

**TANGLEWOOD ELEMENTARY SCHOOL**  
**2016-2017**  
**STUDENT AND PARENT HANDBOOK**

August 2016

Greetings to all members of the Central Community School System. My name is Julie Stevens and I am honored to be serving as principal of Tanglewood Elementary School.

I look forward to meeting each of you and working with you, your child, and your family during the 2016-2017 school year.

The faculty and staff here at Tanglewood provide a safe, nurturing, and child centered environment in which our students can grow academically, socially, emotionally, physically, and creatively.

Parents are valued partners at Tanglewood and are encouraged to visit the school, consult with faculty and staff, and participate in school functions.

I would like to encourage you to explore our website to learn more about your school as well as learn more about our curriculum, faculty/staff, activities, and classrooms. Feel free to call if you have questions or if we can be of help to you in any manner.

Again, welcome and with the efforts of our parents, students, faculty, and staff, we will have an exceptional school year.

Julie Stevens

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**CENTRAL COMMUNITY SCHOOL SYSTEM**  
**VISION STATEMENT**

Develop a learning community that is focused on student learning where all stakeholders unite together to:

- embrace and value relationships with students, parents and the community
- challenge and motivate students with a rigorous, relevant, engaging instructional program
- develop the personal, professional, knowledge-based skills the students will need to succeed in the 21st Century

**TANGLEWOOD ELEMENTARY SCHOOL**  
**MISSION STATEMENT**

TES Mission Statement: By working together with parents and the community, we will develop the skills and character necessary for students to fully develop in all areas: mental, physical, social, emotional and creativity.

**Our Core Values at Tanglewood Elementary**

- High expectations for all.
- Excellence in teaching and learning.
- Respect for the individual.
- Resources to support students.
- A community with shared ownership, shared purpose, and shared commitment.

**Positive Behavior Incentive System (PBIS)**

Tanglewood Elementary participates in a school wide Positive Behavioral Support System. This is a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students. Students at Tanglewood Elementary exhibiting proper behavior will have opportunities to participate in various activities scheduled throughout the school year.

**School Character**

In conjunction with PBIS, Tanglewood Elementary also seeks to develop character traits modeled after The Seven Habits of Highly Effective People.

**These habits are:**

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to Be Understood
6. Synergize
7. Sharpen the Saw

### **OFFICE HOURS**

The school office is open daily from 7:40 a.m. to 4:00 p.m. Students are not permitted on school grounds prior to 7:55 a.m.

#### **SCHOOL BEGINS**

8:20 A.M.

#### **SCHOOL ENDS**

3:20 P.M.

Please assist us in assuring your child's safety by not dropping your child off at school prior to 7:55 a.m.

The school's doors will officially open for students at 7:55 a.m. unless notified of changes. (Instruction will begin promptly at 8:20 a.m.) Adult supervision of students will begin at 7:55 a.m. It is unsafe for students to arrive before 7:55 a.m. because adequate supervision will not be available.

### **BREAKFAST**

All students eating breakfast should report directly to the cafeteria upon arrival. After finishing breakfast, students should report to their designated area. Breakfast ends promptly at 8:20. Students arriving on late buses WILL BE allowed to eat breakfast. If your child arrives at school after 8:10, please make arrangements for breakfast prior to dropping your child off.

### **CLOSED CAMPUS**

Tanglewood Elementary has a closed campus policy. Once a student has arrived on campus, they are to remain on campus. Students are allowed to leave during the regular school day only when signed out by a parent or guardian listed on the registration/emergency card. Please be prepared to show your picture ID prior to checking out your child. When students return from an appointment, they are to report to the school office. Students must remain in designated areas during school hours. The cafeteria is off limits to students except when they are required to be there for breakfast, lunch or business transactions. Due to traffic dangers, students must remain out of the parking lot and cafeteria delivery area at all times.

Checkouts officially end at 2:30. If you need to check your child out after 2:30, you can **come into the office** and request your child(ren) be placed in carpool in lieu of being placed on the bus that afternoon.

### **GOING TO AND FROM SCHOOL**

Students are responsible for their behavior going to and from school just as if they were on the campus.

Parents of students that are car riders must have a Tanglewood Elementary car rider tag displayed in their car. These tags are \$3.00 and must be purchased in the school office. They will be available at Open House and can be purchased from the office throughout the year.

### **CARPOOL PROCEDURES**

The safest way for you to drop off or pick up your child is to follow the directions outlined below. The use of cell phones by motorists is prohibited upon entering the school zone. Smoking is prohibited upon entry in the carpool driveway. Students must ENTER and EXIT vehicle from the back passenger side and wait for Tanglewood faculty member to open the vehicle door. Please try not to block our neighbor's driveways or wait in the crosswalk on the street when waiting in carpool.

### Morning Procedures:

- Car riders may be dropped off after 7:55 a.m. Do not drop off any students from the street or in the bus lane prior to 8:20. Please enter the driveway that is located on Roundtree Drive. The gate to the driveway will be closed at 8:20 a.m. Students arriving after 8:20 a.m. are considered tardy and must be checked in at the main office. Parents **MUST** walk the student into the school. For safety purposes, please do not just send students inside. The front door is locked at 8:20 AM.

### Afternoon Procedures:

- Cars should make a single file line on Roundtree Drive parallel to the side of the school
- Cars should be facing North.
- At 3:20 p.m. the gate will be opened and cars may enter the driveway to pick up students who have been designated as car riders.
- Please have your car rider tag displayed in your front windshield.
- You must remain in your car to pick up your student. Students who are car riders will be loaded into cars **ONLY**.
- Walkers / bike riders will be dismissed from the front of the school.

Parents that wish to change their child / children's **REGULARLY SCHEDULED** means of getting home in the afternoon must be submitted in person. We will not accept a change of transportation over the phone. One day changes can be submitted in writing. Written correspondence needs to include an accurate phone number.

## CHECKING STUDENTS IN AND OUT OF SCHOOL

Students arriving late to school should first report to the office. A tardy slip must be secured before going to the classroom. Circumstances may require a parent to pick up their child from school early. Please do not call the office and ask that students be called out of class and to be waiting in the office for the parent to arrive. This interrupts valuable instructional time. Parents need to allow minutes for their child to be called out of class and arrive at the office. Parents must sign the child out through the office on the appropriate form. Persons 17 years of age and younger are not permitted to check out students. Persons not listed on the registration and or emergency card will not be allowed to check out the child without written parental permission. Please do not check your child out early unless it is an emergency. **Check outs should be made prior to 2:30 p.m.**

## TELEPHONE POLICY

Students will not be allowed to use the school telephone. Parents will be contacted by school personnel if a child is sick or is injured.

**Changes in transportation for your child can not be handled over the phone.** You must send a note to your child's teacher or appear in person to make a change to your child's regular method of transportation. This is done for safety reasons.

Students should know how they are getting home each day before coming to school. Students will not be allowed to call home to find out this information. **If a child comes to school without a note (indicating a change in transportation) they will be sent home using their regular mode of transportation.**

## **VISITOR POLICY**

**The school's security plan requires all visitors to the campus, including parents, to immediately proceed to the office, sign in and receive a visitor's pass to visit the school facility or communicate with any student or teacher.** Parents are not allowed to visit classrooms or other instructional areas without permission from office staff. The school's security plan has been established to protect the students and teachers from the danger of an unauthorized person on the campus. For the safety of all students and teachers, please comply. Students are to refrain from communicating with, and are required to report any person who attempts to communicate with them if they do not have a visitor's badge.

All school volunteers are required to obtain a visitor's badge from the office. This includes: weekly classroom helpers, parents attending field trips, and parents attending class presentations.

Classroom visits should be scheduled with your child's teacher. We ask that you do not visit or conference with your child's teacher during instructional time. Please limit classroom visits to 30 minutes.

## **CHAPERONES AND PARENT VOLUNTEERS**

Parents wishing to chaperone field trips will be required to follow the chaperone guidelines and requirements that will be sent home prior to your child's first field trip. While we encourage parental involvement in our school activities, many field trips have restrictions of how many chaperones will be allowed to accompany the students. Failure to abide by this policy could prevent your child from attending future field trips. Siblings are not allowed to attend fieldtrips or school activities during school hours.

Parent volunteers are frequently needed by classroom teachers for various events and activities. Please contact your child's teacher if you are interested in serving in this capacity.

## **FIRE, DISASTER AND PUBLIC DISTURBANCE DRILLS AND PROCEDURES**

The school will schedule periodic fire, disaster, bus evacuation and public disturbance drills. Students are expected to participate seriously in these exercises. Students are expected to conduct the drill in a silent, orderly manner. Students are not to run unless directed to do so by the staff member in charge. Students who do not follow directions will be given additional drill instruction during recess.

## **HALLS**

The campus halls are quiet walking areas. Students are expected to demonstrate orderly and safe behavior in these areas at all times. Inappropriate behavior will result in an assigned consequence.

## **SCHOOL PROPERTY**

It is the responsibility of each student to care for school property. Students who damage or deface school property will be required to pay for all damage and / or needed repairs. Vandalism may result in school suspension. A report of the vandalism will be made to the local law enforcement agency.

## **TEXTBOOKS**

Textbooks represent a major investment of tax dollars. The cost to equip one student with books can be in excess of two hundred dollars. Students who damage or lose books will be required to pay for the replacement book.

## **ATTENDANCE**

Regular attendance in school is a requirement. Students who have excessive absences do not make acceptable progress which could lead to possible failure. Excessive absences also create extra tasks and work for the teaching staff, thus reducing their effectiveness for other students. Parents and students need to treat this issue seriously. Irregular attendance, tardiness or truancy will result in a referral to the Child Welfare and Attendance Office.

Students who are absent and excused will be given one day for each day of excused absence to make up work and receive full credit after they return from the absence. Make up work must be requested no later than the first day of return from the absence. Tests will be made up after school or during recess time on a designated day during the school week as assigned by the teacher. Students who are going to be absent from school, due to illness, for three or more days may request homework through the office. Please call the office at least 24 hours in advance to give the teacher time to prepare the work.

Excessive absenteeism will be handled in accordance with District Policy. Students who are habitually absent or tardy will be referred to the Child Welfare and Attendance Office.

### **Perfect Attendance**

Students who have attended school **all day every day** will be considered for perfect attendance. Awards will be presented to students throughout the school year who have maintained perfect attendance.

### **Absences in which work can be made up**

- Personal Illness
- Death in a student's family
- Serious illness in a student's immediate family
- Authorized religious holidays
- Extremely hazardous weather and road conditions as determined by the principal

In order for students to make up work missed due to one of these reasons, written statements from a parent, legal guardian or physician stating the reasons for absences shall be given to proper school personnel within (5) school days after the student returns to school.

If a student has unexcused absences, tardies, or leaves school early, thus missing graded class work, a grade of zero may be recorded without the privilege of making up the missed work. Lack of skills due to excessive absences may result in the need for retention.

**ELEMENTARY STUDENTS SHALL NOT BE ABSENT MORE THAN 10 UNEXCUSED DAYS. In order to be promoted to the next grade, state law mandates that students must be in attendance 60,925 minutes of the school year.** More than five unexcused absences will be considered "excessive" and may be treated in the same manner as truancy.

## **TARDINESS**

Being on time to class is very important. Students who enter the classroom late disrupt instruction. Being even a little bit late to school can jeopardize a student's ability to succeed in their class work.

Therefore, parents and students should make every effort to arrive on time. All students checking in late must have an admit slip with them indicating that they have checked into the office. All students are considered tardy if they are not in their seat or in line with their class by 8:20 a.m.

The only types of tardies that are considered excused are:

1. Student illness with a doctor's note
2. Medical appointments
3. Bus delays

All other tardies are considered unexcused. If excessive tardies are noted, parents will be contacted by the school principal.

### **Unexcused Tardies include:**

1. Oversleeping
2. Missing the school bus
3. Any time a student is late without a valid excuse

Note: More than five unexcused tardies may be treated in the same manner as truancy.

## **MAKE-UP WORK**

If a student is to be out of school for an approved extended absence, it is his/her parent/guardian's responsibility to make arrangements for assignments with the teacher. Written assignments will be gathered during the absence and provided to the student upon his/her return to school. Please be aware that up to 70% of the classroom activities consist of class participation, projects, discussion and practice that cannot be duplicated or made-up. In all absentee cases, class assignments must be completed within the time specified by the teacher to receive credit.

## **TRUANCY**

A student with unexcused absences is considered truant. Continued truancy will result in a referral to the Child Welfare and Attendance Office.



### Important Dates 2016-2017

August 8 - 10	Teacher In-Service/Planning Days (no students)
August 8 - 9	Open House, 3:00 - 7:00 (Monday - 2 <sup>nd</sup> grade, Tuesday - 1 <sup>st</sup> grade)
August 11	First Day for Students
September 5	Labor Day Holiday
September 30	Teachers/Staff Only (no students)
October 21	Parent / Teacher Conference Day
November 7	Fall Break
November 8	Election Day
November 18	Teachers/Staff Only (no students)
November 21-25	Thanksgiving Break
December 19 - 21	Early Dismissal
December 22-30	Christmas Break
January 2-6	New Year Holiday
January 5-6	Teachers/Staff Only (no students)
January 16	MLK Holiday
February 24	Parent / Teacher Conference Day
February 27-28; March 1	Mardi Gras Holiday
April 14-21	Easter Break
May 23	Last Day for Students
May 24-25	Teachers/Staff Only

### EXTRACURRICULAR ACTIVITIES

Various extracurricular activities are held throughout the school year. Students are expected to maintain appropriate behavior during the activities. Performers, guests and speakers are to be treated with respect and consideration. Extra-curricular activities at Tanglewood Elementary School include, but are not limited to: field trips, before and after school activities, and reward or enrichment assemblies. Students are encouraged to participate in any or all of these activities. Participation is a reward for maintaining acceptable citizenship and/or academic performance.

### FIELD TRIPS

Field trips are scheduled during the school year for educational, enrichment and reward purposes. Students who lack proper self-control as determined by the teacher in charge, will not be allowed to attend any field trip. **To participate in a field trip activity, students must have a “C” average or above in Conduct and work habits. In order to participate in the fall field trip, at least half of school supply fee must be paid. In order to participate in the spring field trip, supply fee must be paid in full.** A parent consent form to allow attendance on a field trip must be on file in the classroom/office prior to the trip. Students may be charged a fee to cover the cost of transportation and entry into the event. **Once payment has been received, no refunds will be administered.**

### STUDENT APPEARANCE AND DRESS CODE

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress appearance which is distracting or disruptive and detrimental to the purpose or conduct of the school will not be permitted.

Remember, school is your work place; come dressed appropriately for the job. **Parents are asked to ensure that their children follow the dress code outlined below:**

1. Students must wear the school uniform: khaki pants, skorts, skirts, or shorts with solid burgundy golf style shirts. Logos are not required. Students are to wear neat and clean clothing. Shorts must be hemmed. Shorts must be no higher than mid-thigh. Elastic waist pants are also acceptable.
2. Students shall not dress in an obscene manner or display obscene material.
3. Cut-offs, skin tight pants/shorts, spandex bike shorts, sweat pants, wind pants, cargo pants or “short” shorts are NOT allowed.
4. Pants must be worn at the waist and belts must be in loops. Chains are not to be worn.
5. Shoes with closed toe and closed heel are required. No CROCS. No light-up or roller shoes.
6. Boys may not wear earrings.
7. Shirts must be tucked into the pants
8. Socks must be worn.
9. Boots must be worn UNDER long pants. They cannot be worn with skirts, shorts, or on top of pants.

*NOTE: Students are required to wear a belt to school each day unless they are wearing an elastic waist garment. Any garment with belt loops must have a belt. Shirts are required to be tucked in all the way around at all times.*

***\*\*Please put an extra uniform set in your child’s backpack in the event a change of clothing is needed.\*\****

### **FOOD ON CAMPUS**

Students are expected to eat a nutritious breakfast that will last them until lunchtime. Students who bring their own lunch should ensure that all wrappers are properly disposed of in a trash receptacle. Gum and seeds are NEVER allowed on campus. Cans, glass and/or plastic containers are not allowed on campus. Students are not allowed to bring candy or other items to distribute to others unless they have the permission of their teacher. No food is allowed in class at any time unless the classroom teacher has granted permission.

### **PHYSICAL EDUCATION**

Physical education is part of the daily program. Students must have a note from a parent/guardian if they are to be excused from an activity. A note from a parent/guardian is sufficient for 1 to 3 days. If the child cannot participate after 3 days, we must have a doctor’s excuse.

### **CHEATING AND PLAGIARISM**

Cheating and copying of others’ work will result in a failing grade for the test, paper or project. All incidents of cheating or copying will be reported to parents. Continual or habitual cheating will be reported to school administration and may result in a failing grade for the subject.

### **REPORT CARDS**

Report cards will be sent to parents by the students at the conclusion of each nine-week grading period. Please review and discuss the report with your child. Teachers are available for conferences by contacting the school office or emailing your child’s teacher directly. Teachers’ email addresses can be acquired from our school’s website.

## ELEMENTARY GRADING PERIODS

August 11 – October 11	First Nine Weeks
October 12 – December 21	Second Nine Weeks
January 9 – March 14	Third Nine Weeks
March 15 – May 23	Fourth Nine Weeks

## GRADING SCALE

The grading scale for all students is:

A= 93% -100% Outstanding Achievement

B= 85% - 92% Good Achievement

C= 75%-84% Satisfactory Achievement

D= 67%-74% Minimum Acceptable Achievement for Passing

F= 0% - 66% Below Minimum Achievement for Passing (Failing)

## DISCIPLINE

One of the characteristics of an effective school is providing an environment that is safe, orderly, and wholesome. With this in mind, Tanglewood Elementary School maintains high expectations of student behavior. All pupils are expected to know and comply with school rules, to cooperate with their teachers and other staff members and to greet all persons on the campus with respect and kindness. Likewise, staff members are required to treat students with respect and consideration. The principal of Tanglewood Elementary School expects the staff and students to work together to make Tanglewood Elementary School an exciting, rewarding, and pleasant institute of learning. Students who come to school knowing this will have very few problems with discipline. Every student will be presented with the school's "General Rules" and will be specifically informed of each teacher's classroom rules. Students will be held accountable for these rules.

We expect proper conduct from all students. Every child has the right to feel safe at school and to be in a productive learning environment. If your child has any problems, have him/her contact the classroom teacher, the principal or any adult school employee.

Each parent must review the school rules with his/her child/children. It is also important that parents carefully review the conduct code for students in grades 1-2.

This code of conduct is more comprehensive and includes District and State imposed consequences for misbehavior. It is very important that each parent and child have a clear understanding of the rules for appropriate behavior and of the consequences that will follow if a child chooses to break the rules. Please refer to the Student Rights and Responsibilities Handbook and Discipline Policy.

If a student continually chooses to break school rules, or is involved in major disruptions such as fighting or defiance of school personnel, he or she will be sent to the office for disciplinary action.

We feel that following discipline regulations will assist in creating the safest possible school environment for your children.

## OUR SCHOOL ENVIRONMENT

At Tanglewood Elementary School, we actively teach emotional self-control (sensible thinking and attitudes).

We insist that all students think and act responsibly. We make our school rules clear and set logical consequences for students who choose to make bad choices. We continually communicate high expectations for learning, helping, and solving problems.

### **Tanglewood Elementary School rules are based upon the right to:**

1. A clean and orderly environment.
2. Learn without interruptions by others.
3. Be safe from physical or verbal abuse.
4. Respect of person and property.
5. A fair share of teacher time.

## GENERAL SCHOOL RULES

1. Follow directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Settle disagreements without hitting.
4. Stay in assigned areas.
5. Walk into the classroom in an orderly manner.
6. Keep up with your materials.
7. Act courteously.
8. Refrain from name-calling.

## BUS RULES \*

1. Follow directions the first time they are given.
2. Keep body parts and objects out of open windows.
3. Keep hands, feet, and objects to yourself.
4. Keep center aisle clear.
5. Refrain from bringing food and objects onto the bus.
6. Remain in your seat while the bus is in motion.
7. Act safely and courteously.
8. Refrain from throwing paper, objects or food out of open windows.
9. Bring signed note from home to request to get off at a stop other than your own.
10. Settle disagreements without hitting.
11. Refrain from name calling and obscene language.
12. Refrain from eating on the bus.

\*Failure to comply with bus safety rules could result in loss of bus privileges.

### **CAFETERIA RULES**

1. Follow teacher's directions.
2. Wait your turn.
3. Keep hands, feet, and objects to yourself.
4. Walk into lunchroom quietly.
5. Walk to assigned area.
6. Act courteously.
7. Keep unwanted food on your plate.
8. Refrain from sharing or trading food.
9. NO TALKING IN THE CAFETERIA.
10. Keep the table and floor clean.

### **HALLWAY RULES**

1. Walk quietly in line on the "Catwalk".
2. Keep hands, feet, and objects to yourself.
3. Follow directions the first time they are given.
4. Act courteously.

### **PARENT VOLUNTEERS**

Tanglewood Elementary School considers its parent volunteers as a very special resource. Parents are encouraged to help in classrooms and with special events, programs, and extracurricular activities. Please call the office if you have time you can share to make our school a better place for students to learn and grow.

### **NEWSLETTERS**

A school newsletter with items of interest to students and parents will be distributed throughout the year. The newsletter will feature information about school events and programs.

### **PETS**

No pets of any kind are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet brought to school.

### **LOST AND FOUND**

All clothing found on the school campus will be placed on the "Lost and Found" in the lobby. Money, jewelry or any other articles of value are turned into the office. Students may claim them after proper identification.

### CHANGE OF TELEPHONE NUMBER

It is very important that every student maintain an up-to-date telephone number on record. Please notify the office immediately by sending a note with your child of any change in your telephone number or contact information.

### SCHOOL PARTIES

There will be parties involving room mothers and other parents in all classrooms at two (2) designated times during the school year, Christmas and Easter. There will be NO birthday or surprise parties in the classrooms. Cupcakes and any other small snack for the class can be left at the office. A representative from the office will bring them to your child's class for you. Special deliveries to students such as balloons and flowers are not allowed and will be refused. If attending a class party, siblings should not be present with parents. Students are allowed to have 2 guests (including parents) attend the party.

### HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework provides practice and drill to reinforce classroom learning and it provides opportunities for independent study, research, and creative thinking.

### PICTURES

Individual student pictures will be taken in the fall. Christmas, Spring and group pictures will also be taken during the school year.

### SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for professional reasons or family emergencies.

### NURSE

Kristal Lambert is the nurse employed by our school district. She has been assigned to Tanglewood for the 2016-2017 school year. **If your child has a health problem, please bring it to our attention immediately.**

### VACCINATIONS

A child may be excluded from school if all vaccinations/immunizations are not up to date and on file in the school office.

## HEAD LICE POLICY

Students sent home from school due to Head Lice will need to stay home until proper treatment has been administered. Your child will be allowed to return to school once the proper treatment has been administered. In order for your child to return to school you must make an appointment with the school nurse to have your child's head checked. Your child will not be allowed back into the classroom until cleared with the school nurse. If live lice are found, your child will have to return home. If nits are found, your child will be rechecked. If nits are present after one week your child will be excluded from school until clear. If live lice continue to be found, your child will be excluded until they are both lice/nit free. It is recommended that you check with your child's pediatrician if your child continues to have lice after being treated with over the counter products and following the recommended procedures.

## MEDICATION

Any student required to take prescription medication at school that is prescribed by a physician must have the following on file:

1. A written statement from the physician detailing the type of medication, method, amount and time schedules by which the medication is to be taken. The office will provide a form for the doctor.
2. A written statement from the parent or guardian indicating the desire that the school district gives the medication as prescribed. The school asks that medication be given prior to school and after school whenever possible. Students will not be allowed to carry medication.

## WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?

Parents are often confronted with the decision of when a child should attend school if they are complaining of not feeling well. Here are some guidelines that may be helpful in making that decision. They do not cover every decision, and they also do not take the place of seeking medical attention. Please consult your doctor for specific medical advice.

**FEVER – 100 DEGREES OR HIGHER** – Fever is a signal that the body is fighting an infection. A child with a temperature of 100 degrees or higher may not attend school. The child should be fever free, without the use of anti fever medications (Tylenol/Ibuprophen) for 24 hours prior to returning to school.

**VOMITING** – A child who has vomited must wait 24 hours and be able to retain solid food prior to returning to school. A child who is having frequent diarrhea stools should not be at school.

**SORE THROAT/COLDS** – Minor cold symptoms are common and usually do not interfere with school attendance. A persistent cough and constant nasal drainage may affect your child's performance at school, and they may be more comfortable at home.

**RASH** – A rash may cover the entire body or just one area. A child that has a rash that is draining or is causing the child to itch should not attend school. A rash accompanied by fever, sore throat, irritability, or vomiting may not attend school, and you should contact your physician/ for evaluation and advice on treatment.

## MEAL PRICES

Children are allowed to bring lunch. Lunches from commercial establishments (McDonald's, etc.) may not be brought. No soft drinks in cans or bottles are allowed.

Breakfast for students: \$ 1.25 per meal (full price)  
 Breakfast for students: \$ .30 per meal (reduced price)  
 Breakfast for visitors  
 and employees \$ 2.00 per meal

Lunch for students \$ 1.90 per meal (full price)  
 Lunch for students \$ .40 per meal (reduced price)  
 Lunch for visitors  
 and employees \$ 3.50 per meal

Prepayment for meals by the month, week, or year is recommended. Daily cash payments may be accepted. Make checks payable to CCSS School Food Service. Applications for school meal benefits will be sent home to parents by students the first day of school for students. The completed application may be returned to the cafeteria manager or online at [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com). Payments should be made to the teacher in an envelope with the student's name on it. Charging of meals is discouraged and no charges over \$10 will be allowed. An alternate meal will be offered to the student if this amount is reached. Charge letters will be sent home with the students through the teachers at least twice weekly and phone and email. The online meal payment program will be transitioning to MySchoolBucks <http://www.myschoolbucks.com>. See CCSS website for details.

Food allergies must have an approved state form filled out by their doctor and on file with the office. This includes any allergies such as milk, cheese etc... Substitutions will be made within reason. Please contact your café manager about these issues, Dawn Beth Conrad 261-3455.

## TANGLEROCK CAFÉ

You will be able to purchase *up to two meal tickets* from the Tanglewood cafeteria prior to eating with your child. Special days have been planned throughout the year in which you can enjoy a lunch date with your child. **No commercial meals may be brought to the Tanglerock Café (ex: McDonald's, Cane's, Burger King, etc.)** Students are not allowed to consume soft drinks with their meal. Please check in at the office if you are having lunch with a student. Guests will need to remain in the lobby area until called to the dining area for lunch. **\*\*\*Guests MUST have a ticket in order to dine with the student.\*\*\***

**Special Lunch Date dates, time, and classes include: (Dates are tentative and subject to change.)**

<b>1<sup>st</sup> Grade: 11:00 – 11:30 AM</b>	
<b><i>Date</i></b>	<b><i>Included Classes</i></b>
Sept 23	Altazan, Hicks, Brown, Ricketts
Oct 20	Basso, Forbes, Messer, Boyle
Nov 17	Duvall, Harrison, Matherne, LaBorde
Dec 16	Kelley, Collins, Brice, Breeden
Feb 10	Altazan, Hicks, Brown, Ricketts
Feb 22	Basso, Forbes, Messer, Boyle
Mar 17	Duvall, Harrison, Matherne, LaBorde
Apr 7	Kelley, Collins, Brice, Breeden, Sartin

<b>2<sup>nd</sup> Grade: 11:40 – 12:10 PM</b>	
<b><i>Date</i></b>	<b><i>Included Classes</i></b>
Sept 23	Huber, Rogers, Gremillion, Tucker
Oct 20	Navarro, Seals, Signorino, Starks
Nov 17	Dewitt, Hebert, Miller, Ensminger
Dec 16	Sartin, Satterwhite, Anderson, Walker
Feb 10	Huber, Rogers, Gremillion, Tucker
Feb 22	Navarro, Seals, Signorino, Starks
Mar 17	Dewitt, Hebert, Miller, Ensminger
Apr 7	Satterwhite, Anderson, Walker

*In order to remain on schedule and ensure that all students are served lunch in a timely manner, we ask that you please adhere to the lunch times set. Thank you for your assistance with this!*