

GO CATS!



Prattville Junior High School
Home of the CATS!!

PJHS

Survival Guide HANDBOOK

#CATSSTRONG

Courage. Attitude. Teamwork. Success.

**FOR
STUDENTS AND PARENTS**

2019-2020

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Student Name: _____

CLASS SCHEDULE

HR _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Locker Number _____

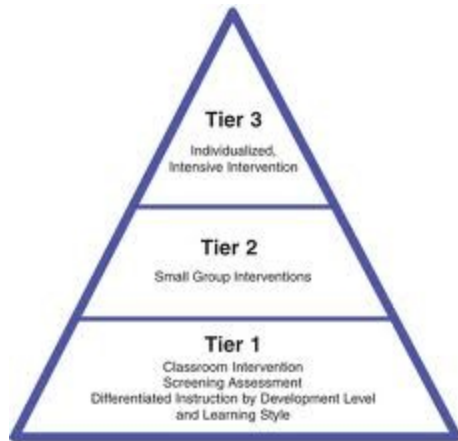
Combination _____ - _____ - _____

Please write your child's schedule and locker information on this form to keep for your records.

PRINCIPAL'S WELCOME

RTI (RESPONSE TO INTERVENTION) PROGRAM

Response To Intervention (RTI) is a method of academic intervention which provides early systematic assistance to children who are having difficulty learning. RTI seeks to prevent academic failure through early intervention, frequent progress measurement, and increasingly intensive research-based instructional interventions for children who struggle academically. RTI is a general education framework that involves utilization of data over time to make educational decisions.



**PBS (POSITIVE
BEHAVIOR SUPPORT) PROGRAM**

**Respectful, Responsible, Resourceful
REAL CATS ROAR!**

It is our goal at PJHS to encourage students to be their best! Each week, we have a drawing for students who have received a REAL CATS ROAR ticket given for positive behavior. Parents often inquire, "How can we help PJHS?" If you would like to help us implement this program to promote character education to its fullest, please donate a five to ten dollar gift card from a local vendor. Donations will be used for positive behavior prizes each week. We are looking forward to another year of positive behavior and student success at PJHS! Please encourage your child to be respectful, responsible, and resourceful.

Welcome to CAT COUNTRY for the 2019-2020 school year. I am thrilled to be a part of Prattville Junior High School's tradition of excellence. This year promises to bring new opportunities and challenges. Together, we will work to accomplish incredible things.

The staff of PJHS asks you to join us on our quest for excellence to achieve high academic expectations, to provide a strong extra-curricular program, and to maintain a safe and clean environment. We appreciate your support as we all work together for the benefit of student achievement.

In addition to the contents of this handbook, I refer you to two other important documents. The first is the Student/Parent Code of Conduct, which can be viewed on-line at www.acboe.net. The Student Code of Conduct should be reviewed by the student parents/guardians. The second document is the student section of the Autauga County School System Board Policy Manual, which provides more in-depth information not covered in the school's handbook nor the Student/Parent Code of Conduct. This manual is accessible in each school office, school library, and in the Central Office and may be reviewed at these locations. For convenience, it is also located on the ACBOE website, www.acboe.net.

Please keep informed of events occurring at PJHS by consistently reviewing www.pjhscats.com, student information on INOW, and by joining the **NOTIFY ME** section at the bottom right of our school website. We look forward to working together at Prattville Junior High School to help you achieve success.

GO CATS!!



Janice

Stockman

PJHS, Principal

janice.stockman@acboe.net



AUTAUGA COUNTY BOARD OF EDUCATION

Spence Agee, Superintendent

**Eleanor Ballow
Mark Hindman**

**Ledronia Goodwin
Jeffery Keith**

Jim Manderson

Autauga County School System Website

www.acboe.net

The Autauga County School System CODE OF CONDUCT is available for all stakeholders on the district website.

PRATTVILLE JUNIOR HIGH SCHOOL

1089 Martin Luther King Jr., Dr.

Prattville, AL 36067

Phone: (334) 365-6697

Fax: (334) 361-3870

www.pjhscats.com

PJHS Administration

Janice Stockman, Principal

Janett Skinner, Assistant Principal

Tony Camara, Assistant Principal

Phone: (334) 365-6697

Fax: (334) 361-3870

Join NOTIFY ME on our school and district website!



DRUG EDUCATION STATEMENT

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

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

ANNUAL REPORT ON ASBESTOS

The Autauga County School System has completed the required asbestos inspections in accordance with the requirement of federal law. There are no major changes in the status reports as reflected in management plans. A copy of the asbestos management plan is on file in the office of the Superintendent of Education and is available for public review during regular working hours.

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

The possession of a digital device (including but not limited to cell phone, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information (i.e., Smart watches) 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.

EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Autauga County Board School System 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)

Prattville Junior High 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 that 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 at 1089 MLK Drive, Prattville, AL 36067, or (334) 365-6697.

GUN-FREE SCHOOL ZONE ACT

All students and persons other than students, with the exception of law enforcement authorities, are prohibited from bringing fire arms to school and having fire arms 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.

SCHOOL ARRIVAL

Upon arrival at Prattville Junior High School, students will report to the courtyard area behind the main building. If a student rides a bus, he/she will walk in the building at the end of the eighth grade hall near room 26 to enter the designated area. Students transported in automobiles are to enter the building through the gym lobby door and proceed to the courtyard. During inclement weather, students will report to the gym and be seated until the call-in bell rings at 7:40 a.m. If it is raining, students riding a bus will enter the front lobby and walk down the seventh grade hall to the gym. **Students are not to be dropped off before 7:00 a.m.** To ensure safety, multiple staff members oversee students before the start of school beginning at 7:00 a.m. If students wish to eat breakfast, they should report directly to the lunchroom before entering the gym/courtyard. Once students enter the courtyard/gym, they will not be allowed to reenter the building for lockers, Student Center, etc. until the call-in bell at 7:40 a.m.

TARDINESS

To School:

Students must be SEATED in homeroom no later than 7:50 a.m. After 7:50 a.m., the student is considered tardy. **The parent/guardian must accompany his/her child into the Student Center and sign the student into school if the student cannot or does not arrive to class (not the outside door) by 7:47.** Excessive tardiness to school will result in morning detention.

To Class:

There is a tardy bell between every class. During the first two weeks of school, students will be given a warning about being tardy. After the two week warning period, a tardy to class will result in morning detention.

SCHOOL DISMISSAL

The final bell rings at 3:11 p.m., at which time the building will be cleared.

BUS RIDERS: The buses pick up students in front of the school where teachers are on duty to supervise this area. During inclement weather, bus riders are to remain in the front lobby and hall. Students who miss the bus must notify an administrator immediately.

WALKERS: Parent/Guardian must submit written permission for a student to walk home. Walkers are to wait in the outdoor classroom area until the first run of buses have cleared. At this time, they may proceed to the crossing guard to walk home. **NO STUDENTS ARE TO BE PICKED UP AT THE BLUE BUILDING ACROSS FROM PJHS.**

CAR RIDERS: When the dismissal bell rings, car riders are to report to the awning area outside of the gym lobby. Cars load from the traffic sign to the speed bump on the light signal. Students should watch for their ride, names will not be called. **Car riders must be picked up by 3:30 P.M.**

**The Alabama law states:
290-3-1-02(7)(b)(ii)(III)**

(c) Truancy Definition

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return in school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. 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 Manual. Seven unexcused absences within a school year constitutes a student being truant for the purpose of filing a petition with the Court. The interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First truancy/unexcused absence (warning)
 - (i) Parent/guardian shall be notified by the school principal of his/her designee that the student was truant and the date of the truancy.
 - (ii) Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. No earlier than the fifth unexcused absence (conference)
 - (i) The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
 - (ii) Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency.
 - (iii) Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under *Code of Alabama (1975), §16-28-129(c)* (failure to cooperate), or a truancy against the child, whichever is appropriate.
3. No earlier than seventh unexcused, but within ten (10) school days (court)
 - (i) File complaint/petition against the child and/or parent, if appropriate,
4. Child under probation
 - (i) The school attendance officer should be notified by the juvenile probation officer or all children in the school system under probation supervision by the juvenile court as consistent with state statute, *Code of Alabama (1975), §12-15-100 and 105*.
 - (ii) Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

In addition, Act 94-782 states: "Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education, shall be guilty of a misdemeanor and may be fined up to \$100 and may be sentenced to hard labor for up to 90 days."

In order to avoid prosecution, you should be sure that your child has a written excuse for each day that they are absent for sickness, illness and/or death of immediate family member, weather preventing attendance, legal requirements, or any other incident with prior approval by school administrator. If you have any questions or concerns about this matter, feel free to contact the school.

**SCHOOL CALENDAR
2019-2020**

July 31-August 5	Institute/Teacher In-Service Days
August 6	School Opens
September 2	Labor Day
October 14-15	Fall Break
October 22	Parent Report Card Conference Day
November 11	Veterans' Day
November 25-29	Thanksgiving Holidays
December 16-19	Semester Exams
December 23– January 3	Christmas Holidays
January 6	Teacher In-Service Day
January 7	School Resumes
January 20	MLK Holiday
February 17	Teacher In-Service Day
March 23-27	Spring Break
March 30	School Resumes
April 10	Weather Day
May 15-20	Final Exams
May 21	Teacher In-Service
May 22	Last Day of School

Report Card Issue Dates

1st nine-weeks	October 16
2nd nine-weeks	January 8
3rd nine-weeks	March 18
4th nine-weeks	May 22

Report Cards/Progress Reports are to be signed by a parent/guardian and returned to the homeroom teacher with the exception of the last nine-week grading period.

PRATTVILLE JUNIOR HIGH SCHOOL

Bell Schedule

7:40-7:50		Call-In
7:50-7:56		Homeroom
7:56-7:59		Change
7:59-9:01		1 ST Period (62 min)
9:01-9:05		Change
9:05-10:07		2 nd Period (62 min)
10:07-10:17		Break
10:21-11:23		3 rd Period (62 min)
11:23--11:27		Change
11:27-12:29	7 th Grade	4 th Period (62 min)
12:29-12:33	7 th Change	Change
12:33-2:05	7 th Grade	5 th & Lunch (62) (30 Lunch)
11:27-12:59	8 th Grade	4 th & Lunch (62) (30 Lunch)
12:59-1:03	8 th Change	Change
1:03-2:05	8 th Grade	5 th Period (62 min)
2:05-2:09		Change
2:09-3:11		6 th Period (62 min)

PJHS Grading Scale

A=90-100

B=80-89

C=70-79

D=60-69

F=0-59

LOCKERS

Prattville Junior High School offers 810 lockers: 710 lockers are individual lockers rented for \$10.00, and 100 lockers are dual occupancy at a cost of \$5.00 per student. Each student sharing a locker needs to find someone in the same grade with whom to share a locker, or a locker partner will be assigned randomly. Lockers may be rented before school starts and during the school year.

Student Locker Responsibilities:

- Maintain security of locker
- Report problems to the Student Center or Front Office
- Adjust locker visits accordingly (It is not necessary to visit locker between every class.)
- No sharing of lockers unless it is a dual occupancy locker, which must be purchased by both parties.

LUNCHROOM PROCEDURES

Students are allowed sufficient time to be served and enjoy eating their lunches. The lunchroom has two self-serving lines. The cost of lunch is \$2.50 a day for regular lunch and \$.40 per day for reduced lunch. Extra food items and beverages may be purchased at an additional cost. The cost will vary depending on the item. The cost for visitors is \$3.50. Breakfast is served each morning before school. The price is \$1.25 for regular breakfast and \$.30 for reduced breakfast. The cost for visitors is \$1.75. Students pay for lunch daily, weekly, monthly, or yearly. Students who bring lunch money to school to pay on his/her account are to give all monies to the homeroom teacher. Please visit **www.paypams.com** to create an easily-payable lunchroom account. Neither food from area restaurants nor soft drinks are permitted in the lunchroom.

INSUFFICIENT FUNDS

Checks returned due to insufficient funds will be assessed a \$35 fee.

COURSE COSTS:

Monies will be collected by EACH course teacher. Please pay with cash or individual checks for EACH class.

Math Lab :\$10.00

English Lab : \$10.00

Science Lab : \$25.00 for advanced/\$15.00 for regular

Technology: \$10:00 (collected by history teacher)

Career Clusters-7th: \$10.00

Career Discovery-- 8th: \$15.00

PARENTAL INVOLVEMENT

As always, parents/guardians are invited and encouraged to be a part of our PJHS CAT family. We strongly believe the key to a child's success is collaboration and communication among all stakeholders. Please visit our school website at www.pjhscats.com often to learn of upcoming events. You may also utilize email to communicate with teachers. Email addresses are located on our school website under the school staff section. Volunteers are welcome in the PJHS Student Center. Contact the SC administrator to volunteer at 365-6697 ext. 22004. Our School Messenger calling system is yet another way to remain updated of school business.

CONFERENCES

Parent-teacher conferences are important in improving the academic success of students. Conferences may be held with the principal or designee during the school day. Conferences with teachers must be scheduled during the teacher's planning period OR before or after school. If you would like to schedule a conference with a teacher, please e-mail the teacher for the conference date and time. If you would like to schedule a conference with a counselor or administrator, please call the front office. Please note parents need to follow the following protocol: **Teacher→Assistant Principal→Principal→the Superintendent's Designee→Board of Education.**

SCHOOL VISITORS

All visitors to the school must enter through the front lobby and report to the Front Office to obtain a visitor's pass. Persons who have not been authorized to visit the school will be considered trespassers as it is our ultimate goal to ensure the safety of all students.

TELEPHONE PROCEDURES/CELL PHONE USAGE

If needing to get information to your child, please call the Student Center. If possible, PJHS delivers messages to students at the beginning and ending of each period so instructional time is not interrupted. Students may request to make emergency phone calls **ONLY** from the Student Center. Please arrange transportation with your child before school. Per ACBOE policy, **students are NOT allowed to use cell phones/electronic devices at school.** Students who violate this rule at PJHS will receive appropriate discipline. Phones will only be released to parent/guardian with proper ID.

SCHOOL FACILITIES

All school facilities are under the supervision of the principal. The principal is responsible for school facilities and equipment at all times.

WHEN TO KEEP YOUR CHILD HOME

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

- **Fever:** Temperature of 100 or above. Child should remain home until fever free for 24 hours or on antibiotics for 24 hours.
- **Vomiting:** Your child should not attend school until he/she has not vomited for 24 hours.
- **Diarrhea:** Your child should remain home until he/she is diarrhea free for 24 hours.
- **Undiagnosed Rash:** Your child should not attend school until the rash has been diagnosed and treated. It could be measles, chickenpox or some other contagious disease.
- **Pink Eye (Conjunctivitis):** Pink Eye is contagious. Your child should be seen by your doctor and treated before returning to school.

Lice: Your child should not return to school until he/she has been treated with a lice shampoo and proof of purchase turned in to the nurse. You must accompany your child upon his/her return to school. (Your child will not be permitted to ride the school bus until cleared for re-entry to school.) You must take your child to the nurse's office to be checked. For questions, please contact the school nurse at (334) 365-6697, ext. 22017.

ABSENCES

Within three days of returning to school, students who have been absent must submit a written excuse signed by a parent/guardian to a physical education teacher in the courtyard before school each morning. If the bell has rung, students are to give their excuse to their homeroom teacher. The preferred method is to take the excuse to the PE coaches. However, if this is not an option, a parent/guardian may deliver or fax the excuse to the Student Center or the Front Office. Excuses will not be accepted through email.

PRE-APPROVED ABSENCES

Pre-approval of absences is at the discretion of administration and must be requested in writing at least 48 hours in advance. No absences will be accepted during state testing or exams.

HEALTH PROBLEMS

It is imperative that all medical needs of students are disclosed to school personnel, including the school nurse, so that necessary accommodations are provided. Any student who has a medical condition must have a written statement from a doctor stating the diagnosis, how the medical condition will affect school performance, and any accommodations the student may need. Health forms are available on the school website.

MEDICATION

Occasionally, a child will need to receive medications at school. When necessary, the parent is responsible for obtaining a **Medication Authorization Form** from the school nurse, the front office, or by visiting www.pjhscats.com and printing a copy. This form is to be completed by the student's physician and signed by a parent for **ANY** medication including over-the-counter medications (Tylenol, Advil, Midol, etc.). Certain medications, such as inhalers, may be self-administered, and kept with the student provided the medication form is properly completed and submitted to the school nurse. Medication may NOT be administered to a student regardless of parental request until a medication form is brought to school. All medications must be brought to school by a parent/guardian with the original prescription label intact. Over the-counter medication must be brought to the school by a parent/guardian unopened and labeled with the student's name. **Student possession of ANY medication is a serious offense.**

All medication changes require a new Medication Authorization Form be on file at the school. Medications will be given by the school nurse and remain in a secured cabinet.

Student Evaluation/ADD/ADHD/Behavior Forms

Evaluation forms from a doctor, whether medical or behavioral, must be submitted to the appropriate grade level counselor. The counselor will ensure the forms are distributed to and returned from teachers and submit them to the doctor requesting the information.

MAKE-UP WORK

If your child misses school for **five days or more**, please contact the Student Center for assistance in obtaining missed assignments. The Student Center will contact each teacher. Please note that teacher lesson plans are available on the school website and may be used for this purpose. **Please give a 24 hour notice for work to be collected.**

CHECK-IN / CHECK-OUT PROCEDURES

Students may not be checked-out after 2:40 p.m.

Check-in procedures:

Students who report to school after **7:47** a.m. must report to the Student Center and be signed in by a parent/guardian.

Check-out procedures:

Parents/guardians must be prepared to show picture identification at the time of check-out. Students who check-out of school must be signed out through the Student Center by a parent/guardian or parent/guardian designee. We will try to assist parents in matters dealing with each situation. If a check-in or check-out results in missing 51% or more of the school day, an excuse will be required as this will count as an absence for the day.

INOW PARENT PORTAL

The INOW Parent Portal may be purchased at our PJHS Open House or any day thereafter in the Front Office or the bookkeeper's office. It costs only \$10.00 per household/per school in order to utilize the program. Parents and guardians only (due to privacy concerns) may stop by PJHS to receive your child's ID and PIN number. Parents or guardians may send a self addressed, stamped envelope and money with their child, and the information will be mailed to them. Internet access is necessary. Please bring cash or checks payable to Prattville Junior High School.

The following are available for view with the INOW Parent Portal: report card grades, current class averages with assignment grades, teacher notes, school events, attendance records, discipline records, schedule, class attendance records, attendance calendar. All information is private and secure. You will be assigned an ID number along with a PIN number. Teachers are required to update grades weekly. You may also view teacher web-pages and school announcements at www.pjhscats.com. On this website, teachers update lesson plans weekly. This is a great resource for obtaining homework assignments, make-up work, and information regarding upcoming tests and projects. School staff can also be emailed from this website. Note: An email containing a verification link will be sent to your inbox. In order for your email to be delivered to the staff member, you must click this verification link.

DISCIPLINE POLICIES and PROCEDURES

PUPIL CONDUCT

Discipline in the school is extremely important and is vital to the development of citizenship. We expect our students to show courtesy and respect for others. We require all students to conduct themselves in a responsible manner at all times at Prattville Junior High School. Parents and students are responsible for their conduct.

BULLYING

PJHS is a "Zero Tolerance Bullying Zone." Please report any instance of bullying to a school staff member or call the Safe School Tip Line (334-351-9600) to report drugs, weapons, bullying, threats or other safety issues. This call is anonymous and confidential. The Student/Harassment& Bullying Complaint Form can be found in the forms section on the school web page (www.pjhscats.com).

GENERAL CONDUCT RULES

Students should adhere to the following rules:

1. Follow directions the first time they are given.
2. Show respect to all school personnel. Disrespect will not be tolerated.
3. Keep hands, feet, and objects to themselves.
4. Only bring materials to school that are related to learning.
5. No running in hallways or on the grounds, except during PE activities.
6. Dress properly at all times. Follow the school dress code.
7. Do not litter the school grounds or buildings.
8. Do not chew gum. (Gum chewing will result in morning detention, multiple violations may result in ISS.)
9. Do not eat or drink in the hallways.

Anything deemed disruptive to the educational process is prohibited including but not limited to unnatural hair color, designs/lines in hair, designs/lines cut in eyebrows, threatening or disturbing graphics or inappropriate words on clothing.

If violations occur in any of these areas, they will be considered minor 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.

RESPONSIBILITY OF ELECTRONIC DEVICES

Electronic devices brought to school, including cell phones, are the sole responsibility of the student and parent/guardian.

PJHS is not responsible for lost/stolen items.

FIELD TRIPS

All field trips sponsored by the school must be preapproved by the Principal and the Superintendent of the Autauga County School System. Any student attending a field trip under the sponsorship of the school is required to have written permission from a parent/guardian to participate.

LOST AND FOUND

All lost and found items will be turned in to the Student Center. Students who have lost an article of clothing or a personal item are responsible for periodically checking the Student Center. Lost and found items are donated to charity at the end of every 9 week period if not claimed.

INSURANCE

School day insurance is provided for purchase. Visit or call the school nurse for more information.

SCHOOL DELIVERIES

No deliveries will be accepted during the week of Valentines. Students will not be allowed to carry items from class to class, nor board the bus with such items.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued every nine weeks and must be signed and returned to the student's homeroom teacher. Progress reports will be distributed at the midpoint of each nine-weeks grading period. These must be signed and returned to the homeroom teacher as well.

PJHS WEBSITE

Our website at www.pjhscats.com is an extremely valuable tool for all students and parents. On this website, teachers update lesson plans weekly. This is a great resource for obtaining homework assignments, make-up work, and information regarding upcoming tests and projects. School staff can also be emailed from this website. School events as well as sports and club information are updated often to keep stakeholders informed.

EXCESSIVE ABSENCES

Students who have more than **ten (10) absences** in a class session during a semester must have approval of the principal and a Review Committee to receive course credits. Parents/guardians of these students will be notified by school administration following a student's **seventh (7th) and tenth (10th) absence**.

SEMESTER EXAM EXEMPTION PROCEDURES

FIRST SEMESTER

There are no exam exemptions first semester. All students will take first semester examinations.

SECOND SEMESTER

All students will be exempt from second semester examinations provided they meet the following criteria:

1. An **A** average in each class with no more than five (5) absences in a given class
2. A **B** average in each class with no more than three (3) absences in a given class
3. A **C** average in each class with no more than two (2) absence in a given class

Students assigned Second Chance Alternative School will not be eligible for exemptions.

Students must provide an excuse to make-up an exam and must receive approval from an administrator.

All absences are considered for exam exemption whether excused or unexcused.

Exams will not be given early, absences during exam week will not be pre-approved regardless of exemption status.

In addition to the above criteria, students shall have good conduct in each class and shall not have been suspended out of school or assigned to the Second Chance Alternative School at any time during the academic year. Students must be present a minimum of 51% of a class to be counted as present for the class.

ATTENDANCE DURING SEMESTER EXAMS

Though your child may be exempt and not present at school during final exam week, attendance will still be taken in Inow for accountability purposes. Please remember this does not affect Perfect Attendance. Please disregard the automated phone call that you will receive concerning the absence(s).

PROMOTION AND RETENTION

The Board Policy on Promotion and Retention will be followed. Please refer to the Autauga County School System Code of Conduct.

IN-SCHOOL SUSPENSION SECOND CHANCE ALTERNATIVE SCHOOL

In-school suspension will be one of the discipline procedures used for unacceptable behavior. Each case will be reviewed, and the principal or designee will assign the number of days to be served. A copy of the rules will be given to each student for adherence during his stay in In-School Suspension. Extra days or other measures, including Second Chance Alternative School, will be assigned to a student who does not comply with these rules. Parents must accompany their child to school on the day following release from ISS or Second Chance Alternative School for a conference with the principal or designee. Conferences begin at 8:15 a.m. on a first-come, first-serve basis. Parents will be notified of their child's assignment to ISS or Second Chance by a telephone call and/or form sent home with the student.

Students who have been to Second Chance Alternative School more than one time will not be allowed to participate in field day.

MORNING DETENTION

Morning detention is held every morning at Prattville Junior High School. **Students are to report to the Student Center and signed in by a parent/guardian between 6:50-7:00 a.m.** Students assigned morning detention will be given paperwork to bring home to parents/guardians. Students will be assigned one day of In School Suspension for missing morning detention. Morning detention offenses include but are not limited to: chewing gum, eating/drinking in the hallways, tardiness, playing or too loud in the hallways/restroom/lunchroom/outside car/bus areas.

PARENTAL RESPONSIBILITY FOR STUDENT ATTENDANCE AND BEHAVIOR

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

Alabama truancy law is stated on page 6 of this handbook.

PJHS PHYSICAL EDUCATION

PJHS students are required to dress out for physical education (PE). PE nine-week grades are based on dressing out and participation. PE lockers are available in the locker rooms for students to secure items during their PE period. Students must provide their own combination or key lock to use during the PE period only. Students are responsible for locking up items. Students will be tested twice a year using the Alabama Physical Fitness Assessment.

PE Requirements

- t-shirt-sweatshirt
- tennis shoes
- athletic shorts with no pockets
- wind pants/sweat pants when weather permits

Physical Education Rules

- No eating or drinking in the gymnasium
- Wear only tennis shoes on the gym floor
- Dress out daily in the locker rooms
- Fully participate in PE activities

Each day points are deducted from the student's PE grade for the following: not dressing out, not participating, and not completing laps in the allotted time. Students begin with 100 points at the beginning of each nine-weeks grading period. Once points are deducted, they cannot be recovered. Students will dress out in cold weather and should be prepared with appropriate clothing.

PJHS BAND PROGRAM

Band is a year-long course. Band directors distribute band handbooks to all band students with band rules and guidelines. Students must provide their own instruments.

MEDIA CENTER

The Media Center is open all day for use by the student body. Students must receive a pass from their teacher to visit the Media Center during class time. Books checked out may be returned during class changes or before and after school.

QUALIFICATIONS FOR HOMECOMING/BOP/WINTER DANCE COURT ELECTIONS

Candidates must:

- have an overall average of a C or above
- have not attended Second Chance Alternative School in the current school year
- have not been in ISS three days or more in the current school year
- have not repeated seventh or eighth grade

Students who are on court for Homecoming/BOP are not eligible for other courts in the same school year.

GUIDELINES FOR WHO'S WHO SELECTIONS

Day 1: Homeroom students will nominate one boy and one girl from their homeroom for each category. Students may be nominated for one category only. Students who have served 3 or more days of ISS or Second Chance Alternative School are not eligible.

Day 2: From the candidates nominated, each student votes for one boy and one girl for each category.

The winners will be announced and published in the yearbook.

GIFTED EDUCATION

Prattville Junior High School offers advanced classes in order to meet the needs of gifted or advanced students. All incoming and current students are evaluated for advanced classes offered at PJHS. Gifted students will be placed in at least one advanced class in order to meet the three hour minimum requirement of the gifted education program. Students may be removed from an advanced class or gifted program by written request from the parent/guardian.

GUIDANCE SERVICES

Guidance services are available to all students. Counselors are readily accessible to provide these services as needed. Students must obtain permission and a pass to visit the guidance office from their teachers in order to accurately document attendance during instructional time.

DRESS CODE

SHIRTS

- Tube tops, halters, spaghetti strap tops, racer back tops, bare backs or clothing and tops with low-cut necklines are not permitted.
- Sleeveless shirts must be 3 inches across the top of the shoulder.
- NO decals containing profanity, inferring obscene/indecent commentary or referring to immoral or illegal behavior.
- Must cover midriffs, no cropped tops

PANTS/SHORTS

- Pants should be worn at the natural waist line (pants should not bag or sag) with proper fit. No big, bell bottom type pants or large over-sized pants.
- NO HOLES IN JEANS.
- NO pajama bottoms or anything appearing as such
- Shorts should be no shorter than mid-thigh for males & females.
- Shorts should not be overly tight and should be properly fitted at waist height.
- NO athletic shorts with wide legs and/or splits.
- Shorts must have pockets.

DRESSES/SKIRTS

- NO miniskirts or short dresses
- NO strapless dresses or dresses with cutouts (this includes school dances.)
- Skirts/dresses should be no more than 2" above the knee when standing

SHOES

- NO flip-flops or slides
- NO shoes which are untied, unlaced, or different colors

NO! NO! NO! NO! NO! NO! NO!

- | | |
|-----------------------------------------------------------------|--------------------------------------------|
| -Bandanas | -Facial jewelry or large dangling earrings |
| -Headbands wider than 1/2 " | -Overalls unfastened or with bibs down |
| -Leggings | -Belts, unfastened |
| -Gloves, except when outdoors during cold weather | -Picks or combs in hair |
| -Clothing made of sheer fabric or spandex | -Over-sized clothing |
| -Sunglasses | -Unnatural hair color |
| - Hats, caps, or hoods | -Cuts or designs in eyebrows or hair |
| -Gang related attire: colors, ornaments, symbols, tagging, etc. | |

Principal, or designee, discretion is implied for each item listed above. If the principal, or designee, determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school.

The primary purpose of school buses is to transport students safely to and from school.

Behaviors not permitted on the bus:

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

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

BUS INFORMATION

The parent and/or guardian of the student should provide a note to the school regarding a student requesting bus assignment. Transportation Department personnel cannot issue bus assignments and/or driver information until the student's address information has been verified by the student's school and correctly entered into INOW. Once the school has verified the address for a new student or re-verified for a student who has recently moved, the school faxes the note to transportation and the bus that serves the current address is assigned. Transportation faxes an approved note back to the school with the bus number and driver information. This information is then given to the student. It is the parent's responsibility to contact the bus driver.

This process requires 24 hours notice.

EMERGENCY PLANS

FIRE

Fire drills are conducted as required by state guidelines. The signal for a fire drill will be the activation of the alarm system.

Students will adhere to the following:

1. Stop all work immediately and listen for instructions
2. Exit according to plan posted in each classroom
3. Last person leaving classroom should shut the door
4. Depart building in a straight, single file line
5. Proceed far enough from the building to be safe
6. Remain quiet at all times

One long ring of the bell will signify when it is safe to reenter the building. Students will quietly return to their room.

SEVERE WEATHER

Tornado drills are conducted as required by state guidelines. The signal for a tornado drill will be one long continuous ring of the bell or by the activation of the alarm system. Students will adhere to the following:

1. Stop all work immediately and listen for instructions
2. Proceed to the designated safe place
3. Sit quietly with head protected

The principal or designee will announce when it is safe to return to the classroom.

LOCK-DOWN

Lock-down drills are conducted as required by state guidelines. Students will adhere to the following:

1. Be attentive to teacher directives
2. Remain quiet
3. If in restroom, stand on the toilet
4. If in hallway, travel to the nearest classroom or restroom as quickly as possible

The principal or designee will announce when it is safe to resume regular activities.

STUDENT SAFETY

In the event of an actual emergency which requires the student body to be removed from Prattville Junior High for safety or security reasons, the student body will be transported to a designated safe area. Proper authorities will be notified.

CLUBS, SPORTS, ORGANIZATIONS

We encourage all students to get involved in our clubs and organizations. We offer the following:

- Archery Team
- Beta Club
- CAT Spirit Club
- CATS MEOW Theater Troupe
- Creative Writing Club
- Fellowship of Christian Students
- Fellowship of Christian Athletes
- FBLA (Future Business Leaders of America)
- Majorette Club / Color Guard
- Student Council
- Student Mentoring Services
- Boys' football, basketball, track, golf, baseball, wrestling, and soccer
- Girls' basketball, track, softball, golf, soccer, cheer, and volleyball

BETA CLUB

The Prattville Junior High School Beta Club is an academic honor and community service organization. Candidates must have the following to be eligible:

- Two nine weeks without any grades lower than a B
- Two teacher recommendations

Membership applications can be picked up the same day semester report cards are sent home in January. Applications will be available for ten consecutive school days from that date. The Beta Club conducts various service projects in the community and at Prattville Junior High during the year. Members must complete the following requirements to remain in "good standing":

- Attend five of the scheduled meetings throughout the school year
- Participate in at least two of the whole group service projects organized by the Prattville Junior Beta Club
- Complete 20 hours of individual service hours
- Maintain A/B nine-week averages
- No discipline problems

The one-time (per division) national membership fee is required along with PJHS dues. IF YOU ARE AN EXISTING MEMBER AT A PJHS FEEDER SCHOOL IN AUTAUGA COUNTY, YOU ARE AUTOMATICALLY A MEMBER AT PJHS. *In the spring, our members attend the Junior Beta Club Convention, which gives the opportunity for members to interact, share project ideas, and showcase their academic and leadership abilities.*