

“DPES Eagles will R.I.S.E.”

Daniel Pratt Elementary
School

420 Harvest Loop Drive

Prattville, AL 36066

Phone: (334) 361-6400

Fax: (334) 358-2393

www.dpeseagles.com



Daniel Pratt

Elementary School

Student Handbook

Principal - Donna Finch

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

Assistant Principal - Katie Lindsey (4th-6th)

AUTAUGA COUNTY VISION STATEMENT

"Learning Today...Leading Tomorrow"

AUTAUGA COUNTY MISSION STATEMENT

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

BELIEF STATEMENT

- All students can and will learn.
- Excellence is attainable by all.
- There is value in learning from each other.
- Successful school communities are grounded in respect and integrity.
- Understanding and respecting diversity enriches the individual and community.
- Providing a quality education for Autauga County students is the greatest investment for our future.
- Excellence with equity requires shared responsibility among staff, parents, students, and community as stakeholders.
- Individuals are most successful in safe, caring, and well-maintained environments.
- Every person is unique and possesses individual talents, experiences, abilities, interests, and learning styles.
- Commitment to continuous improvement and personal and organizational accountability is essential to the educational Process.
- Successful learning experiences require positive relationships based on trust, respect, collegiality, and honest communication throughout the community.

AUTAUGA COUNTY BOARD OF EDUCATION

Spence Agee, Superintendent

Eleanor Ballow

Ledronia Goodwin

Parents please take the time to review the contents of the Daniel Pratt Elementary School student handbook and discuss it with your child. You are asked to complete the bottom portion of this page and return it to school. Thank you for your cooperation.

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

Student Name: _____

Teacher Name: _____

Parent Signature: _____

Date: _____

-

D PES Friendly Reminders

- Sign up for Notify Me for important school information that is located on our website
- Sign up for INOW/Parent Portal to keep yourself updated on your child's grades (The cost of the Parent Portal is \$10.00 per household/per school)



Daniel Pratt Elementary School Vision Statement

D PES Eagles will R.I.S.E.

R—Respect

I—Integrity

S—Self-Control

E—Effort

Daniel Pratt Elementary School Mission Statement

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

AUTAUGA COUNTY SCHOOL SYSTEM CALENDAR

2019-2020

July 31-Aug 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-March 27.....Spring Break
 April 10.....Weather Day
 May 15-20.....Final Exams
 May 21.....Teacher In-service
 May 22.....Last Day of School

Progress Report Issue 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 Issue 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

Grading Scale 1st - 6th

Snack Time

Children have snack each day and the time varies with each class. Students in grades 3-6 may buy their snack and juice from the snack shack from 7:15-7:45 or they may bring them from home. Grades 1st and 2nd students will buy from their homeroom teachers. Please bring exact change. Snack and juice costs \$.50 - \$1.25 each and a list of items can be found on our website.

Carbonated drinks are not allowed at school and we strongly discourage

PARENT CONFERENCES AND SCHOOL VISITORS

All visitors must sign in through the front office before visiting any part of our school. Each visitor must wear a visible pass issued by the school office. Please be advised that a lunchroom visit with your child is limited to the lunch time ONLY and we ask that you respect the teacher's lunch time as well. It is not intended as a conference opportunity. You may not go to the classroom afterward. When your child's lunch time is over, please return to the front office to sign out.

Parents are encouraged and welcomed to come to school to talk with their child's teacher, but you must have an appointment time set up at least 24 hours ahead of time. Appointments may be arranged by sending an email to the teacher or through the school office by calling (334) 361-6400. .

Volunteers

Parents are encouraged to volunteer in any way. You may volunteer

Meal Prices

Breakfast

Students \$1.25
Reduced \$.30
Employees \$1.50
Visitors \$1.75

Lunch

Students \$2.50
Reduced \$.40
Employees \$3.25
Visitors \$3.50

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

PayPams

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

1. Go to PayPams.com and click on the 'Register Now' button on the home page.
2. Select your state, then select your school district.
3. Create a username and password and enter your contact

ANNUAL REPORT ON ASBESTOS

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

EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Autauga County Board of Education that no student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, color, religion, national origin, age, handicapping condition, belief, creed or ethnic group.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

504 PROGRAM

Students who have a physical or mental disability which

CHILD FIND

The Autauga County School System is committed to providing educational opportunities to all exceptional children. Services are provided to students identified with special needs according to the Alabama Administrative Code, to include the areas of

Autism, Deaf-Blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury and Visual Impairment.

If you live in

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

GIFTED EDUCATION

Gifted students are those who perform at high levels in academic or creative fields when compared to others of their age,

experience, or environment. These students require services not ordinarily provided by the regular school program. Students

possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self or any other individuals with knowledge of the student's abilities.

Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics and Performance. The in-

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. It is the parents responsibility to monitor student accounts. 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.

LUNCHROOM INFORMATION

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

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

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

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

Parents, grandparents and legal guardians are invited to eat lunch with their children. All guests need to sign in through the front office and receive and wear a visible

USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE TEST

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated. If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search. The student will be dismissed from testing, and the student's test will be invalidated and school consequences may be applied.

DRUG EDUCATION STATEMENT

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

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

GUN-FREE SCHOOL ZONE ACT

All students and persons other than students, with the exception of law enforcement authorities, are prohibited from bringing firearms to school and having firearms in their pos-

GUIDANCE SERVICES

Guidance services are available to all students. Students must obtain passes from their teachers prior to visiting the guidance office. The counseling will be in the form of group and individual sessions. Mrs. Brownell is the counselor for grades 1st - 3rd and Mrs. Walker is the counselor for grades 4th - 6th.

INSTRUCTIONAL PROGRAM

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

DRESS CODE

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

- Strapless dresses
- "Spaghetti straps", "tee tops", "muscle shirts"
- Overalls unfastened or with bibs down
- Picks or combs in hair
- Clothing with decals or slogans containing profanity, inferring obscene/indecent commentary or referring to immoral/illegal behavior
- Over-sized clothes large enough to conceal items
- Exposed midriffs
- Facial jewelry
- Flip-flops or sneakers that are unlaced or untied
- Clothing made of sheer fabric or spandex
- Clothing which is too short, too tight, or too revealing
- Headgear (hats, caps, bandanas, elastic bands, athletic bands, headscarves, sunglasses, etc) is not permitted except during extreme weather conditions or according to individual student needs.
- Pants must be worn at the waist level. Pants that are too tight, have holes, or allow for exposure of undergarments are not permitted. Baggy or loose fitting pants should be worn with a fastened belt.

PE PROCEDURES /SNACK

DPES Physical Education Behavior Plan

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

Conduct

- 1st Offense:** Warning
- 2nd Offense:** Walk in designated area/or exercise
- 3rd Offense:** Contact parent/note
- 4th Offense:** Office referral with documentation attached
- If behavior is severe, steps 1-3 may be skipped, and student may be taken immediately to an Administrator.

EMERGENCY PLANS

Fire Drill:

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

The following procedure will be followed:

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

Tornado Drill:

The following procedure will be carried out when conditions deem it necessary and during the required practice drills. The signal will be one long, continuous ring of the bell. If the power is off, the office staff will come to each room and inform the class of the emergency. Students will be located in the safest possible place during these conditions. They are to sit quietly with some form of protection over their heads. The principal or designee will announce the " all clear ". Under a real warning no students will be released from the building.

Discipline Policies

Parental Responsibility for Student Attendance and Behavior

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

The failure of a parent/guardian and persons in charge of children to exercise this responsibility is a crime. If convicted, said persons shall be fined not more than \$100 and may also be sentenced to hard labor for the county for not more than 90 days.

School principals and the superintendent of education or his/her designee are required to report suspected violations to the district

Transportation

Morning Drop Off

Option 1 - Jay Street - The carpool drop off begins at 7:15 when supervision is present. The line starts at the Red Sign and ends at the Pink Sign. Please do not drop your children off when supervision is not present and make sure you are in between the Red and Pink signs. The Jay Street carpool drop off ends promptly at 7:55. If you arrive after 7:55 and the doors are closed, walk your child to the front office to sign in.

Option 2- McQueen Smith Rd - The carpool loop drop off begins at 7:15 when supervision is present. The line starts at the fence of the basketball court and goes through the curve where the sidewalk stops. Please drop off your child only between the start and ending points. The McQueen Smith drop off ends promptly at 7:45. There will be no supervision after 7:45 so it is imperative you do not drop your child off after 7:45.

Front Parking Lot - There is absolutely no drop off in the front parking lot. If you arrive after 7:55, you will need to park your car and walk your child in the front office to sign them in. Please do not park in the front loop to avoid blocking the bus line.

Afternoon Pick Up

Carpool - Car Riders will be dismissed in the carpool line outside the gym beginning at 3:00pm. No parents are to walk up to the carpool area. For the first two weeks of school, parents will need to have a piece of paper with your child's name and grade visible in the windshield. A formal DPES label will be provided by August 23rd. Beginning August 26th, parents without the proper label will be pulled out of line to verify identification. Carpool ends at 3:15pm. If carpool is over, you will need to come to the front office to sign your child out.

Walkers - Walkers will be dismissed from the front of the building at 3:05. All walkers will be led to the crossing guard at the corner of Tara and Harvest Loop or can follow the sidewalk down Harvest Loop. No student will

BEHAVIOR MANAGEMENT

Pupil Conduct

R.I.S.E. behavior and expectations are promoted daily in a positive and nurturing environment. Students are taught and reminded daily of school and classroom rules. DPES follows an age appropriate, progressive behavior management plan that includes interventions. This plan is based on faculty, staff, and administration documentation.

- * Positive Behavior is encouraged through different activities throughout the building. Some of those include: R.I.S.E Shout Outs, R.I.S.E. Parties, Fun Fridays, Special Snack, Dress Up Days and other special events throughout the year.
- * Office Referrals and Demerits are used to correct inappropriate behaviors. All students are held responsible for their actions and behavior.

General Conduct Rules

Students should:

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. Not bring materials to school that are not related to learning.
5. Not run in hallways or on the grounds, except during P.E. activities.
6. Dress properly at all times. This includes pants being worn appropriately, shorts meeting proper standards, no hats and no sunglasses.
7. Not litter the school grounds or buildings.
8. Should always use appropriate language

If violations do occur in any of these areas, they will be considered minor violations initially and will be dealt with at the discretion of

Early Release Procedures

When an early release is necessary it is announced by the superintendent. At that time he informs all principals and plans are put into motion. ALL announcements are released to local media and on "notify me". It is HIGHLY recommended that you sign up for Notify Me. You can do so on the school website:

www.dpeseagles.com.

- * 30 minutes prior to releasing children, all checkouts will be stopped: (example: if release time is 2:00, no check out will be allowed after 1:30).
- * Early release will follow the same everyday dismissal of DPES. If early release is due to inclement weather, WALKERS ONLY will be held and dismissed from the BLUE hallway. Please be prepared to sign your child out and you may utilize the front parking lot.
- * Your child's safety is our top priority. We cannot stress enough to make sure your child has a "Plan B" for his/her afternoon dismissal procedure. We appreciate your patience and please take advantage of our NotifyMe.

BUS TRANSPORTATION

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

Activities Not Permitted On Bus

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

- Eating and drinking
- Chewing gum
- Smoking or tobacco of any form
- Scuffling or fighting
- Playing radios, tape players, or band instruments
- Yelling at anyone on the bus or outside of the bus
- Profane, indecent, or abusive language
- Throwing paper or any other objects on the bus or outside the windows

Grades 1 - 2

Regular education students in grades one (1) through two (2) will be retained if they do not pass both reading and mathematics in a given school year. A yearly numerical average of 60% or above constitutes a passing grade.

Grades 3 - 6

Regular education students in grades three (3) through six (6) will be retained if they fail two (2) academic subjects in a given year. A yearly numerical average of below 60% constitutes failure. The academic subjects for grades three (3) through six (6) are:

Reading Mathematic Science Language Social Studies

Textbooks

Textbooks are furnished by Autauga County Board of Education. Children are encouraged to use these books as often as possible and may take them home at any time. Each student issued a textbook must sign for it with their teacher. Your child will be held responsi-

INTRODUCTION TO RTI (RESPONSE TO INTERVENTION)

All students in Alabama schools are provided with standards-based, research-validated core academic instruction accompanied by classroom behavioral supports. A tiered system of academic and/or behavioral assistance or intervention is provided upon identified student needs. Interventions typically include specialized, research-based teaching strategies provided within the classroom or in small-group settings. As required by the ASDE, a problem solving team consisting of teachers, administrators, and other support personnel reviews student data regarding need for assistance; recommends the type of assistance to be provided; reviews data reflecting progress being made by students; and informs parents of

ACADEMICS

Academic Achievement

Students will be awarded for A and A/B honor rolls and other achievements at the end of each nine week period. During our annual Awards Day at the end of the year, honor roll awards will be based on the nine week grade throughout the school year. We encourage our students to begin early in the school year striving to do their very best and to aim high to reach their individual goals for the year.

Promotion and Retention Policy

Promotion and retention policies and guidelines have been developed to ensure that 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 administra-

Bicycles

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

SCHOOL ATTENDANCE POLICIES

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

Absences

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

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

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

The note or doctor's excuse must be sent to school within three (3) days of

BRINGING UNNECESSARY ITEMS TO SCHOOL

Any item that will interfere with class such as fidget spinners, trading and playing cards, game boys, mp3 players, ipods, cell phones, ps2, DS, radios, balls, electronic devices and other toys must be left at home. The school is not responsible for these items being lost, stolen, or given away to charity. Souvenirs such as toy guns, spears, knives, and other weapon-like toys that are available for purchase at field trip sites may be purchased. The purchased item must be given to the teacher. Upon the return to the DPES campus, the teacher will give the item to the administration will contact the parent/guardian for pick up. Any item collected must be picked up by the parent and sign the receipt book for receiving the item.

Book Bags

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

Locker Information

If a student rents a locker, he/she **MAY NOT** change lockers or

SUPPLY STORES

We sell most of the school supplies that your child will need throughout the school year. The supply stores are open from 7:30a.m. to 7:45a.m. Check under Supply Store for items and prices at www.dpeseagles.com.

FIELD TRIPS AND CHAPERONES

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

Payment Methods Accepted:

- Cash, money orders, Checks (must include name, address, phone #, homeroom teacher & child's name)
- THERE WILL BE A \$30.00 RETURN CHECK FEE
- No refunds nor transfer of money collected for field trips will be allowed
- ALL PAYMENT and PERMISSION SLIP DEADLINES ARE FINAL

WHEN TO KEEP YOUR CHILD AT HOME

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

Fever - Your child should not attend school if they have a temperature of 100 or above and should remain at home until fever free 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



MAKE-UP WORK (EXCUSED ABSENCES)

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

School Participation Absences

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

Religious Absences

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

Appeal Process

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

Perfect Attendance

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

Proof of Residency

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

Withdrawals and Transfers

HEALTH PROBLEMS

Check-ins

Students are required to report to school no later than the official beginning of school day and to be on time for all classes during the day. Each school will devise procedures that will ensure compliance with this regulation. A check-in is excused for the same reasons as absences. Check-ins for any other reasons is unexcused and may result in disciplinary action. No make-up work is allowed for unexcused check-ins.

ANY CHILD ARRIVING AFTER 7:55 AM, MUST BE SIGNED IN BY A PARENT/GUARDIAN.

TARDINESS

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

Check-outs

Students who leave school for any reason must check-out through the school office following their school's check-out procedures. Only persons whose names appear on the school's registration form/card may check-out students, unless the school verifies permission with the parent/guardian. Written permission is to be given by the parent/guardian or "emergency person" shown on the school's registration form/card before each check-out. Valid picture identification is required. Students must attend a minimum of one-half of the instructional day to be counted present. An early dismissal before one-half of the school day (three and one-half hours) or a check-in after one-half of the school day is counted as an absence. Check-outs are excused for the same reasons as absences.

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

Information on Meningococcal Disease and Vaccine

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

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

College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets of saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, with the bacteria overcome the body's immune system and pass through the lining of the nose and throat into blood stream where the cause meningitis. Meningitis is a term that describes inflammation to the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

Fever, Headache, Stiff neck, Red rash, Stiff neck, Red rash, Drowsiness, Nausea and vomiting
Meningococcal vaccine: Who should get the vaccine and when? MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated ado-

Illness and Accidents at School

If your child becomes ill at school, the nurse will telephone you to come for him/her. Students are not allowed to use personal cell phones to contact parents. Go to the front office and request school

personnel to notify the nurse that you have come and sign your child out in the office. If neither parent can be reached by phone, the school nurse is authorized to call the persons named by you on the registration form to come and check your child out. Parents are routinely notified of accidents at school, whether major or minor. If a child receives a serious injury, we will immediately call the paramedics, making every effort to notify the parents at the same time. Parents are responsible for any charges made by the paramedics. The school does offer insurance through a provider. If you would like to receive more information on purchasing this insurance, please inquire through the bookkeeper. All medications will be given by the school nurse and will remain in a secured cabinet. While it is important for students to be able to take medications at school, parents are encouraged to give the student his/her medication before or after school if possible.

Medicine at School

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 or school office (also available under forms on website). This form is to be completed by the physician and signed by the parent for **ANY** medication including over-the-counter medications (Tylenol, Advil, Midol, cough drops, etc.). Certain medications, such as inhalers, may be self-administered and kept with the student provided the medication form is properly filled out. **NO** medication may be given to any student regardless of parent request until a medication form is brought to school.

Students possession of ANY medication is a serious offense and disciplinary actions will be taken. All medications must be brought to school in the original prescription bottle clearly labeled by the pharmacist with the student's name, name of medication, dosage and time medication is to be given at school. Any over-the-counter medication used while at school must be brought to the school unopened and will be labeled with the student's name. There are no

Truancy Definition/Unexcused Absences

Absences for reasons other than those defined above shall be considered as unexcused. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. Forged excuses will be coded as unexcused. The child shall also be deemed truant for any absence determined by the principal to be unexcused based on the State Department of Education's current School Attendance law. Parent/guardian shall be notified by the school principal or his/her designee of the first truancy/unexcused absence (warning) and fifth truancy/unexcused absence (conference-mandatory except in case of an emergency or prior arrangement). Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

Early Warning Truancy Program

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

- The parent will receive official notification by certified mail. The notice will require the parent to report to the Early Warning Meeting.
- The parent will meet with the Truancy Officer. The Truancy Officer will review the system's Attendance Policy, the State of Alabama Attendance Laws and consequences of breaking the law.
- If the parent fails to appear at the scheduled Early Warning Meeting, the parent will receive a legal notice and a court referral.
- Parents or guardians of any student having a chronic ailment, which may cause the child to miss school during the year, are required to provide the school with a doctor's statement verify-