



PreK4 - 5<sup>th</sup> Grade

## **Student & Parent Handbook**

Accredited by: AdvancED/Southern Association of Colleges and Schools  
Alabama Independent School Association

# PRICHARD PREPARATORY SCHOOL

Founded in 2008

PRE-K4 through 5<sup>th</sup> GRADES

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Whistler, AL 36612

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[www.prichardprepschool.com](http://www.prichardprepschool.com)



School Mascot: Eagles

School Colors: Red, White and Blue

Board Chairman.....	Abe Harper
Principal.....	Portia Green
Accountant.....	Lauren Branch
Director of Development.....	Sara-Grace Littleton
Administrative Assistant.....	Richelle Dingle



Prichard Preparatory School does not discriminate in any way in its admission policies with regard to sex, race, creed or national origin.

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## **1.0 SCHOOL INFORMATION**

### **1.1 Administration of the School**

The Principal is the chief educational leader and facilitator, responsible for maintaining an environment conducive to learning. The Principal is responsible for the day-to-day operation of the school.

The Board of Directors' role is to organize and provide adequate resources to enable the school's management to operate successfully and fulfill its mission. Further, the Board will establish policies and procedures to enable the school to operate in compliance with applicable legal requirements and with acceptable and sound ethical and fiscal procedures. The Board is also responsible for selecting and evaluating the principal.

Anyone desiring consideration of an issue for the Board should contact one of its officers through the school office (251-380-7220).

### **1.2 Prichard Preparatory School**

Prichard Preparatory School is an independent, faith-based elementary school where effective teachers with high expectations use reliable assessment data, high academic standards and strict discipline to create a safe and loving environment that challenges all students to excel.

### **1.3 Mission Statement**

The mission of Prichard Preparatory School is to educate students academically, spiritually and culturally and to develop their character in preparation for their pursuit of collegiate degrees.

### **1.4 Operation**

Prichard Preparatory School (PPS) operates by an independent Board of Directors and is funded by tuition, grants and freewill donations. Founded in 2008, PPS is a state-approved institution utilizing curriculum approved by the Alabama State Board of Education.

### **1.5 Accreditation**

Prichard Preparatory School is accredited by AdvancED, the Southern Association of Colleges and Schools (SACS), and the Alabama Independent School Association.

### **1.6 Statement of Belief**

It is the desire of our faculty to foster academic excellence, self-worth, personal responsibility and a willingness to learn in our students. Each student is a valued individual with unique intellectual, social and spiritual needs. Students learn in different ways and are provided with a variety of instructional methods that will assist them in achieving their highest potential.

### **1.7 Philosophy**

Our primary objective is to put our students on a pathway to becoming responsible citizens by educating them academically, spiritually, and culturally, and by helping them understand that servant-leaders change the world for the better.

### **1.8 Values**

In fulfilling our mission, students will be taught the importance of the “cardinal” virtues of wisdom, justice, courage and self-control; and the Christian virtues of humility, faith, hope and love.

### **1.9 Code of Conduct**

A Prichard Preparatory School student is expected to be obedient, truthful, respectful, diligent, well-groomed, and a leader.

### **1.10 Vision**

When measured by the success of our students, we want to become a school which others aspire to be like; we want to be recognized as educating the future leaders of our community.



### **1.11 Creed**

Education is my ticket to success.  
I have great expectations for myself.  
I accept the challenge to overcome all obstacles which stand in my way.  
Through the Grace of God and the assistance of my teachers and parents,  
I will achieve my goals.

### **1.12 Motto**

"It is better to trust in the LORD than to put confidence in man."  
Psalm 118:8

### **1.13 Student Prayer**

Dear God: Thank you for this place of learning. We place our trust in you and ask you to continue to guide us every day. Teach us your ways as we seek to gain knowledge, to develop character and to recognize truth. Bless this school and all the students and our teachers with peace, courage and direction. In Jesus' name we pray.  
Amen.

## **2.0 ADMISSION/RE-ADMISSION POLICIES**

Enrollment is granted on a year-by-year basis. The Admissions Committee has the sole discretion in determining whether or not a child is accepted for enrollment. To be considered for enrollment/re-enrollment, the student must meet the following requirements:

- Must exhibit appropriate developmental maturity,
- Must be able to communicate orally and receive oral communication,
- Must be able to take care of his/her personal bodily needs,
- Must exhibit age-appropriate social skills,
- Must demonstrate a willingness and the ability to adhere to school and classroom rules,
- Must demonstrate respect for authority,
- Must have a level of emotional stability that enables the student to learn and does not distract others from learning.

- Must demonstrate the academic ability and willingness to work at the grade level to which he/she is assigned,
- Accommodations needed for individual students must not be such that they limit other students from receiving adequate time and attention.
- Must meet the minimum age requirement as established by the Alabama Independent School Association. Children entering PreK4, Kindergarten, or 1<sup>st</sup> grade must reach age 4, 5, or 6 respectively, **before October 1.**
- Entry into the next grade level at PPS is contingent on: recommendation from the administration, meeting the academic criteria for that grade level, and compliance with attendance policies including absences, tardies and early dismissals as outlined in the handbook.

If classes are at the maximum capacity, applicants will be placed on a waiting list. Prichard Preparatory School does not discriminate on the basis of race, creed, or gender.

Parents or guardians are solely responsible for paying tuition on the timetable set by PPS. Education at PPS is an investment, and while the PPS curriculum is college preparatory in nature, there is no guarantee that a student leaving PPS will be accepted to a college preparatory school. Further, Prichard Prep does not assume any responsibility for paying or securing financial aid for its students, while here or when attending another school.

### 3.0 PROGRAM AND EVALUATION

#### 3.1 Curriculum

The academic program embodies the curriculum areas of Reading, Mathematics, Language Arts, Science, Social Studies, Physical Education, Spanish, Bible, Art and Music. The course of study for pre-kindergarten through fifth grades meets the requirements of the State of Alabama. Teachers at Prichard Preparatory School have valid, up-to-date Professional Educator Certificates issued by the state of Alabama. Classrooms are equipped with wireless Internet connections, SmartBoards™ for interactive instruction and computers for technology development and use.

Reading is the most important skill a student possesses in to be academically successful in school, and it is the focus at Prichard Preparatory School. Students participate in a 120-minute reading block daily including total and small group instruction and activities. The



Accelerated Reader Program offers independent reading practice on the students' reading level to practice the skills taught in class. This program increases comprehension skills, vocabulary and fluency. Students in Kindergarten through Fifth grades are encouraged to read books and take assessments on the computer. Pre-K4 students who are ready to read may take assessments during Second Semester. *Wordly Wise* is an additional resource used by our teachers to increase academic vocabulary development in Language Arts classes.

Prichard Prep uses *Math in Focus* to assist students in gaining depth of understanding, fluency with skills, and confidence in problem-solving. The National Council of Teachers of Mathematics (NCTM) and the National Research Council recommend *Math in Focus* because it offers a focused, coherent curriculum, without significant repetition year after year. In addition, it gives equal emphasis to conceptual understanding and fluency with skills. Students at Prichard Prep participate in a 60-minute math block that includes instruction, practice, and intervention (if needed).

Prichard Prep's Science and Social Studies curriculum in Kindergarten through Fifth Grades are provided by *Studies Weekly*. *Studies Weekly* offers higher level reading questions that are tiered for differentiated learning in the classroom, and covers state standards in Social Studies and Science. In Technology, students can access the online version of a *Studies Weekly* article and view touching interviews with veterans, immigrants, inventors, business leaders and celebrities. Online assessments with instant analysis are also provided. Fourth grade students study Alabama History one semester and U. S. History one semester. The 5<sup>th</sup> grade students use McGraw-Hill's *The United States* to supplement the *Studies Weekly* curriculum.

Music classes and choral practice are offered daily. Students learn music theory, voice techniques and learn to play the keyboard. Traditionally, Prichard Prep has an ensemble that sings throughout the county. These 3<sup>rd</sup> through 5<sup>th</sup> grade students, selected by the music instructor, serve as ambassadors for the school.

Bible, Spanish, Technology, and Art classes alternate throughout the week. Each class typically takes 30 minutes of instructional time. Character Education and Leadership Development are taught through Bible lessons and Chapel devotionals.

Students who are struggling academically participate in intervention sessions offered by the classroom teacher, intervention teacher and/or the St. Paul's Episcopal High School's Leadership Team of tutors. This is free, and made available to students at Prichard Prep.



### **3.2 Library**

Library skills are taught to classes according to the level of need and understanding. Classes visit the library on a weekly basis with individual students being allowed to use the library at other times at the discretion of the teacher. PPS students should remember that the Library is a place to read and study. Students sent to the Library by classroom teachers will be asked to leave if they are visiting, playing, or otherwise abusing library regulations.

Students are responsible for returning library books promptly. Damaged or lost books must be replaced.

### **3.3 Homework**

Homework is assigned to reinforce skills taught in the classroom, check for understanding, develop critical thinking skills, and to teach study habits and time management. Homework may or may not receive a grade. The time spent on homework varies according to the grade level and the need. For instance, a second grader can expect thirty minutes of homework per night, a third grader one hour, and so on, exclusive of preparation for tests and long-term activities such as reports or projects. It is the responsibility of the students and parents to complete homework assignments.

### **3.4 Physical Education**

The physical education program at PPS follows the Alabama Course of Study and requires active participation of all students. The program is designed to meet the safety, health, physical, and recreational needs of the students while fostering a Christian attitude toward good sportsmanship.

After an absence from school due to an illness, a parent's written request may excuse a student from physical education classes for 1-3 days. A physician's note will be needed for any student desiring to be excused from Physical Education more than 4 days.



### **3.5 Field Trips**

Field trips away from campus will occasionally be scheduled as an extension of classroom learning situations. Parents/guardians are invited to join as chaperones when permitted by the location (and space is available). Only adults who intend to chaperone the students may attend a field trip with them.

Field trips are educational experiences that reinforce the curriculum. Although scheduled to enhance students' academic and cultural development, field trips are a privilege. Students who are disruptive may not be invited to attend. Students who have misbehaved on previous trips may be excluded from future trips. Students wear the school uniform or other acceptable clothing as directed by the supervising teacher with the approval of the Principal. Transportation is provided by the school. The official Field Trip Form is the only acceptable form of permission. Substitute letters or oral permission is not valid.

### **3.6 Academic Assessments**

Each spring, the Stanford Achievement Test (SAT10) is given to students in Kindergarten through fifth grades. Score reports for this test are mailed home with the final report card.

Students in 1<sup>st</sup> – 5<sup>th</sup> grades are assessed each quarter using the STAR Reading Assessment. Kindergarten students begin taking STAR Reading Assessments during the second semester. The STAR Math Assessment is given to students in 3<sup>rd</sup> – 5<sup>th</sup> grades.

- Teachers communicate regularly with parents on their child's academic and behavioral progress. Student papers or progress reports are sent home so that parents are given an indication of work efforts before the quarterly report card itself. Signatures of parents may be requested on these papers before returning them to the teacher.
- Student report cards are issued quarterly. The first three quarter reports are issued at school. The fourth quarter report is mailed at the end of the school year. These reports represent a concise picture of achievement, effort and behavior in all classes.
- Parent/teacher conferences are held quarterly, but may be scheduled individually anytime the needs warrant. These opportunities give the parent and the teacher a chance to discuss the individual student's progress.



### **3.7 Promotion/Retention**

Promotion is based on the maturity, achievement, and attendance of the student. Any student whose **Yearly Average** is **below 70%** in Reading or Math will be retained.

Pre-K and Kindergarten promotion is based on the recommendation of the classroom teacher and success on the Kindergarten or 1<sup>st</sup> grade Entrance Exam.

### **3.8 Honor Roll**

Students are named to the Honor Roll based on quarterly grades. Students receiving all A's are named to the Principal's List (*All-A Honor Roll*). Students with all A's and B's are named to the *A-B Honor Roll*. Assemblies are held at the end of each quarter to recognize these students and their achievements.

### **3.9 Graduation Exercises**

A fee will be charged to 5<sup>th</sup> grade students to cover graduation expenses. To participate in graduation exercises, a student must have cleared all accounts with the school related to tuition, cafeteria, library, athletic fees or any other monies related to class activities. Also, all library books and textbooks must be returned in acceptable condition. Student must have a GPA of 70 ( C ) to participate in the commencement ceremony.

## **4.0 POLICIES APPLICABLE TO PARENTS**

### **4.1 Parental Duties**

- a. Parents will send children to school physically fit by ensuring that they have sufficient rest and food, are healthy, clean, appropriately dressed, and on time so that they are emotionally and physically ready for school.
- b. Parents will maintain open communication with their children on daily assignments and class projects. They will give help, but only if it is truly needed. It is not a parent's responsibility to do their child's homework.



- c. Parents will maintain open communication with teachers and schedule conferences to discuss issues that they feel may be in question between a teacher and the child. They will maintain a positive relationship with the teacher.
- d. Parents will teach children to respect the dignity of all human beings. Parents should not allow children to talk negatively about fellow classmates or teachers.
- e. Parents will teach their children respect, responsibility, and resourcefulness. Children who respect teachers' pay attention and achieve academically. Children who accept responsibility do quality work at all times. Children who are resourceful will persevere and not give up easily and become better learners.
- f. Parents will take a responsible attitude toward supporting the school. If they have a problem, they will discuss the issue with a teacher or administrator.
- g. Parents will take an active role in the school through the PTA and offer volunteer service for the enrichment and betterment of the school. They will provide assistance to teachers and staff whenever possible.
- h. Parents are encouraged to contact the school through teacher email, the school office, PPS's website, or class web pages, and will use these avenues as much as possible to stay updated on school activities.
- i. Parents will encourage children to be respectful, responsible, and resourceful. Working as a team, supportive parents, dedicated teachers, and a strong spiritual foundation give children the tools they need to succeed. In support of Prichard Preparatory School, all parents must agree that these guidelines are essential and will abide by this agreement.

#### **4.2 Parent-Teacher Communication Policy**

Communication between parents and teachers is an important and integral part of Prichard Preparatory School. Please adhere to the following guidelines when contacting and communication with teachers:

- a. To arrange a meeting with a teacher, either call the school office (251-380-7220), email the teacher, or send a note with your child. If you send a note or are leaving a telephone message, please offer times that you are available to meet. The administrative assistant will inform you of the approved meeting time.
- b. Immediately before school or after school is not an appropriate time to have unscheduled discussions with a teacher. All teachers have duties both before and after school. A teacher may arrange to meet with parents before and after school or during the school day, but such meeting needs to be arranged in advance.
- c. Discussions between teachers and parents should not take place in front of students unless both parties agree that a particular situation requires that the students be there.
- d. Parents with complaints should try to resolve their issues by meeting first with their child's teacher. If the matter cannot be satisfactorily resolved by the teacher, the parent should contact the Principal.
- e. Please do not call teachers at home unless directed by the teacher to do so.
- f. If at all possible, teachers will acknowledge parent calls or messages within 24 hours.
- g. The school encourages the use of emails in communicating with teachers and the administration.
- h. Inform the Office and your child's teacher if you change your address or telephone. Also, notify the Office if there is a change in the last name of a parent or student. PPS is not authorized to use any name other than the child's



legal name on school records and publications. In the case of a legal change of name, proper papers should be presented to the Administration.

- i. All students will receive a copy of the Eagle Eye Newsletter each week. We will also post the lunch menu and all school events on our school's website. [www.prichardprepschool.com](http://www.prichardprepschool.com).
- j. The cafeteria menu is distributed at the beginning of each month. A copy is also placed on our school website.

#### **4.3 Expected Support of Parents**

Parental involvement is critical to the success of your child and the school. Teachers need the support of parents. The purpose of school and classroom rules is to provide an atmosphere conducive to the learning process. Parents support teachers by informing the students that they are expected to follow school rules and to obey the teachers.

The teacher should be the first contact in all matters concerning education, especially regarding student progress in the classroom. If a concern should arise that requires parental involvement, the parent should first schedule a conference with the teacher by sending a note. The Principal may be contacted if the matter cannot be resolved.

PPS parents, teachers, students and administrators are a team. All need to strive to work together to encourage children to assume their responsibilities as they develop physically, emotionally, spiritually and academically. It is through communication and mutual support that students will attain their fullest potential.

#### **4.4 Agreed Rights of Non-Custodial Parents**

At the time of registration, parents will provide accurate information regarding the custodial care and visitation rights of the student. Upon request, parents shall furnish to the administration a copy of any relevant court order so as to ensure the safety and welfare of the student. Parents will have a continuing duty to apprise the school of any change in the custodial care of the student and the issuance of any court order restricting or prohibiting parental or third party access to the child.



Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to school records relating to his or her child and, upon written request, may receive copies of all notices relating to the school and school activities. The non-custodial parent is responsible for any costs incurred by the school relating to these provisions (i.e. postage).

## 5.0 GENERAL POLICIES AND PROCEDURES

### 5.1 General Policies

- a. Prichard Preparatory School has an open door policy. We invite and encourage all parents to drop by unannounced, but when doing so, they must check in at the office. We want ALL parents to feel comfortable with the services their child is receiving while in our care.
- b. Only vital telephone messages can be delivered to students. Students desiring to use the telephone in case of illness or emergency may do so only with the teacher's permission. Students must use the Office telephone.
- c. Should it be necessary for a parent to bring an item such as a lunch to school, it should be delivered to the office. Direct delivery to the classroom is prohibited due to the disturbance it causes. Gifts delivered to children during the school day will be given to the student at dismissal.
- d. If your child becomes ill, they must be picked up immediately. Illness is considered a fever of 100°F or more, diarrhea, vomiting, and/or any skin condition that isn't currently being treated. Your child must be "fever free" for at least 24 hours before returning to school. **PLEASE DO NOT BRING A STUDENT TO SCHOOL WHO IS SICK.** We understand the hardships of a sick child, but we must protect all students and staff from transmitting the illness. Medical clearance must be presented for your child to return to school.
- e. If a student has ringworm, it must be medicated and have a bandage on it at all times.



- f. Medication may be given to your child, but it must be on a written authorization form. A Medication Slip can be obtained from our front office and must be completed entirely and returned. Students are **NOT** allowed to have the medications in their possession.
- g. We will make every effort to protect your child but normal bumps and bruises may occur. The staff at Prichard Preparatory School is careful in every aspect, but if an accident occurs, an Accident Report will be in the front office for you to read and sign. In the event of a serious accident, you will be notified immediately to give us instructions on the way you would like for us to handle the situation.
- h. Prichard Preparatory School is an equal opportunity school as well as employer.

## 5.2 Daily Schedule

School begins at 7:10am and students are considered tardy after 7:40. Those desiring to eat breakfast should arrive between 7:10am and 7:30 to allow time to complete breakfast before reporting to class.

Dismissal begins at 3:00pm and ends at 3:30pm. All students must be picked up no later than 3:30 pm. If you are going to be later than 3:30, please contact the front office (380-7220). Parents of students who are not picked up by 3:30 pm will automatically be assessed a late fee on their monthly bill.

## 5.3 Grading Scale

The following grade scale will be used at Prichard Preparatory School:

A	89.5 - 100
B	79.5 - 89.4999
C	69.5 – 79.4999
F	0 – 69.4999

#### 5.4 Visitors' Policy

All parents and visitors coming onto campus during the school day **must report to the office**. Visitors must not disturb the class or teacher during their instructional time. The office will deliver messages and forgotten items. Visitors who have an approved reason to remain on the school campus are issued a Visitor's Pass.

#### 5.5 Class Parties

i. There are approved class parties at Prichard Prep:

- Book Character Day
- Christmas Party
- Valentine's Party
- St. Patrick's Day
- Read Across America/Dr. Seuss Party
- Easter Party
- End of Year Celebration

Classes may also elect to have an Easter Egg Hunt. No other parties are permitted at PPS without administrative approval.

No birthday parties, as such, may be held at the school. However, parents may bring cupcakes, brownies or cookies to be served after lunch.

Please discuss this with the classroom teacher before arriving on campus.

### 6.0 DISCIPLINE POLICIES AND PROCEDURES

#### 6.1 Discipline Policy

For our students to learn, live, and work together in a productive, safe environment, appropriate behavior is necessary. Guidelines have been established at Prichard Preparatory School for all students to follow so that learning can take place without disruption.

- a. Students are expected to be courteous and respectful to all faculty members, support staff, adult guests and fellow students.
- b. Verbal, written, or physical harassment or abuse will not be tolerated.



- c. Offensive language, gestures, name-calling, or pornographic materials are not permitted.
- d. A student who has been caught cheating may receive a failing grade and will not be able to make up the work.
- e. Deliberate destruction of school property is a serious offense. Monetary restitution for the damage must be made. Parents of students may be asked to make restitution for property accidentally damaged.
- f. It is strictly forbidden for any student to possess a dangerous weapon on the school campus. A dangerous weapon is a firearm or anything designed, made, or adapted for the purpose of inflicting death or serious physical injury. Also, no look-alikes, such as water guns or other toy weapons are allowed.
- g. It is strictly forbidden for any student to be in possession of any drugs (prescription or nonprescription) or alcohol on campus at any time.
- h. Prescription drugs must be delivered to the Office by an adult, and it must be labeled with the student's name and the directions on the prescription bottle.
- i. Students may not bring toys or electronics of any type to school. Any other object may be taken up if the teacher feels it may interfere with learning or disrupt the school day.
- j. If a student brings a cell phone to school, it must be kept by the teachers until dismissal. **The school is not responsible if it is lost or stolen.**
- k. Soft drinks are not allowed at school except when allowed for field trips, classroom celebrations, or given by the teacher as a reward.
- l. Chewing gum is not permitted on campus.

## 6.2 Discipline Procedures

Parents are expected to be supportive of school disciplinary policies and decisions.

- a. Inappropriate behavior by a student will result in the following disciplinary actions:
  - Verbal Warning
  - Loss of Privilege
  - Meeting with Parent
  - Referral to the Office (documented on a Disciplinary Referral Form)
- b. Major infractions and repeated minor infractions will be documented on a Disciplinary Referral Form. A copy of the Disciplinary Referral will be sent home

via the student for a parent to sign. One copy of the Disciplinary Referral will be kept on file with the issuing teacher, one copy will be kept in the Principal's Office, and parents may keep a copy. After 3 office referrals, a conference will be arranged with parents, teacher, student and Principal to develop a plan to improve the student's behavior. This conference may be in the form of a meeting or telephone call.

d. Minor Infractions:

- Failure to follow individual teacher's classroom rules
- Uniform violations
- Playing in the restrooms or other inappropriate areas
- Possession of nuisance item(s)
- Chewing gum
- Eating or drinking without permission
- Loud talking in hallways
- Failure to complete homework
- Class disruption

e. Major Infractions:

- Violation of the permissible use of computers
- Vandalism/Destroying or damaging school property
- Acting out with physical aggression (pushing, punching, scratching, etc.)
- Throwing or kicking any object that could result in injury of damage to other students
- Disrespectful behavior: physical, verbal, written, or gesture
- Forgery/plagiarism
- Cheating or copying of homework or any assignment

f. Expulsion Infractions:

- Three suspensions of any type
- Repeated use of obscene manifestations: profane language, profane gestures, harassment
- Fighting
- Refusing to follow the directions of a school official
- Stealing - taking the belongings of others without their permission
- Possession of weapons or drugs



No student, parent or employee of the Prichard Preparatory School shall be subjected to any harassment. Therefore, any demeaning behavior involving verbal, physical, visual, or sexual affronts will not be tolerated. Rude and inconsiderate behavior toward faculty and staff is never appropriate or acceptable.

## **7.0 ATTENDANCE POLICY**

School begins at 7:30 and students not in homeroom by 7:40 will be considered tardy.

**Students should never be dropped off earlier than 7:10am as there is no adult supervision before 7:10am.**

### **7.1 Excused Absences**

Students must attend school to learn. Every absence must have an excuse. Students have three days to bring a written excuse to school. Failure to bring a written excuse will result in an unexcused absence. The following are considered excused:

- Illness of the student
- Death in the immediate family
- Emergency conditions
- Out-of-town trip with prior consent of the Administration

After 10 absences, a doctor's excuse is necessary to be considered excused. Assignments can be made up with no penalty. The teachers will allow reasonable time to make up work when the student returns to school. If assignments are not made up, grades may be affected.

### **7.2 Unexcused Absences**

An unexcused absence is any absence not included above, even if parents notify the school before the absence or send a note when the student returns to school. This policy includes absences over 10 days in a school year when a doctor's excuse is not

provided and the reason given is an illness. Incomplete assignments may negatively impact the student's grades. Parents will be notified when their child is in danger of failing because of repeated absences.

### **7.3 Tardiness**

School begins at **7:30 a.m.** Students arriving to class after 7:40 are marked tardy. Students arriving late to school should bring a note of explanation, and should report to the Office for a Tardy Slip. Students will be given an Office Referral upon their 6<sup>th</sup> tardy.

Chronic tardiness negatively impacts a student's grades as the child misses important information. Teachers should not be expected to repeat directions or important information each day because a child fails to arrive on time.

### **7.4 Early Dismissal**

Any time a student must leave school before the regular dismissal time, it will be recorded on their attendance record. Students will only be released to custodial parents, legal guardians, or others as notified by parent/guardian in writing. Students will only be dismissed early through the school office. The parent/guardian taking the student must sign him/her out in the office. All students leaving early must be properly checked out according to school procedures. Students are responsible for obtaining any information missed due to early dismissal. Repeated early dismissals may negatively impact a student's grades.

### **7.5 Perfect Attendance**

Perfect attendance certificates are awarded to students who have no absences (including check-ins and check-outs) during the school year.



## **8.0 PRICHARD PREPARATORY SCHOOL'S UNIFORM POLICY**

The PPS uniform is designed to provide a neat and modest dress for our students. Parents are encouraged to sew or write their child's name on the inside of all uniform items so the office staff can return them to the rightful owner. It is mandatory that all students conform to the following Prichard Preparatory School Uniform Policy:

### **8.1 Girls' Uniform**

- a. Navy Blue Blazer with PPS Logo
- b. Red Sweater with PPS Logo (optional)
- c. Plaid (#37) Jumper (Style #162)
- d. White Blouse with Peter Pan Collar (white undershirts only)
- e. Cross Ties (Plaid #37)
- f. White Socks
- g. White Leggings
- h. Black Shoes-Uniform shoes are to be clean, in good repair and worn properly.
- i. Headbands, Scrunches, or Hair Ribbons - solid red, white, navy blue or plaid #37
- j. Girls may wear navy blue shorts under their jumpers.
- k. Prichard Prep girls should wear their hair neat, well groomed, and off the face. Radical hairstyles, including but not limited to unusual colors, spikes, tails, "mohawks" and shaves are not allowed at PPS.
- l. A quarter size or smaller pair of earrings (1 per earlobe) may be worn.
- m. One religious symbol necklace may be worn on a fine, jewelry chain. A watch may be worn as well as one ring per hand.
- n. Wearing jewelry of any kind to school is discouraged since it is a hazard during physical education classes and is easily lost.
- o. Tattoos are not allowed
- p. No make-up is allowed

### **8.2 Boys' Uniform**

- a. Navy Blue Blazer with PPS Logo
- b. Red Sweater with PPS Logo (optional)
- c. Navy Blue Pants (PreK4 boys may wear pull-on style with full elastic waist or elastic back and front zipper)
- d. White Oxford Shirts
- e. Ties - plaid #37

- f. Black or Brown Belt (required for kindergarten through 5<sup>th</sup> grade boys)
- g. Black/Navy Blue Socks
- h. Black Shoes - Uniform shoes are to be clean, in good repair, and worn correctly.
- i. Prichard Prep boys must wear their hair cut above the eyebrows, above the ears, and no longer than 1" below the natural hairline at the back of the neck, above the collar. Radical hairstyles, including but not limited to unusual colors, spikes, tails, "mohawks" and shaves, are not allowed.
- j. Boys are not permitted to wear earrings.
- k. One religious symbol necklace may be worn on a fine jewelry chain.
- l. One watch may be worn.
- m. Tattoos are not allowed.
- n. Boys may not wear make-up of any kind.

### 8.3 General Provisions

- a. Winter garments may be worn to school on cold days. All non-uniform outerwear must be removed in the classroom.
- b. Non-uniform sweaters, windbreakers, oversized sweaters, army jackets, flannel shirts, and other garments of similar description may not be worn at any time.
- c. In general, it is the policy of the school to prohibit any student hair style, dress style, make-up, fingernail polish, or jewelry that presents a distraction at school or danger to the student's health and safety.
- d. All final decisions regarding appropriate student dress are up to the discretion of the administration.
- e. Uniforms are to be worn in original purchased condition. Shoes or other items should not be defaced. Shoes should be worn with foot fully inside the shoe.

### 8.4 Out of Uniform Dress/Days

- a. The school reserves the right to determine suitability of dress and grooming for all school functions.
- b. The proper attire for out of uniform days will be modest attire. Capri pants or ankle length pants may be worn. Shorts, skirts, and dresses no



more than 4" above the knee may be worn. No sweat pants, pajama pants, or scrubs may be worn. Shirts and blouses may not have spaghetti straps, or thin straps, be off the shoulder, strapless. They must cover the midriff area when the student's arms are raised above the head. Shirts with inappropriate logos will not be allowed. Under garments should never be visible. Hats may not be worn unless it is a special day approved by the administration.

## **9.0 SCHOOL CALENDAR: CLOSURE AND HOLIDAYS**

At the beginning of each school term, a yearly calendar will be given to each family. If the weather becomes severe, our facility will be closed. Prichard Preparatory will follow the weather closings of Mobile County Public Schools. If weather becomes severe during operating hours, we will notify you immediately. Please make sure that your emergency contact numbers are current at all times.

## **10.0 LEGAL LIABILITY RELEASE, WAIVER AND PARENTAL COMPACT**

### **10.1 Legal Issues**

By enrolling your child in PPS or by continuing his or her enrollment, you agree, individually, and as agent for your family and your minor child to the following:

- a. You are the legal guardian or parent with custodial rights to the child enrolled. You agree to follow all policies and procedures of PPS.
- b. Any child enrolled can be removed from the school at any time in the sole, absolute discretion of PPS.
- c. You are solely responsible for paying tuition by the 12<sup>th</sup> of the month unless you paid the entire year's tuition at the time of enrollment. Education at Prichard Prep is an investment and while the PPS curriculum is college preparatory in nature, you understand and agree that there is no guarantee that a student leaving PPS will be accepted to a college preparatory school. You also understand and agree that PPS does not assume any responsibility for paying or securing financial aid for its students, while here or when attending another school.



- d. PPS is owned and operated by Prichard Preparatory School, Inc., a non-profit, charitable organization. Though currently located on property owned by Mobile County ("the County"), the County makes its facilities available to PPS under a separate written agreement. PPS is not responsible for or liable for maintenance of County property, facilities or grounds. PPS has no duty to train or supervise County personnel or others who may be leasing County property or working on or visiting County property. While PPS is operating on County property or on its grounds, other entities may also be in operation or conducting programs. All grounds, property and equipment of PPS or the Groups used, made available or accessed by me, my child or my family ("Property") is done so on an as is basis, with no warranties, and PPS has no duty to notify me of any adverse or defective condition, known or unknown.

## **10.2 Medical Issues**

By enrolling your child in PPS or by continuing his or her enrollment, you agree, individually, and as agent for your family and your minor child to the following:

- a. Your child can be given first aid and medication determined to be necessary by PPS in the event of minor problems, such as scrapes, cuts and bug bites. You will notify PPS in writing of any product or medication which should not be administered. If PPS determines that any problem is more serious, PPS may transport or arrange for transport to a doctor or hospital. Though PPS may try to transport your child to the doctor or hospital that you prefer or identify in advance in writing, PPS is authorized to take your child to that doctor or hospital which can administer care as quickly as possible. Though PPS may in its discretion try to contact you immediately at the numbers on the application form, you agree that the priority will be to ensure that medical care is administered as quickly as possible, even if you are informed after the fact.

## **10.3 Waiver of Liability**

By enrolling your child in PPS or by continuing his or her enrollment, you agree, individually, and as agent for your family and your minor child to the following:

- a. Full Release and Waiver In consideration of the acceptance of your child to this program, and use of and access to school and County Property, I hereby waive and release, any claim of any kind that exists



now or which may arise in the future, known or unknown, against the employees, agents, officers, representatives, directors, carriers, invitees, drivers, members and contractors of PPS and the County (collectively the "Groups"), for any act, omission or liability, including but not limited to, any which relate directly or indirectly, to your child's participation in this program, access to or use of the Property, field trips, transport and medical treatment. You further covenant not to sue the Groups, and in the event you do and the language in this document or any separate release is found to preclude any liability, you agree to pay the reasonable attorneys' fees and expenses of the Groups in defending the suit. You also agree, individually and on behalf of your child, to arbitrate any dispute, related directly or indirectly, to the presence of any family member on the property or your child's involvement in this program, before a single arbitrator in Mobile, Alabama, pursuant to the rules of the American Arbitration Association. The arbitrator has authority to enforce the covenant not to sue and impose attorney's fees for breach of the covenant.

b. JURY TRIAL WAIVER: IN THE EVENT ANY CLAIM AGAINST ANYONE IS FOUND NOT TO BE ARBITRABLE, YOU WAIVE THE RIGHT TO A JURY TRIAL IN FAVOR OF HAVING A JUDGE DIRECTLY DECIDE ALL FACTUAL AND LEGAL ISSUES.

#### **10.4 Parental Compact**

By enrolling your child in PPS or by continuing his or her enrollment, you agree, individually, and as agent for your family and your minor child to:

- a. Adhere to all provisions of the Prichard Preparatory School Handbook and uniform policy.
- b. Attend school sponsored events, including but not limited to PTA meetings, community service events, school activities, field trips, classroom observations and open house.
- c. Sign all progress reports and communicate with your child's teacher via phone or email at least once a week. If you do not receive a report or do not receive a call/email from your child's teacher(s), you will communicate this to the administration immediately.
- d. Provide your child with a quiet learning environment in which he or she can complete homework each evening.

- e. Immediately report (in writing) to the Principal or Chairman of the Board of PPS any incident of abuse, harassment or mistreatment of your child by any student, teacher or staff member of PPS.

## **10.5 Liability Release and Waiver Agreement**

By enrolling your child in PPS or by continuing his or her enrollment, you agree, individually, and as agent for your family and your minor child that:

- a. All provisions of Section 9 and subsequent sections herein shall apply, including but not limited to the release of liability and waivers, notwithstanding the fact that the parent fails to sign a separate release and waiver agreement, or the acknowledgment of receipt of this handbook.
- b. It is the parent's responsibility to read the handbook, agree to its terms, sign the release and waiver, and acknowledge in writing, receipt of the handbook. The parent and child will be bound by the most strict provisions of those documents in favor of PPS whether the parent signs or not, if the parent wishes the child to be enrolled or continue to be enrolled at PPS.
- c. Parent and child will be bound to the most restrictive terms whether the parent signs separate release or waivers, or the acknowledgment of receipt, or not, if the child has been enrolled, or continues to be enrolled at PPS.

## **11.0 ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK**

The current Acknowledgment of Receipt of the Handbook is in Appendix I

### **11.1 APPENDICES**

- 11.1a. Student-Parent Handbook Acknowledgment Form
- 11.1b. Parent Agreement, Release, Waiver & Compact
- 11.1c. Policy & Agreement on Books, Photographs and the Internet
- 11.1d. Application & Tuition Information