

*Due to COVID-19, all contents of this handbook are subject to change.*



*At Prattville Primary School we will learn, love, and lead.*

## **Student and Parent Handbook 2020-2021**

**Holly McNider, Principal**

**Joseph Cochran, Assistant Principal**

AUTAUGA COUNTY BOARD OF EDUCATION  
153 W. FOURTH STREET  
PRATTVILLE, AL 36067  
334-365-5706

AUTAUGA COUNTY SCHOOL SYSTEM

**VISION STATEMENT**

"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.

**AUTAUGA COUNTY BOARD OF EDUCATION**

Spence Agee, Superintendent

Eleanor Ballow

Ledronia Goodwin

Jim Manderson

Mark Hindman

Jeffery Keith



**AUTAUGA COUNTY SCHOOL SYSTEM CALENDAR**  
**2020-2021**

August 24-September 4, 2020 - Teacher Institute/In-Service  
September 7, 2020 - Labor Day Holiday  
September 8, 2020 - School Opens  
September 18, 2020 - e-Learning Day  
October 2, 2020 - e-Learning Day  
November 11, 2020 - Veteran's Day Holiday  
November 23-24, 2020 - e-Learning Days  
November 25-27, 2020 - Thanksgiving Holidays  
December 21-22, 2020 - e-Learning Day  
December 23, 2020-January 1, 2021 - Christmas Holidays  
January 4, 2021 - Teacher In-service  
January 5, 2021 - School Resumes  
January 18, 2021 - Martin Luther King, Jr. Holiday  
March 29-30, 2021 - e-Learning Day  
March 31-April 2, 2021 - Spring Break  
May 31, 2021 - Memorial Day  
June 3, 2021 - Teacher In-Service  
June 4, 2021 - Last Day of School

**Report Cards Issued**

<b>1<sup>st</sup> Nine Weeks</b>	<b>November 18, 2020</b>
<b>2<sup>nd</sup> Nine Weeks</b>	<b>February 5, 2021</b>
<b>3<sup>rd</sup> Nine Weeks</b>	<b>April 14, 2021</b>
<b>4<sup>th</sup> Nine Weeks</b>	<b>June 4, 2021</b>

**Progress Reports Issued**

<b>1<sup>st</sup> Nine Weeks</b>	<b>October 8, 2020</b>
<b>2<sup>nd</sup> Nine Weeks</b>	<b>December 16, 2020</b>
<b>3<sup>rd</sup> Nine Weeks</b>	<b>March 3, 2021</b>
<b>4<sup>th</sup> Nine Weeks</b>	<b>May 6, 2021</b>

## Welcome to Prattville Primary School!

PPS is ready to welcome our 2020-21 students to the new academic year and we are committed to providing your child with the best possible environment for successful learning.

Parents and caregivers are the most important advocates for their children. We hope you will become involved in the activities at PPS as often as possible. Your time, your talents and your treasures are important to us and we want you to share those with us so we can build relationships with the families we serve.

Please take advantage of our website, newsletters and classroom newsletters which will help you stay connected with the many events at PPS. I would like to invite you to visit our Facebook page, Instagram and website often for updated messages which will highlight and celebrate the successes of our students, teachers, and PPS families.

During this difficult time of COVID-19, it is our desire to provide a safe and effective learning environment while also protecting the physical and emotional well-being of our students. The contents of this handbook are subject to change according to the ACBOE Reopening Roadmap. Also, any waivers approved by ACBOE will supersede this handbook.

The PPS teachers and staff look forward to an amazing year of making great things happen for your child and encouraging them to become the leader we believe they each are and will continue to become.

Sincerely,

Holly McNider  
Principal

To our Virtual Learner Parents,

Welcome to the virtual world of Prattville Primary School.

We are thankful you have provided us the opportunity to still educate your child virtually. We will all be learning together, but we are ready for this challenge.

Autauga County School is committed to providing optimal learning experiences. Our virtual learning option will help ensure your student is engaged in meaningful educational opportunities.

Our PPS virtual classrooms will follow all guidance provided from our district leaders. We are committed to keeping our virtual learners connected to one another along with our traditional learners.

Guidelines for virtual learners and parents will be provided in an additional document that will be available online and through our virtual teachers and platform.

At anytime during your virtual experience, I encourage you to contact me with questions or concerns. You can contact me by calling the school or emailing me at [holly.mcnider@acboe.net](mailto:holly.mcnider@acboe.net).

Please take advantage of our website and virtual newsletters which will help you stay connected with the many events at PPS. I would like to invite you to visit our Facebook page, Instagram and website often for updated messages which will highlight and celebrate the successes of our students, teachers, and PPS families.

Sincerely,

Holly McNider  
Principal

## **TITLE I**

PRATTVILLE PRIMARY SCHOOL IS SCHOOL-WIDE TITLE I. THE A-CIP (TITLE I INFORMATION INCLUDED) IS LOCATED IN THE FRONT OFFICE AND WEBSITE.

### **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)**

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

The right to inspect and review the student's education record 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.

The right to request an amendment of the student's education records that the parent or student believes 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.

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 in 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, D.C. 20202-4606

### **CHILD FIND**

The Autauga County School System is committed to providing educational opportunities to all exceptional children. Services are provided to students identified with special needs according to the Alabama Administrative Code, to include the areas of Autism, Deaf-Blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury and Visual Impairment. If you live in Autauga County and have a child or know of a child who is exceptional between the ages of 0-21, and not in school, call (334) 361-3843 or write...**CHILD FIND, AUTAUGA COUNTY SCHOOLS, SPECIAL EDUCATION DEPARTMENT, 127 WEST FOURTH STREET, PRATTVILLE, ALABAMA 36067**

### **GIFTED EDUCATION**

Gifted students are those who perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted service. For more information contact the Autauga County Special Education Department, Dr. Sharon Streeter, at (334) 361-3843.

### **DRUG EDUCATION STATEMENT**

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

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

### **GUN-FREE SCHOOL ZONE ACT**

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

### **PPS FACILITIES**

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



### **GUIDANCE SERVICES**

A counselor is available to assist both you and your children. The counselor visits the classrooms regularly working with students on study skills, self-awareness activities, and building positive self-esteem. An individual student may ask the counselor for help with problems he/she may have. Parents should feel free to contact the counselor if they have any questions or when services are needed for their child. PPS counselor is Veronica Hardy and can be reached at 365-6277 or [Veronica.Hardy@acboe.net](mailto:Veronica.Hardy@acboe.net).

### **504 PROGRAM**

Students who have a physical or mental disability which substantially limits one or more major life activities, may qualify for 504 services. The Autauga County system provides these services at each LEA school for all students who meet the eligibility requirements. You may receive additional information by contacting Ms. Hardy, 504 Coordinator at (334) 365-6277 or by email at [Veronica.Hardy@acboe.net](mailto:Veronica.Hardy@acboe.net).

### **EMERGENCY CLOSING:**

Certain conditions make it possible for schools in our system to be closed all day or for any part of the day. In the event school is closed when students are already in school, telephone calls will be made to all parents. Notification will also be made via radio, TV, social media and emails. We will make every effort to keep PPS Facebook and webpage updated. If you try to call the school, be aware you may not get an answer due to the circumstances.

**During COVID-19, in the event of any school closure PPS will follow ACS COVID-19 Protocol for Students: Appendix F: Safe Return to School Plan**

## **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 on bulletin board 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. 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.**

### **Intruder Drills/Lockdowns:**

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

*During COVID-19, safety videos will be reviewed with students and faculty. Homeroom classes will practice safety drills as directed by administration.*

## **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. Any item collected must be picked up by the parent and parent must sign the receipt book for receiving the item.

## **TOTE BAGS/BOOK BAGS**

Due to lack of storage space, **children are not allowed to use backpacks** at PPS. Canvas tote bags are required. The official PPS tote bag will be sold during orientation/first day of school. Tote bags are available for purchase in the front office or through homeroom teachers for \$10.00.

## **DRESS CODE**

Children need to dress comfortably for school. Pants must fit at the waist and be appropriate in length. Baggy and/or dragging pants will not be allowed. Girls' shirts should cover their stomachs. If a child can raise her arms and see her stomach, the shirt is inappropriate. Spaghetti strap dresses or tops are not permitted. Dresses, skirts or shorts should be an appropriate length (fingertip). Sleeveless shirts are permitted provided the arm hole is not large enough to expose the child's body. Students are not to wear clothing depicting tobacco, alcohol, drugs, or inappropriate language.

**Tennis shoes must be worn during physical education to ensure students' safety.**

**Any clothing, or hair coloring, that would cause a distraction or bring negative attention to a child should not be worn.** All hair coloring must be natural (no extreme coloring such as blue, red, green, etc). Please refer to the Autauga County Code of Conduct for additional specific guidelines concerning dress. It is best to put your child's name on any article of clothing that will be removed.

## **SCHOOL DELIVERIES**

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

## **BIRTHDAYS**

Any type of birthday celebration must be arranged with the teacher. Parents may send only individually wrapped snacks with the student (not dropped off in front office) that will be offered to the class during snack time. Parents and/or guest will not come to participate. PPS protects our instructional time.

## **LIBRARY POLICIES**

Our students are thoroughly instructed in the proper use of the library. When the librarian feels students are ready to profit from checking out books, a statement of library policies will be sent home. This includes a form for the parent to sign if the child does not have permission to check out books.

**During COVID-19, students will not check out books or visit the library. Our librarian will visit classrooms for instruction. Class sets of library books will be provided weekly and sanitized by the homeroom teacher during usage.**

## **PARENT CONFERENCES AND SCHOOL VISITORS**

**DURING COVID-19, NO VISITORS WILL BE ALLOWED ON CAMPUS UNLESS PRE-APPROVED BY THE PRINCIPAL. PROPER PPE IS REQUIRED.**

**All adult visitors must sign in through the front office**, before visiting any part of our school. 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 beforehand. Appointments may be arranged to coincide with the teacher's schedule through the school office by calling (334) 365-6277 or email the teacher. Each visitor must wear a visible pass issued by the school office. Student safety is our priority, and wearing a pass lets all know who is "safe."

**Parents are reminded that classes should never be interrupted by "dropping in," parents must schedule a time to visit classes, as every interruption pulls the teacher away from the students. Classroom observations must be arranged through the teacher and/or administration. Speaking with the teacher or child should be done by appointment only.**

**Please be advised that a lunchroom visit with your child is limited to the lunch time ONLY. 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. Please respect the teacher's lunch time, it is not intended as a conference opportunity.**

*During COVID-19, no visitors will be allowed during lunch.*

## **VOLUNTEERS**

Parents are encouraged to volunteer in any way. You may volunteer by helping your child's teacher from home or in the classroom. We encourage parents to help in any classroom or grade to assist in the development of all our children in the community. Please see the secretary in front office for the volunteer guidelines.

**DURING COVID-19, NO VOLUNTEERS WILL BE ALLOWED ON CAMPUS UNLESS PRE-APPROVED BY THE PRINCIPAL. PROPER PPE IS REQUIRED.**

## **PROOF OF RESIDENCY**

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

## **WITHDRAWALS AND TRANSFERS**

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

*During COVID-19, an appointment is required. Proper PPE is required during your appointment.*

## **SCHOOL ATTENDANCE POLICIES**

**DURING COVID-19, WE WILL FOLLOW THE ACBOE APPROVED ATTENDANCE WAIVER.**

### **Attendance Policy**

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 or provide a doctor's excuse no later than **three (3) days** following the return to school. 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 the student's return to school to be counted as an excused absence. Excuses will not be accepted after **three (3)** days. The excused parent note/doctor's excuse 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. Please note that teachers are not obligated to provide make-up work for unexcused absences.

**Five (5) unexcused absences** within a school year constitute a student being truant and on the **seventh (7) unexcused absence** a complaint/petition may be filed against the child and/or parent.

**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.**

### **Tardiness**

Tardy students must be checked in through the main office on Wetumpka Street if arriving after 8:00. Do not drop children off unattended. Please make every effort to have your child at school on time. Students who come to school late lose valuable instructional time. Students who arrive after 11:30 or check out before 11:30 will be counted absent for the day.

### **Early Warning Truancy Program**

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

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

### **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 information card may check the student out.

***Valid picture identification is required.***

Students must attend a minimum of one-half of the instructional day to be counted present (11:30). Check-outs are excused for the same reasons as absences. Written explanation for the time missed must be submitted and will follow the same guidelines for excused and unexcused absences as outlined.

**CHECK-OUT ENDS AT 2:40 PM. Do not call ahead and ask staff to have your child sent to the front office.**

### **Check-ins**

A check-in is excused for the same reasons as absences. Written explanation for the time missed must be submitted and will follow the same guidelines for excused and unexcused absences as outlined.

### **ANY CHILD ARRIVING AFTER 8:00 AM, MUST BE SIGNED IN BY A PARENT/GUARDIAN.**

### **Perfect Attendance**

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

*During COVID-19, PPS will not recognize perfect attendance.*

### **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.

*During COVID-19, make up work practices may vary.*

### **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 send 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.



## **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 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 after treatment with lice shampoo and all nits have been removed. Upon return to school, student will be rechecked by school nurse.

**During COVID-19, parents are encouraged to keep children home if they display any contagious infectious disease symptoms.**

**(ACS Roadmap for Reopening: Appendix D: Screening of Students-Parents Notice; Appendix E: ACS COVID-19 Protocol for Students)**

## **SCHOOL ARRIVAL AND DEPARTURE**

### **ARRIVAL:**

Children are expected to go directly to their assigned areas upon arriving at school. These areas will be reviewed by each homeroom teacher. Children will be supervised in these areas until their teacher arrives at 7:40.

PPS Wetumpka Street, Northington Street and Washington Street doors will open at **7:30 daily for car riders**. Students may enter either door. These are the only drop off areas and no child should be left unattended.

**Note: The first two weeks of school will not apply to the aforementioned procedure. Parents are encouraged to walk their children in to our school. This is only for the first week.**

**During COVID-19, parents will not be allowed to walk students in the building unless directed by the homeroom teacher.**

### **DISMISSAL:**

**Student Check out will not be allowed after 2:40.**

**No transportation changes after 2:15.** Transportation changes must be submitted in writing to the homeroom teachers the morning of or before. No transportation changes will be accepted over the phone, fax, or email, etc.

**Dismissal procedures begin at 3:00 PM**

**The following will be dismissal areas, *this applies to PM ONLY*:**

- ◆ **Students who are in a homeroom located in the PURPLE hall need to be picked up off Northington Street.**
- ◆ **1st grade students who are in a homeroom located in the RED hall need to be picked up off Northington Street.**
- ◆ **2nd grade students who are in a homeroom located in the RED or YELLOW halls need to be picked up off Wetumpka Street.**
- ◆ **Students who are in a homeroom located in the GREEN hall need to be picked up off Washington Street.**
- ◆ **Siblings should go to Wetumpka Street, no matter what hall their homeroom is located.**

**In order to keep children safe, parents are required to remain in the automobile and have the school issued sign visible through the front window. These school signs will be issued during orientation or may be requested in the front office.**

**Note: Parents may not walk up to carpool staging area to physically remove their child. No child will be released to his/her parent in this way.**

**Children must be picked up by 3:20. Any child remaining after carpool has ended, will be sent to the front office/auditorium and parents must enter front office to pick them up.**

## **BUS TRANSPORTATION**

### **DURING COVID-19, PLEASE REFER TO THE ROADMAP FOR REOPENING-TRANSPORATION FOUND ON THE ACBOE WEBSITE.**

School bus transportation involves serious concentration by the school bus driver. Distractions due to student behavior can lead to very serious problems. It is MOST urgent that your child behaves while riding a school bus. He/she is to remain seated and quiet. When a child's behavior becomes a problem for the school bus driver and the child receives a bus note, he/she will lose bus riding privileges for several days or even permanently if the behavior is not quickly corrected. Children are only allowed to ride his/her assigned bus. 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
- Putting hands, arms, head, or any part of body outside of the bus window
- Tampering with any of the bus safety equipment or devices
- Defacing any part of the bus (***Students who violate bus rules will be disciplined in accordance with regular disciplinary procedures which could result in suspension from the bus.***)

**ACADEMICS**  
**Academic Achievement**

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. Other miscellaneous awards will be presented during the annual awards ceremony.

*During COVID-19, this event could change/not be held.*

**Instructional Program**

***If at any point a parent is considering virtual learning, they must contact the principal, Holly McNider.***

Our instructional program is designed so that our students receive 371 minutes of instruction each day. 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 Alabama State Standards for each subject are included in the curriculum. The success of your child depends upon your working together with his/her teacher.

Our school is organized in learning communities. These classes go to specials together, field trips, etc. They may cross-group children if necessary to meet instructional needs.

Every student has physical education each day for 40 minutes. Students also attend music weekly along with counseling and library bi-weekly.

*During COVID-19, in order to follow social distancing recommendations, these times and practices will vary.*

Report cards: Written reports of students progress will be distributed on a nine week basis. These should be promptly reviewed and signed by the parents/guardian and returned to school.

Grading system: The grading scale to be used at PPS:  
Numerical grades are based on the following scale:

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

### **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 administrative decision substantiated by teacher recommendation for promotion or retention may be exercised based on (1) history of attendance, (2) age of student and (3) failure to complete grade level requirements regardless of the number of previous failures. See ACBOE Code of Conduct for more information.

### **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.

### **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 that textbook with their teacher and is held responsible for the textbook until returned at the end of the school year. We expect the children to take good care of their books. These books must be paid for if they are lost or damaged.

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

All students in Alabama schools are provided with standards-based, research-validated core academic instruction accompanied by classroom behavioral supports. A tiered system of academic and/or behavioral assistance or intervention is provided based 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 this progress and of any recommendations regarding needed changes in interventions. Any questions concerning RTI, please call Emily Cook, 334-365-6277.

*RTI also applies to our virtual learners during COVID-19.*

### **COMMUNICATION**

Home-to-School communication is vital for optimum student learning. Every Tuesday, your child will bring home his/her Tuesday folder. This will include graded papers, student work samples, and a conduct/study habits report. Review this with your child, sign and return it on Wednesday. Send any communication and/or correspondence from home back to the teacher in this folder. This is our method of keeping you fully informed of your child's grades and conduct on a weekly basis. Additionally, the Prattville Primary School Monthly Newsletter will be sent home in these folders monthly. Read it carefully as it advises parents of monthly school activities and events.

## **SUPPLY STORE**

The PPS snack shack will be open daily from 7:40-8:00 each day. Each snack item is .75. Snacks such as fruit juice, water, baked chips, pretzels, and fruit gummies are available. If your child arrives after 8:00, they will not be able to purchase from the snack shack. During COVID-19, supply store and snack cart will visit classrooms each morning.

Children have snack each day and the time varies with each class. Carbonated drinks are not allowed.

Special snacks will be sold every Friday for \$1.00 each. These items will be sold at the end of each Friday and items offered will be announced each month.

During COVID-19 Supply Store and Snack Shack procedures will vary depending on health conditions.

## **FIELD TRIPS AND CHAPERONES**

Field trips are an extension of the classroom, the same expectations apply. Parents have the opportunity to serve as chaperones:

- Prior to leaving for field trip, chaperones should sign in. You will be given instructions on the time and place of departure along with any logistical information.
- Siblings will not be allowed to attend field trips.
- Students must ride the bus to the location but will be allowed to be checked out by the parent at the conclusion of each trip.
- Parents are not allowed to check out other students.
- Smoking and consuming alcohol are prohibited on school grounds and on field trips.

During COVID-19 there will be no field trips.

### **Payment Methods Accepted:**

We will not accept late field trip money. **Absolutely no money will be accepted in the front office.** Pay close attention to timelines and deadlines.

- Cash or money orders
- Checks: Must include name, address, phone #, homeroom teacher & child's name
- **No refunds nor transfer of money collected for field trips will be allowed**

## **DISCIPLINE POLICIES**

### **Pupil Conduct**

Good discipline in the school is extremely important to the total school program and is vital to the development of citizenship. We expect our students to show courteous concern and respect for others and to observe instructions and rules, punctuality, appearance and faithfulness both inside and outside the classroom. We also expect our students to demonstrate the highest standards of honesty and reliability so that we can fulfill our responsibility of providing the best possible educational opportunities and experiences at PPS. We expect each student to conduct himself in a responsible manner at all times. Parents and students are held responsible for their conduct.

### **General Conduct Rules**

Students should:

1. Follow directions the first time they are given.
2. Show respect to all school personnel.
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.

If violations do occur in any of these areas, they will be considered minor violations initially and will be dealt with at the discretion of the teacher or administrator witnessing the infraction. Items collected by the administration will be returned to the parent/guardian only. Please refer to the **Autauga County School System Parent-Student Code of Conduct** for full explanation of our discipline procedures. If your child has discipline problems in school, we urge you to work closely with his/her teacher in order to overcome them. Otherwise, valuable time from the learning process may be lost.

### **Bullying**

Bullying is not tolerated in Autauga County Schools. There is a bullying/harassment form available in the front office, the PPS website, or on the district website to report cases.



## **Physical Education Procedures & 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**

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

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

**3<sup>rd</sup> Offense:** Contact parent/note

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

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

### **PE Excuses**

A student can be excused from PE with a parent note for a total of 5 days. After the fifth day, a doctor's excuse is required for a child to sit out at PE.

## **HEALTH PROBLEMS**

Any student who has a special medical problem must have a written statement from a doctor. There is also a space to list special medical problems on the school registration form. It is important that all medical needs of the student are disclosed to school personnel, including the school nurse, so that any necessary accommodations may be made. 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 freshmen living in dormitories also have increased risk of getting the disease. The disease is spread through an exchange of respiratory droplets of saliva with an infected person (including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils). In a few people, the bacteria overcomes the body's immune system and passes through the lining of the nose and throat into the blood stream and 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, Drowsiness, Nausea and vomiting. Meningococcal vaccine: Who should get the vaccine and when? MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in dormitory. Please consult your physician or local health department for more information.

### **Illness and Accidents at School**

If your child becomes ill at school or, the nurse will telephone you to come for him/her. Students are not allowed to use personal cell phones to contact parents. 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. If no one is reached by phone PPS administration reserves the right to contact proper authorities in reaching a parent/guardian.

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.

*During COVID-19, if a student is exhibiting infectious disease symptoms, once properly inspected by our school nurse, she will follow the ACS COVID-19 Protocol for Students. The student will be monitored in a quarantine area until they are picked up. Adult picking the student up, will show proper ID and wait outside for administration to bring the student to them.*

### **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.

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.

**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 "stock" medications. Each student will have his/her own medication.

## **LUNCHROOM INFORMATION**

**DURING COVID-19, BREAKFAST WILL BE SERVED TO STUDENTS IN THE CLASSROOMS BETWEEN 7:15-8:00. SCHOOL LUNCHESES WILL HAVE LIMITED OPTIONS AND STUDENTS WILL EAT IN THE LUNCHROOM, PRACTICING SOCIAL DISTANCING, FOLLOWING DIRECTIONAL SIGNAGE. STAFF WILL DISTRIBUTE INDIVIDUAL BAGGED MEALS. PARENTS ARE NOT ALLOWED TO DROP OFF MEALS DURING THE SCHOOL DAY.**

### **School Meals**

We serve breakfast and a hot meal each day for lunch that includes a choice of meats and vegetables.

Lunches should be purchased for a minimum of ten days at a time. Children have a difficult time remembering to bring their account tickets home when it is time to pay for more lunches, so parents, please remind your children to bring the lunch slip to you. Checks may be written to pay for meals for the cost of lunches only. Be sure to write the child's name and the home-room teacher's name on the top corner of the check. A fee will be charged for returned checks.

Students who bring their lunch may also bring something to drink. However, carbonated drinks are not allowed. **No fast food lunches will be allowed in PPS lunchroom. This includes cakes, cupcakes, pizza, etc.**

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.

Parents, grandparents and legal guardians are invited to eat lunch with their children. All guests need to sign in through the front office. Lunch guests may wait for children outside the lunchroom. Your child will know their scheduled lunchtime. Questions regarding the school lunch program may be addressed to Mrs. Oates, the lunchroom manager, by calling (334) 365-6277 or [mary.oates@acboe.net](mailto:mary.oates@acboe.net).

## Meal Prices

### Breakfast

Students	\$1.25
Employees	\$1.50
Visitors	\$1.75

### Lunch

Students	\$2.50
Employees	\$3.25
Visitors	\$3.50

Extra milk \$.40

A-la-carte items are available for purchase. **Lunches will not be charged to accounts with a negative balance.**

## PayPams

### The online payment system is HIGHLY encouraged.

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 purchased, please contact the lunchroom manager at (334) 365-6277. 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 information.
4. Add children to your account.
5. Make payments or set up automatic payments based on a low balance.



### **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 an 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.



*Parents please take the time to review the contents of the Prattville Primary 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 PPS Student and Parent Handbook with my child.

**Student Name:** \_\_\_\_\_

**Teacher Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

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





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