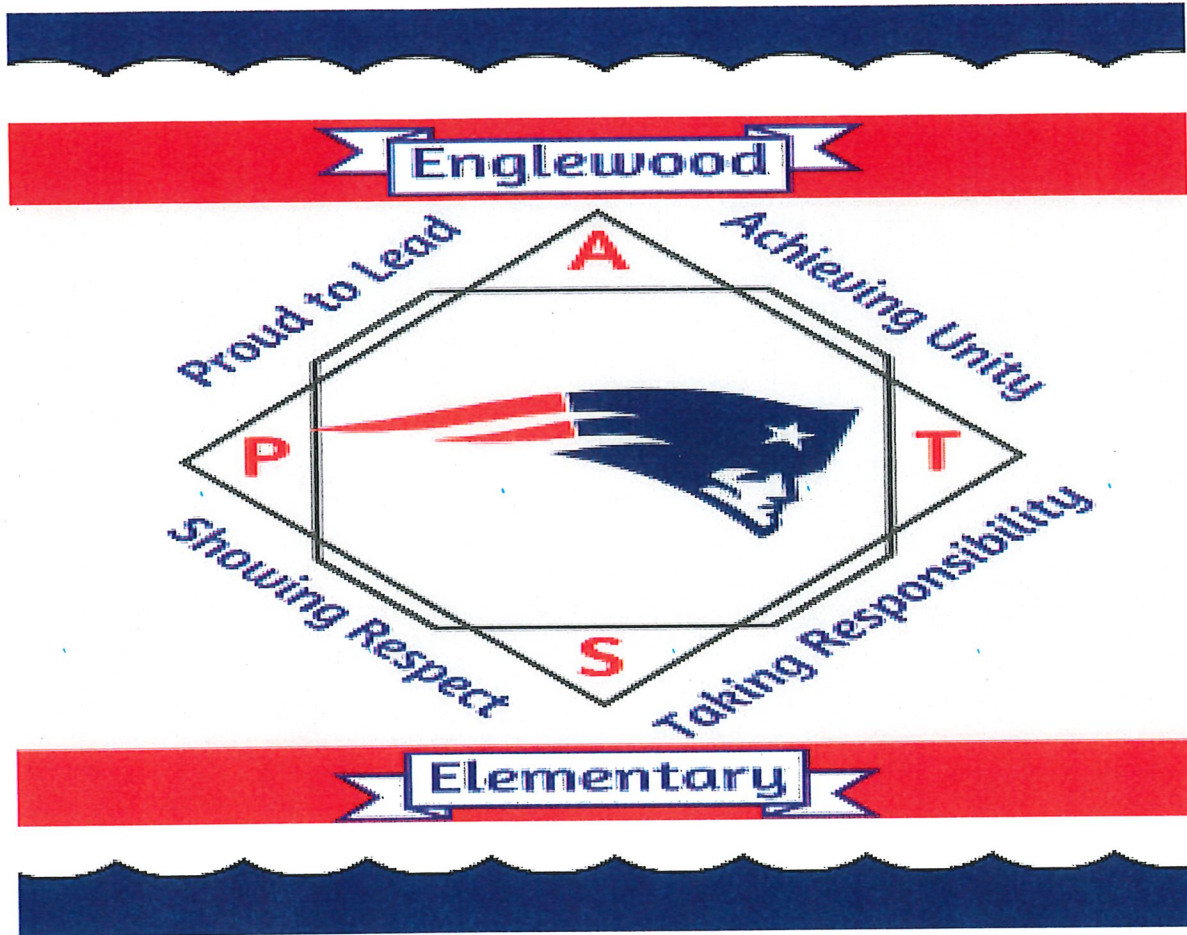


Englewood Elementary School

Parent Information Guide

2023-2024



DR. TAMEKA RICE, PRINCIPAL
JODI WILSON, ASSISTANT PRINCIPAL

WWW.ENGLEWOODELEMENTARY.TCSS.NET

PHONE - (205)342-2644

FAX - (205)247-4173

SEVERE WEATHER HOTLINE - (205) 242-2900

This handbook has been prepared to provide helpful information regarding policies and procedures in place at Englewood Elementary School. After reviewing the contents, please sign and return the Acknowledgement Form to your child's teacher.

The information provided in this handbook is supplementary to that provided in the Tuscaloosa County Schools Student/Parent Information Guide. In no case shall this handbook be in conflict with the adopted Board policies.

Motto

We are: **P**roud to lead
 Achieving Unity
 Taking responsibility
 Showing Respect

Message from the Administration

Welcome to Englewood where kids come first every day! We are excited for the upcoming school year and can't wait to see all of the bright and shining faces at Englewood this school year. We are elated at the thought of serving this community and working closely with parents and community members to provide an educational experience that is designed to meet each child's needs while maintaining a safe and loving environment.

This is your school. The administration, faculty and staff of Englewood Elementary are here to serve you. We invite you to embrace us, support us, and join us in our efforts to provide the very best that life has to offer to your children.

Please know that our doors are open and we are here to listen to your concerns and suggestions. We want to continue to build good relationships between home and school. Parents are encouraged to email faculty members and to visit our webpage, Facebook page, school messaging system and email for updates. We urge you to visit, eat lunch with your child, attend school programs, become an active member in the PTO and pledging to volunteer at least 2 hours this year.

We are taking every aspect of our school to the next level this year at Englewood. We want to take Academics, Parent involvement, and School activities to the next level. Partner with us as we make this the best school year ever!

ENGLEWOOD ELEMENTARY SCHOOL

STAFF - 2023-2024

NAME	GRADE	NAME	POSITION
TIFFANY BORTZ	3	ELISE HINTON	SPECIAL EDUCATION
CHASITY DOBBINS		ANGELIA INGLE	
LISA FLOYD		JERI ANN NIX	
MORGAN GRANDOLFO		MONQUELLE WIGFALL	
TAYLOR HALLMAN		GAYLE DAVIS	PARA-EDUCATORS
KAREN JOHNSON		LISA KENNEDY	
ALEX JONES		FELICIA LINTON	
PEYTON PATRICK		MELISSA SMITH	
		MONICA TURNER	
		JENNIFER COPE	SPEECH
STEPHANIE ELMORE	4	CHASE SORRELL	GIFTED ED (GATE)
MADISON FALLS		JAIME THOMPSON	MEDIA SPECIALIST
DEIDRE LEE		MERRIKA DAVIS	COUNSELOR
TAYLOR NELSON		STORMIE WALKER	TECHNOLOGY
MEAGAN RODRIGUEZ		DELOISE BLACK	INTERVENTIONIST
MACIE SMITH		CANDICE POWELL	INSTRUCTIONAL COACH
LAQUITA WILLIAMS		DAISY STAPLES	ISI MONITOR
		JULIE BECKHAM	PHYSICAL EDUCATION
		CATHY SORRELL	
WENDY DANIEL	5	SERENA RICE	SCHOOL NURSE
NICOLE GREENE		TERESA PRITCHETT	BOOKKEEPER
LEANITA HUNT		MARY THOMAS	SECRETARY
GINGER LOCKMILLER		DARRELL PRITCHETT	CUSTODIAN
MADISON PLATTENBURG		RICHELLE HARRIS	CUSTODIAN
SHANDRELL THOMAS		KRISTEN HOWARD	CNP MANAGER
STEPHANIE VEDRAL		MARIE DAVIS	CNP ASST. MANAGER
ICIE WRILEY		TORI VICKERY	CNP STAFF
DR. TAMEKA RICE	ADMIN	CHRISTY WINSTEAD	CNP STAFF
JODI WILSON		STEPHANIE BRYANT	CNP STAFF
DEVON WOOD	SOCIAL WORKER	BROOKLYN WILLET	FAMILY ENGAGEMENT COORDINATOR

Enrollment Procedures and Requirements



In order to be enrolled at Englewood, parents should have the following:

- an official birth certificate or other document for age verification (Examples: U.S. or foreign birth certificate; religious, hospital, or physician's statement; baptismal certificate; adoption record; previously verified school records; or other record acceptable to the school principal). Failure of the parent or legal guardian to provide a birth certificate will not deny, nor delay, a student's enrollment.
- proof of residence (falsification of residency is prohibited by Alabama Law [Section 13A-10-109])
- recent report card or release from last school attended
- copy of current immunization form
- Social Security Card – The use of a social security number is solely for the purpose of identification of a student in our student management system. A unique identification number can be assigned by the local school system for any student whose parent(s) or legal guardian(s) do not wish to provide that information.
- verification from Principal of transferring school that the student is not currently suspended or expelled
- completed Infosnap registration – a direct link to Infosnap can be found at www.tcass.net

The legal guardian or legal custodial parent of the student must reside in the Englewood district. Positive proof of such residence must be provided with a lease/mortgage along with a utility bill in parents' name. A child of divorced parents must go to school in the district where the custodial parent lives. If you move out of the Englewood Elementary zone during the school year, your child must be withdrawn. Please see Tuscaloosa County Student/Parent Information Guide for more details.

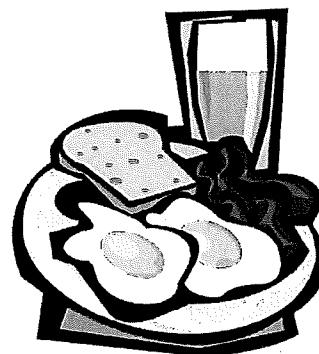
Student Arrival & Dismissal Procedures

ARRIVAL

Students should not arrive at school before 7:25 am and will not be allowed to exit vehicles prior to 7:25. There will be no adult supervision until this time. Students wishing to eat breakfast should arrive at school by 7:50 am. All students should be in their classrooms no later than 8:00 am. Students arriving after 8:00 are tardy and must be accompanied to the office by a parent for sign-in.

Arriving Early? Eating Breakfast? – Remember these rules!

- Students eating breakfast at school must come directly to the breakfast line as soon as arriving at school.
- Inappropriate behavior in the lunchroom will result in a discipline referral to the office.
- Car riders eating breakfast should arrive no later than 7:50 in order to eat in the lunchroom.
- Students are expected to walk quietly and in an orderly manner to their classrooms when dismissed from the lunchroom.



DISMISSAL

Students riding buses will be dismissed directly from their classroom. Students who are transported in cars will be dismissed from the cafeteria by a teacher starting at 2:45. Students will remain in cafeteria until their name is called to load their car. Parents will line up in the directed lanes and cars will be loaded and released by school personnel in an organized manner to ensure safety. Please make sure that your car-rider tag is visible. *For safety purposes, please wait until directed before pulling off. All car-riders must be picked up through the car-rider line.*

Any changes in the way a student is to go home must be made in writing by the parent or guardian BEFORE 9:00am. In order to provide a safe environment for your child, we will not accept phone calls, only faxed messages or written notes. Although we know many of your voices on the phone, we do not want to make a mistake and release your child to someone without your permission.

There will be no checkouts after 2:20 through the office. If you need your child to be checked out it must happen before this time. This will allow for a safer and secure method of dismissal every day.

Students not picked up by 3:00pm will be registered for our extended day program and charged a \$12 registration fee (if not enrolled) plus 8 dollars per day.

Extended Day Program

We are delighted to be able to offer working parents an option for quality after-school care through our Extended Day Program. It begins at the end of the school day and children must be picked up no later than 5:45 pm. Extended Day operates every day that school is in session. The cost is \$35 per week or for those only needing occasional after-school care, the drop-in cost is \$8 per day. Reduced rates apply for multiple children from the same family. The registration fee is \$12.



School Visitors

Visitors are always welcome at Englewood. Please enter the school through the main entrance and sign in at the office. You will need your driver's license. When dropping off or delivering students, always enter and exit through the front doors. We ask that you sign-in at the front counter in the office and wear the visitor badge while in the building. For security purposes, all other doors remain locked throughout the day. Teachers will be happy to talk to parents whenever it is mutually convenient. *However, please respect the importance of students receiving the teachers' full attention while in the classroom by not interrupting valuable class time.* If you ever have questions about your child's instructional program, please ask the teacher or an administrator. If you have suggestions about how we can do things better or more efficiently, please share them with us.

Attendance

Absences

When a student returns to school after being absent, he/she must present a written statement from his/her parent/guardian or doctor with an explanation of the reason for the absence and the date of the absence(s). This excuse must be given to the teacher within two days in order to receive an excused absence. Only those absences as outlined in the Tuscaloosa County Schools Parent/Student Information Guide will be excused. After ten total absences (*of any type*), a student must have a doctor's excuse for the absence to be considered excused.

Students with **excused** absences may make up schoolwork. They will be given days to complete the work equal to the number of days absent (i.e., a student who is absent for two days has two days in which to complete the assignments missed).

Tardiness

It is the duty of the parents or guardians of a child to make sure that the child is at school on time. If a child arrives at or after 8:00am, he/she is considered tardy and a parent or guardian must come into the office to sign the student into school. Tardies from school are not distinguished as excused or unexcused. Exceptions will be made for a doctor or dentist office visit if the student brings a note from the doctor or dentist. All other exceptions must be approved in writing by the administration. Students who are tardy for school or to class will be assigned the following administrative responses:

PROCEDURES FOR TARDIES IN ELEMENTARY SCHOOLS

- 6th tardy per semester..... After School Detention, or In-School Intervention
- 8th tardy per semester.....After School Detention, Saturday Detention or In-School Intervention
- 10th tardy per semester.....After School Detention, Saturday Detention, or In-School Intervention
- Each additional tardy per semester..... Parent conference required

CHECK-OUTS

A check-out is defined as a student's departure from school before the official time set for dismissal. Check-outs from school are not distinguished as excused or unexcused. Exceptions will be made for a doctor or dentist office visit if the student brings a note from the doctor or dentist. All other exceptions must be approved in writing by the administration. Students who check-out from school or to class will be assigned the following administrative responses:

PROCEDURES FOR CHECK-OUTS IN ELEMENTARY SCHOOLS

- 6th check-out per semester After School Detention, or In-School Intervention (if available)
- 8th check-out per semester After School Detention, Saturday Detention or In-School Intervention (if available)
- 10th check-out per semester After School Detention, Saturday Detention or In-School Intervention (if available)
- Each additional check-out per semester..... Parent conference required

Withdrawal of Students

If you are moving and are withdrawing your child from school, please call or contact the school office a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, etc. Your cooperation is always greatly appreciated.

Bus Regulations

Students should be in the designated place to board the bus at the scheduled time. Changing buses is strongly discouraged, but if it becomes necessary to change, permission to ride another bus **must** be obtained from the transportation department. Permission to ride another bus cannot be granted at the school level. Once permission from the transportation department a signed note should be turned in to the teacher stating the reason for the change. The permission note must be presented to the bus driver before boarding the bus. If for any reason a student boards

the wrong bus, once the bus leaves the school grounds, the student should remain on the bus. The driver will see that the student is safely returned to the school or home.

Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied. The students' safety while riding the bus is the school's main concern. Failure to follow the school bus rules will result in an office referral. A bus driver or administrator will contact the parent about the misbehavior and an appropriate consequence will be assigned. These consequences are to protect your child and the other children on the bus. Each bus has a camera that videos bus behavior each day. The drivers will work with parents to prevent your child from being referred to the office. Send the driver a note if you need to communicate. By communicating with and supporting your driver, all children will benefit.

Discipline

Each student at Englewood Elementary School is expected to conduct himself/herself in a manner that reflects self-respect and consideration for the rights, feelings and property of others. It is necessary that children learn and develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and need for good behavior and a good attitude while at school. We will not tolerate fighting, harassment, disrespect toward others, obscene language or destruction of school property. See the Tuscaloosa County Schools Parent/Student Information Guide for more information and a listing of offenses. **We are encouraging our students to become LEADERS and take full responsibility for their actions and words.**

Possible consequences for not following rules include:

Detention – Teachers have the authority to assign students to detention. Detention is held each week on Tuesday and Thursday from 3:00 – 4:00 p.m. The parent or guardian is responsible for providing transportation home at 4:00. Failure to serve the assigned detention may result in suspension. Students serving detention may not attend afterschool programs on the day of their detention.

ISI (In-School Intervention) – Teachers have the authority to assign ISI for short periods of time. An administrator or designee has the authority to assign students to ISI for longer periods. ISI will be held during the school day. While students are in ISI they will complete their classroom assignments, have an opportunity to talk/write about the bad choice they made and how they will improve their behavior. If they miss their PE, they will be provided an opportunity to exercise while in ISI. We will use this “time-out” to actually teach the children to THINK about their behavior and how to correct it. The length of time a student will spend in ISI will vary according to the grade of the child and the severity of the problems.

Zero-Day Suspension – An administrator and/or designee has the authority to assign a Zero-Day Suspension to students when a MANDATORY parent conference is needed. Students who are assigned a Zero-Day Suspension may not return to class until a parent conference is held.

Suspension – An administrator and/or designee has the authority to suspend students from school and/or from riding the bus. Written notice will be sent to the parent or guardian stating

the reason(s) such action was taken. When a student returns to school after suspension, the parent/guardian must attend a conference with the principal and/or designee before the student can return to class.

It is our belief that a uniform code of conduct for students is important to the pursuit of academic excellence in order that the students may have meaningful learning experiences. This can only be accomplished if the environment is free from distraction caused by disruptive behavior. Creating such an environment requires the cooperation of the parents/guardians, students, and all employees of the school. It is important that each person connected with the school understands the importance of a consistent set of behavior standards in order that a positive environment can be established and maintained.

Englewood Elementary will send home school expectations and consequences. Teachers will track classroom behavior and keep a Classroom Documentation Log on children when needed. Please check your child's log nightly.

When student behavior is so extreme that it seriously interrupts the learning process, endangers the safety of any person, or has the potential to damage property, the student will immediately receive a discipline referral to the office. Fighting, harassment, making verbal threats and being disrespectful to school employees will not be tolerated at Englewood Elementary School. Students are expected to conduct themselves in a respectful manner.

If a student is suspended they will receive a notice of suspension letter from the principal. If a student is suspended a second time, they will receive a notice of suspension letter from the principal and a letter from the Tuscaloosa County Schools Superintendent. After the third suspension will receive a notice of suspension letter from the principal and an IMPACT letter will be delivered via the Tuscaloosa County Sheriff's Department.

Students with 3 or more out of school suspensions will be scheduled to attend an IMPACT conference. If students/parents do not attend IMPACT or if the student has additional out-of-school suspensions, a petition may be filed at Tuscaloosa County Juvenile Court, resulting in the arrest of the child's parents for violation of the Mandatory Attendance Act (Code of Alabama 16-28-12).

Communication Devices

Use of communication devices such as cell phones, smart watches, etc. during the school day is prohibited. Students should keep devices (phones, smart watches, etc) turned off and in their backpacks during the school day. Devices that are not turned off or silenced after a warning will be taken up and sent to the office for a parent or guardian to pick up. If a student is caught using a device without permission the device will be taken up and sent to the office for a parent or guardian to pick up. Taking pictures, video and/or audio without the school's permission is prohibited. Harassing communications on devices both on and off campus will not be tolerated. Please refer to the Tuscaloosa County Parent/Student Information Guide for further details.

Dress Code

Englewood Elementary School seeks to maintain an orderly environment for education. To accomplish this, we have set a standard of student dress that is conducive to a proper educational climate. Clothing worn by students shall be neat, clean, and in good repair for the general personal health and safety of the student. Immodest clothing of such type that distracts from the learning process shall not be worn. Students will be allowed to wear shorts, skirts and dresses of modest length (no shorter than three inches from the top of the knee) and proper material. Straps on dresses should be no thinner than one inch. No midriffs or undergarments may be exposed at any time. Slogans, symbols, patches and obscene writings which are disruptive or suggestive are prohibited. **Students may not wear hoods in the building.**

Students are expected to be clean and appropriately dressed for school. Clothing as skintight and revealing as to provoke or to distract others is disruptive and therefore unacceptable. Because of health and safety factors, shoes are to be worn by all students at all times during the school day. Sturdy shoes or sneakers are necessary for safety during Physical Education. The administration will be the final authority for determining appropriate dress within the framework of the school board policy for dress code. (Please refer to the Tuscaloosa County Parent/Student Information Guide for further details.)



Report Cards

Your child will receive report cards every nine weeks and progress reports at least once in the interim. We encourage you to ask for a parent-teacher conference whenever you have questions or concerns. Send a note with your child and the teacher will work with you to arrange a mutually convenient time.

PST Information

Students needing additional help academically or behaviorally may be referred to the Problem Solving Team (PST). The PST is a committee that is made up of classroom teachers, interventionists, the counselor, instructional coach, and the principal. The committee develops a plan which provides intervention strategies. After the plan is implemented, it is evaluated and further recommendations are made. If you have questions about this, please let us know.

Guidance

All staff members of Englewood Elementary School are interested in each student's social, physical, emotional and intellectual development. All teachers and administrators are willing to help students with problems that may arise. The counselor, is available to students to help with personal and academic problems. Students and parents are encouraged to get to know the counselor, in order to take advantage of the services that the counseling department makes available.

Social Worker

School Social Workers are trained professionals with a degree in social work who provide services related to a person's social, emotional and life adjustment to school and/or society. School Social Workers are the link between the home, school and community in providing direct as well as indirect services to students, families and school personnel to promote and support students' academic and social success. Our social worker is able to help families in need find necessary resources.

Adopt-A-School Partners

Englewood Elementary School participates in the Tuscaloosa Chamber of Commerce Adopt-a-School program. Our business adopters are Shelton State and Milos. Shelton State and Milos contribute time and resources to enhance our educational program. If you have an opportunity to speak with anyone at Shelton or Milos, please tell them how much we appreciate their support.

Parent/Teacher Organization (PTO)

Parents are encouraged to join the PTO. This organization encourages parents and community members to become involved in all aspects of the school program. The PTO has 4 meetings per year and sponsors many activities throughout the year. This year, we are challenging our parents to commit to volunteer for at least 2 hours per year. To volunteer, or for more information, contact our PTO Officers. Please feel free to help any way that you can. Contact the officers listed below and **volunteer!!!!**

Family Engagement Coordinator

The Family Engagement coordinator serves as the school liaison between parents, teachers, and school personnel. The Family Engagement coordinator implements and manages school-wide parenting initiatives and activities to empower parents to become positive active participants in the education of their children. Supports the principal and Title 1 chairperson in organization and documentation of parental involvement.



Library Services

The Englewood Elementary School library is here to provide materials and equipment for students, teachers and parents. The library remains open through the day. Our library provides a wide variety of materials for research, leisure reading and parent education. Classes visit the library regularly for check-outs and library lessons. The cost of lost books is \$20.00

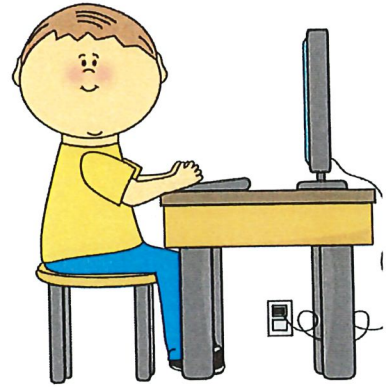
Bullying

Bullying, intimidation, violence or threats of violence will not be tolerated. The term “bullying” means an ongoing pattern of intentional behavior that takes place on or off of school property, on a school bus, at a school-sponsored function including cyberbullying or written, electronic, verbal, or physical actions. Students who violate this policy will be subject to disciplinary sanctions.

If you suspect that your child is a victim of bullying, please contact your teacher or administrator. Your school will provide you with a Bullying Complaint form. This form can also be found at www.tcss.net. Information from this form will be used to complete an investigation of the allegations.

Website & Social Media

Our school website is www.Englewoodelementary.tcss.net From this site, you can find your child’s teacher and email him/her as needed. Visit the system website at www.tcss.net for additional information. We also have a Facebook page.



Internet Use

Access to the Tuscaloosa County School System’s networked information resources, the Internet and e-mail allows students to explore thousands of libraries and databases to further the educational goals and objectives of the Tuscaloosa County School System. Completion of a Student Agreement and Parent Permission Form for Use of Networked Information Resources and will be required before students have access to networked resources. In addition, each student must have a Permission Form for Use of Images on the EES Website before his/her photograph can be displayed on our school website. (Please refer to the Tuscaloosa County Student Parent Information Guide).

Telephone and Address Changes

Please notify the school immediately if your telephone number (home, work, or cell) or address changes. If your child is sick or injured, we need to be able to get in touch with a responsible adult immediately. It is not unusual for us to have multiple emergency numbers for a child and none of them in service. The school should be the first place you notify when there is a telephone or address change.

Emergency Procedures

Tornado Drills, Fire Drills, Medical and Lockdown Drills are conducted periodically throughout the school year. Students are taught within the first two weeks of school the procedures to follow if the fire alarm or the tornado bell (one continuous ring) sounds. Fire drills are generally conducted monthly throughout the year and tornado drills are generally conducted three times annually. Lock Down procedures are also practiced twice each year.

Tornado Warning/Thunderstorm Warning Dismissal:

During the event of increment weather, the same checkout policy remains in effect. The person checking out the student must be listed on the student's enrollment form. It is recommended that students remain at school while we are under tornado or severe weather warnings. We welcome parents to sit in the hallways with students and teachers.

Delayed openings

During a weather event, there could be a possibility that we will delay the opening of school. Please watch the local Television stations for information along with the school messenger call system, School Status and our social media pages. We will delay the number of hours that the central office directs us to. Everything will run the exact same with drop off and breakfast with the same times as a normal day just add the delay hours to it.

Title I Program

Englewood Elementary School operates under a school-wide Title I/CIP plan. The school-wide program allows any student in need of additional academic assistance to receive additional help. This is accomplished by using a variety of instructional intervention strategies and by scheduling intervention time either within the classroom or in another classroom. Our school Title I plan is developed each year by our Title I planning committee, which consists of the administrators, teachers and parents. The plan is then submitted to the Tuscaloosa County Board of Education for approval and is available for review in the office, school library and on the Englewood Elementary website. Student/Parent/Teacher compacts will be in place for all students.

Field Trips

Field trips are considered to be an integral part of the overall educational program. They are recognized as a means for providing valuable and enriching learning experiences for students outside the normal school setting. Only those field trips that grow out of the instructional program or are otherwise related to the program are to be permitted during school time. Only students enrolled in the class will be permitted to go on field trips. Parents may be invited to go as chaperones. **Preschool age children or older siblings will not be permitted to go.** The cost of the trip and parental permission forms will be sent to parents before the date of the trip. No student will be permitted to go on the trip unless a signed permission form has been turned in.

Students who elect to participate in school sponsored field trips and excursions are expected to travel to and from the field trip activity as a group and to participate and remain with the field trip group for the duration of the activity. Students are required to travel to and from all field trip activities via the transportation vehicle provided by the school system unless he/she receives prior permission to check out during the trip. In the event that this occurs, the child must be signed out with the classroom teacher.



Lost and Found

Each year we have a large amount of coats, sweaters, shirts and other accessories left at the school and never claimed. Please put your child's name in all coats, sweaters, gloves, hats, etc. Check the lost and found immediately if your child does not come home with all outerwear.

Parties

Classroom parties are scheduled and the nature of the party varies from grade to grade. Frequently parents are asked for donations to help with party expenses. **Any food or treats provided at any time for the classroom must be store bought and in the original container.** No homemade goods are permitted. All foods served must be in accordance with the system Wellness Plan.

School Colors and Mascot

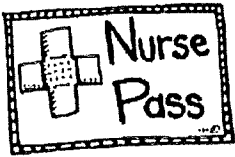
The Englewood School mascot is the Patriot Head and the school colors are red and light blue. We encourage our students to identify with these symbols as a representation of our school pride and spirit. Students are encouraged to wear school t-shirts or school colors on designated spirit days and on field trips.

Snacks

Every class will have a small break in their day for snack. Students may bring healthy snacks and/or fruit juice. Healthy snacks include raw vegetables, fruits, peanut butter crackers, cheese sticks, peanuts, etc. Carbonated drinks, candy, and other high fat and/or high sugar snacks will not be allowed.

Textbooks and School Provided Technology

Textbooks and electronic devices (iPads, chargers, etc.) are furnished to Englewood Elementary School students free of charge. Textbooks and devices are furnished to your child by the school system on a loan basis and should be treated as borrowed property and shall remain the property of the Tuscaloosa County Schools. *The parents or legal guardians of a student to whom textbooks and/or devices are issued will be held liable for any loss, abuse, or damage in excess of that which is the result from normal use.* Insurance can be purchased to cover incidental damages of electronic devices.



Medication

If medication must be administered at school, the office has medication forms that must be completed in order for the student to take the medication at school. The regulations for administering medication at school are:

1. Prescription drugs must have written permission from the parent or guardian of the student requesting the school initially comply with a doctor's order. If parents don't have a copy of the appropriate school medication forms, it will be sent home to be completed and returned. **The form must be signed by the doctor prescribing the medication.**
2. **Prescription medication must be brought to school by the parent or guardian in a container appropriately labeled by a pharmacy.**
3. Non-prescription drugs should have written permission, including time and dosage, and be in unopened, properly labeled bottles.

The medication can only be given by trained personnel. See the Tuscaloosa County Schools Parent/Student Information Guide for more information concerning medication. If your child becomes ill or is injured at school, we will make your child as comfortable as possible, and call you immediately. If you cannot be reached, we will attempt to contact the emergency numbers that you listed on the registration form.

Head Lice (Pediculosis)

Occasionally a child can get head lice. Head lice are passed from person to person by direct contact or on shared objects (combs, towels, headphones, etc.) It has nothing to do with cleanliness. Teachers check all children in their classrooms routinely for evidence of head lice (such as nits). If head lice are found in a child's head, the child is sent home until all viable nits are removed.

Our school nurse, has resources about head lice for parents who need more information.

While physicians can be helpful in assisting parents in the removal of head lice/nits, school officials will make the final decision regarding whether or not a child may return to school. **An adult must accompany the child for a re-check prior to the child's re-admittance to class. Re-checks are done in the mornings from 7:30-8:00.**

Student absences are excused for the first occurrence of head lice (until the child is re-admitted to class). Additional occurrences are unexcused.

****Keep the school informed as to telephone number changes of parents or alternate persons to contact in case of accidents or illnesses.**

Lunchroom Information

Breakfast and lunch will be served daily. Breakfast and lunch will be served beginning August 9th. The Tuscaloosa County School System offers a food service program meeting the requirements of the USDA Type A lunch program. For the 2023-2024 school year all student meals will be free of charge. Adult Lunches will be \$4.35. Other price information is located in the Tuscaloosa County Student/Parent Information Guide.

Desserts and extra food will be offered for an additional fee. No desserts or extra food are allowed to be charged. If you would like to limit your child's expenditures or choices, please communicate with our CNP staff. They will make sure your wishes are implemented.

Students are asked to refrain from talking while in the serving line. We will ask the students to refrain from talking the first ten minutes of lunch time. We want them to eat their food and then visit with each other. Many times, students will visit and when their lunchtime is over, they throw away a tray filled with food. Please help us encourage them to eat first so they will not be hungry during the afternoon. Students are to clean the area around where they sat and remain at the table until they are dismissed by their teacher

Parents are encouraged to join us for lunch whenever possible. Due to Federal regulations, we are not allowed to take any commercial food into the cafeteria during serving times. If you are planning to join your child for lunch and want to bring food from an outside restaurant, please ask office staff for a brown paper bag and cup to transfer your food into when you are checking in at the office. If you are planning to celebrate your child's birthday with cupcakes, cookies, etc., please talk with your child's teacher to plan this event. The treats can be shared in the classroom or outside in the pavilion on the playground.

VERY IMPORTANT:

In your registration packet, you will find information about completing a lunch form online. All students are required to complete this form with accurate information. This form allows us to enter your child into the Child Nutrition Program computer system and give them a lunch money account and number.

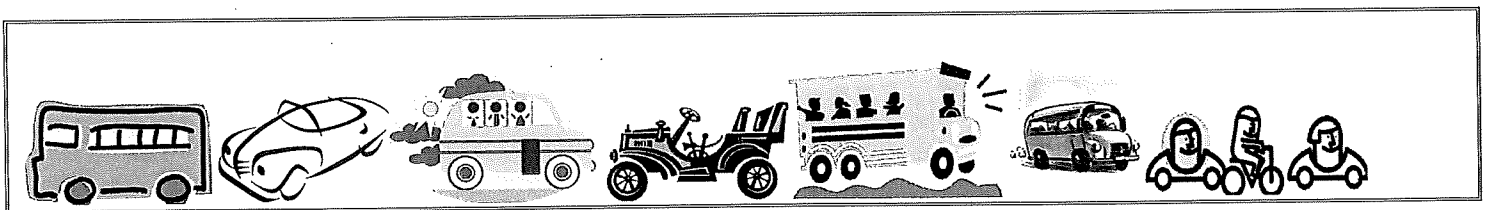
School Finances

Please keep the following in mind as you make any financial transactions with the school:

- When sending cash payments please send the exact amount. We do not keep cash in the office to provide change.
- All checks written to the child nutrition program (CNP) should be for meals only. CNP personnel are not allowed to give change from checks to be used for other purposes.
- Checks cannot be written to the school for PTO purposes or to PTO for school purposes. State accounting procedures mandate that these funds be kept separate.
- Checks which are deemed by your bank to be no good due to insufficient funds do not come back to us, but are sent directly to Nexcheck, a check collection agency. Please understand that we have no control over this. In addition to any fee your bank charges for NSF checks, Nexcheck also charges a fee. A bad \$4.00 check could end up costing over \$50!
- Any check written to CNP, PTO, or the school must have the writer's full name, phone numbers, and a driver's license number.
- Thank you for your understanding and if you have any questions about this, or any other financial matter, please contact the Englewood Bookkeeper, Mrs. Pritchett.

MySchoolBucks

MySchoolBucks is an online payment service that provides a quick and easy way to add money to your child's account using a credit/debit card or electronic check. MySchoolBucks can also be used to pay fees for events such as field trips, iPad insurance, etc.



PARENT ACKNOWLEDGEMENT FORM

**I have read the Englewood Elementary School Parent/Student Handbook and have
discussed its contents with my child.**

Child's Name _____

Teacher's Name _____

Date _____

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature

Please sign, detach this form, and send to your child's teacher.

****Failure to return this document signed will result in the assumption that you are in
compliance with the information contained therein.**