

**A u t a u g a v i l l e  
S c h o o l**

**PARENT/STUDENT HANDBOOK**



**Dr. Sonya Shingles, Principal  
Mrs. Nakisha Ross, Assistant Principal  
Mr. Timothy Tidmore, Superintendent**

**2021-2022**

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# AUTAUGA COUNTY SCHOOLS INFORMATION

## VISION STATEMENT

*“Today, Tomorrow, Together”*

## MISSION STATEMENT

*The mission of Autauga County Schools is to provide excellent educational experiences for all students to be successful in life.*

## CORE VALUES



## **EQUAL OPPORTUNITY STATEMENT**

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

**Board actions that take place after printing this handbook supersede the information printed.**

### **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.

# **AUTAUGAVILLE SCHOOLS INFORMATION**

## **VISION STATEMENT**

*“Forever Learning; Forever a Success”*

## **MISSION STATEMENT**

The mission of Autaugaville School is to engage the mind and encourage the imagination of all students in a safe and caring environment.

## **ALMA MATER**

Hail to thee, our Alma Mater,  
Hail Autaugaville School.  
When we leave her,  
We shall love her,  
Living by her rule.  
Forward ever, be our watchword,  
Conquer and prevail!  
Hail to thee, our Alma Mater,  
Autaugaville School, All Hail!

**SCHOOL COLORS:** Blue and Gold

**SCHOOL MASCOT:** Eagle

# **AUTAUGAVILLE SCHOOL**

**Website: [www.AutaugvilleSchool.com](http://www.AutaugvilleSchool.com)**

**2708 Dutch Bend Street  
Autaugaville, AL 36003  
(334) 365-8329  
FAX (334) 365-8043**

## **Administration**

Sonya Shingles, Principal  
Nakisha Ross, Assistant Principal

## **Guidance Counselor**

Tiara Ervin

## **Secretary**

Delena Allen

## **Bookkeeper**

Nikki Perry

**Dear Parents:**

**Please take the time to review the content found in the Autaugaville 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 Autaugaville School Student Handbook with my child.*

\_\_\_\_\_  
**(Parent/Guardian)**

\_\_\_\_\_  
**(Date)**

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

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



## PRINCIPAL'S MESSAGE

Welcome Eagle Family to the 2021-2022 school year. Our commitment at Autaugaville School (AS) is to provide a safe and intellectually challenging environment that will empower students to become innovative thinkers.

The expectations for academic performance and responsible citizenship are the foundation of our school. It is with pride that we strive to promote a positive school climate with dedicated teachers who love teaching their students. It is the contribution of our students to our school community that makes Autaugaville an exceptional learning community. Full participation in academics, and the willingness to act responsibly as an individual within our educational environment, are factors that enable all to have a successful and enjoyable year.

As your principal, I will work diligently, along with teachers and staff, to continue the legacy of success established by Autaugaville School and the school district-which is building strong relationships with students, staff, parents, and stakeholders.

We will focus on character education initiatives, Common Core skills, data-driven instruction, and a rigorous curriculum.

Additionally, please refer to the **Autauga County Policy Manual** for pertinent information. This manual will be available at the school or may be viewed at [www.acboe.net](http://www.acboe.net).

In conclusion, please do not hesitate to contact me and know that my door is always open. I can be reached at [Sonya.Shingles@acboe.net](mailto:Sonya.Shingles@acboe.net). I am honored to serve as your leader.

Go Eagles!!!

Sincerely,

*Dr. Sonya Shingles*

Dr. Sonya Shingles  
Principal

## **DIRECTORY ASSISTANCE**

### **Where Do I Go For Help?**

Absenteeism	Teacher/Secretary/Administrator
Change of Address	Secretary
Lunch Application	Lunchroom Manager
Illness	Class Teacher/Nurse
Lost and Found	Secretary/Custodian
Payment of Lost Books	Class Teacher/Bookkeeper
Personal Problems	Class Teacher/Counselor
School Insurance Forms	Secretary
School Supplies	Supply Store/Media Center
Tardiness (After 7:48 a.m.)	Secretary
Telephone (Emergency)	Office
Enrollment/Withdrawals	Secretary/Counselor/Administrator
Transportation Concerns	Transportation Department

### **SCHOOL HOURS**

A morning bell will ring at 7:30 a.m. to let all students know that it is time to go to class. The tardy bell rings at 7:45. The school day will end at 3:03 p.m. Contact your child's teacher to obtain a copy of their daily schedule. The high school students are on a seven period schedule.

### **CELL PHONE USAGE**

The Autauga County Schools policy on cellular telephones and electronic devices is designed to ensure that these devices do not interfere with teaching and learning during the school day. Cell phones or electronic devices must not be visible during the school day. They should be stored in a secure location (vehicle, purse, locker, athletic bag, etc.).

Cell phone or electronic devices must be turned completely off (not simply on silent or vibrate mode) during the school day. Students participating in fieldtrips, extracurricular activities, and athletic events must get permission from their coach or sponsor for using cell phones or electronic devices after school hours or on after-school bus trips. All times, the use of camera cell phones is strictly forbidden in private areas, classroom, and offices. When necessary, camera phone violations may be treated as intermediate or major offenses. Such uses may also be in violation of the criminal code of Alabama.

Any phone communication during the instructional day will take place on school telephones with permission from office personnel with the exception of emergency situations deemed by the principal. Parents should continue to call the school for any emergency situation. Autauga County Schools shall not assume any responsibility for theft, lost, or damage to a cell phone or electronic device, or unauthorized calls made on a cell phone.

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is strictly prohibited in the testing setting.

## DRESS CODE

The policy of the Autauga County Board of Education is that good grooming and personal appearance are critical elements in the teaching and learning process. It is expected that administrators, teachers, and students dress in such a manner that will provide quality learning experiences and will ensure the health and safety of those involved. Students in grades K-12 must dress in a manner that will ensure health and safety, not be distracting to others, and non-disruptive of the program.

Students must wear shoes at all times. Students should refrain from the use or display of pacifiers and toothbrushes during the school day. Violation of the above will be classified as an "Intermediate Offense."

**Parents will be notified to either bring the student appropriate clothing or take the student home to change clothes. All classes that the student misses will be unexcused. If the student cannot be provided with a change of clothes, the student will spend the remainder of the day in ISS. Refusal to change will be viewed as insubordination/defiance and the student will receive disciplinary action in accordance with the code of conduct for such an offense.**

## ATTENDANCE

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

### Absences

A **parent, guardian** or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than **three (3) days** following return to school. The parent note will enable the child to make-up any work missed or prevent charges from being filed against the parent, legal 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 absences** a complaint/petition may be filed against the child and/or parent.

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.

**Please note that teachers are not obligated to provide make-up work for unexcused absences.**

### 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.

Any student not seated at his/her desk at 7:45 a.m. is considered tardy. Those students who arrive after 7:45 a.m. will report to the office. A daily record of tardies, excused and unexcused, is kept in the office. The tardy students must be given a pass in order to enter his/her classroom. Parents/guardians of tardy students in grades K-12 **MUST** come in and sign in their children in the office.

\*When a student is tardy to school due to a doctor or dental appointment, he/she must bring a **STATEMENT FROM THE DOCTOR OR DENTIST BEFORE THE TARDY WILL BE CONSIDERED EXCUSED.**

### **CHECK-OUT PROCEDURES**

Students who leave school early for any reason must checkout through the school office following the school's check-out procedures. Early dismissals are discouraged, but if it is necessary for a pupil to leave school during the day, the following procedures must be followed:

1. A parent/guardian or designated adult must come to the front office of the school to check out a student. Valid picture identification is required.
2. If anyone other than the parent/guardian is checking the student out, it must be verbally verified by the parent/guardian before the student is allowed to leave campus.
3. Student need to have an up-to-date and accurate Student Information Sheet on file. **ALL CHECKOUTS MUST BE VERIFIED BY SCHOOL STAFF PERSONNEL.**

**\*Parents are encouraged not to checkout students between 2:30 p.m. and 3:03 p.m.**

### **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 who must complete the necessary paperwork. Students cannot have them in their purses, book bags, etc. Students will be disciplined with the possibility of expulsion.

### **PROHIBITION OF STUDENT HARASSMENT AND BULLYING**

Autaugaville School is committed to providing its students equal educational opportunities and a safe learning environment free from harassment, bullying, discrimination and hazing. These forms of dangerous and disrespectful behavior will not be tolerated. Any student who believes he or she has been a victim of said behavior or any person with knowledge or belief that said behavior toward a student exists, is required to promptly notify any staff member or administrator.

We have a "zero" tolerance for bullying at AS. Parents and/or students wishing to report bullying must come in and complete a bullying incident form to report such behavior. This form can also be found at [www.autaugavilleschool.com](http://www.autaugavilleschool.com). Parents are encouraged to contact the school counselor with any questions.

### **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.

## **INSTRUCTIONAL PROGRAM**

The instructional program consists of 371 minutes of instruction each day. This time does not include homeroom, lunch, or breaks. This is divided into specific areas as outlined by the State Department of Education. Within the allotted time, the objectives outlined in the Alabama Course of Study for each subject are included.

## **GRADING SYSTEM**

The academic grade reflects the student's academic achievement. At the end of the grading period, your child will receive a report card. Your child's report card will contain grades that reflect his/her academic achievement in each subject for that grading period. Grade values and explanations are listed below:

Kindergarten: E- Excellent, S- Satisfactory, P- Progressing, and N- Needs Improvement.

Grades 1 – 12: 90 - 100 A, 80 - 89 B, 70 - 79 C, 60 - 69 D, 59 and below F (this includes P.E.).

Parents need to be aware of their children's academic performance and monitor that performance at 4 1/2-week progress reports and 9-week report cards. See the County Code of Conduct and website for specific dates.

Report cards will be given to students on the reporting date, not sooner or later than the reporting date. Progress reports will be sent home at least once during each 9-week grading period.

## **PROGRESS REPORTS DATES**

1<sup>st</sup> 9 weeks Tuesday, September 7, 2021

2<sup>nd</sup> 9 weeks Monday, November 8, 2021

3<sup>rd</sup> 9 weeks Monday, February 7, 2021

4<sup>th</sup> 9 weeks Monday, April 25, 2021

## **ACADEMIC HONESTY**

Academic honesty is expected of all students. All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's class work, creating more than one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software or unauthorized use of hard copy or software to develop one's own software.

Teachers and building administrators will monitor student's work to avoid any academic dishonesty and to administer consequences for such dishonesty. Where appropriate, parents/guardians shall be contacted as soon as possible to report any alleged academic dishonesty of the students. Teachers, along with the principal, will apply a range of academic consequences for violations of this policy. Student and parent/guardian appeal of any consequences resulting from violations of this policy should be addressed by the school principal. All teachers will educate students as to what constitute academic dishonesty and what is acceptable and unacceptable behavior in the schools.

## **SEMESTER AND FINAL EXAMINATIONS**

Semester and final examinations shall be used to evaluate student achievement and conducted in a way to estimate effectively the achievement of the goals and objectives on which learning activities have been based.

1. Final examinations are required in all subjects. The only exception is described in the Exam Exemption Policy. In addition to the above criteria, students shall not be eligible for exemption if the student has been assigned In-School Suspension more than two times, has been suspended from school, or assigned to the Interim/Alternative Program at any time during the academic year.
2. There will be no open book exams and no take home exams for the mid-term and final exams.
3. Semester/Final exams are recorded as numerical averages.
4. The semester average is comprised of the following three grades: Numerical average of each of the two nine-weeks in the semester and the numerical grade on the semester exam.

### **PROMOTION AND RETENTION POLICY**

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 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.

### **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 more information contact the Autauga County Special Education Department, Dr. Sharon Streeter at (334) 361-3843.

### **CHILD FIND**

The Autauga County School System is committed to providing educational opportunities to all exceptional children. Special programs for 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, Visual Impairment are provided. However, before exceptional children can be helped, they must be found and plans for educating them must be made.

If you live in Autauga County and have a child or know of a child who is exceptional and not in school call Dr. Sharon Streeter at (334) 361-3843 or write CHILD FIND, AUTAUGA COUNTY SCHOOLS, 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 School System provides these services at each LEA school for all students who meet the eligibility requirements. You may receive additional information by contacting the school's 504 coordinator or the system's 504 director, Mrs. Tisha Addison at (334) 365-5706.

### TEXTBOOKS

By State law, parents/guardians are responsible for student textbooks. A Textbook Responsibility Form must be signed and returned to the teacher in order for a child to be issued books. Once these books are issued, it is the parent's responsibility to make sure that the books are cared for and returned to school. Parents are responsible for paying for lost and damaged books.

### STUDENT FEES

Textbook Damages or Lost Charges

- Full price for textbooks which were issued in new condition
- Seventy-five percent (75%) of full price for textbooks two years old or less
- Fifty percent (50%) of full price for textbook more than two years old

Reimbursement will be made to students who relocate textbooks after payment is made to the School System and upon presentation of payment receipt.

### LIBRARY/MEDIA CENTER

At the beginning of the year, our students are thoroughly instructed on the use of the library. The librarian will decide when he/she feels that the students are ready to check out books. Students will be expected to care for these books just like their textbooks. The librarian will make clear policies regarding the library. Students will be fined if books are late, damaged, destroyed, or lost. Students who have overdue books will not be allowed to check out books until the original book has been returned or paid for.

### PARENT VISITATION GUIDELINES

**We welcome visitors to our school. Board policy states that all visitors** and volunteers must be issued a **security pass** from the office after the proper procedures have been followed. In order to maintain a safe and organized learning environment, it is important that all visitors adhere to this policy

Parents are allowed to observe their child in the classrooms providing they have made an appointment with the principal or assistant principal at least 24 hours in advance. When visiting classrooms, please **do not bring younger children or other siblings**. Parents are asked to observe only. Parents are not allowed to interact with their child or the other students during the observation time. We ask for cooperation in order to establish the best learning environment possible for students. Visitation time will be limited to ensure the continuation of the educational process.

If you have an item that needs to be given to a student or teacher, please leave it with the front office staff, and we will make sure that your child receives the item at the appropriate time.

### PARENT CONFERENCE GUIDELINES

Parents who wish to speak to their child's teacher may schedule appointments through the main office. Appointments will coincide with the teacher's planning period. **Remember all visitors must sign in at the front**

*office to get a visitor's 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.

### **FIELD TRIPS**

Our students will have several opportunities to take field trips during the school year. Signed permission forms are required. It is imperative that the signed permission form and any money must be returned as directed by the teacher. Money to pay for transportation and destination site cannot be returned in the event the child cannot attend a field trip. Once the money has been sent for transportation and the destination site, it is out of our control.

Your child's teacher will contact parents to serve as chaperones. Chaperones are asked not to bring other siblings, relatives, friends, etc. on a field trip. The supervision of students on a field trip requires intense observation at all times.

### **PARENT PORTAL HOME (PowerSchool)**

Parents and guardians only (due to privacy concerns) will receive their child's ID and PIN number starting in August in order to utilize the program. Internet access is necessary.

You can 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 totally private and secure. You will be assigned an ID number along with a PIN number. Your child's name is never used on the Internet! Teachers are only required to update grades weekly.



## **FAMILY EDUCATIONAL 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 schools 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 are inaccurate or misleading. Parents or eligible students may ask the *School* to amend a record that they believe is inaccurate or misleading. They should write the *School* principal [*or appropriate 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 interest. A school official is a person employed by the *School* as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the *School* Board; a person or company with whom the *School* has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the *School* discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **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 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.

### **PTO**

The PTO is one of the main links in our school organization. It is a part of our entire school program and helps us to bring the school, home and the community closer together. Each parent is urged to take an active part in the PTO. Notices will be sent home to inform you of the date and time of each meeting.

### **PARENT ADVISORY TEAM**

The Parent Advisory Team is made up of a committee of specific parents and a teacher representative whose main goals are to act as a liaison between the community and the PTO and to support and improve the academic achievement of the students at Autaugaville School.

### **ATHLETICS AND ATHLETIC EVENTS**

Autaugaville School has a well-rounded athletic program. The teams are composed of eligible students who meet scholastic requirements and are interested in athletics. Student spectators at athletic events (during home games and away games) are expected to conduct themselves according to the same rules of behavior used in school.

## **CLUBS AND ORGANIZATIONS**

Students will have the opportunity to participate in various clubs and organizations within our program. Student Government Association, National Beta Club, and others are available. There are requirements that must be met for many of the clubs. If a student is interested in extra-curricular activities, clubs, or any organizations, feel free to contact the advisors or the office for further information.

## **WITHDRAWALS AND TRANSFERS**

If you plan to withdraw your child from Autauga County Schools, it is necessary that you notify the principal. The principal must be given the name of the school and address to which the student will be transferring. The parent/guardian must give written permission for the records to be released to the new school. All fees must be paid and school owned textbooks, equipment and/or materials must be returned to the school before the withdrawal can be completed.

Parents/guardians should give written notification 2 to 3 days in advance to the student's teacher. This will give the teachers and secretary/counselor enough time to complete the necessary paperwork. The parents/guardians should contact the office to schedule a time to sign for records and complete the process. It is usually not possible for the records to be prepared in a single day. Advanced notification is necessary.

## **FIRE, TORNADO AND INTRUDER DRILLS**

Fire and tornado drills will be practiced on a regular basis. Intruder drills will be practiced as per central office guidelines. Students will be trained to listen for specific bells and move quickly and safely to the nearest safe location. These drills are serious business. In a real situation, lives could be at stake. In the case of a fire drill, the principal will sound the alarm. The students will follow the teacher's instructions and move outside through predetermined exits. **UNJUSTIFIED ACTIVATION OF A FIRE ALARM IS CLASSIFIED AS A MAJOR OFFENSE BY THE AUTAUGA COUNTY BOARD OF EDUCATION.**

**ALL STUDENTS ARE EXPECTED TO CONDUCT THEMSELVES IN A SAFE AND ORDERLY MANNER DURING ANY TYPE OF DRILL. WE EXPECT OUR STUDENTS TO COOPERATE WITH THESE DRILLS BY REMAINING SILENT AND OBEYING THEIR TEACHER.**

## **TORNADO AND SEVERE WEATHER**

In the event of severe weather conditions that should develop while your child is at school, the office staff will keep the weather radio tuned to the local weather service for advice and direction. When weather conditions become threatening, all children and adults will be moved to the safest areas within the building.

When a tornado warning is issued, the children will go to a predetermined safe place and will remain there until a clear bulletin has been issued. When a tornado warning is still in effect, the children will not be released from school for regular bus transportation. However, buses will run as usual on a daily basis providing current weather conditions and forecasts in the area have received an all-clear bulletin from the local weather service office. Additional information concerning tornado and severe weather procedures are located in the [Autaugaville School Crisis Management Plan](#).

## EMERGENCY SCHOOL CLOSING

If it becomes necessary to cancel a daily school session due to an emergency situation, every effort will be made to notify parents, students and school personnel at the earliest possible time through School Messenger, local television and radio announcements. In the event of emergency conditions requiring the closing of a daily school session, every effort will be made to contact each parent by phone through School Messenger. Therefore, it is imperative that parents/guardians have a working number so that you can receive the notification after the Central Office gives us instructions. Parents should also stay tuned to the local radio and television stations for additional information.

## LUNCH AND BREAKFAST

The school operates a cafeteria for students. Students can purchase breakfast and/or lunch from the cafeteria or bring it from home. Students will eat a well-balanced meal every day. Meals are eaten in the cafeteria. After students have finished their meal, they are to place all trash in the receptacles and leave tables clean for the next group. No foods or drinks are allowed in the classrooms or hallways.

Prices are listed below:

Student Breakfast	free
Student Lunch	free
Visitor Breakfast	\$1.75
Visitor Lunch	\$3.50
*Prices are subject to change	

This is the full price for lunch and breakfast. At the beginning of the school year, all students will be given an application for free/reduced lunch which must be completed and turned in promptly or parents/guardians may complete the application online at [www.schoollunchapp.com](http://www.schoollunchapp.com). All students must pay full price until the application has been turned in, approved/disapproved, and the parent notified. If the student qualifies for free/reduced lunch, the price will be altered. Students must turn in money to the teacher in the morning when money is being collected. Checks are acceptable and made payable to Autaugaville School.

**FOR YOUNGER CHILDREN, ALL MONEY MUST BE IN A SEALED ENVELOPE STATING THE CHILD'S NAME AND LABELED LUNCH/BREAKFAST MONEY.**

### LUNCH SCHEDULE

10:30 - 10:50 a.m. Kindergarten  
10:30-10:50 a.m. 1<sup>st</sup> Grade  
10:35 - 10:55 a.m. 2<sup>nd</sup> Grade  
10:35 - 10:55 a.m. 3<sup>rd</sup> Grade  
10:40 - 11:00 a.m. 4<sup>th</sup> Grade  
10:45 - 11:05 a.m. 5<sup>th</sup> Grade  
10:45 - 11:05 a.m. 6<sup>th</sup> Grade  
12:00 - 1:05 (Grades 7-12)

### CHARGED MEALS IN THE CAFETERIA

The Board of Education strongly discourages the charging of a reimbursable meal to a student's meal account. Uncollected Child Nutrition Program (CNP) charges constitute a bad debt which is unallowable. CNP is a federally funded self-sustaining program. If a charged meal occurs, it shall only be charged in case of emergency as determined by the cafeteria manager or his/her designee. Parents will be notified of charged meals immediately. This shall be done from phone calls from the cafeteria manager's office, by letter and/or by

automated caller. Cafeteria personnel may begin making phone calls for debts owed as early as 6:00 a.m. and as late as 8:30 p.m. Parents who fail to pay for charged meals may be turned over to the Department of Human Resources for child neglect or abuse. Also, the privilege to charge a meal may be denied if efforts are not made to pay the debt.

If charging privileges are denied, the Cafeteria Manager must ensure that no child in grades K-3 and/or a disabled child will be denied a meal. The Principal has the right to decide if an alternative meal may be served to a student owing money and this may be done grades K-12. Although an alternative meal is served, it shall meet federal guidelines for a reimbursable meal and there will be a charge to cover the cost of the meal.

### **SNACK TIME**

Children will have the opportunity to purchase snacks on a daily basis. This money must be given to the teacher in the morning during homeroom time. Students will have a snack time at an appointed time during the day. Snacks can be purchased from the school or can be brought from home. Please do not send carbonated drinks. **FOR YOUNGER CHILDREN, ALL MONEY MUST BE IN A SEALED ENVELOPE STATING THE CHILD'S NAME AND LABELED SNACK MONEY.** Snacks may only be eaten at designated times and locations.

### **MEDICATION**

Occasionally a child will need to receive medications at school. When this is necessary, the parent is responsible for obtaining a Medication Authorization Form from the school nurse, school office, or [www.acboe.net](http://www.acboe.net). The doctor, as well as the parent/guardian must sign the authorization form for ANY medication to be given at school including over the counter medications. Certain medications (i.e. inhalers) can be self-administered, therefore that part of the Medication Authorization Form must be signed also. The form allows the physician to give the school directions on how to give the required medication and any side effects that may occur from the medication. Medication cannot be given until both the physician and the parent have signed the Medication Authorization Form. The first dose of any medication should be given at home where any reaction may be observed by the parent/guardian and reported to the physician.

All medicines must be in the original prescription bottle clearly labeled by the pharmacist with the student's name, name of medication, dosage and time the medication should be given at school. Most pharmacists will be glad to give you an extra-labeled bottle to keep at school if you ask. All controlled medications including, but not limited to ADHD meds and pain meds must be brought to the school by the parent. The student is not allowed to transport such medications.

Parents/guardians are responsible for keeping their child's medication refilled for school use and for getting an updated Medication Authorization Form signed by the physician when there is a medication and/or dosage change. There should never be more than one (1) month's supply of medicine left at the school.

Parents are encouraged to schedule medication times before and after school, if at all possible. Securing and safeguarding medicine and children leaving the classroom for medication are both time consuming and disruptive. With realization that at times medication during the school day is necessary in order that the child be present at school, full cooperation will be given to the parents/guardians and full cooperation is expected in return.

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

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

**FEVER** – Temperature of 100.4 or above. Your 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 he/she has vomited within the last 24 hours.

**DIARRHEA** – Your child should remain at home if he/she 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, chicken pox or some other contagious disease.

**PINK EYE** – (Conjunctivitis) Pink Eye is contagious. Your child should be seen by a doctor and treated before returning to school.

**LICE AND/OR NITS (EGGS)** – Your child should not return to school until he/she has been treated with 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.

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.

### **UNNECESSARY ITEMS AT SCHOOL**

Students are not permitted to bring toys or other unapproved items from home at any time. Such items can often be dangerous and disruptive to the school environment. Live animals are not to be brought to school (any student in possession of an item that can be perceived as a weapon, something that is dangerous to students or the building, will be subject to immediate disciplinary action). (See Autauga County School District Parent Student Code of Conduct).

### **AUTOMOBILES ON CAMPUS**

Students are allowed to drive automobiles to school and will be assigned a designated area to park. Vehicles must be registered through the office. Copies of the insurance policy, automobile registration, and a valid driver's license are required. Please see the Autauga County School District Parent/Student Code of Conduct for additional information.

Students are **not** allowed to return to their automobile during the school day unless escorted by the security officer, or an administrator. Students who drive that are involved in extracurricular activities, are asked to report to their designated areas immediately after the 3:07 p.m. bell rings. Other students who drive are to leave the school campus immediately and not return on campus.

## **DISCIPLINE**

### **What is a School-wide Discipline Plan?**

A School-wide Discipline plan is an organized, data-driven system of interventions, strategies and supports that positively impact school-wide and individualized behavior planning.

### **What are the benefits of a School-wide Discipline Plan?**

A systematic approach to discipline enhances learning outcomes for all students. By reinforcing desired behavioral outcomes students will clearly understand expectations. Students are explicitly taught what the desired behavior should be.

This attention to expectations leads to a more positive classroom experience, a stronger learning community and an increase in student learning.

### **Defining Discipline:**

Discipline is a process that uses teaching, modeling and other appropriate strategies to maintain the behaviors necessary to provide a safe, orderly and productive learning environment by changing unacceptable behavior to acceptable behavior.

Our teachers and staff will provide all students with an enriching, challenging and nurturing learning atmosphere each year. Each teacher has a classroom management plan to address procedures and discipline in the classroom. This plan includes positive rewards. Please make sure you and your child understand these rules and procedures. If you have any questions, please do not hesitate to contact your child's teacher. If your child's teacher contacts you about a discipline concern for your child, please be supportive and responsive to work with us, so that your child's behavior has a positive outcome.



### **Beliefs Related to Discipline at Autaugaville School:**

- The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students.
- The misbehavior of a student will not excuse him/her from successfully completing learning objectives.
- Every discipline is an opportunity to teach expected behavior.
- Expected behavior must be communicated, taught and modeled throughout the school year.
- Parents have a responsibility to ensure that their children's behaviors do not take away from a safe, orderly and academically productive learning environment of others.

## **The Teacher and Staff's Commitment**

*Teachers will:*

- Enforce the School-wide Discipline Plan as agreed
- Communicate high behavioral expectations to students and parents
- Commit to follow through to the success of student behavior
- Take responsibility for classroom problems and behavior
- Foster a school climate characterized by a concern for students as individuals
- Take an interest in the personal goals, achievements and needs of their students
- Support the students in their academic and extracurricular activities

## **Administrator's Commitment**

*Administrators will:*

- Support the teachers in this new system
- Model high behavioral expectations
- Maintain a school climate in which everyone wants to achieve self-discipline
- Foster a school climate where the administration is sincerely concerned for the staff and students as individuals
- Take an interest in personal goals of teachers, staff and students

## **Autaugaville School Community's Commitment**

Community Members will:

- ***Be specific:*** tell the student exactly what they did
- ***Be timely:*** don't wait to praise or correct
- ***Be sincere:*** insincere praise is usually worse than none at all
- ***Be consistent:*** with everything, everywhere
- ***Communicate:*** keep open lines of communication open between home and school.



## **Securing Parent and Student Agreement and Active Support**

The success of a school-wide system lies in the relationship built between parents, staff and students of the school community. This relationship begins with communication. Parents will be informed about current school issues, success and concerns through school-wide newsletters, classroom teacher's updates, the school website, parent meetings and parent handbooks. The hope is by keeping parents well informed the plan will be more successful.

On an individual basis student behavioral issues are addressed with parents through the parent/teacher emails, notes home, phone calls home and parent conferences. A signature is required for any written notification concerning behavior. The signature helps school staff know that the parent is aware of the concerns being raised and is the beginning of establishing an open line of communication. This communication helps to foster the success of the school-wide plan.

Autaugaville School's school-wide plan will be successful because it is based on a commitment to each child's success, to easy-to-follow school rules and to consistency. The system allows for each teacher's style in the classroom and it allows for age appropriate communication and discipline without compromising school-wide policies, expectations and consistency.

### **Parent's Commitment**

*Parents will:*

- Reinforce the School-wide Discipline Plan
- Communicate high behavioral expectations to their child
- Commit to follow through to the success of their child's behavior
- Take an interest in personal goals, achievements and needs of their child
- Support the students in their academic and extracurricular activities.

### **Student's Commitment**

*Students will:*

- Follow the School-wide Discipline Plan
- Maintain high behavioral expectations
- Accept responsibility for your behavior
- Set personal goals and work hard to achieve them

### **BUS TRANSPORTATION ISSUES**

School bus transportation is a privilege that is available to students as long as they obey the rules. This privilege can be withdrawn for inappropriate behavior. Students are assigned a bus to ride daily. Please do not call or write a note about your child riding a different bus. As per Board Policy, students must ride the same bus in the morning and in the afternoon. Please contact the transportation supervisor, Mr. Neil Messick at (334) 361-3897 for clarification to this policy.

### **ACTIVITIES NOT PERMITTED ON BUS**

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

1. Eating and drinking
2. Chewing gum
3. Smoking or tobacco of any form
4. Scuffling or fighting
5. Playing radios, tape players, or band instruments
6. Yelling at anyone on the bus or outside of the bus
7. Profane, indecent, or abusive language
8. Throwing paper or any other objects on the bus or outside the windows.
9. Putting hands, arms, head, or any part of body outside of the bus window.
10. Tampering with any of the bus safety equipment or devices
11. Defacing any part of the bus

Students who violate bus rules will be disciplined in accordance with regular disciplinary procedures, which could result in suspension from the bus.

### **STUDENTS TRANSPORTED BY PARENTS**

We have many students who will be dropped off and picked up by a parent/guardian. These children may not be dropped off before **7:15 a.m.** or picked up later than **3:03 p.m.** This is important, as supervision is not available before and after these times. Parents are asked to drop off their child (children) in the **front** of the school for safety reasons. Please do not enter the bus line in the morning/afternoon to drop off or pick up your child. Please park in the front of the school if you are picking up your child. Parking behind the buildings (i.e. field house, gym, etc.) is prohibited for safety reasons.

### **COUNSELING**

Our counselor extends a warm welcome to you and offers services to help make your stay at Autaugaville School a happy and productive one. The counselor is available to help you with problems you may be experiencing at home or in the community, with course selection, with ways of improving your relationship with other students and teachers, and with plans for your education.

The Family Rights and Privacy Act allow for the release of general information from our student directory (i.e. name, phone number) to military and college recruiters. If you do not wish for this information to be released on your child, please submit a request in writing to be placed on file in our school office. Parents (listed on birth certificate) have access to any information concerning their child unless we have a written court order forbidding the release of information to that parent. Any other family members do not have access to any student information without parental permission.

In order to see the counselor, a student may ask their teacher for permission to see the counselor or he/she may write a note to drop in the counselor's mailbox. The counselor looks forward to working with you and is anxious to be helpful to you.

### **LOST AND FOUND**

A student who finds an item should turn it in to the Lost and Found in the office. A student who has lost an item should obtain a pass from his/her teacher to go to the office. Someone in the office will check the Lost and Found for your item.

### **DELIVERY OF COMMERCIAL PRODUCTS**

To avoid unnecessary disruptions of instructional time, deliveries of flowers, balloons, and other commercial products will be not permitted. Items will be kept in the office until 3:03 p.m.