

# **Prattville Elementary School**

*Where Children Come First!*



*Where Children Come First!*

## **Student-Parent Handbook 2019 - 2020**

**Stefanie Aaron – Principal  
- Assistant Principal**

**Autauga County School System  
Spence Agee, Superintendent**

# **PRATTVILLE ELEMENTARY SCHOOL**

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

134 Patrick Street  
Prattville, AL 36067  
Phone: (334) 361-3885  
Fax: (334) 361-3835

## **Administration**

Stefanie Aaron, Principal  
Scarlett Turner, Assistant Principal

## **Guidance Counselor**

Toynette Bivens

## **Secretary**

Kelly Floyd

## **Bookkeeper**

Jenny Jinright

## **Vision Statement of Prattville Elementary**

“Excellence in Every Classroom”

## **Mission Statement of Prattville Elementary School**

The mission statement of Prattville Elementary School is to provide our students the opportunity to achieve their individual potential academically, physically, and emotionally through a variety of learning experiences in order that they may become responsible citizens.

***Dear Parents:***

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

**Thank you for your cooperation.**

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

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

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

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

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

## Media Permission Form

**Prattville Elementary School  
134 Patrick Street  
Prattville, Alabama 36067  
334-361-3885**

**Student's Name** \_\_\_\_\_

Prattville Elementary School is excited about the opportunity to showcase various activities and clubs in the Montgomery Advertiser, the Prattville Progress, on our website, on our TV screen in the lobby and any other media outlet featuring educational highlights. As part of these articles, we like to share photographs and information with students' names. Please mark the appropriate selection below and sign your name.

\_\_\_\_\_ I give PES permission to submit a photo of my child and/or include his/her first and last name.

\_\_\_\_\_ I DO NOT give PES permission to submit a photo of my child and/or include his/her first and last name.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Please return this form to your child's teacher as soon as possible. No form returned will be understood as PES NOT having permission to include your child's photograph and/or name.\*\***

## Table of Contents

Prattville Elementary School Information.....	i
Handbook Signature Sheet.....	ii
Media Permission Form.....	iii
Table of Contents.....	iv
Autauga County Information.....	1
Autauga County Information con't.....	2
Principal's Message.....	3
Perfect Attendance .....	4
Parental Responsibility for Student Attendance and Behavior .....	4
Student Absences/Excuses .....	4
School Arrival and Departure .....	5
Bus Transportation .....	5
Late Arrivals/Excessive Tardies .....	5
Transportation Arrangements .....	5
Appointments/Check-Outs .....	6
Association of Parents and Teachers .....	6
Parent Conferences and Visitors .....	6
Awards Assembly .....	6
Grading Scale .....	6
Children Bringing Items to School.....	7
Fire Drills and Tornado Drills.....	7
Field Trips .....	7
Withdrawals and Transfers .....	8
Parent Portal Home .....	8
Snack Store .....	8
Snack Time .....	8
Textbooks .....	8
Gifted Education .....	9
Child Find.....	9
Annual Report on Asbestos .....	9
School Meals .....	10
Silent Lunch .....	10
Lost and Found .....	10
Discipline .....	11
Dress Code .....	11
Media Center .....	11
Guidance Services/Bully Free School.....	11
Positive Behavior Intervention Support .....	11
Promotion and Retention Policy .....	12
When to Keep Your Child Home .....	12
Medication/Emergencies .....	12
Autauga County School Calendar .....	13
Progress Report/Report Card Dates .....	13
Drug Education/Gun-Free School Zone .....	14
Attendance Policy .....	14
Truancy Definition .....	15
School Map.....	16

# AUTAUGA COUNTY BOARD OF EDUCATION

Website: [www.acboe.net](http://www.acboe.net)

2019-2020

Jim Manderson  
Mark Hindman

Ledronia Goodwin  
Jeffery Keith

Eleanor Ballow

Spence Agee, Superintendent

## Vision

Learning Today...Leading Tomorrow

## 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 Education Opportunity Statement**

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

### **504 Program**

Students who have a physical or mental disability which substantially limits one or more major life activity may qualify for 504 services. The Autauga County System provides these services at each LEA school for all students who meet the eligibility requirements. You may receive additional information by contacting the school's 504 coordinator or Central Office at 153 West Fourth Street, Prattville, Al. 36067.

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

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4606

## PRINCIPAL'S MESSAGE

Welcome to Prattville Elementary School for the 2019-2020 school year! It is vital that the faculty and staff create the best atmosphere possible for teaching and learning. We will strive to teach all students so they can reach their maximum educational potential; therefore, we have high expectations in place for your child inside and outside of the classrooms.

The teachers and staff at our school are committed to making this a great experience for your child. They have been working very hard this summer preparing their rooms in anticipation of the first day of school. We realize there will be many new faces to our school and community this year. The administration, faculty, and staff will do all we can to make your child as comfortable as possible.

In addition to the contents in this handbook, I would like to refer you to another important document. The Parent-Student Code of Conduct is available for each student enrolled in the Autauga County School System. This manual will be available here at the school or can be viewed on the district's website at [www.acboe.net](http://www.acboe.net). The code of conduct should be retained by the student and parent/guardian until the student completes his/her school program or withdraws from the school system.

I am looking forward to working with you and your child at Prattville Elementary School. The faculty, staff and I are dedicated to helping students achieve success here at PES.

Sincerely,

*Stefanie Aaron*

Stefanie Aaron  
Principal



## Perfect Attendance

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

## Parental Responsibility for Student Attendance and Behavior

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

## Student Absences/Excuses

Whenever your child is absent from school, a written note from the parent must be provided upon his/her return to school. The note must state the date(s) of absence, the reason for absence, the date the note was written and a parental signature. Absences are coded as excused or unexcused. Excused absences allow for the student to complete make up work. Excessive absences will be reported to the appropriate agency for intervention.

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

Parents have three (3) school days to provide a written note following their child's absence from school. All notes must be presented within 3 days of the return to school or the absence will be recorded as "unexcused". Written notes do not automatically excuse a child's absence. A student shall be "excused" for absence from school for the following reasons:

- Illness and/or death in the immediate family
- Inclement weather
- Emergency conditions
- Permission by the principal

**A written note from parents or guardians**, as described above, will excuse absences for up to but not exceeding ten (10) absences during the school year.

**Further absences will require a written excuse from a medical doctor or court official.** All excuses must be presented within three (3) days of the return to school.

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

## School Arrival and Departure

Students who arrive by bus will be admitted through the bus hall and will be supervised upon arrival and until departure. Students transported by car or those who walk/bike riders should not arrive on campus prior to 7:15 a.m. Supervision cannot be provided until this time. Dismissal time is 2:55 p.m. Parents picking up their children must do so at the front of the building off the parking lot. Pick up will be much smoother if parents will follow the flow of traffic and not park in the pick up area. Your cooperation will make pick up time safer and easier for everybody. Students must be picked up by 3:15 p.m. Students should not be checked out in the afternoon unless it is for a scheduled appointment. Interrupting the classroom disrupts teaching time. **Please try to avoid checking students out after 2:30 p.m.**

## Bus Transportation

School bus transportation involves serious concentration by the school bus driver. Distractions caused by student behavior can lead to very serious problems. It is MOST URGENT that our children behave while riding a school bus. They are to be seated and remain quiet.

When a child's behavior becomes a problem for the bus driver, they may lose bus riding privileges. Parents, please urge your children to behave on the school bus for their own safety.

A request to ride a different bus must be made by the parent in writing, then approved by the transportation department. Children are allowed to get on and off the bus only at their assigned locations.

## Late Arrivals/Excessive Tardies

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

## Transportation Arrangements

Children should know before leaving home each morning how they will get home. We make every effort to get all children home promptly. In the event your child misses his or her bus, your child will call you to make arrangements to get home. If there is any change in your child's normal transportation plan, please let us know in advance by written note.

## **Appointments/Check-Outs**

It is very important that children be in school all day. Doctor or other appointments are best scheduled after school or on days that school is not in session. If this is not possible, please send a note to the teacher stating the reason and the time that your child needs to be checked out. Children must be signed out through the front office by a permitted adult.

## **Association of Parents and Teachers**

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

## **Parent Conferences and Visitors**

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

## **Awards Assembly**

At the end of the school year, we have an awards assembly for each grade. We encourage our children to begin early striving to receive an award. Awards are given for Honor Roll, Perfect Attendance, Accelerated Reader, Physical Fitness, etc.

## **Grading Scale**

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

## **Children Bringing Items to School**

Any items that will interfere in class instructional time should be left at home. Such items include: all electronic devices, games, toys, and cosmetics. Parents are also urged not to send children to school with jewelry items that are expensive or have sentimental value. Souvenirs such as toy guns, spears, knives, and other weapons are available on some field trips but are not permitted to be brought onto the school bus or back to our school. We discourage our children from buying them.

Cell phones or other electronic devices must not be visible during the school day and must be turned off completely. If a cellphone is confiscated here at the school the parents will be notified for pick up. Prattville Elementary School shall not assume any responsibility for the theft, loss, or damage to cell phones or other electronic devices.

## **Safety Drills**

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

## **Field Trips**

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

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

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

## **Withdrawals and Transfers**

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

## **Parent Portal Home**

Parents and guardians only (due to privacy concerns) may purchase your child's ID and PIN number starting in August or may send a self addressed stamped envelope and money with their child and the information will be mailed to you. It is only \$10.00 per household/per school in order to utilize the program. Internet access is necessary. Please bring cash or make checks payable to Prattville Elementary School.

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.

## **Snack Store**

We sell snacks and juice each day before class begins. Snacks and juice cost between \$.50 and \$1.50.

## **Snack Time**

Snack time will take place during your child's scheduled PE time. Children may buy their snack and juice from the school store or they may bring them from home. We do not allow carbonated beverages at school. Slushies are available during PE time for \$.50.

## **Textbooks**

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

## **Gifted Education**

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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individual with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

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

## **Child Find**

The Autauga County School System is committed to providing educational opportunities to all exceptional children. Services are provided to students identified with special needs according to the Alabama Administrative Code, to include the areas of Autism, Deaf-Blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and Visual Impairment.

If you live in Autauga County and have a child or know of a child who is exceptional between the ages of 0-21 and not in school, call (334)361-3843 or write....CHILD FIND, AUTAUGA COUNTY SCHOOL SYSTEM, SPECIAL EDUCATION DEPARTMENT, 127 WEST FOURTH STREET, PRATTVILLE, ALABAMA 36067.

## **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.

## School Meals

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

Breakfast	\$1.25 student \$1.50 employee \$1.75 adult visitor
Lunches	\$2.50 student \$3.25 employee \$3.50 adult visitor
Extra milk	\$.40
Fruit Juice	\$.50

Parents are encouraged to pay for lunches for a minimum of 10 days. Young children have a difficult time remembering when their account runs out; therefore, a printed reminder will be given to them when the account has \$1.00 or less.

Checks may be written to pay for meals to cover the cost for breakfast and lunches only. Be sure to write the child's name and their teacher's name on the top of the check.

Parents can also pre-pay for school meals at [www.paypams.com](http://www.paypams.com). There is a service charge of \$1.95 for each transaction. **NO SOFT DRINKS ARE ALLOWED IN THE LUNCHROOM AND FOOD FROM RESTAURANTS MAY NOT BE CARRIED INTO THE LUNCHROOM.** Questions regarding the school lunch program should be addressed to Mrs. Griffith, Lunchroom Manager, 334-361-3885.

## Silent Lunch

We will observe silent lunch the first ten minutes a day during lunch to give our students an opportunity to finish eating. Once these ten minutes are over, the teacher will give students permission to talk during lunch. Occasionally, we will have a silent lunch day. During this time, students are asked to remain quiet during lunch. Silent lunch may also be observed during stormy weather so that the children can hear emergency directions, or when assigned by the teacher for disciplinary reasons.

## Lost and Found

Students should report articles lost to the Front Office. The office staff will return property to the owner or place on stage until claimed.

## **Discipline**

Our school must be a safe, happy place for every child who comes here. It is important that we get along with each other and respect each other's right to a good education. Each time a child misbehaves, they are distracting from the instructional program.

Our children are expected to follow the rules of good behavior and display respect for the adults who are charged with their care. This also applies to students who ride a school bus.

We want to work with our parents when a child needs to improve inappropriate behavior. Please refer to the Autauga County *Student Responsibilities and Code of Conduct* for a more detailed explanation of our discipline procedures.

## **Dress Code**

Children need to come to school in clothes that are comfortable. Students should dress in a manner that is not distracting to others and non-disruptive of the program. We ask that students not wear clothing depicting tobacco, alcohol, drugs, inappropriate language, and/or macabre pictures. We also ask students not to wear spaghetti straps, halter tops, strapless shirts, or short shorts. Please be mindful of haircuts and/or hair color that may cause a major disruption during the educational process. Shoes with cleats and baseball caps must not be worn in the school. Shoe laces are to remain tied at all times.

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

## **Media Center**

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

## **Guidance Services/Bully Free School**

Guidance services are available to all students. We have a "zero" tolerance for bullying at PES. 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.pesbobcats.com](http://www.pesbobcats.com). Parents are encouraged to contact the school counselor with any questions.

## **Positive Behavior Intervention Support**

Prattville Elementary incorporates PBIS throughout the building daily. Students pledge to be responsible, respectful, and safe every morning during announcements. Posters are throughout the building with responsible, respectful, and safe behaviors for the different areas of the school. Students are encouraged to be caught being responsible, respectful, and safe in order to receive a Bobcat Buck. They are also rewarded monthly with a Bobcat Bash if they have not received a demerit, office referral, or bus write up.



## Promotion and Retention

The Board Policy on promotion and retention will be followed.

## When to Keep Your Child Home

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

**Fever** – temperature of 100 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 if they have vomited within the last 24 hours.

**Diarrhea** – your child should remain home if they have had diarrhea within the last 24 hours.

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

**Pink Eye (conjunctivitis)** – Pink eye is contagious. Your child should be seen by your doctor and treated before returning to school.

**Lice and/or nits (eggs)** – Your child should not return to school until he/she has been treated with a lice shampoo and removed as many nits as possible. You must accompany your child upon his/her return to school and bring a receipt for lice shampoo. Take your child to the office to be seen by the school nurse.

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

## Medication/Emergencies

Children needing any medication during the school day must bring a written statement of permission from a doctor. When a child needs medicine on a regular basis, a doctor statement must be filed in the office. You may get a copy of the form from the front office or the website to take to your child's doctor for completion.

All medication must be clearly labeled with the child's name, dosage and time to be administered and must be left in the school nurse's office. Children are not to keep any medicine.

All medication is issued by the school nurse or a designee. Pain relief medicines are not available for use by children at school. Minor first aid items are available.

We will make every effort to reach a parent in case of a medical emergency.

Emergency phone numbers are very important. Please inform the school when phone numbers or contacts change.

# AUTAUGA COUNTY CALENDAR

July 31-August 5..	Teacher In-service
August 6 .....	School Opens
September 2 .....	Labor Day
October 14-15.....	Fall Break
November 11.....	Veterans' Day
November 25-29.....	Thanksgiving Holidays
Dec 16-19.....	Semester Exams
Dec 23-Jan 3.....	Christmas Holidays
January 6.....	Teacher In-service
January 7.....	School Resumes
January 20.....	Martin Luther King Holiday
February 17.....	Teacher In-Service
March 23-27.....	..Spring Break
April 10 .....	Weather Day
May 15-20.....	Final Exams
May 21 .....	Teacher In-service
May 22.....	Last Day of School

## Report Cards

Grades reflect a student's performance on given assignments in each subject area. Students will earn report card grades from their class assignments, homework assignments, projects, and test scores. Report Cards will be distributed each nine weeks. A conference with the teacher concerning a report card may be scheduled through the school year.

## Progress Report Dates

1st nine-weeks	September 5, 2019
2nd nine-weeks	November 13, 2019
3rd nine-weeks	February 6, 2020
4th nine-weeks	April 21, 2020

## Report Card Dates

1st Nine Weeks	October 16, 2019
2nd Nine Weeks	January 8 2020
3rd Nine Weeks	March 18, 2020
4th Nine Weeks	May 22, 2020

## **Drug Education Statement**

The possession, sale and use of alcohol, tobacco and/or all illegal drugs are prohibited on school premises. The school provides students with information about the effects regarding the use of alcohol, tobacco, and all illegal drugs. All prescription and over the counter medication should be given to the school nurse by a parent. A student in possession of or distributing these medications is subject to severe consequences in accordance with Autauga County discipline procedures.

## **Gun-Free School Zone Act**

All students and persons other than students, with the exception of law enforcement authorities, are prohibited from bringing firearms to school and having firearms in their possession in a school building, on school grounds, on school buses or at school-sponsored activities and functions. Possession of a gun in a school zone is a violation of federal law.

## **Attendance Policy**

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

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

## **Truancy Definition**

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the Autauga County Board of Education Policy Manual. Five (5) unexcused absences within a school year constitute a mandatory conference with the principal or his/her designee. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The parent/guardian will be referred to the Early Warning Truancy Program. The referral program includes the following steps:

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

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

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

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

## **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.

The money that is owed may be for a student whose eligibility status is paid, reduced or free. All debt must be paid prior to a student progressing to the next grade. CNP debt not paid will remain on a student's account as that student progresses through the school system or if the student transfers to another school within the system. A student will not be allowed to participate in commencement activities or withdraw without paying uncollected CNP debt.

Meals will not be charged to adult employees or visiting adults. A la carte purchases will not be charged to a student or an adult at any time. If a student owes money, the student will not be allowed to purchase a la carte even if the student has cash in hand until the delinquent account is satisfied.