMEBOOKS

1. All textbooks issued are the property of the public school system.
2. Students are responsible for the proper care of textbooks and will be charged for lost or damaged books.

TRANSFERS and TRANSFER CREDIT

Transfer Credit

Prattville High School accepts credits from schools which are accredited by SACS or a State Department of Education. The courses must meet the minimum required class hours of 70 hours for 0.5 credit or 140 hours for 1 credit.

Transfers From Non-Accredited School/School Settings

Any school/school setting not accredited by an accrediting agency recognized by the State Board of Education shall be considered a non-accredited school for the purpose of transfer of class/grade credit. Core courses shall be defined as English, Mathematics, Science and Social Studies. The transfer of credits and/or appropriate placement shall be as follows:

1. Credit for electives courses shall be transferred without validation.
2. Non-contested credit for core courses shall be transferred as follows:
 - a. Using all official records and nationally standardized tests, the principal or his designee shall determine placement and notify the student and the parent/guardian.
 - b. If the parent/guardian agrees with the placement decision, the student shall be placed.
 - c. Following placement, for any initial core course successfully completed, transfer of previous credit earned at a non-accredited school(s) in that subject area shall be accepted without further validation.
3. Contested credit for core courses shall be transferred as follows:
 - a. If the parent/guardian disagrees with the placement decisions, the Principal or his designee shall supervise the administration of the school's most recent semester test for each prerequisite core course in which the parent/guardian is requesting enrollment. For each test the student passes as determined by the school's grading scale, the student shall be placed in the next level core course and credit shall be transferred for the prerequisite courses.
 - b. For any test failed, placement shall be made as originally recommended by school officials and no credit shall be transferred for the prerequisite course(s) in that subject.
 - c. In the event of controversial records/transcripts or the absence of records, the student shall take placement tests consisting of the school's previous semester test for core courses.

Transfers From Accredited Schools

A student transferring to a District school from a public or non-public school accredited by an accrediting agency recognized by the State Board of Education will have all credits and current class/grade placement accepted without validation upon the receipt of an official transcript(s).

TRANSCRIPTS

The school will furnish transcripts to any college or other educational institution upon request. **All transcript requests must be submitted through Parchment.com.** Parchment.com is the electronic transcript request service used by Prattville High School. Transcripts are sent within three days and students are provided with a transcript tracking number.

Under certain unusual circumstances, if an unofficial hard copy transcript is needed, a completed transcript request form, an ID and a \$10.00 cash and/or money order processing fee is required.

Students who need official transcript for scholarships applications must fill out a Transcript Request Form. Students under the age of 18 must have a parent signature. The Transcript Request Form must be attached to the scholarship information sheet and submitted to the Registrar. The Registrar will provide an official transcript in a sealed envelope to the student for his/her scholarship application. No fee is charged for transcripts provided for scholarship applications.

VISITORS

Any former student or any other person not attending Prattville High School **will not be allowed** to visit with friends or relatives during the school day. **Upon entering the building, all visitors to the school, including parents/guardians and faculty family members, must report to the Student Center to obtain permission to visit.** Persons who have not been authorized to visit in the school will be considered trespassers. Safety is our priority. Any behavior that creates an unsafe environment will be dealt with swiftly through the appropriate authorities. All visitors must wear a visitors pass while on campus.

WITHDRAWALS AND TRANSFERS

The parent/guardian of a student who is withdrawing from Prattville High School should notify the school of the withdrawal. The parent/guardian must give the school officials written permission to withdraw from school for the release of student records and provide a picture ID. This procedure will expedite the transfer of records. Necessary forms are located in the registrar's office. In certain cases, an Exit Interview may be required. All textbooks and other school related materials must be returned to the school before the withdrawal is complete.

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.

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:

1. Eating and drinking
2. Chewing gum
3. Smoking or tobacco of any form
4. Scuffling or fighting
5. Playing radios, tape players, or band instruments
6. Yelling at anyone on the bus or outside of the bus
7. Profane, indecent, or abusive language
8. Throwing paper or any other objects on the bus or outside the windows.
9. Putting hands, arms, head, or any part of body outside of the bus window.
10. Tampering with any of the bus safety equipment or devices
11. 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. Bus transportation is a privilege not right.

IT'S THE LAW

PARENT NOTIFICATION CIVIL LIABILITIES AND CRIMINAL PENALTIES

The following laws relate to civil liabilities and criminal penalties for violence and other misbehavior by students on school property or against school employees:

On May 18, 2009, Governor Bob Riley signed into law that all Alabama students must be **seventeen (17) years old** before they are allowed to drop out of school. The new law took effect beginning the 2009-2010 school year. **This law stipulates that any student that wishes to drop out of school must attend an exit interview with a school administrator/principal and a parent or guardian before dropping out of school.** The student must also sign a document which reflects that they understand the consequences of leaving school early.

PARENTAL RESPONSIBILITY FOR STUDENT ATTENDANCE AND BEHAVIOR (ACT 94-782 which was amended Legislature ACT 93-672; Code of Alabama 16-12-12)

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

DRUG DEALING (Revised January 28, 1999; Alabama Administrative Code, 290-030-010-.062)

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor, if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

DRUGS, ALCOHOL, WEAPONS, PHYSICAL HARM, OR THREATENED PHYSICAL HARM (Gun-Free Schools ACT 94-784; Section 921 of Title 18, United States Code, and in Chapter 39 of the Code of Alabama)

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five (5) days. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons,

physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition of readmission.

TEACHER ASSAULT (School Discipline, Code of Alabama 16-28A-1; ACT 94-794)

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his/her duty.

WEAPONS IN SCHOOLS (Gun-Free Schools ACT 94; Section 921 of Title 18, United States Code, and in Chapter 39 of the Code of Alabama) (ACT 94-817)

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: Deadly weapons include, but are not limited to, hand grenades, explosives, or incendiary devices, a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto sword, or dagger; or any club baton, billy, black jack, bludgeon, or metal knuckles).

VANDALISM (ACT 94-819)

The parents/guardians or other persons having control of any minor under the age of 18 with whom the minor is living and who have custody of minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful or malicious act of the minor.

PISTOL POSSESSION/DRIVER'S LICENSE (ACT 94-820)

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over the age of 14 possesses a driver's license on the date of conviction, the driver's license will be suspended for 180 days.

DROP-OUT/DRIVER'S LICENSE (ACT 94-820- which was amended ACT 93-368 as codified in 16-28-40, Code of Alabama 1975)

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

ELECTRONIC DEVICES (ACT 16-1-27)

(A) No board of education shall permit any pupil to carry a pocket pager or electronic communication device in school except for health or other extraordinary needs upon approval of the board of education. (B) Any pupil found in violation of the provisions of this section shall be subject to suspension or expulsion by the board of education.

FAMILY EDUCATIONAL 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 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 the amendment of the student's education records that the parent or eligible student believes are 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 school 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 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.
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 disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the *School* as an administrator, counselor, 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 failures 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 20202-4605

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE

The State Department of Education along with the Alabama Department of Public Health has made it mandatory to disseminate information about meningococcal disease in student handbooks in the state of Alabama. 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.

The bacteria that cause meningococcal disease is 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 exchange of respiratory droplets or saliva with and infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where this cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

The symptoms of this disease include fever, headache, stiff neck, red rash, drowsiness, and nausea and vomiting.

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.

For more information on this and other vaccine recommendations go to:
www.adph.org/immunization

NOTICE FOR DIRECTORY INFORMATION / SURVEY PARTICIPATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Autauga County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Autauga County School District may disclose appropriately designated "directory information" with written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Autauga County School District to include this type of information from your child's education records in certain school publications.

Examples include:

A playbill, showing your student's role in a drama production, the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed with their prior written consent.

If you do not want Autauga County School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing. Autauga County School District has designated the following information as directory information:

<i>Student's name</i>	<i>Photograph</i>	<i>Degrees, honors, and awards received</i>
<i>Address</i>	<i>Date of Birth/Grade Level</i>	<i>Participation in activities and sports</i>
<i>Telephone listing</i>	<i>Dates of Attendance</i>	

Several times during the school year, students are asked to participate in surveys, such as Drug Awareness, Career Awareness, and Needs Assessments. Generally, surveys are conducted on an anonymous basis and no names or identifiable information is provided. Prior to the administration of survey, parents have the right to request, in writing in a timely manner, to inspect surveys.

Non-Disclosure of Directory Information

Military Recruiting /Survey Waiver School Year 2022-2023

I, _____, parent/guardian of _____
Parent/Guardian Name (print) Student Name (print)

Attending Prattville High School in _____ grade, **do not** consent to:

_____ Disclosure of directory information for my child *for military recruiters*.

_____ Participation in surveys

Parent/Guardian's Name (Print)

Parent Signature

Date

Please detach and return above section(s) only if you do not want your child to participate and have the student return it to their homeroom teacher immediately. The acknowledgement of receipt will become a part of each student's permanent record.

ACKNOWLEDGMENT OF RECEIPT

STUDENT'S HOMEROOM GRADE (2022-2023): _____

I, _____, and my parents/guardians hereby
(PRINT STUDENT'S NAME)

acknowledge by our signatures that we have received, read (or had read to us), and understand the Prattville High School Parent/Student Handbook.

(Signed) _____
(Student)

(Signed) _____
(Parent/Guardian)

(Signed) _____
(Parent/Guardian)

Date: _____

Note: The student is to sign the above statement. If the student lives with both parents/guardians, both are to sign the statement with the student. If the student lives with only one parent/guardian, only the custodial parent is to sign the statement with the student.

**PLEASE DETACH THIS PAGE AFTER SIGNING
AND HAVE THE STUDENT RETURN IT
IMMEDIATELY TO HIS/HER 1ST PERIOD TEACHER.
THE ACKNOWLEDGMENT OF RECEIPT WILL BECOME
A PART OF EACH STUDENT'S PERMANENT RECORD.**