

**“DPES Eagles will R.I.S.E.”**

**Daniel Pratt  
Elementary School**

**420 Harvest Loop Drive  
Prattville, AL 36066**

**Phone: (334) 361-6400**

**Fax: (334) 358-2393**

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



**Daniel Pratt  
Elementary School  
Student Handbook  
2023-2024**



**Principal - Donna Finch**

**Assistant Principal - Vonda Wilson (1st-3rd)**

**Assistant Principal - William Shelby (4th-6th)**

**AUTAUGA COUNTY 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.

**AUTAUGA COUNTY 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.

**PRIORITY AREAS**

**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 Relationships:** Implement and increase strategic communication among all stakeholder groups.

**AUTAUGA COUNTY BOARD OF EDUCATION**

Lyman Woodfin Superintendent

Tracye Strichik—District 1

Billy Hollon—District 4

Kim Crockett, President—District 2

Kyle Glover—District 5

Jaimie Jackson—District 3

Parents please take the time to review the contents of the Daniel Pratt 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 Daniel Pratt Elementary School Student Handbook with my child.

**Student Name:**

\_\_\_\_\_

**Teacher Name:**

\_\_\_\_\_

**Parent Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**DPES Friendly Reminders**

- \* Sign up for ClassDOJO through you child's homeroom teacher for important school information.
- \* Check our website regularly for up-to-date news and updates.
- \* All school fees are to be completely paid by the end of each school year or upon date of withdrawal from school. Fees include: Textbooks, Library books, and Lunchroom.



**AUTAUGA COUNTY SCHOOL SYSTEM CALENDAR**

**2023-2024**

Aug 2-Aug 8.....	Teacher In-Service
August 9.....	School Begins
September 4.....	Labor Day-No School
October 6.....	Early Dismissal/Teacher In-Service
October 9.....	Fall Break
November 10.....	Veterans' Day-No School
November 20-24.....	Thanksgiving Break
December 19.....	Early Dismissal
December 20-January 2.....	Christmas Break
January 3.....	Teacher In-Service
January 4.....	School Resumes
January 15.....	MLK Day-No School
February 19.....	President's Day-No School
March 8.....	Early Dismissal/Teacher In-Service
March 25-29.....	Spring Break
April 19.....	Weather Day/No School
May 23.....	Early Dismissal/Students Last Day
May 24.....	Teacher In-Service

**Progress Report Issue Dates**

1st Nine Weeks	September 6, 2023
2nd Nine Weeks	November 8, 2023
3rd Nine Weeks	February 7, 2024
4th Nine Weeks	April 17, 2024

**Report Card Issue Dates**

1st Nine Weeks	October 16, 2023
2nd Nine Weeks	January 10, 2024
3rd Nine Weeks	March 18, 2024
4th Nine Weeks	May 24, 2024

**Grading Scale 1<sup>st</sup> - 6<sup>th</sup>**

- A - 90-100 (S) Satisfactory
- B - 80-89 (N) Needs Improvement
- C - 70-79 (U) Unsatisfactory
- D - 60-69
- F - 0-59

**Tentative Testing Dates**

Access for EL's	Feb/Mar
ACAP Summative	Mar/Apr
ACAP Alternate	Mar/Apr
3rd Grade Writing Assessment	May

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232G; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all school that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high school level. Students to whom the rights have been transferred are "eligible students". 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.



## CHARGED MEALS IN THE CAFETERIA

All students will be provided with free breakfasts this year. All students will be required to pay for school lunches. Please complete the online free/reduced application go to: [www.SchoolLunchapp.com](http://www.SchoolLunchapp.com)

Adult employees or visiting adults must have money in hand or on their account. Adults cannot charge meals. A-la-carte purchases will not be charged to a student or an adult at any time.

### Meal Prices

<u>Breakfast</u>	<u>Lunch</u>
Students eat free	Students \$2.75
Reduced Students N/A	Reduced Students \$.40
Employees \$2.00	Employees \$3.75
Visitors \$2.25	Visitors \$4.50

A-la-carte items are available for purchase. Please make sure your child has enough money on their account to cover all items offered.

### PayPams

With PAYPAMS, you can pay for your child's A-la-carte items from the convenience of your home or office 24 hours a day. You can view your child's account balance and monitor daily spending habits and cafeteria purchases. You can schedule automatic payments and receive low-balance reminders. We encourage parents to take advantage of this wonderful tool. If you wish to make changes to your child's account regarding spending habits or the types of items purchase, please contact the lunchroom manager at (334) 365-5547. We are happy to help you in any way possible. Your children are our priority and it is wonderful to be able to provide them with healthy and nutritious meals that they enjoy. Below are the instructions for first time PAYPAMS users:

1. Go to [PayPams.com](http://PayPams.com) and click on the "Register Now" button on the home page.
2. Select your state, then select your school district.
3. Create a username and password and enter your contact information.
4. Add children to your account.
5. PayPams takes 1-2 days to update your child's account.

## **LUNCHROOM INFORMATION**

We serve breakfast and a hot meal each day for lunch that includes a choice of meats and vegetables. Our monthly menus are listed on our website.

All students are automatically assigned a lunch pin number and account. Lunches should be purchased for a minimum of ten days at a time. Parents are encouraged to pay meal accounts as far in advance as possible and may pay up to the amount needed for the remainder of the school year. Checks may be written to pay for meals. Be sure to write the child's name and the homeroom teacher's name on the top corner of the check. A fee will be charged for returned checks.

Carbonated drinks are not allowed in the lunchroom. Federal guidelines state that competitive food items (including fast food) are not allowed during serving hours.

Application forms are available for parents of children who need free or reduced meals. Each child will receive this form at the beginning of the school year, and at any other time upon request. Children who have received free or reduced meals will need the application form completed each school year. This application is also located on the PayPam and School Lunch App websites.

Lunchroom visits with your child are limited to the lunch times only on Family Lunch days. All guests need to sign in through the front office, and receive and wear a visible pass. Lunch guests may wait for children in the waiting area outside the lunchroom entrance. Parents will need to sit with their child at the designated tables or picnic areas. Please bring exact change or small bills only. Debit or credit cards cannot be accepted.

Questions regarding the school lunch program may be addressed to Mrs. Mary Foote, the lunchroom manager, by calling (334) 365-5547 or emailing her at [mary.foote@acboe.net](mailto:mary.foote@acboe.net).

## **Daniel Pratt Elementary School Vision Statement**

DPES Eagles will R.I.S.E.

**R**—Respect

**I**—Integrity

**S**—Self-Control

**E**—Effort

## **Daniel Pratt Elementary School Mission Statement**

Daniel Pratt Elementary School is committed to empowering ALL students to grow socially and academically in a positive, nurturing environment that shapes lifelong learners in an ever-changing world.

## **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.

## **EQUAL EDUCATION OPPORTUNITY STATEMENT**

It is the policy of the Autauga County Board of Education that no student shall 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, color, religion, national origin, age, handicapping condition, belief, creed or ethnic group.

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

Daniel Pratt Elementary School is in compliance with regulations stated in the Family Educational Rights and Privacy Act (FERPA).

## **504 PROGRAM**

Students who have a physical or mental disability which substantially limits one or more major life activities may qualify for 504 services. The Autauga County School system provides these services at each LEA school for all students who meet the eligibility requirements. You may receive additional information by contacting Mrs. Brownell, DPES 504 Coordinator, at (334) 361-6400 or by email at [marylyn.brownell@acboe.net](mailto:marylyn.brownell@acboe.net).

## **DRESS CODE**

At DPES, we represent R.I.S.E. We believe students and parents should use good judgment in their choice of dress when attending school. With maturation differences among students being great, clothing on one student may be appropriate while not on another. Accordingly, clothing must be in good taste for the age and maturity of the student, It is also best to put the child's name on any clothing that will be removed at school, such as coats or sweaters. The following articles of clothing and other items are not allowed:

- Strapless dresses
- "Spaghetti straps", "tee tops", "muscle shirts"
- Overalls unfastened or with bibs down
- Picks or combs in hair
- Clothing with decals or slogans containing profanity, inferring obscene/indecent commentary or referring to immoral/illegal behavior
- Over-sized clothes large enough to conceal items
- Exposed midriffs
- Facial jewelry
- Flip-flops or sneakers that are unlaced or untied
- Clothing made of sheer fabric or spandex
- Clothing which is too short, too tight, or too revealing
- Headgear (hats, caps, bandanas, elastic bands, athletic bands, headscarves, sunglasses, etc.) is not permitted except during extreme weather conditions or according to individual student needs.
- Pants must be worn at the waist level. Pants that are too tight, have holes, or allow for exposure of undergarments are not permitted. Baggy or loose fitting pants should be worn with a fastened belt.
- The length of skirts, dresses, and shorts must be mid-thigh. Girls who wear tights/leggings must have on appropriate length shorts, a skirt or a long top that comes fingertip length above the knee.
- No slide on shoes allowed. Examples are flip-flops and slides.
- No Heely's allowed.

Students in violation of the dress code will be required to change immediately, or wait in the ISS room until his/her parent brings a proper change of clothes. If this requires a student to checkout, the absence will be marked unexcused. Students will remain in ISS until they have changed clothes to meet dress code.



## PE PROCEDURES/SNACK

### DPES Physical Education Behavior Plan

- Wear gym shoes each day: A student will not be allowed to participate if he/she is not wearing close-toed shoes. A note will be sent home on the second offense.
- The gym and equipment should only be used when instructed by a coach.
- Be responsible for all equipment.
- Students must use the restroom before or after Physical Education.
- Do not enter the gym unless a coach or teacher is present.
- All students enter and exit the gym in a quiet, straight line.
- Be respectful.
- Only one student on the slide at a time. Slide on your bottom.
- Do not walk in front of or behind someone who is swinging.
- Do not twist or jump out of the swings. Unless, you are swinging, stay away from the swing area.
- Do not jump or climb the fences.
- When the whistle blows, put the equipment down, exit the playground, and line up.
- No gum or candy during Physical Education.
- Do not sit on the water fountains.

### Conduct

**1<sup>st</sup> Offense:** Warning

**2<sup>nd</sup> Offense:** Walk in designated area/or exercise

**3<sup>rd</sup> Offense:** Contact parent through ClassDOJO

**4<sup>th</sup> Offense:** Office referral with documentation attached

If behavior is severe, steps 1-3 may be skipped, and student may be taken immediately to an Administrator.

### PE Excuses

A student can be excused from PE with a parent note for total of 5 days. After the fifth day, a doctor's excuse is required for a child to sit out at PE. Please call (334) 361-6400 for any questions or concerns regarding this policy.

### P.E. Schedule

The P.E. Schedule is located on our school website.

## 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 SCHOOLS, SPECIAL EDUCATION DEPARTMENT, 127 WEST FOURTH STREET, PRATTVILLE, ALABAMA 36067**

## GIFTED EDUCATION

Gifted students are those who 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. A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self or any other individuals with knowledge of the student's abilities. 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 Mandi Suggs, DPES GT teacher, at [mandi.suggs@acboe.net](mailto:mandi.suggs@acboe.net), or the Autauga County Special Education Department at (334) 361-3843.

**USE OF DIGITAL DEVICE DURING  
THE ADMINISTRATION OF A SECURE TEST**

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying 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 and school consequences may be applied.

**DRUG EDUCATION STATEMENT**

The possession, sale, or use of alcohol, tobacco or any illegal drugs is prohibited on school premises. The school continues to provide students with information about the effects regarding the use of alcohol, tobacco and all illegal drugs.

All prescription and over the counter medication should be given to the school nurse by a parent. A student in possession of or distributing these medications is subject to severe consequences in accordance with Autauga County discipline procedures.

**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.

**ACBOE CHROMEBOOKS**

All students will be issued an ACBOE Chromebook to use for classroom instruction. An ACBOE Chromebook Form must be signed and returned in order for a student to take the Chromebook home when needed. Consequences will be enforced regarding inappropriate and/or non-school related searches on ACBOE Chromebooks.

**DISCIPLINE POLICIES**

**Parental Responsibility for Student Attendance and Behavior**

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

The failure of a parent/guardian and persons in charge of children to exercise this responsibility is a crime. If convicted, said persons shall be fined not more than \$100 and may also be sentenced to hard labor for the county for not more than 90 days. School principals and the superintendent of education or his/her designee are required to report suspected violations to the district attorney within ten (10) days.

**General Conduct Rules**

Students should:

1. Follow directions the first time they are given.
2. Show respect to all school personnel. Disrespect is not tolerated.
3. Keep hands, feet and objects to themselves. No PDA allowed under any circumstances.
4. Not bring materials to school that are not related to learning.
5. Not run in hallways or on the grounds, except during P.E. activities.
6. Dress properly at all times. This includes pants being worn appropriately, shorts meeting proper standards, no hats, bandanas, and no sun glasses.
7. Not littering the school grounds or buildings.
8. Should always use appropriate language.
9. Students are not to share their passwords with other students.

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



## **TEXTBOOKS**

Textbooks are furnished by the Autauga County Board of Education. Children are encouraged to use these books as often as possible and may take them home at any time. Each student issued a textbook must sign for it with their teacher. Your child will be held responsible for the textbook until returned at the end of the school year. There will be a fine for textbooks that are lost or damaged.

## **INTRODUCTION TO RTI (RESPONSE TO INTERVENTION)**

All students in Alabama schools are provided with standards-based, research-validated core academic instruction accompanied by classroom behavioral supports. A tiered system of academic and/or behavioral assistance or intervention is provided upon identified student needs. Interventions typically include specialized, research-based teaching strategies provided within the classroom or in small-group settings. As required by the ASDE, a problem solving team consisting of teachers, administrators, and other support personnel. They review student data regarding need for assistance; recommend the type of assistance to be provided; reviews data reflecting progress being made by students; and informs parents of this progress and of any recommendations regarding needed changes in interventions. Any questions concerning RTI, please call Vonda Wilson @ 334-361-6400.

## **BEHAVIOR MANAGEMENT**

### **Pupil Conduct**

R.I.S.E. behavior and expectations are promoted daily in a positive and nurturing environment. Students are taught and reminded daily of school and classroom rules. DPES follows an age appropriate, progressive behavior management plan that includes interventions. This plan is based on faculty, staff, and administration documentation. Positive behavior is encouraged through different activities throughout the school. Some of those include: R.I.S.E Shout Outs, R.I.S.E. Celebrations, Fun Fridays, Special Snacks, Dress Up Days and other special events throughout the year. Office Referrals and Demerits are used to correct inappropriate behaviors. All students are held responsible for their actions and behavior.

**Please refer to the DPES Behavior Management Plan and the DPES Fundraisers and Student Special Events Sheet on our school website.**

## **GUIDANCE SERVICES**

Guidance services are available to all students. Counseling is in the form of group and individual sessions. Mrs. Brownell is the counselor for grades 1st - 3rd and Mrs. Walker is the counselor for grades 4th - 6th.

## **MENTAL HEALTH SERVICES**

Mental Health services are available for all students. One-on-One counseling is available only when the parent signs the Opt-in form. You may receive additional information by contacting the DPES social worker, Brenden Crooks, at [brenden.crooks@acboe.net](mailto:brenden.crooks@acboe.net)

## **INSTRUCTIONAL PROGRAM**

Our instructional program is designed so that our students are receiving the maximum amount of instruction each day from 8:00am-3:00pm. This time is divided among specific subjects in accordance with guidelines established by the State Department of Education. Within the allotted times, objectives outlined in the College and Career Ready Standards for each subject are included in the curriculum. The success of your child depends upon you positively working and communicating with his/her teacher(s).

## **DPES FACILITIES**

All school facilities are under the supervision of the principal. The school principal is not responsible for the YMCA After-School Program.

## **STUDENT SAFETY**

In the event of an actual emergency, which requires the student body to be removed from DPES for safety or security reasons, the student body will be transported to the YMCA EAST BRANCH.

## EMERGENCY PLANS

### **Intruder Drills/Lockdowns**

At least once per semester DPES will conduct an intruder alert drill. All school personnel have been trained in lock-down procedures for this type of emergency. County office personnel, local law enforcement officials, and other emergency agencies are included as deemed by the principal.

### **Fire Drills**

Fire drills are held as required by state guidelines. The signal for a fire drill will be the announcement from the principal, designee, or by the activation of the alarm system.

The following procedures will be followed:

- Stop all work immediately.
- Teacher signals for departure. Students move in a straight, single file line.
- Exit according to the plan found in each classroom.
- The last person leaving the room must shut the door.
- Proceed far enough from the building to be safe.
- Students must remain quiet at all times.
- Principal or designee will signify the all clear and students will return to their classroom.

### **Weather Drills**

The following procedure will be carried out when conditions deem it necessary and during the required practice drills. The signal will be an announcement from the principal, designee, or activation of the alarm system. If the power is off, the office staff will go to each room and inform the class of the emergency. Students will be located in the safest possible place during these conditions. They are to sit quietly with some form of protection over their heads. The principal or designee will announce the “ all clear “.

Under a real warning no students will be released from the building until the Superintendent signals that the threat is over, and school may resume as usual.

## ACADEMICS

### Academic and Behavior Achievement

Students are awarded a certificate for A and A/B Honor Rolls during the end-of-year Award’s Day. Honor Roll awards are based on the nine-week grade throughout the school year. We encourage our students to begin early in the school year striving to do their very best and aim high to reach their individual goals for the year. R.I.S.E Celebrations are held at the end of the 1st, 2nd, and 3rd nine-week period to recognize students for behavioral achievements. Please refer to the DPES Behavior Management Plan on our school website for a complete list of all recognitions and incentives.

### Promotion and Retention Policy

Promotion and retention policies and guidelines have been developed to ensure that academic expectations are 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 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 one (1) through grade 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.

### Retention Policy

**Grades 1 - 3:** Regular education students in grades one (1) - three (3) will be retained if they do not pass **both** reading and mathematics in a given school year. A yearly numerical average of 60% or above constitutes a passing grade.

**Grades 4 - 6:** Regular education students in grades four (4) - six (6) are retained if they fail two (2) academic subjects in a given year. A yearly numerical average of below 60% constitutes failure. The academic subjects for grades four (4) through six (6) are:

Reading   Mathematics   Science   Language   Social Studies

## ILLNESS AND ACCIDENTS AT SCHOOL

If your child becomes ill at school, the nurse will telephone you to come for him/her. Students are not allowed to use personal cell phones to contact parents. Go to the front office and request school personnel to notify the nurse that you have come and sign your child out in the office. If neither parent can be reached by phone, the school nurse is authorized to call the persons named by you on the registration form to come and check your child out. Parents are routinely notified of accidents at school, whether major or minor. If a child receives a serious injury, we will immediately call the paramedics, making every effort to notify the parents at the same time. Parents are responsible for any charges made by the paramedics. The school does offer insurance through a provider. If you would like to receive more information on purchasing this insurance, please inquire through the bookkeeper. All medications will be given by the school nurse and will remain in a secured cabinet. While it is important for students to be able to take medications at school, parents are encouraged to give his/her medication before or after school if possible.

## MEDICINE AT SCHOOL

When a child needs to receive medications at school, the parent is responsible for obtaining a **Medication Authorization Form** from the school nurse or school website. This form is to be completed by the physician and signed by the parent for any medication including over-the-counter medications (Tylenol, cough drops, etc.). Certain meds, such as inhalers, may be self-administered and kept with the student provided the medication form is properly filled out. **NO** medication may be given to any student regardless of parent request until a medication form is brought to school. **Students possession of ANY medication is a serious offense and disciplinary actions will be taken.** All meds must be brought to school in the original prescription bottle clearly labeled by the pharmacist with the student's name, name of medication, dosage and time medication is to be given at school. Any over-the-counter medication used while at school must be brought to the school unopened and labeled with the student's name. There are no "stock" medications. Each student has his/her own medication. Controlled medications must be brought to school by the parent. Medication changes require that a new Medication Authorization Form be filled out prior to meds being brought to school. All meds are given by the school nurse and remain in a secured cabinet. While it is important for students to be able to take meds at school, parents are encouraged to give the student his/her medication before or after school if possible.

## MORNING TRANSPORTATION/ARRIVALS

### **Carpool**

Carpool drop off begins at 7:10 when supervision is present. The line starts at the designated line in the front drive. Please do not drop your children off when supervision is not present. Carpool drop off ends promptly at 7:55. If you arrive after 7:55 and the door is closed, walk your child to the front office to sign in.

Carpool riders are allowed to go directly to breakfast when they arrive at school and then report to their classroom hallway until the 7:45 bell.

### **Front Parking Lot**

No parking is allowed in the front parking lot until after 7:55. Never drop your child off in the front parking lot or in front of the school building. If you arrive after 7:55, you may park your car in the front parking lot and walk your child to the front office to sign in. Please do not park in the front loop at anytime.

### **Walkers**

All walkers must use the sidewalks at all times and enter the building through the front, red hall doors. The doors open at 7:10. Walkers are allowed to go directly to breakfast when they arrive at school and then report to their classroom hallway until the 7:45 bell.

### **Bus Riders**

Bus riders are dropped off at the side of the building nearest the gymnasium. Bus riders enter the building beginning at 7:15 and wait in the gym until the 7:45 bell. Students are allowed to go to breakfast during their scheduled times. The staggered breakfast schedule for bus riders prevents overcrowding.

### **Daycare Riders**

Daycare riders are dropped off at the side of the building nearest the gymnasium. Daycare riders enter the building beginning at 7:15. They are allowed to go directly to breakfast when they arrive at school and then report to their classroom hallway until the 7:45 bell.

## **AFTERNOON TRANSPORTATION/DISMISSAL**

### **Carpool**

Car riders are dismissed to the front of the school beginning at 2:52. Carpool ends at 3:15p.m. Parents who arrive after carpool is over, or do not have the designated car tag will park and wait until the carpool line is finished to come to the front office to sign their child out. No parents are to walk up to the carpool area, or get out of their vehicle while in line. For the first two weeks of school, parents must have a piece of paper with their child's name, teacher, and grade-level visible in the windshield. A formal DPES label will be provided to all students within the first two weeks of school. Parents without the proper label may be pulled out of line to verify identification.

### **Walkers**

Walkers are dismissed from the front exterior doors of their hallway at 2:50 after announcements. All walkers will be led to the crossing guard at the corner of Tara and Harvest Loop or they can follow the sidewalk down Harvest Loop. No student are allowed to walk through the neighborhood gate alone. Students must be escorted by a parent.

### **Front Parking Lot**

All students who are walkers are considered dismissed from DPES at 2:50. For the safety of our students, no parent is to park in the front parking lot and walk up to the breezeway or the Parent Pick-up signs in order to pick up their child for afternoon dismissal. Parents are welcome to park on Tara Drive or Harvest Loop and walk to the designated area to pick up their child. No exceptions.

### **Bus Riders**

Bus riders are dismissed to their buses when all of the buses have arrived at DPES for their 1st load pick-up at approximately 3:00. Students are dismissed according to whether they are 1st or 2nd load. The 2nd load students are dismissed to the gym at approximately 3:05, or after the 1st load buses are off campus.

We make every attempt to notify parents through ClassDojo when a bus is late arriving to school. Parents are encouraged to contact their bus driver for additional information or call the school at 334-361-6400.

### **Daycare Riders**

Daycare riders are dismissed to the gym directly after announcements and loaded as soon as their daycare arrives on campus.

**Diarrhea:** Diarrhea within the last 24 hours.

**Undiagnosed rash:** 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 must be seen by a doctor and treated before returning to school.

**Lice and/or nits:** 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

### **HEALTH PROBLEMS**

Any student who has a special medical problem must have a written statement from a doctor. There is also a space to list special medical problems on the school registration form. It is important that all medical needs of the student are disclosed to school personnel, including the school nurse, so that any necessary accommodations may be made. Notify the office if your child has adverse reactions to herbicides or pesticides.

### **MENINGOCOCCAL DISEASE & VACCINE INFORMATION**

**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 of saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria may overcome the body's immune system and could pass through the lining of the nose and throat into the blood stream causing meningitis. Meningitis is a term that describes inflammation to the tissues surrounding the brain and spinal cord.

**What are the symptoms of the disease?** 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 dormitory. Please consult your physician or local health department for more information.

## CHECK-OUT'S

Students who leave school for any reason must check-out through the front office following the school's check-out procedures.

- Only persons whose names appear on the school's registration form/card may check-out students, unless the school verifies permission with the parent/guardian.
- Written permission is to be given by the parent/guardian or "emergency person" shown on the school's registration form/card before each check-out.
- **VALID PICTURE IDENTIFICATION IS REQUIRED.**
- **CHECK-OUT ENDS AT 2:30 PM.** Do not call ahead and ask the staff to have your child sent to the front office.

### **Instructional Day Time-Frames**

Students must attend a minimum of one-half of the instructional day to be counted present. An early dismissal before one-half of the school day (three and one-half hours) or a check-in after one-half of the school day is counted as an absence.

### **Excused Check-out's**

Check-outs are excused for the same reasons as absences. Written explanation for the time missed must be submitted and follow the same guidelines for excused and unexcused absences.

### **Checking Back into School on the Same Day**

Checking your child out of school to speak with them, and then checking them back in to school is not allowed without a doctor's excuse. All students must have a doctor's excuse in order to be allowed to check back into school on the same day as a check out.

### **Nurse Approved Check-out's**

The school nurses approve student check-out's through the front office for the following reasons:

- Students who are deemed contagious
- Students who have underlying health issues

Parents are not required to provide a written excuse for these check-out's.

### **WHEN TO KEEP YOUR CHILD AT HOME**

Regular attendance at school is encouraged and is necessary for your child's progress. However, the child should stay home if any of the following conditions occur. This will prevent the spread of communicable diseases to others.

**Fever** – Temperature of 100.4 or above and should remain at home until fever free for 72 hours or Health Care Providers documentation is returned to school.

**Vomiting** : Vomited within the last 24 hours.

## BICYCLES

Students who ride their bikes to school must push them when on the sidewalks around the school so walkers and carpool riders will be safe. All bikes must be parked in the bike racks. A bike helmet should be worn while riding a bike to and from school. Riding a bike to school is a privilege and may be taken away if these rules are not followed. Students who ride bikes must enter the building through the front doors. The school will not accept any responsibility for a bike that is stolen if it was not chained and locked to the bike rack.

## TRANSPORTATION CHANGES

All transportation changes must be sent in writing from the student's parent/guardian by 8:00 each morning. It is very important that your child knows his/her dismissal arrangements for that day, prior to arriving at school. DPES will accept handwritten notes, email, or ClassDoJo messages. Changes over the phone are not permissible. Teachers are only allowed to dismiss students based on parents original transportation directives unless an appropriate transportation change request is made in writing. Teachers are not held responsible for ensuring a transportation change is handled correctly unless these procedures are followed.

## BUS TRANSPORTATION

School bus transportation involves serious concentration by the school bus driver. Distractions due to student behavior can lead to very serious problems. It is MOST urgent that your child behaves while riding a school bus. He/she is to remain seated and quiet. When a child's behavior becomes a problem for the school bus driver and the child receives a bus note, he/she will lose bus riding privileges for several days or even permanently if the behavior is not quickly corrected. Due to space limitations on each bus, children may only ride the bus to which they are assigned. Children are only allowed to get on and off the bus at his/her assigned locations. A child must ride the bus in the mornings at least one time to be able to ride the bus in the afternoons. This allows the driver to know the pick up and drop off area. Bus questions should be directed to Mr. Messick or bus garage staff (334) 361 -3897.

## ACTIVITIES NOT PERMITTED ON THE BUS

The primary purpose of school buses is to transport students safely to and from school. Activities which are not permitted on the bus:

- Eating and drinking
- Chewing gum
- Smoking or tobacco of any form
- Scuffling or fighting
- Playing radios, tape players, or band instruments
- Yelling at anyone on the bus or outside of the bus
- Profane, indecent, or abusive language
- Throwing paper or any other objects on the bus or outside the windows
- Putting hands, arms, head, or any part of body outside of the bus window
- Tampering with any of the bus safety equipment or devices
- Defacing any part of the bus
- Students who violate bus rules will be disciplined in accordance with regular disciplinary procedures which could result in suspension from the bus.

## INCLEMENT WEATHER/EARLY RELEASE PROCEDURES

When an early release is necessary it is announced by the superintendent. At that time he/she informs all principals and plans are put into motion. Announcements are released through the school call-out system and ClassDOJO. It is highly recommended that you **sign up for ClassDOJO**. You can do so through your child's homeroom teacher.

\* 30 minutes prior to releasing children, all checkouts will be stopped: (example: if release time is 2:00, no check out will be allowed after 1:30).

\* Early release will follow the same everyday dismissal of DPES. If early release is due to inclement weather, walkers only will be held and dismissed from the red hallway. Please be prepared to sign your child out and you may utilize the front parking lot.

\* Your child's safety is our top priority. We cannot stress enough to make sure your child has a "Plan B" for his/her afternoon dismissal procedure. We appreciate your patience and please take advantage of our ClassDOJO.

## EXTENDED ABSENCE REQUESTS

Absence requests that are not listed as state approved must be made by the principal. All requests are reviewed. The decision to approve or decline is based on the student's current attendance record. Student's who do not have enough parent excused days, or too many overall absences may be denied extended time out of school.

## WITHDRAWS AND TRANSFERS

When a student withdraws from our school, we ask that the parents notify the school as soon as possible. The parent/guardian will need to come into the school office to sign the necessary release forms and provide the name and address of the school where the student will enroll next. Only parents/legal guardians may withdraw a student. In cases of custody issues, the parent who maintains physical custody of the child is the only parent that may withdraw the student. **A 72 hour notice is required to process the withdrawal.** A picture ID is required to complete the withdrawal process.

## CHECK-IN'S

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

## TARDINESS

Students are required to be on time for school. It is the responsibility of parents or guardians to make sure that their children arrive on time each day. Any student arriving after that time should be accompanied to the office by a parent or guardian. Excessive tardiness, for any reason other than reasons for excused absences, will result in disciplinary action. Only an excused tardy permits class work to be made up. Students are required to remain at school for the entire day. **DPES REQUIRES PROOF OF RESIDENCY IN CASES OF EXCESSIVE TARDINESS.**



## **TRUANCY DEFINITION/UNEXCUSED ABSENCES**

Absences for reasons other than those defined above shall be considered as unexcused. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. Forged excuses will be coded as unexcused. The child shall also be deemed truant for any absence determined by the principal to be unexcused based on the State Department of Education's current School Attendance law. Parent/guardian shall be notified by the school principal or his/her designee of the first truancy/unexcused absence (warning) and fifth truancy/unexcused absence (conference-mandatory except in case of an emergency or prior arrangement).

Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

## **EARLY WARNING TRUANCY PROGRAM**

Parents and students will be referred to the Early Warning Truancy Program on the seventh (7th) unexcused absence. Referral to the program includes the following steps:

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

## **POWERSCHOOL TRUANCY NOTIFICATIONS**

Parents whose correct email is in PowerSchool will receive truancy notifications through email.

## **SCHOOL VISITORS**

All visitors must sign in through the front office before visiting any part of our school. Each visitor must wear a visible pass issued by the school office at all times. All visitors who are allowed through the security doors, must only visit the designated area written on his/her pass. No one should ever go into a classroom or another area of the school without prior authorization.

## **FAMILY LUNCH VISITATIONS**

Lunchroom visits with your child are limited to the lunch times only on Family Lunch days. We ask that you respect the teacher's lunch time. It is not intended as a conference opportunity. You may not go to the classroom afterward. When your child's lunch time is over, please return to the front office to sign out. If you purchase a school lunch bring small bills only. Debit or credit cards cannot be accepted.

## **CONTACTING YOUR CHILD**

Please ensure your child has everything he/she needs to have a successful day, such as lunch, lunch money, snack money, field trip money, and school supplies. Should you need to bring anything to your child once school has started, you may leave it in the front office. You are not allowed to take any items to your child's classroom. The office staff will not call a child out of class, or up to the front office for any request made by a parent or guardian. Checking your child out of school to speak with them, and then checking them back in to school is not allowed without a doctor's excuse. All students must have a doctor's excuse in order to be allowed to check back into school on the same day as a check out.

## **SNACK TIME**

Children have snack each day and the time varies with each class. All students may buy their snack and juice from the Snack Shack from 7:15-8:00a.m., or they may bring them from home. Please bring exact change. Snack and juice items and prices are found on our website. Carbonated drinks are not allowed at school (we sell them on Special Snack Days) and we strongly discourage drinks that contain red dye. There are other special occasions designated by the principal when carbonated drinks are allowed.

## **COMMUNICATIONS**

### **Parent/Teacher Communications**

Parents are encouraged and welcomed to come to school to talk with their child's teacher, but you must have an appointment time set up at least 24 hours ahead of time. Appointments may be arranged by sending an email to the teacher or through the school office by calling (334) 361-6400. Teachers are allowed 24 hours to respond to parent messages. We strongly encourage parents to register for the Parent Portal in PowerSchool. This program gives you access to your child's grades and attendance.

### **DPES Communication Tools**

- ClassDoJo
- School Messenger (Mrs. Finch's call-out is every Sunday at 3:00 p.m.)
- School Website (www.dpeseagles.com)
- Open House
- Parent Orientation Nights
- Progress Reports & Report Cards
- Standardized Testing Reports — ACAP, STAR Reading and STAR Math
- Progress Monitoring Information (for students with a SRIP or RtI Plan)

## **VOLUNTEERS**

Parents are encouraged to volunteer. You may volunteer by helping in the office, media center, helping your child's teacher, or helping with various school events. You must read and sign the DPES Guidelines and Confidentiality Agreement for School Volunteers. Please see Mrs. Cobb in the front office, or visit our school website for a copy of the agreement.

## **LOCKER INFORMATION**

If a student rents a locker, he/she may not change lockers or add a person to the locker space. Lockers are issued to grades 5th & 6th only. The cost is \$10.00 per student.

## **BOOK BAGS**

Younger students have much less homework and frequently trip and fall over rolling book bags. Only students in 3rd – 6th grades may use rolling book bags. 1st and 2nd graders may use tote bags or non-rolling book bags. Please be sure your child is using the kind of book bag that is safest for him/her.

## **SCHOOL DELIVERIES**

School deliveries are not permitted at DPES. Any delivery (balloons, flowers, gifts, etc.) to students will be turned away.

## **MAKE-UP WORK (EXCUSED ABSENCES)**

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

## **SCHOOL PARTICIPATION ABSENCES**

Students who are away from school due to participation in official school sponsored activities shall be marked present and shall be allowed to make up missed work.

## **RELIGIOUS ABSENCES**

A student shall be excused for religious holidays when the student's parents/guardians come to the school in person and sign a request for the student to be absent for this purpose. When this procedure is followed, the student's absence shall be excused and shall not be counted toward the excessive absence clause of this policy. Students shall be allowed to make up work missed during such absences.

## **APPEAL PROCESS**

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

## **PERFECT ATTENDANCE**

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

## **PROOF OF RESIDENCY**

DPES reserves the right to ask for current proof of residency. Random checks are made periodically throughout the school year.

## **SCHOOL ATTENDANCE POLICIES**

Alabama State Law 16-28-3, Code of Alabama, 1975 requires all children between the ages of six (6) and seventeen (17) to attend school regularly. Alabama State law states that each child who enrolls in a public school, whether or not the child is required by law to enroll, is subject to the school attendance and truancy laws of the state. Parents or guardians having control over school age children are responsible for their children's regular attendance and proper conduct. Failure to comply with the Compulsory School Attendance Law requires the Attendance Officer to file a complaint in the Autauga County Court system.

### **ABSENCES**

A parent, guardian or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) days following return to school. The parent note will enable the child to make-up any work missed or prevent charges from being filed against the parent, guardian or legal custodian when a child is absent. Five (5) unexcused absences within a school year constitute a student being truant and on the seventh (7) unexcused absence a complaint/petition may be filed against the child and/or parent. Any time that a student is absent, the parent or guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from parent or guardian meets the following State guidelines:

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

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

## **BRINGING UNNECESSARY ITEMS TO SCHOOL**

Items that interfere with class such as fidget spinners/poppers, trading and playing cards, game boys, air pods, IPADS, cell phones, radios, balls, electronic devices and other toys must be left at home. The school is not responsible for these items being lost, stolen, or given away. Souvenirs such as toy guns, spears, knives, and other weapon-like toys that are available for purchase at field trip sites may be purchased. The purchased item must be given to the teacher. Upon the return to the DPES campus, the teacher will give the item to the student at the end of the day.

### **FIELD TRIPS AND CHAPERONES**

When parents and guardians accompany classes on field trips, it is important that parents do not bring siblings (this includes DPES Field Day). Children must be signed out by parent/guardian when checking out his/her child from a field trip. Chaperones need to focus on the supervision of all DPES students assigned to them during a field trip.

#### **Payment Methods Accepted**

- Cash, money orders, checks (must include name, address, phone #, homeroom teacher & child's name)
- All money is required to be in the exact amount due. Any additional overages will be added to the grade-level's field trip account.
- The front office personnel are not allowed to receive money in the front office. All field trip money must be sent through your child to the homeroom teacher.
- THERE WILL BE A \$30.00 RETURN CHECK FEE
- No refunds nor transfer of money collected for field trips is allowed
- ALL PAYMENT and PERMISSION SLIP DEADLINES ARE FINAL

### **SPECIAL EVENTS**

- All money must be in exact change.
- No large bills are allowed.
- Cash or check only.
- The front office personnel are not allowed to accept any money in the front office. This includes snack money. Reminder: Students will not be called out of class to pick up the money in the front office. Parents who check their child out, must have a doctor's note before checking back in the same day.