

Prattville Elementary School

WHERE BOBCATS SHINE



# **Student-Parent Handbook 2024-2025**

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

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

# **AUTAUGA COUNTY BOARD OF EDUCATION**

**153 West Fourth Street  
Prattville, AL 36067  
(334) 365-5706  
Website: [www.acboe.net](http://www.acboe.net)**

## **Vision Statement**

**Equip. Engage. Excel**

The Autauga County School system values its rich tradition of excellence in a rapidly changing world. ACS aims to consciously create an environment of respect and inclusion that prepares and motivates students to become lifelong learners by instilling the knowledge, critical thinking skills, and leadership traits necessary to succeed in life. In a safe and supportive environment, the district's schools provide for every student's intellectual, social, and physical development by fostering an engaged, creative, and respectful community of learners, families, and community partners.

## **Mission Statement**

Autauga County Schools is dedicated to fostering the whole student in an academically rigorous environment, where everyone is known and valued, by creating pathways designed for success.

## **Equal Education Opportunity Statement**

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



## **Board Members**

**Tracye Strichik – District 1**  
**Kim Crockett, Board President – District 2**  
**Jamie Jackson – District 3**  
**Billy Hollon, Board Vice President – District 4**  
**Kyle Glover – District 5**

## **Educational Beliefs From the Autauga County Strategic Plan**

### **Academic Advancement**

Ensure all students demonstrate continuous academic improvement.

### **Safe and Healthy Learning Environment**

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

### **Quality Personnel**

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

### **Fiscal Responsibility**

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

### **Stakeholder Relations**

Implement and increase strategic communication among all stakeholder groups.

## **Core Values**



### **Warning**

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

# PRATTVILLE ELEMENTARY SCHOOL

Website: [www.pesbobcats.com](http://www.pesbobcats.com)

134 Patrick Street

Prattville, AL 36067

Phone: (334) 361-3885

Fax: (334) 361-3835

## Administration

Katie Lindsey, Principal

Scarlett Turner, Assistant Principal

## Guidance Counselor

Toynette Bivens

## Secretary

Amy Able

## Bookkeeper

Tara Vest

**Engage, Educate, and Empower**

**Every Child, Everyday!**

Prattville Elementary School

WHERE BOBCATS **SHINE**



*This handbook does not contain all procedural practices or policies that govern the operations and processes of Prattville Elementary School.*

Welcome to Prattville Elementary School and home of the BOBCATS! This handbook is your tool to help guide you with our policies and procedures which are unique to our school. Our faculty and staff are super excited about the 2024-2025 school year. Our goal is for all of our students to achieve academic success throughout the school year. We will SHINE bright this year in a safe, clean, positive academic environment at Prattville Elementary School.

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

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

In addition to the contents in this handbook, I would strongly suggest familiarizing yourself with the ACBOE Parent-Student Code of Conduct. This manual will be available here at the school or it can be viewed on the district's website at [www.acboe.net](http://www.acboe.net).

I am so excited and looking forward to working with you and your child at Prattville Elementary School. The faculty, staff and I are dedicated to helping students achieve much success and creating a FUN learning environment. Please reach out to me at any time and as always.....  
GO BOBCATS!!!

Sincerely,

*Katie Lindsey*

Principal

[Katie.lindsey@acboe.net](mailto:Katie.lindsey@acboe.net)

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## **School Arrival and Departure**

Students who ride the bus will be admitted through the Blue Hall and the Green Hall each morning. Students transported by car or those who walk/ride bikes should not arrive on campus prior to 7:15 a.m. Supervision cannot be provided until this time/DO NOT LEAVE CHILDREN UNATTENDED. Dismissal time is 2:55 p.m. Parents picking up their children must do so in the front of the school. Please have your car-rider sign hanging from the rear view mirror with your child's first and last name. Parents are asked to follow the flow of traffic and not park in the pick up area to help the process flow smoothly. Your cooperation with this request will make pick up time safe and efficient for everyone. Students must be picked up by 3:15 p.m. each afternoon.

## **Bus Transportation**

Students riding school buses are subject to the rules and regulations established by the Autauga County Board of Education. Any student who fails to abide by the established rules will be prohibited from riding the bus, and it will become the parent's responsibility to provide transportation. Safety is a serious concern and misconduct will not be tolerated. Please see Autauga County School District Parent-Student Code of Conduct at [www.acboe.net](http://www.acboe.net) for bus rules. Bus issues need to be addressed by the Autauga County School System Transportation Department (361-3897) and any bus changes must be approved with prior written permission from the Director of Transportation.

**IF TRANSPORTATION CHANGES MUST BE MADE DURING THE DAY, WRITTEN NOTIFICATION MUST BE BEFORE 2:00P.M. WE STRONGLY URGE YOU TO HAVE TRANSPORTATION PLANS IN PLACE BEFORE YOUR CHILD COMES TO SCHOOL EACH DAY. STUDENTS WILL NOT BE ALLOWED TO CHANGE MODE OF TRANSPORTATION UNLESS THE SCHOOL/TEACHER IS NOTIFIED. PLEASE SEND WRITTEN NOTIFICATION TO SCHOOL TO ENSURE TEACHERS ARE AWARE OF ANY CHANGES**

## **Late Arrivals/Excessive Tardies**

Students are expected to be in their classroom and seated by 8:00 a.m. each morning. After this time, **they must be checked in at the front office by an adult.** A late admission slip will be issued so the child may be admitted to class. Once a child receives five unexcused tardies, a written notice from administration will be sent home. On the 6th unexcused tardy and every additional unexcused tardy will result in morning detention.

## **Parental Responsibility for Student Attendance and Behavior**

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



## Student Absences/Excuses

Attendance is a vital part of education. It is important for students to be present all day, everyday. The note must state the date(s) of absence, the reason for absence, the date the note was written and a parental signature. Absences are coded as excused or unexcused. Excused absences allow for students to make up work missed during their absence. Excessive absences will be reported to the appropriate agency for intervention. Seven (7) or more absences, excused or unexcused, is considered chronic absenteeism.

Written parent notes excusing students from Physical Education will be honored for a two day period. Participation in Physical Education is required by the state, student exemption from participation beyond two days will require a doctor's excuse to be given to the Physical Education Teacher.

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

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

The parent note or doctor's excuse must be sent to school **within 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. **A written note from parents or guardians, as described above, will excuse absences for up to but not exceeding seven (7) absences during the school year. Further absences will require a written excuse from a medical doctor or court official.**

**A written note from parents or guardians, as described above, will excuse absences for up to but not exceeding seven (7) 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.

**Please refer to the "Attendance" section of the *Autauga County School System Parent-Student Code of Conduct* for more information.**

## **Appointments/Check-Outs**

It is very important that children be in school all day. Doctors and/or other appointments are best scheduled after school or on days that school is not in session. If this is not possible, please send a note to the teacher stating the reason and the time that your child needs to be checked out. Children must be signed out through the front office by a permitted adult. **A photo ID is required to pick up or check out a student.** Students should not be checked out after **2:30 p.m.** each day unless it is an emergency. Interrupting the classroom disrupts instructional time.

**Please refer to the “Attendance” section of the *Autauga County School System Parent-Student Code of Conduct* for more information.**

## **Attendance Policy**

Alabama State Law requires all children between the ages of six (6) and seventeen (17) to attend school regularly. The 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.

**All students enrolled in the Autauga County School System are required by the Alabama Compulsory Attendance laws to be in continuous attendance. More detailed information about compulsory attendance can be found in the *Autauga County School System Parent-Student Code of Conduct*.** When a child is ill, please use good judgment in keeping them at home. It would be very harmful for a sick child to spread an illness to others. When a student is absent for one or two days, it is best to wait until they return to school before asking for makeup work. If an illness lasts longer, we ask that you call the school early in the day to request makeup work. Makeup work may be picked up in the office after 2 p.m.

## **Perfect Attendance**

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

## **Truancy Definition**

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) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the Autauga County Board of Education Policy Manual. Five (5) unexcused absences within a school year constitute a mandatory conference with the truancy officer. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The parent/guardian will be referred to the Early Warning Truancy Program. The referral program includes the following steps:

### **No earlier than the fifth unexcused absence (conference)**

- ( i ) Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the meeting date for the parent will be included in this notification.
- ( ii ) The parent, guardian, or person having control of the child shall attend a conference with the principal or his/her designee.
- ( iii ) Attendance of this conference shall be mandatory except in case of an emergency or prior arrangement.

### **No earlier than the seventh unexcused absence (referral)**

- ( i ) The parent will receive official notification by certified mail. The notice will require the parent to report to the Early Warning Meeting.
- ( iii ) The parent/guardian will meet with the Truancy Officer. The Truancy officer will review the system's Attendance Policy, the State of Alabama Attendance Laws, and consequences for 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.
- ( iii ) 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.

## **Association of Parents and Teachers**

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

## **Parent Conferences and Visitors**

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

## **Children Bringing Items to School**

Any items that interfere with class instructional time should not be brought to school. Such items include, but are not limited to: all electronic devices, games, toys, and cosmetics. Parents are also urged not to send children to school with expensive jewelry items or items that have sentimental value. Items such as toy guns, spears, knives, and other weapons are not permitted to be brought to school under any circumstances.

## **Cell Phone Policy**

If a student brings a cell phone to school, it must be turned off and placed out of sight at all times while on campus at school. If a student's phone makes any sounds or if a student has the phone out, the phone will be taken up and placed in the front office for a parent/guardian to pick up. If a student uses the cell phone, they will be subject to discipline according to the Autauga County Code of Conduct. Prattville Elementary School shall not assume any responsibility for the theft, loss, or damage to cell phones or other electronic devices.

## **Safety Drills**

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

## Grading Scale

A =	90 - 100
B =	80 - 89
C =	70 - 79
D =	60 - 69
F =	0 - 59

### Promotion and Retention– Policy 6.19 Revised 05/14/2024

Promotion and retention policies and guidelines have been developed to ensure that minimum academic expectations will be mastered by students at a given grade level prior to their advancing to the next grade level. Such policies also ensure that minimum educational standards are enforced by the schools. It is acknowledged that students learn at different rates by different means. Therefore, it will occasionally be beneficial to students to be retained in or at a specific grade level to receive additional instructional assistance which should enable them to master the academic skills which are necessary for them to experience success in school.

It is recommended that a student be retained a maximum of two (2) nonconsecutive years in grade kindergarten through grade six (6) — preferably once in grade kindergarten 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 a teacher's 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.

#### Grades 1 - 3

Students in grades one (1) through three (3) will be retained if they do not pass English Language Arts and Math in a given school year. A yearly numerical average of 60% or above constitutes a passing grade. **Alabama Literacy Act** (Alabama Act 2019-523) - Commencing with the 2023-2024 school year, third grade students shall demonstrate sufficient reading skills for promotion to fourth grade. Students shall be provided all of the following options to demonstrate sufficient reading skills for promotion to fourth grade

- Scoring above the lowest achievement level, as determined by rule of the State Board of Education, on a board approved assessment in reading
- Earning an acceptable score on an alternative standardized reading assessment as determined and approved by the State Board of Education
- Demonstrating mastery of third grade minimum essential reading standards as evidenced by the reading portfolio
- Qualification under the Good Cause Exemption according to the Alabama Literacy Act.

#### Grades 4-5

Students in grades four (4) 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.

#### Report Cards

Grades reflect a student's performance on given assignments in each subject area. Students will earn report card grades from their class assignments, homework assignments, projects, and test scores. Report Cards will be distributed at the end of each nine weeks.

## **Withdrawals and Transfers**

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

## **Parent Portal Home**

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

## **Snack**

Snack will take place during your child's scheduled recess time. Children may buy their snack and juice from the school store or they may bring them from home. We sell snacks and juice each day before class begins. Snacks and juice cost between \$.50 and \$1.50. We do not allow carbonated beverages at school. Slushies are available during PE time for \$.50.

## **Textbooks**

Textbooks are furnished by the State of Alabama. Children are encouraged to use these books as often as possible and may bring them home at any time. We expect the children to take good care of their books. These books must be paid for if they are lost or damaged.

## **Lost and Found**

Students should report articles lost to the Gym/PE teachers. All unclaimed items will be donated to charity.

## **Silent Lunch**

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

## **Gifted Education**

Gifted students are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

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

Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. For additional information, contact the Autauga County Special Education Director, (334)-361-3843.

## **Child Find**

The Autauga County School System is committed to providing educational opportunities to all exceptional children. Services are provided to students identified with special needs 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 or Language Impairment, Traumatic Brain Injury, and Visual Impairment. If you live in Autauga County and have a child or know of a child who is exceptional between the ages of 0-21 and not in school, call (334)361-3843 or write...CHILD FIND, AUTAUGA COUNTY SCHOOL SYSTEM, SPECIAL EDUCATION DEPARTMENT, 127 WEST FOURTH STREET, PRATTVILLE, ALABAMA 36067.

## **504 Program**

Students who have a physical or mental disability which substantially limits one or more major life activity may qualify for 504 services. The Autauga County System provides these services at each LEA school for all students who meet the eligibility requirements. You may receive additional information by contacting Ms. Bivens's, PES 504 coordinator at 334-361-3885 or [tonyette.bivens@acboe.net](mailto:tonyette.bivens@acboe.net).

## **Discipline**

We want our students to enjoy school. We also believe it is very important that they behave appropriately and do their best. When behavior becomes a problem, the teacher will implement his/her classroom discipline plan. Please work as a team with teachers and administrators to ensure that your child's conduct and academic progress are on target.

Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system. Good discipline is extremely important to the total school program and is vital to the development of citizenship. It is anticipated that most discipline problems can be handled between teacher, child and parents/guardians in a calm, reasonable manner. Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by making personal contact with the parents/guardians when feasible, and/or by scheduling conferences with the parents/guardians and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her assistant principal. Failure to bring notebook, pencil, books or required materials and equipment to class, failure to do homework, or failure to do work in class is not cause for disciplinary referrals; however, defiance of a teacher in regard to these areas is cause for disciplinary referral. Parents/guardians should be notified by the teachers of students who consistently exhibit poor work habits, and/or these students should be referred to a guidance counselor.

Please refer to the Policies and Procedures sent home by the homeroom teacher, PES Behavior Plan, and the Autauga County Code of Conduct for additional information concerning discipline.

## **Field Trips**

Students will have several opportunities to participate in field trips during the school year. Signed permission slips are required. It is imperative that the signed permission slip and any money be returned as directed by the teacher. Money to pay for transportation and destination site will not be refunded if the child cannot attend a field trip for any reason.

Your child's teacher will contact parents to serve as chaperones. Pre-school children and/or other siblings or guests are not allowed to accompany teachers, parents, bus drivers or other chaperones on field trips. The supervision of students on a field trip requires intense observation at all times.

Parents are not allowed to ride the school bus unless deemed necessary by the child's medical condition. Parents/Guardians can only transport their child in private vehicles after check-out. This will require signing out your child on a form the teacher will have.



## **Positive Behavior Intervention Support**

Prattville Elementary incorporates PBIS throughout the building daily. Students pledge to SHINE: **S**-Show Respect, **H**-Help Others, **I**-Inspire to be their Best Self, **N**-Never Give Up, **E**-Encourage Each Other, every morning during announcements. Encouraging quotes are throughout the building with reminders of how PES students are to SHINE each day. Students are encouraged to be caught “Shining” throughout the school. If a student receives a Shine Shout Out, they will be announced over the intercom, entered in a drawing for a chance to visit Inchy the Book Vending Machine, and also earn House Points. Students will get to attend a SHINE Celebration each nine weeks if they have not received an office referral or bus violation report.

## **Counseling and Guidance Services**

A counselor is available to assist both you and your child. The counselor visits the classrooms regularly working with students on study skills, self-awareness activities, and building positive self-esteem. An individual student may ask the counselor for help with problems he/she may have. Parents should feel free to contact the counselor if they have any questions or when services are needed for their child.

## **Bully Free School**

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

## 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

## Dress Code Continued...

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, violence, illegal activity or are demeaning to other persons may not be worn at school.

Exceptions may be made to any of the above when physical or other circumstances warrant or for certain groups during performances or special activities as authorized by the administration.

*A complete description of the dress code policy may be found in the **Autauga County School System Parent-Student Code of Conduct.***



## **Media Center**

Important information regarding our Media Center will be sent home with your child. Please be sure you and your child read it together and then sign the bottom of the form to be returned to the school.

## **Drug Education Statement**

The possession, sale and use of alcohol, tobacco and/or all illegal drugs are prohibited on school premises. The school provides 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.

## **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.

## **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.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

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

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
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.

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

## **NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a federal law with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Autauga County Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the school to the contrary in accordance with School procedures. 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 without their prior written consent. (1)

If you do not want Autauga County Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the school in writing.

## When to Keep Your Child Home

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

**Fever**—Temperature of 100.4. Child should remain home until fever free for 72 hours or Health Care Providers documentation to return to school.

**Vomiting**—Your child should not attend school if they have vomited within the last 24 hours.

**Diarrhea**—Your child should remain home if they have 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 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 lice shampoo. Take your child to the office to see the school nurse.

**COVID**—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. If so, there is no point in being at school. He/she will not be able to learn.

## Medication/Emergencies

Children needing any medication during the school day must bring a written statement of permission from a doctor. When a child needs medicine on a regular basis, a doctor statement must be filed in the office. You may get a copy of the form from the front office or the website to take to your child's doctor for completion. All medication must be clearly labeled with the child's name, dosage and time to be administered and must be left in the school nurse's office. Children are not to keep any medicine.

All medication is issued by the school nurse or a designee. Pain relief medicines are not available for use by children at school. Minor first aid items are available. We will make every effort to reach a parent in case of a medical emergency.

Emergency phone numbers are very important. Please inform the school when phone numbers or contact information changes.

## Meningococcal Disease

What is meningococcal disease? 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.

How do you catch the disease? The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system.

College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an 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 they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms?

- \*Fever
- \*Headache
- \*Stiff neck
- \*Red rash
- \*Drowsiness
- \*Nausea and vomiting

Meningococcal Vaccine: Who should get the vaccine and when?

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 a dormitory. Please consult your physician or local health department for more information.

## School Meals

Our school offers breakfast and lunch to our students. At lunch, we serve a hot meal consisting of a choice of meats and vegetables. Breakfast is served between 7:10 a.m. and 7:50 a.m. Prices are subject to change.

Breakfast	FREE student \$3.25 employee \$3.50 adult visitor
Lunches	FREE student \$4.75 employee \$5.00 adult visitor

## **SCHOOL CALENDAR 2024-2025**

8/1-8/6 Teacher In-service/Institute Day  
8/7 First Day for Students  
9/2 Labor Day - No School  
10/11 Early Dismissal/Teacher In-service  
10/14 Fall Break  
11/11 Veterans Day - No School  
11/25-11/29 Thanksgiving Break  
12/18 Early Dismissal  
12/19-1/1 Christmas Break  
1/2-3 Teacher In-service  
1/6 School Resumes  
1/20 MLK Day - No School  
2/17 President's Day - No School  
3/7 Early Dismissal/Teacher In-service  
3/24-3/28 Spring Break  
4/18 Teacher In-service  
5/23 Early Dismissal/Students Last Day

### **9wks Grade Periods**

1st 9wks ends Oct 11, 2024  
2nd 9wks ends Dec 18, 2024  
3rd 9wks ends Mar 7, 2025  
4th 9wks ends May 23, 2025

### **Progress Report Dates**

1<sup>st</sup> - 9 weeks – September 9, 2024  
2<sup>nd</sup> – 9 weeks – Wednesday, November 18, 2024  
3<sup>rd</sup> – 9 weeks – Wednesday, February 12, 2025  
4<sup>th</sup> – 9 weeks – Wednesday, April 16, 2025

### **Report Card Issue Dates**

1st 9wks Oct 21, 2024  
2nd 9wks Jan 10, 2025  
3rd 9wks Mar 14, 2025  
4th 9wks May 23, 2025



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

**Thank you for your cooperation.**

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

\_\_\_\_\_

\_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Child's Teacher:** \_\_\_\_\_

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