



PARENT – STUDENT
HANDBOOK
2023-2024

Dr. Hosea Addison, Principal
Mrs. Susan Carter, Assistant Principal

PRATTVILLE INTERMEDIATE SCHOOL

MISSION

“To foster a school-wide community of leaders”

VISION

“For students of Prattville Intermediate to become creative, responsible, caring, productive citizens who contribute positively to society.”

AUTAUGA COUNTY BOARD OF EDUCATION

MISSION

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

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.

MOTTO

Advancing Autauga County:

Equip. Engage. Excel.

AUTAUGA COUNTY SCHOOL BOARD

Lyman Woodfin, Superintendent

Kim Crockett, Board President - District 2

Kyle Glover - District 5

Billy Hollon - District 4

Jamie Jackson - District 3

Tracye Strichik - District 1

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 any program or activity on the basis of sex, race, religion, belief, national origin, age, ethnic group, or handicapping condition.

PRATTVILLE INTERMEDIATE SCHOOL
1020 Honeysuckle Drive
Prattville, Alabama 36067
(334) 361-3880
Fax (334) 361-3884

Dear Parents/Students:

Welcome to the 2023-2024 school year! This handbook is design to familiarize you with policies, procedures, and guidelines that are essential to our day-to-day operations. Our faculty and staff are excited about the new learning opportunities that await our students. Student success is encouraged and expected in a positive environment at Prattville Intermediate School. Our faculty/staff is dedicated to preparing and producing well-rounded students through an educational program designed to motivate, challenge, and meet the diverse needs of all of our fifth and sixth graders.

We strongly encourage you to become involved in your child's education. Parental and community involvement are essential components in the educational and overall development of every student. Your participation in your child's education is vital, and it greatly increases the likelihood of sustainable success. Always remember to encourage and support your child in all of their efforts. We need your support and involvement. Most importantly, your child needs you to be involved completely so that they can succeed at PIS and beyond. Lastly, the school year has officially begun, and we are ready to educate and inspire.

FOUR HOUSES - ONE FAMILY! GO COUGARS!

Dr. Hosea Addison
Principal

PRATTVILLE INTERMEDIATE SCHOOL PROCEDURES

ARRIVAL AND DEPARTURE

Students who are transported by school buses, arrive and depart school at the scheduled times. Students who are not transported by school buses **should not arrive prior to 7:15 a.m., nor should they remain later than 3:30 p.m.** because supervision is not available before and after these times. Upon arrival, students will sit in the hallway outside their assigned classroom until 7:45 a.m. They are expected to remain quiet while reading or working on a school assignment. Early morning duty teachers supervise. When dropping off or picking up students, **do not drive through or park in the teachers' parking lot, reserved spaces, or block the crosswalk.** Please always drop your child off in front of the school. **Students should be picked up NO LATER than 3:30 p.m.**

TRANSPORTATION ARRANGEMENTS

Transportation arrangements for students on regular and rainy days should always **be made in advance!** Do not instruct your child to call home if it is raining. Have alternate plans ready and be sure your child understands them.



BUS TRANSPORTATION

School bus transportation is a privilege that may be withdrawn for a student's failure to comply with ACS policies and procedures set forth. A student should only ride the bus to which he/she is assigned. Any emergency request to ride a bus, or a different bus, must be requested in writing by the parent/guardian and **submitted to the office for approval by the Autauga County Transportation Department.** Students will be allowed to get off the bus only at school, home, and locations requested in writing by parents. The driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the driver at all times.

ATTENDANCE REGULATION

In order for a student to succeed at Prattville Intermediate School, regular attendance is imperative. Attendance is also important because our teacher units (number of teachers assigned to PIS) are based primarily on ADM (Average Daily Membership). Please understand that we do not want a child to come to school ill. Not only is it bad for the sick child, but it is possible that he/she may infect other students or teachers while at school. A student in school **for less than 3 ½ hours a day (11:25 a.m.)** will be counted absent for the day.



ABSENCES

A parent, guardian or other person having charge of any child officially 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 the student's return to school. This **parent note** or **doctor's excuse** will excuse an absence which enables the student to make-up any work missed while absent. A **written note from parents or guardians**, as described below will excuse absences for up to but **not exceeding seven (7) absences during the school year**. A satisfactory note from a parent or guardian meets the following State guidelines:

- * illness;
- * death in the immediate family;
- * inclement weather (as determined by the principal) which would be dangerous to the life and health of the child;
- * legal quarantine;
- * emergency conditions as determined by the principal; and
- * prior permission of the principal and written consent by the parent or guardian.

TRUANCY DEFINITION/UNEXCUSED ABSENCES

Absences for reasons other than those defined on page 5 shall be considered as unexcused. Failure to provide 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), third truancy/unexcused absence (letter), 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.**

LATE ARRIVALS

Any student not seated in his/her classroom when the 7:55 a.m. bell rings is considered tardy to school. A student arriving after 7:55 a.m. must report **with his/her parent/guardian to the front office, sign in, and provide** a reason for being late. A tardy is excused for the same reason as an absence. A late admission slip will be issued so the student may be admitted to class. The following consequences will be given for tardiness:

| | |
|---------------------|---|
| Unexcused Tardy 1-4 | Teacher contact with parent |
| Unexcused Tardy 5 | Parent notification by an Administrator |
| Unexcused Tardy 6-8 | Morning Detention |

***Discipline after the 8th tardy will be determined by the administration.

Tardy count will be reset at the beginning of each nine weeks.



EARLY DISMISSALS

Parents are encouraged to leave their children in school all day. Doctor or other appointments should be scheduled outside of school hours and on school holidays, whenever possible. **Check outs occurring after 2:30 p.m. are strongly discouraged.**

- Students who leave school for any reason must check out through the front office.
- Students may be checked out only by a parent/guardian unless the school receives **permission in writing** by the parent/guardian in advance.
- **A PICTURE ID WILL BE REQUIRED FOR ANYONE CHECKING OUT A STUDENT.**
- “Emergency person” may check out a student in cases of sudden illness, accident, or similar incident where parent/guardian **cannot** be reached.
- The nature of the check-out will determine whether the absence is excused.
- Check-outs are excused for the same reasons as absences. Only an excused check-out permits work to be made up.

PARENT ORGANIZATION

The Association of Parents and Teachers (APT) exists to promote the education and welfare of our children. Parents are encouraged to join and participate in the activities. We welcome new ideas.

Unless dated otherwise, APT meetings will be held every first Tuesday of the month at 10:00 a.m. in the Parent Resource room.

Tuesday, September 12, 2023

Tuesday, October 3, 2023

Tuesday, November 7, 2023

Tuesday, December 5, 2023

Tuesday, January 9, 2024

Tuesday, February 6, 2024

Tuesday, March 5, 2024

Tuesday, April 2, 2024

Tuesday, May 7, 2024

*The APT President reserves the right to call additional meetings if and when the need arises.

APT Officers 2023-2024

Jennifer Reed – President

Fran Johnston - Vice President

Jessica Hulburt - Secretary

PIS STANDARDIZED TESTING

Our students will be taking the Alabama Comprehensive Assessment Program (ACAP) during the 2023 – 2024 school year.

ACAP Alternate Testing: March 4, 2024 – April 15, 2024

ACAP Summative Testing: March 18, 2024 – April 26, 2024

HOMEWORK

Students will have homework regularly. There are several reasons for assigning homework:

- To provide reinforcement of skills
- To provide further learning in areas covered in the classroom
- To provide opportunity for students to establish and maintain good work habits
- To provide an opportunity for growth in responsibility
- To provide parents with opportunities to see what their child is learning
- To monitor his/her progress

We believe that learning should continue after school hours. Daily homework in no way is to be viewed as punishment, but rather as a means for continued practice and progress to occur.

TECHNOLOGY USE

Various modes of technology will be used to enhance instruction and learning in the classroom. All students will have access to technology in their classrooms including but not limited to a PIS issued device, SmartPanel, computer lab, etc. Technology/internet usage permission is found in the back of the Autauga County Code of Conduct.

GRADING SYSTEM

Academic grades are given to reflect the teacher's most objective assessment of the student's academic achievement. The grading scale used by teachers in the Autauga County School System is as follows:

A = 90 -100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 – 59

PROMOTION AND RETENTION

Students in grades one (1) through five (5) will be retained if they do not pass English Language Arts, Reading, and Math in a given school year. A yearly numerical average of 60% or above constitutes a passing grade.

Students in grades (6) through eight (8) must pass English Language Arts, Math, and one other core content area course (Science or Social Studies) to promote to the next grade level. A yearly numerical average of 60% or above constitutes a passing grade.

***When English Language Arts standards are divided between periods, students must pass both English Language Arts and Reading.**

It is recommended that a student be retained a maximum of two (2) nonconsecutive years in grade one (1) through six (6) preferably once in grade one (1) through grade three (3) and once in grade four (4) through grade six (6) if not performing according to the promotion and retention policy. An administrative decision substantiated by teacher recommendation for promotion or retention may be exercised based on (1) history of attendance, (2) age of student, and (3) failure to complete grade level requirements regardless of the number of previous failures.

Special Education (Grades 1-8)

Special education students, who are all instruction in a regular classroom for a particular subject, will be evaluated in that subject according to the same standards as regular students and will be required to meet promotion standard in that subject unless otherwise specified in the student's Individualized education Program (IEP).

If a student is receiving instruction in the special education classroom or is receiving instruction in a subject in both the regular and special education classrooms, the Individualized Education Program (IEP) developed by the IEP committee will govern promotion.



REPORT CARDS

Written reports of students' academic performance will be distributed to parents/guardians on a nine-week basis. Report cards should be promptly reviewed, signed by parents/guardians, and returned to the teacher within five school days.

REPORT CARD DATES:

| | |
|----------------------------|------------------|
| 1 st nine weeks | October 16, 2023 |
| 2 nd nine weeks | January 10, 2024 |
| 3 rd nine weeks | March 18, 2024 |
| 4 th nine weeks | May 24, 2024 |

Progress reports will be distributed mid-way during each nine-week grading period.

| | |
|----------------------------|------------------------------|
| 1 st nine weeks | Wednesday, September 6, 2023 |
| 2 nd nine weeks | Wednesday, November 8, 2023 |
| 3 rd nine weeks | Wednesday, February 7, 2024 |
| 4 th nine weeks | Wednesday, April 17, 2024 |

TEXTBOOKS

Textbooks are furnished by the State of Alabama and Autauga County Board of Education. All students are encouraged and expected to take care of these books. Parents and pupils will be held liable for loss, abuse, or damage in excess of normal use. Please see the memo to parents concerning the pupil-parent responsibilities for the care of county-owned textbooks. The signature on this memo by both student and parent/guardian verifies that the regulations concerning the textbooks are understood. Students owing textbook fines will not be allowed to take textbooks home until they have paid for lost/damaged book.

CHROMEBOOKS

Prattville Intermediate School assigns a federally purchased Chromebook device to every student while he/she is enrolled. Students are expected to properly manage his/her Chromebook. Misuse of a Chromebook including but not limited to excessive damage, inappropriate searches/content, false passwords, etc. will result in loss of use and possible disciplinary action.

AUTAUGA COUNTY SCHOOL CALENDAR 2023 -2024

| | | |
|-------------------------------------|----------------------------|----------------------------------|
| Teacher In-service/Symposium | Wednesday - Tuesday | August 2-8, 2023 |
| School Opens | Wednesday | August 9, 2023 |
| Labor Day Holiday | Monday | September 4, 2023 |
| Fall Break | Monday | October 9, 2023 |
| Veterans Day | Friday | November 10, 2023 |
| Thanksgiving Holidays | Monday-Friday | November 20-24, 2023 |
| Early Dismissal | Tuesday | December 19, 2023 |
| Winter Break | Wed – Wed | Dec 20 – Jan 2, 2024 |
| Teacher In-service | Wednesday | January 3, 2024 |
| School Resumes | Wednesday | January 4, 2024 |
| Martin Luther King Holiday | Monday | January 15, 2024 |
| President’s Day | Monday | February 19, 2024 |
| Early Dismissal/Inservice | Friday | March 8, 2024 |
| Spring Break | Monday-Friday | March 25 - March 29, 2024 |
| Weather Day/No School | Friday | April 19, 2024 |
| Last Day for Students | Thursday | May 23, 2024 |
| Last Day for Teachers/PD | Friday | May 24, 2024 |

Nine Weeks Schedule

1st nine weeks ends October 6th = 42 days 3rd nine weeks ends March 8th = 45 days
 2nd nine weeks ends December 19th = 45 days 4th nine weeks ends May 23rd = 50 days

Total: **87 days** **93 days**

TOTAL NUMBER ACTUAL INSTRUCTIONAL DAYS = 180



TIPS ON HOW TO BE A SUCCESSFUL STUDENT

- Every day have an organized notebook, paper, pencils, and erasers. Pens, rulers, and other special supplies are sometimes needed.
- Learn to follow directions exactly. Get your assignments organized and clearly in mind before starting.
- Concentrate completely on your work and do your work independently.
- Go over your work and check for mistakes.
- Be neat in all of your written and project work.
- Turn in all assignments on time.
- Always arrange to make up work missed when absent. It is the student's responsibility to do this as soon as he/she returns.
- Be sure to meet all of the requirements of your class for a passing grade.
- Do your best at all times.

***“The more you read, the more you know.
The more you know, the smarter you grow.
The smarter you grow, the stronger your voice
when speaking your mind or making your choice.”***



MEDICATION

Occasionally, a child will need to receive medications at school. When this becomes necessary, the parent is responsible for obtaining a Medication Consent Form from the school office or the back of the Autauga County School Code of Conduct Handbook. **Over the counter drugs and prescription drugs will not be administered without a Medication Consent Form signed by both the parent and the doctor.** The form allows the physician to give the school directions on how to give the required medication and any side effects that may occur from the medication. The first dose of any medication should be given at home where any reaction may be observed by the parent/guardian and reported to the physician.

All medicines must be in the original prescription bottle clearly labeled by the pharmacist with the student's name, name of the medication, dosage, and time the medication should be given at school. Most pharmacists will be glad to give you an extra-labeled bottle to keep at school, if you ask. **All medications must be brought to school by a parent and signed in by the nurse. Do not send your child to school with medication.**

Parents are responsible for keeping their child's medicine refilled for school use and for obtaining an updated Medication Consent Form signed by the physician when there is a medication and/or dosage change. There should never be more than one month's supply of medicine left at school.

If possible, parents are encouraged to schedule medication times before or after school. Securing and safeguarding medicine and children leaving the classroom for medication are both time consuming and disruptive.

Full cooperation will be given when it is necessary for a child to receive medication at school in order for the child to be present. Parent's/guardian's cooperation is expected in return.

WHEN TO KEEP YOUR CHILD HOME

Regular attendance at school is encouraged and is necessary for a 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 A temperature of 100 or above. The child should remain home until fever free for 24 hours or on antibiotics for 24 hours.

Vomiting Your child should not attend school if he/she has vomited within the last 24 hours.

Diarrhea Your child should remain home if he/she has had diarrhea within the last 24 hours.

Undiagnosed rash

Your child should not attend school until the rash has been diagnosed and treated. It could be measles, chickenpox or some other contagious disease.

Pink Eye (conjunctivitis)

Pink eye is contagious. Your child should be seen by a 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 lice shampoo. Take your child to the office to see the school nurse.

There are times when your child looks and feels like he/she is too ill to study or learn in school. If so, there is no point in being at school. He/she will not be able to learn.



GIFTED STUDENTS

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 other students 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 more information, contact the Autauga County Board of Education Special Education Director, Dr. Sharon Streeter, at 334-361-3843.

RESPONSE TO INTERVENTION (RTI)

There is a recognition that students may be at risk of not experiencing school success and are in danger of school failure and/or non completion. Many of these students may be served through the Response to Intervention Team (RTI). This team provides focused attention and assistance in identified areas of need, which gives the students an opportunity to experience success.

All inquiries regarding RTI at Prattville Intermediate School should be directed to Mrs. Makeva Preyear, Counselor, at 361-3880 ext. 19006

CHILD FIND

The Autauga County School System is committed to providing educational opportunities to all exceptional children. Services are provided to students identified with special needs according to the Alabama Administrative Code, to include the areas of Autism, Deaf-Blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech of 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 -12, and not in school, call 361-3843 or write CHILD FIND, AUTAUGA COUNTY SCHOOLS, SPECIAL EDUCATION DEPARTMENT, 127 WEST FOURTH STREET, PRATTVILLE, ALABAMA 36067.

504 SERVICES

504 Services are available at Prattville Intermediate School for students who have a physical or mental disability which substantially limits one or more major life activity. The Autauga County School system provides these services at each base school for all students who meet the eligibility criteria. You may receive additional information by contacting our school's 504 coordinator, Ms. Makeva Preyear or the system's 504 coordinator, Mrs. Tisha Addison at 153 West Fourth Street, Prattville, AL 36067, or 334-365-5706.

ACCELERATED READER PROGRAM

The Accelerated Reader Program is a computerized reading program that promotes the reading of quality children's literature. Students read a book and then take a test based on what they have read. Students can earn rewards according to their points earned. Participation is highly encouraged in each classroom and in our Media Center. Each year, our students earn thousands of points, but more importantly, they become excited about reading and learn more.



STUDENT INSURANCE

A prominent insurance company (not connected in any way with the school) offers an accident policy that gives very good coverage. This company will furnish each student a copy of the benefits offered so parents have the opportunity to insure if they wish.

CLUBS/HOUSES

Clubs are not part of the student experience at Prattville Intermediate School. Instead, each student is placed into a HOUSE. Currently, there are four HOUSES. They are: ALTRUISMO, AMISTAD, ISIBINDI, and REVEUR. Based on our research, we believe this concept of student involvement, interaction, and responsibility will contribute to a better overall experience for all of our students. Please visit our website to learn more about our HOUSES.



MEDIA CENTER

Students are encouraged to use the Media Center for specific purposes relating to their course of study. Students can use the Media Center provided they have a pass. Our Media Specialist, Mrs. McLeod, will provide students with specific instructions on library use.

PARENT CONFERENCES

Parents are encouraged to come to school to talk with their child's teacher(s). Conferences are scheduled to coincide with the teacher's planning period. Please be mindful that as a professional courtesy, we ask that teachers be given at least a 24 hour notice before scheduling a parent conference. Conferences can be scheduled through the main office by calling 361-3880.



AWARDS

At the end of the school year an Awards Day is held. During this program, various awards are presented to students who excel in various areas such as perfect attendance, academics, good character, etc.

DISCIPLINE

To ensure an ideal social and educational climate, it is important that students understand that good behavior is expected at all times. Discipline will be administered when any student's actions impede and/or interfere with the rights of teachers to teach and students to learn. Your child's homeroom teacher will review our school-wide plan. Please log onto our website and review Autauga County School's Code of Conduct

Any teacher or staff member in the school has the right to correct and/or redirect inappropriate behavior at any place and at any time.

SCHOOL-WIDE DISCIPLINE PLAN

| | |
|------------------------------------|---|
| 1 st Offense/Infraction | Verbal Warning (Parental Contact Recommended) |
| 2 nd Offense/Infraction | Mandatory Parental Contact/Teacher Initiated Consequence (silent lunch, sentences, etc.) |
| 3 rd Offense/Infraction | Mandatory Parental Conference with Administrator |
| 4 th Offense/Infraction | Morning Detention (7:00AM – 7:30AM) |
| 5 th Offense/Infraction | Referral to Administration for Defiance |

OTHER CONSEQUENCES

Inappropriate behavior may be addressed by other methods of discipline including but not limited to **In-School Suspension (ISS)**, **Out of School Suspension**, and **Assignment to Alternative School**. Please see ACS Code of Conduct for a detailed description of consequences.

Administrators also reserve the right to impose the following consequences: Morning Detention and Saturday School (Campus Beautification). These methods are not documented on a student's discipline record.

Saturday School (Campus Beautification)

Students assigned to Saturday School must report by 8:00 a.m. and remain to 9:15 a.m. Students will participate in cleanup tasks on campus. Failure to show to assigned Saturday School will result in an assignment to In-School Suspension.

Morning Detention

Students assigned to morning detention must report to the designated area by 7:00 a.m. to 7:30 a.m. An additional day will be assigned for each detention tardy. Failure to show to detention will result in an assignment to In-School Suspension.

FIELD TRIP GUIDELINES

Field trips are an extension of the classroom. The same rules of conduct governing the classroom apply on field trips. **Parents** have the opportunity to serve as chaperones. When considering to chaperone, please review the following guidelines:

1. Younger/older siblings/cousins ***will not*** be allowed to accompany chaperones on field trips. It is necessary full attention be given to those students assigned to your supervision.
2. Students are expected to ride the bus both to and from the destination. Parents may check out their child by signing the check out form your child's teacher will have with them. Parents may not check out children belonging to other families (including relatives) unless prior approval has been given by the principal or his/her designee.
3. The number of required chaperones will vary depending on the nature of the field trip. The number of chaperones, as well as the selection of chaperones will be determined by your child's teacher. On some trips, parents will need to provide their own transportation.
4. Chaperones are responsible for the safety of the students assigned to them. At no time should children wander or stray from the sight of the chaperone, with the exception of restroom visits. If a student does need to visit the restroom, the chaperone shall remain outside the restroom until the student has safely rejoined the group.
5. Prior to leaving for the field trip, chaperones will be given instructions on the time and place to meet back with the other groups. Chaperones should wear a watch and pay close attention to the time of day. It is extremely important all students leave at the scheduled time. Teachers need to return to school in time to prepare their students for dismissal.
6. **Smoking and consuming alcohol are prohibited on school grounds and during field trips.**
7. Dress casually, appropriately, and comfortable on field trips.

8. Field trip money cannot be refunded. Many vendors require payment prior to the date of the actual field trip. Once the school pays for the field trip, that money is now in the hands of the vendor.
9. Students who receive an office referral and are assigned to the Alternative School or Out of School Suspension on the day of the field trip **WILL NOT** be allowed to participate in the trip. There will be NO refunds.

DRESS CODE

A standardized dress code of Autauga County Schools has been adopted to ensure that all students are provided safe and appropriate educational opportunities which are free from unnecessary disruptions or outside influences and to instill in students the need to dress appropriately and have respect for each other and authority. For young people, especially teenagers who are beginning to find their true identities in the middle of peer-pressure and parent prodding, dress is an important issue. For the younger children, lifetime habits of taste and dress are greatly affected by their childhood dressing patterns. This dress code will be strictly enforced in all Autauga County Schools, kindergarten through high school.

We encourage you to familiarize yourself with the following explanation behind the choice of the standards.

The way a person dresses reflects the way he/she thinks. We want to prepare students for the world of work, and we believe a neat professional appearance is a good habit to develop in the childhood years. Just as students would dress one way for a picnic or ball game, there is an appropriate way to dress for school. A well-groomed student should come to school with an attitude that prepares him/her for neat, conscientious work. His/her attire should give him or her respect for self, fellow students, and teachers.

Students who have questionable or inappropriate dress will not be allowed to attend class. The following items will serve as a minimum guide to acceptable dress for Autauga County School students. Any school modifying the Autauga County School Dress Code must obtain Superintendent approval. We expect parents to take an active role in supporting our dress code. The administration of each school shall maintain absolute authority in making subjective judgment concerning a student's dress and personal appearance. Dress code violations will be subject to disciplinary action. These guidelines serve as a minimum guide. The principal shall have the discretion to outline other appropriate guidelines for their campus for special occasions

Students in the Autauga County School System shall wear the following:

1. Clothing conducive to learning and respectful of the learning environment;
2. Clothing which fully covers the shoulders, cleavage, abdomen, and back.
3. Clothing that is appropriate to the student's size.
4. Pants/slacks should fit at the natural waistline.
5. Shoes must be worn at all times and be appropriate for the activity and safety: class, gym, shop, etc.
6. Skirts and dresses no more than two inches above the knee.
7. Shorts that are mid-thigh.
8. Leggings may be worn with a shirt that is fingertip length.
9. Ear piercings are allowed. Earrings, hairstyles, facial piercings and other adornments that draw attention to oneself in a manner that may be disruptive to the educational process or pose a safety risk are also prohibited.
10. Appropriate undergarments must be worn and not visible.

Students are prohibited from wearing the following:

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,



SCHOOL TELEPHONE

The school office telephone is strictly for business purposes and can only be used by students for emergencies. Students will not be allowed to call home for homework, projects, or field trip money left at home.

RESTRICTED AREAS

Students are not allowed in teachers' lounges, workrooms, storage areas, garbage dumpsters or building maintenance areas at any time.

DISTRIBUTION AND SALE OF MATERIALS

The sale or distribution of any goods or material on any school property by an individual or group of individuals is prohibited unless prior approval has been obtained from the principal. The sale of materials will be limited to school organizations. Sale dates will appear on the monthly calendar.

LOCKERS

Lockers are available for students' use. Students are encouraged to purchase a locker to store their books and other school related materials. Individual locker rental will cost \$10.00. Lockers are property of the school. Thus, the administrative staff reserves the right to search any locker suspected of containing inappropriate and/or illegal items.

SCHOOL VISITORS

Upon entering the building, **all visitors, including parents/guardians, must report to the front office to obtain permission to visit.** Persons who have not been authorized to visit in the school will be considered trespassing.

DELIVERIES

Generally, deliveries of balloons, flowers, food items, or other gifts should not be made to the school (especially during the week of February 14th). In the event that a delivery is made, the student may pick up the delivery from the office at the end of the school day. Delivered items remaining in the office for more than three (3) school days may be discarded without further notice.

SCHOOL FACILITIES



All school facilities will be used under the supervision of the principal. He/she will be responsible for school facilities and equipment at all times. The principal reserves the authority to approve or deny use of school facilities are by out-of-school groups.

Every student should have a deep feeling of interest and pride in taking care of the building and school grounds. Student cooperation is needed and expected to keep the school neat, clean and attractive. Students should not make any marks on furniture, equipment or walls. Parents of students who deface or destroy school property will be notified and payment for damages may be required.

LUNCH AND BREAKFAST

Breakfast and lunch will be free for all students. Breakfast will cost \$3.25 for visitors, and \$4.75 for lunch.

Checks are accepted for lunch, but the amount must be for the cost of the meal only. The child's name should appear on the check. An indication for extra food or beverages should appear on the check. Milk is included in the price of lunch. Extra milk is \$0.40.

Children who bring their lunch from home may purchase milk or bring a drink in a thermos. **Carbonated drinks are not permitted.**

Those who qualify may receive free or reduced meals. Application forms are available in the school office. A parent may request this assistance at the beginning of the year or any time during the year. A new application is required each year.

Parents may pay for their student's lunch on line at www.paypams.com. At PayPams you can set up automatic payments, view account balances and history, receive account balance notification and much more. There is \$1.95 fee per transaction for this service.

SNACK BREAK TIME

Snack and juice are available daily for \$.50 – \$1.50 each. Children may also bring snacks and juice from home. Carbonated drinks are not permitted.

WITHDRAWALS AND TRANSFERS

Parents/guardians of students who are withdrawing from Prattville Intermediate School should notify our school's secretary, Ms. Tisha Dulaney. Please provide Ms. Dulaney with the name and address of the school to which the student is transferring. Parent/guardian must give the school officials written permission to release student's records. All textbooks, library books, and other school related materials must be returned to Prattville Intermediate before withdrawal can be completed. Please call the school and make an appointment to pick up the withdrawal papers. This will expedite the transfer of records.

CHECK AND FINANCIAL POLICY

Prattville Intermediate School will accept personal checks. This courtesy will be revoked for persons guilty of writing checks that must be returned due to insufficient funds. No two party checks will be accepted. No checks can be cashed. All checks must be made payable to Prattville Intermediate School. All debts (pictures, lost/damaged textbooks, lunch, etc.) must be cleared by the end of the school year.

CHECK PAYMENT TERMS: In consideration of Merchant accepting Customer's payment by check, and other good and valuable consideration, Customer agrees that if any check is returned unpaid for any reason, customer expressly authorizes Merchant or its processing agent or assignee to electronically collect or create a demand draft to collect, the face amount of the check and a **\$30 return check service fee** as well as any applicable bank fees and sales tax. Customer's payment by check is Customer's express acceptance of these terms and shall serve as Customer's authorization for the electronic collection and /or issuance of a demand draft on Customer's account.

COUNSELING SERVICES

The goal of Prattville Intermediate School's counseling program is to prepare our students for a successful future by helping them develop academically, socially, and emotionally. Individual, small group, and large group guidance sessions are held throughout the year. The topics included in large group guidance are goal setting, study skills and testing tips, career exploration, drug awareness, bullying, conflict resolution, and making healthy choices. Students can be referred for individual or small group counseling by their teacher or parent. Bullying is not tolerated. Bullying should be immediately reported to your child's teacher or school counselor. If you have any questions about our program, please contact our school counselor, Mrs Makeva Preyear, by phone (334) 361-3880 ext. 19001 or email at makeva.preyear@acboe.net.



CELL PHONES or OTHER ELECTRONIC DEVICES (ACBOE Policy 5.21) Cell phones or other electronic devices including, but not limited to smart watches, tablets, earbuds and headphones, must not be visible during the school day and must be turned off completely – not on “silent” or “vibrate” mode. Any telephone communication during the instructional day should take place on school telephones with permission from office personnel. Parents should call the school for any emergency situation. The use of cell phone cameras for taking or disseminating pictures is strictly forbidden. Violations of this policy are subject to disciplinary action. K-12: Smart watches must be powered off and put away during the school instructional day. The Autauga County School System shall not assume any responsibility for the theft, loss or damage to cell phones or other electronic devices or for the unauthorized calls made on a cell phone.

PIS Discipline procedures for cellular telephones or other electronic devices:

- 1st Offense** – Parent must come pick up the item(s).
- 2nd Offense** – Item(s) will be held for **5 SCHOOL DAYS**.
Parent must pick up the item(s) after 5 days.
- 3rd Offense** – Item(s) will be held for **10 SCHOOL DAYS**.
Parent must pick up the item(s) after 10 days.
- 4th Offense** – Item(s) will be held for **15 SCHOOL DAYS**.
Parent must pick up the item(s) after 15 days.

PROHIBITION OF CERTAIN ACTIVITIES

In order to maintain and promote an environment that is conducive to learning, certain activities are specifically prohibited on school property and at school sponsored events. These activities are:

- Alcohol and Drug Use
- Smoking and Use of Tobacco Products Including Smokeless Devices
- Explosives
- Firearms and Weapons
- Gambling
- Refusing to Identify Self
- Interference with School Authorities

DRUG FREE SCHOOL AND COMMUNITY ACT

The possession, sale and use of alcohol, tobacco, and all illegal drugs are prohibited on school premises. Smoking is prohibited throughout this facility at all times.

GUN-FREE SCHOOL ZONE ACT

Possession of a gun in a school zone is a violation of federal law.

WEAPONS

It is a clear violation of school regulations and **Major Offense** by the Autauga County Code of Conduct for any student at any time and at any place on school property or in school jurisdiction to have in his/her possession or display any firearms or possess, use or threaten to use any item which is or has been designed or devised for use or possible use as a weapon of any kind. Items prohibited under this regulation include, but are not limited to, the following: knives of any kind and any length, razors or razor blades, box openers, firearms, chains, items which may be used as clubs made of any material and any length designated for use as weapons.

EMERGENCY CLOSING OF SCHOOL

If it becomes necessary to cancel a daily school session due to an emergency situation, every effort will be made to notify parents, students, and school personnel at the earliest possible time through local television and radio announcements. In the event of emergency conditions requiring the closing of a daily school session every effort will be made to contact each parent by phone using school messenger. Parents should stay tuned to the local radio (WLWI 92.3 FM) and television (WSFA – Channel 12) station for additional information. Our school website will post this information along with school messenger and Notify Me.



FIRE DRILLS

In case of a fire emergency, a signal will be given to evacuate the building. There will be an evacuation plan posted. Each teacher will instruct the students regarding specific procedures.



TORNADO DRILLS

In case of a tornado emergency, an announcement or county siren will be used to alert the teachers and students. Everyone will go to his/her assigned area. When students are asked to assume the “tornado position,” they are to do the following:

1. Sit on the floor facing the wall.
2. Hold a hard-back book or their arms over their head.
3. Remain quiet until all clear is sounded.

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 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.
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

ALABAMA STATE DEPARTMENT OF EDUCATION POLICY USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE TEST

Student Policy

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relating information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

IT'S THE LAW!

Parental Notification of Civil Liabilities and Criminal Penalties

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

Attendance and Conduct (Act 94-782)

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 be sentenced to hard labor for up to 90 days).

Teacher Assault (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 or her duty.

Drug Dealing (Act 94-783)

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 (Act 94-784)

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 5 school 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 for readmission.

Weapons in Schools (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 the 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 grenade, explosive or incendiary device; a pistol, rifle, or shotgun; or a switchblade knife, gravity knife, stiletto, sword, or dagger, or any club, baton, billy-jack, bludgeon, or metal knuckles.)

Vandalism (Act 94-819)

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

Pistol Possession/Driver's License (Act 94-820)

Any person over 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 age 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 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.

Student Name _____ Grade _____

2023 – 2024 Class Schedule

Reading Teacher _____

English Teacher _____

Math Teacher _____

Science Teacher _____

Social Studies Teacher _____

Notes

PARENTAL ACKNOWLEDGEMENT OF RECEIPT

My signature below affirms that I have received a copy of the 2023 - 2024 Parent – Student Handbook. Furthermore, my child/children and I have reviewed the guidelines, policies, and procedures detailed within. Please detach and have your child to return this signature page to his/her homeroom teacher.

Parent's Signature

Date:
