

Elvin Hill Elementary School

Parent & Student Handbook

2022-2023



201 Washington Street
Columbiana, Alabama 35051
Phone: 205-682-6620 Fax: 205-682-6625

Courtney Madison, Principal
Jane Smith, Assistant Principal



Elvin Hill Elementary School

201 WASHINGTON STREET, COLUMBIANA, ALABAMA 35051

PHONE: (205) 682-6620 • FAX: (205) 682-6682

PURPOSE • **A**CCOUNTABILITY • **W**ORK TOGETHER • **S**ERVE WITH KINDNESS

Greetings, Families!

Welcome to the 2022-2023 school year where we will pour into our students, leading them to raise their P.A.W.S. to find their Purpose, be Accountable, Work together, and Serve with Kindness. We are committed to loving and serving our students to the best of our ability.

We believe:

- Each individual has a purpose.
- Every person is accountable for choices made.
- When we work together, we can win.
- Every person can serve with kindness.
- We can build a better world.

Here at Elvin Hill, our calling gives us the opportunity to witness greatness in approximately 500 students in grades kindergarten through fifth grade, and 70 faculty and staff leaders. It is our desire to support our families, faculty, students, and stakeholders through building a sense of community within and beyond our four walls, having a commitment to the cause that will be our strength for the journey, and showing compassion will ensure that everything we do as a school community, is done through service and in love.

Our goal is to cultivate an environment that is safe and conducive for a fun and exciting learning experience for our students. As a family, we will build a foundation to enable them to reach success throughout their educational career and beyond. High standards of excellence in academics, behavior, and leadership is expected, as we strive to make a daily impact on each student that walks through the door of our school. But, we need you! Are you an important piece of our partnership—we need every family to collaborate with us to grow our future!

We strongly encourage you to take a moment to read this handbook as it will provide information regarding arrival/dismissal, attendance, transportation, and other policies. Please take the time to discuss the information your child as well. This, along with the Shelby County Code of Conduct and Attendance will be our guide to a successful year.

Let's have an amazing year! It's going to be happening at The Hill!

Courtney Madison

Principal

Jane Smith

Assistant Principal

Our Vision

Together, we will build a better world.



Our Mission

Purpose • **A**ccountability • **W**ork Together • **S**erve
with Kindness

Our Beliefs

- Each individual has a purpose.
- Every person is accountable for choices made.
- When we work together, we can win.
- Every person can serve with kindness.
 - We can build a better world!

EHES Faculty and Staff Listing, 2022-2023

ADMINISTRATION	OFFICE STAFF
Courtney Madison, Principal Jane Smith, Assistant Principal	Gayle Kerr, Secretary Meagan Howard, School Nurse Lt. Sasha Knighten, School Resource Officer Pam Oliver, Registrar Renee' Wilder, Bookkeeper & Office Manager
KINDERGARTEN	1 ST GRADE
Emily Armstrong Courtney Dudley Helen Gibson Shanna Petty Misty Rutherford	Sonia Cardwell Samantha Foster Victoria Gentry Lauren Ruston Lindsay Spivey
2 ND GRADE	3 RD GRADE
Sabrina Etheredge Hayden Jeffries Jennifer Long Emily Vansant	Tricia Aaron Ashlee Cole Kourtney Howard Jessica Mata
4 TH GRADE	5 TH GRADE
Bryanna Beasley Krysten Gunn Cara Overton Kerri Woods	Scott Byrne Jennifer Harrison Cassie Jones Kara King
SPECIAL EDUCATION	INSTRUCTIONAL SUPPORT
Denna Brown Brenda Heisler Jenny Lespi Kayla Mizell, Speech Language Pathologist Jennifer Nicewonder Chandal Phillips	Kendall Aiken, ESL Crystal Curtis, Interventionist Hailey Fant, Reading Coach Misty Howard, Math Coach Kristina Nix, Gifted Education Jennifer Odgers, Interventionist Lisa de Melo Thacker, Interventionist
PARAEDUCATORS	SPECIAL AREAS
Jennifer Alexander Rhonda Evans Lacey Russell Melissa Scoggins Tabatha Scoggins Misty Shiflett John Snyder Beverly Vick	Alaina Etness, Counselor Leah Jones, Music Carla Keathley, Art Jennifer Milstead, Librarian Ashley Phillips, Physical Education Mary Taylor, Physical Education
MAINTENANCE AND CUSTODIAL	CHILD NUTRITION PROGRAM (CNP)
Pam Dooley, Custodian Tracey Dunn, Custodia Janette Humphries, Custodian Wayne Raia, Maintenance	Stephanie Miller, Manager Brandi Bailey, Assistant Manager Casie Etness Diandra Nassirian Hannah Whitner

Shelby County Schools Leadership

Superintendent

Dr. Lewis Brooks

Board Members

Mr. Aubrey Miller

Ms. Peg Hill

Mrs. Jane Hampton

Mrs. David Bobo

Mr. Jimmy Bice

To contact a board member:

Call (205) 682-7047

Fax (205) 682-7050

410 East College Street

P.O. Box 1910

Columbiana, Alabama

Email: scboeboard@shelbyed.org

EHS Parent-Teacher Organization

Beth Murray, President

Jackie Finklea, Vice-President

Betty Hood, Treasurer

elvinhillPTO@gmail.com

Parking

Parents and visitors should park in the front of the school in available parking spots in the parking lot. **Please do not park in the front circle before 8:00 or after 2:00 p.m. due to buses.** Please be mindful of handicapped parking and do not use these unless you have a handicapped sticker. Because the safety of our children is our primary focus, we ask that you enter the school through the main lobby doors and sign in at the front office.

Visitors

Visitors are now allowed back in our building. County policy and school safety require that ALL VISITORS to the school report to the front office, show a valid ID, SIGN IN, to receive a visitor's badge. While we welcome visitors, please ensure that you visit during a time that protects instruction. Please contact your child's teacher for a daily schedule.

Arrival and Dismissal

Upon arrival, students will go to assigned areas for supervision. Students will report to classrooms at 7:30. **The tardy bell rings at 7:45 a.m. All students are expected to be in their classrooms by 7:45 a.m.** Students arriving later than 7:45 **MUST** be signed in by a parent or guardian through the front office. **Students are not allowed to check themselves in or out.** Students that arrive after 11:30 will be counted absent the entire day.

Car Rider Safety and Procedure

Car riders may be unloaded starting at 7:10 a.m. The car rider line ends at 7:40 am.

Guidelines for Morning Drop-off:

1. **Morning drop off begins at 7:10 a.m.**
2. Cars enter the road where the car-rider sign is posted, left of the school. This is one lane until it forms two lanes near the beginning of the awning at the back of the school.
3. DO NOT drive into the front circle of the school between 7:10-7:50. This is the bus lane.
4. Please drive slowly when entering and leaving the loading area.
5. Have your children's lunches, books, backpacks and other items ready before you enter the unloading area. Say your good-byes early and be ready to unload.
6. Cars in each line will pull up as directed by faculty supervising car-riders. Only the first few cars behind the line will be unloaded.
7. Please place your car in park while students are loading or unloading.
8. Unload on the right side of your vehicle only.
9. **Please remain in your cars. If you are having difficulty getting your child out of the car, please pull over to allow traffic to flow smoothly.**

Guidelines for Afternoon Pick-up:

1. **Please do not arrive before 2:30 for car rider dismissal.**
2. DO NOT park or drive into the front drive of the school between 2:10-3:15. This is the bus lane.
3. Cars enter the road where the car-rider sign is posted, left of the school. This is one lane until it forms two lanes near the beginning of the awning at the back of the school.

4. Wait until you are directed to move as you approach the loading area.
5. **All car riders should be picked up prior to 3:10. At that time all students who are not picked up will be escorted to After School Care. Parents/Guardians will be responsible for any fees incurred for drop ins.**
6. If you are not able to pick up your child before 3:00 on a daily basis, please consider changing their transportation to bus rider or enrolling them in the After School Care Program.
7. **Please remain in your cars.**

Bus Transportation

Bus transportation is available for all students in Shelby County Schools. To inquire about bus stops, please call the front office at the school. Students transported at public expense are subject to the Shelby County Schools Code of Conduct. School rules will apply on all school buses while traveling to and from school, on field trips, and at bus stops. Should a student misbehave on the bus during a regular bus route, the following actions will be taken:

- The first offense, the bus driver will discuss the behavior with the child. (If the offense is physical or fighting, it will result in bus suspension.)
- The second offense, the bus driver will discuss the behavior with the child and contact the parent via phone, email or note.
- The third offense, the assistant principal will discuss the behavior with the child and contact the parent via phone or note.
- The fourth offense, the child will be suspended from the bus for at least one day.
- Subsequent offenses will result in a longer suspension period and/or possible removal from the bus.

Regular classroom consequences will be followed when behavior occurs on the bus during a field trip.

Any carry-on equipment (i.e. book bags, science projects, school fundraiser items) must be held by the student owner and must not interfere with either the seating or safety of the students on the school bus. Distracting devices (Such as toys, paper airplanes, etc.) must be kept in a backpack while on the bus. Glass items (ex: flower vase) are not permitted on the buses.

Check in/Check out Procedures

Students should arrive by 7:40 a.m. in order to be in his/her classroom when the tardy bell rings at 7:45 a.m. Students arriving at the tardy bell or later must be signed in by a parent/guardian in through the front office. **Check-ins later than 11:30 and will count as a full day absence.**

Tardies will be closely monitored in accordance with the Shelby County Schools Code of Conduct. Check ins will be considered unexcused unless a valid reason (doctor's excuse, mechanical breakdown, sickness) for tardiness is provided.

Check-Out Procedures

Checkouts should be made prior to 2:15 due to bus lines and safety concerns. Any checkout that involves more than one-half of an instructional day (before 11:30) is counted as an absence.

Students who must leave school during the day must be checked out in the office by a parent or person designated by the parent in S.C.O.R.E. Only authorized adults whose names are listed on the Student Check-Out Authorization Form may checkout a student. **Anyone, including the child's parent, must present a valid driver's license or ID to checkout a student.** Please restrict checkouts and make them only for valid reasons (sick, doctor/dentist appointment, etc.) Parents are not permitted to go to the classroom when checking in or out without permission from the office.

Attendance Policy

Regular daily attendance of your child is essential if academic progress is to be made. Alabama State Law, Section 16-28-3, Code of Alabama, 1975, requires all children between the ages of 6 and 17 to attend school regularly. Please read Shelby County Schools Student Code of Conduct and Attendance for more information regarding truancy.

Parents must send a written note within 3 days of the absence for it to be excused. However, all notes from parents will not automatically be excused. The registrar and the administration will review the reason for the absence to determine whether or not it will be considered excused. Please send written excuses to your child's teacher, or our registrar, Pam Oliver. You may also e-mail your excuse to your child's teacher or to poliver@shelbyed.org

Arrangements for missed work must be made with the teacher within 3 days of the child's return to school. It is the parent/child's responsibility for getting the work, seeking help, and returning the work in a timely manner for grading.

The following are the consequences from the Shelby County Board of Education for unexcused absences:

- After **two** (2) unexcused absences, the parent will receive a letter from the school.
- After **three** (3) unexcused absences, the local school will schedule an Early Warning Court Pre-referral parent meeting to review the student's attendance records.
- After the **fifth** (5th) unexcused absence, the parent is referred to Early Warning Court.
- Upon the **seventh** (7th) unexcused absence, the local school will make a subsequent Early Warning referral for the purpose of filing a truancy petition.

Absences beyond 10 days must be documented with a doctor's or court excuse, or permission from the principal. Parent notes will no longer be accepted after the 10th absence. A meeting with the assistant principal will be scheduled after the 10th absence to establish an attendance contract.

*Any student who accumulates 12 total absences during a school year is **subject to retention**.*

*Notes will be accepted via email to **scboe-ehes@shelbyed.org**, but **MUST** be handwritten with a date and signature (scan or take a picture).*

Change of Transportation

If arrangements for normal afternoon pickup change, please notify your child's teacher **by handwritten note**. We must have your written and signed transportation change, and students will have this change checked and signed by the office personnel. Teachers cannot take the word of children that pick-up plans have changed. Without a written note of transportation change, children will be directed to follow their regular way of transportation. **For the safety of our students, we will not be able to accept phone calls, faxes, or e-mails for transportation changes.** Please note that transportation changes cannot be made without a written note from the parent/guardian. Your child must leave school as usual, if you do not send a note stating otherwise. Please do not call the front office to change the mode of transportation for your child unless you're in an emergency situation.

Child Nutrition/School Breakfast & Lunch

Menus are provided on a monthly basis to each student to take home in their folder. Menus are also online at www.shelbyed.k12.al.us/cnp/menu.htm. For students, breakfast is \$1.75 and the reduced price is \$0.30. Lunch is \$2.50 and the reduced price is \$.40. You can pay daily, weekly, or monthly, and checks can be made out to Elvin Hill Elementary CNP. *Please write your child's lunch account number on the check.* You may also pay online by going to www.MySchoolBucks.com.

If your child wishes to purchase a la carte items, i.e. ice cream, he/she should bring extra money for these purchases. Please notify your child's teacher and the lunchroom manager if you do not want your child to purchase a la carte items.

Meal Benefits Application for Free and Reduced lunch forms can be found on our website: <https://www.myschoolapps.com/Application> (English) or <https://www.myschoolapps.com/Application> (Spanish).

A new form MUST be completed and submitted annually to be eligible for free or reduced meals. Any meals purchased before benefit approval are the responsibility of the parent at regular price.

Please note: Restaurant food is only permitted in the lunchroom if it is packaged in plain containers/wrappers; we would like to encourage students to make healthy choices and eat often in our cafeteria.

Child Nutrition/School Breakfast & Lunch

Menus are provided on a monthly basis to each student to take home in their folder. Menus are also online at www.shelbyed.k12.al.us/cnp/menu.htm. For students, breakfast is \$1.75 and the reduced price is \$0.30. Lunch is \$2.50 and the reduced price is \$.40. You can pay daily, weekly, or monthly, and checks can be made out to Elvin Hill Elementary CNP. *Please write your child's lunch account number on the check.* You may also pay online by going to www.MySchoolBucks.com.

If your child wishes to purchase a la carte items, i.e. ice cream, he/she should bring extra money for these purchases. Please notify your child's teacher and the lunchroom manager if you do not want your child to purchase a la carte items.

It is unlawful for the Child Nutrition Program to absorb unpaid, charged meals. Parents/guardians are responsible for providing funds for student accounts. If assistance is needed, please complete a meal benefits application.

Meal Benefits Application for Free and Reduced lunch forms can be found on our website: <https://www.myschoolapps.com/Application> (English) or <https://www.myschoolapps.com/Application> (Spanish).

A new form MUST be completed and submitted annually to be eligible for free or reduced meals. Any meals purchased before benefit approval are the responsibility of the parent at regular price.

Please note: Restaurant food is only permitted in the lunchroom if it is packaged in plain containers/wrappers; we would like to encourage students to make healthy choices and eat often in our cafeteria.

Check Acceptance Policy

All checks written to Elvin Hill Elementary School must have the following items:

- Name
- Current Date- *Post-dated checks will not be accepted.*

- Current Address
- Phone Number
- Signature
- Memo line- Please designate what the check is paying (Lunch, Field Trip, Book Fair, etc.)
Lunch account # must be on child's check for lunch money.

Checks must be written for the **exact amount**—no change will be given from a check written for more than the amount due.

Always send checks (or cash) in a sealed envelope with your child's name and the teacher's name on the envelope. Please send any payments with your child each morning.

Snack

If you still choose to send a snack from home, please note the following information. In accordance with the Alabama State Board of Education and Shelby County Schools, any snack brought from home must meet nutritional guidelines. Therefore, certain food items like carbonated beverages and candy are not allowed in the classrooms as a daily snack. Students are encouraged to bring water to drink for snack, however individual juice pouches/boxes are permitted. Sodas, teas, and other beverages are not allowed. If you are unsure if an item is allowed, please contact your child's teacher or the administration.

Special Snacks and Class Parties

Room Parents will be in charge of party arrangements and will plan parties in keeping with school policy at the discretion of the classroom teacher. Each grade level has certain procedures for classroom celebrations. Please check with your child's teacher before sending foods for these events (Winter Holiday Party and End of the Year).

Birthdays

Typically, unhealthy items are not allowed in the classroom for students to eat. However, since part of a healthy life-style is learning moderation, you are welcome to provide a special snack to celebrate your child's birthday if you bring a healthy treat as well. Please be mindful of common items that certain student's may be allergic to, such as peanut butter, and always check with your child's teacher for special instructions due to allergies. *Special snacks must come to school with the child at the start of the school day; parents/guardians will not be allowed to visit the classroom during this time.* **Please send pre-packaged snacks or goodies only; no homemade treats, please.**

- Please only pass out invitations at school if there is an invite for every child in the class.
- Students are not allowed to receive balloons/flowers, etc. at school due to safety rules for bus and car riders.

Cell Phones and Electronic Devices

If students have a cell phone for after school emergencies, it must remain off and left in backpacks all day. Wearable technology (i.e. smart watches) are not allowed to be visible or audible during the school day.

Code of Conduct

One of our goals is to assist parents in preparing students to be productive and contributing citizens. This goal includes learning how to behave appropriately, cooperate with others, and follow rules. The Shelby County Code of Conduct and Attendance provides the schools with behavioral expectations of general rules of conduct and the consequences for not following those rules. Click [here](#) for English COC and [here](#) for Spanish COC.

Our school-wide leadership model, P.A.W.S.—Purpose, Accountability, Work Together, Serve with Kindness, allows students to monitor their choices, while providing behavior goals for which each child should strive! All rules and regulations are developed and implemented with one thought in mind: to provide each student with the maximum opportunity to acquire an education in an environment that is safe and conducive to learning.

The Code of Conduct also addresses appropriate clothing and grooming for students in our system. Students with questionable or inappropriate attire that is disruptive to the educational process will not be allowed to attend class until said clothing is changed with appropriate attire. Please familiarize yourself and discuss with your child the expectations listed in the Code of Conduct. If you need a clarification of any statement, please feel free to ask your child's teacher or an administrator. Parents are urged to supervise their child's dress on a daily basis. We expect parents to take an active role in supporting the dress code.

Dress Code Reminders

- Skirts, shorts, and dresses must be mid-thigh or longer in front and back. No slits or leg openings may be above mid-thigh. Leggings/Jeggings may only be worn as an accessory to a dress, skirt, or appropriate top that is at least mid-thigh length. No t-shirts with leggings/jeggings will be allowed.
- Students are required to wear appropriate shoes at all times.
 - All shoes must have a strap/back (no flip flops).
 - Tennis shoes will be required for P.E.
- Tank top straps must be three adult fingers wide across the shoulders--no halters, spaghetti straps, or racerback tops, please.

Conferences

We encourage our parents and teachers to communicate often about students. It is requested that each child have at least one parent attend a conference with their teacher by December of each year. Items

discussed typically include academic progress and behavior. You are welcome to contact your child's teacher to schedule a conference as you feel it is needed. You may schedule a conference directly contacting your child's teacher through note or e-mail, or by calling the front office at 682-6620 and leaving a message. Please help us protect instructional time by not interrupting class with an unscheduled conference. Although teachers may list times available for conferences, please do not drop in, as they may already have a scheduled conference or other business to attend to during those times. We believe that this system will be a positive way for students to monitor their choices and will give them behavior goals to strive for! As always, if you have any questions, please feel free to call or email your child's homeroom teacher or administrators.

Emergency School Closings

In the case of inclement weather or other school emergencies, please listen to the local radio and television stations for school closing information. The county website will be updated frequently with current school status. Blackboard Connect system to contact parents via phone/text/email for school closings, as well as other announcements. Please be sure the school has current contact information at all times.

If school must be dismissed early due to inclement weather or other emergencies, regular bus routes will be followed unless other information is given by the media. When under a tornado warning, our policy is to keep students, teachers, visitors, and parents in the school until an all clear signal is given. Our attention is to focus on the safety of all. However, you may check-out your child using standard check-out procedures, including showing your driver's license. Again, this procedure is for the safety of our children.

Field Trips

Field trips will be arranged to supplement the instructional program of the school. Parents will be informed of the time, place, purpose, cost, and any special arrangements for such trips. Students must have a permission form signed by a parent or guardian to go on field trips. Students will not be allowed to go on the field trip without the proper permission. All school rules of behavior are in effect at all times during the field trip. **Students must leave the school and return to the school with the group on the bus.** Only students of the classes involved and approved chaperones may attend. Chaperones must be listed on the child's Student Check-out Authorization Form to attend any field trip. The chaperone must also sign in at the front office and obtain a Visitor's sticker prior to leaving for the trip. **Board policy does not allow other students, siblings or preschool children to go on school trips.** Also, if your child will need medication while on the field trip, make sure you inform the teacher and check with the school nurse several days before the trip to make sure the proper forms have been completed.

Teachers depend on chaperones to help during the entire field trip. It is important that the chaperones stay with the group the entire time. Chaperones should sign in at the front office and pick up a visitor's badge before leaving for the trip.

Monies collected for the field trips are calculated on the number of students and parents who plan to attend. Therefore, monies collected for field trips are non-refundable.

Guidance Program

The guidance and counseling program is comprised of whole classes and small groups to provide a planned, purposeful, and sequential program of activities. These activities address issues such as: bullying, drug awareness, decision making, goal setting, career awareness, respect for self and others, and changes. Small group sessions are designed for students identified to need counseling in particular areas. Unfortunately, the counselor is not able to provide repeated counseling sessions for just one particular child. If your child is facing a situation that warrants consistent visits to a counselor, you may want to contact a certified counselor or counseling service outside of the school. If consistent services are needed, parents may contact school administrators or counselor or additional information.

Bullying

**Bullying is defined by the U.S. Department of Health and Human Services as “aggressive behavior that is intentional and that involves an imbalance of power or strength,” noting that “typically, it is repeated over time.”

BE A SAFE ADULT – For students, a safe adult is someone who will take them seriously and take prompt action when told about peer harassment. Safe adults clearly distinguish between the role of “friend” or “confidante” and that of a guardian. Safe adults know that their first priority is the safety of the child and other victims. Monitor the situation. You might want to follow up to be sure all is O.K.

BUILDING A GOOD POSITIVE SCHOOL CLIMATE – Includes:

1. The creation of a school environment of safety, caring, and excellence in education involves everyone – students, parents, teachers, staff and community.
2. Classroom teachers and staff are trained and empowered to intervene, take measures, and record incidents.
3. Prompt attention with an investigation by the school administration.

When Bullying Occurs: STUDENTS SHOULD:

1. Tell the person to stop.
2. Move or get away from the person.
3. Report the incident to the teacher/staff.

When bullying occurs, administrators will follow the discipline procedures outlined in the Shelby County Code of Conduct.

P.E.

Every child will participate in Physical Education activities each day for 30 minutes, according to the Alabama State Course of Study. A child may be excused from participation in P.E. class by a written note from his/her parents that includes the reason the child needs to be excused and length of time the child needs to be excused. A doctor's note may also excuse your child from P.E. A doctor's note is needed when a child needs to

be excused from P.E. for five (5) class days in succession. The excuse must state the reason why the child needs to be excused from physical activity, as well as when the student will be able to return to normal activity. The following guidelines are required:

- Tennis shoes should be worn to school, or brought to change into for participation in sports activities. This is for the comfort and safety of your child as well as others.
- NO flip flops or croc-type shoes should be worn.
- Girls wearing dresses to school should wear shorts under their dresses during P.E.
- Equipment is to be used with proper supervision and when the teacher in charge has given permission.
- Students should show good sportsmanship and follow all school rules at all times.

Health Protocol

STUDENTS MAY NOT BRING MEDICINE TO SCHOOL. An adult must take ANY medication to the nurse, and a form must be completed giving the nurse permission to administer the medication. See **Medication Policy** for more detailed information on procedures. If a child becomes ill at school, a parent will be contacted and will be responsible for taking the child home. (We ask that all students have updated emergency contact numbers on file in case a parent cannot be contacted.) After a child has been sick, use the 24-hour rule to determine if they are still contagious:

- 24 hours without a fever
- 24 hours without vomiting
- 24 hours without diarrhea
- 24 hours of using eye drops for "pink eye"
- 24 hours of taking an antibiotic for strep throat

The nurse and teacher should be made aware of any serious medical conditions at the start of school or as issues arise.

- Students having a serious health condition should alert the teacher immediately.
- Students with head lice must follow procedure; See information on **Head Lice** in the following section.
- All students attending Elvin Hill Elementary are required to have a proper documentation of immunizations (usually referred to as a blue card) in their cumulative folder. See Immunizations for more information.

Head Lice

Whenever a case of head lice is discovered, the child is immediately removed from the classroom in a way that does not embarrass the child. Parents of the infected child are contacted and a notice is sent home with the other students in that class. The name of the child infected with lice will be kept confidential.

A child may return to school only after being treated with special shampoos from the Health Department or local pharmacy. To return to the school, your child must be lice free, and a thorough effort been made to remove nits, and must be accompanied by a parent to the school nurse's office to be cleared for re-entry to the classroom. No more than two consecutive absences should be considered excused due to head lice.

Parent Involvement and Volunteer Opportunities

We welcome and value parent involvement and encourage every child's parents to be as involved as they can be. Our school strives every year to improve our parent involvement program. We understand that not all parents have the time to come help during school hours, but there are many ways that you can still be a help to your child's school!

Ways Parents Can Get Involved at EHES:

- Annual Meeting of Title I Parents—Learn more about what Title I means for our school!
- Parent/teacher conference(s)
- Volunteering (See the next section titled **Parent Volunteers**)
- Open House/Parenting Day/Family Night(s)/Special Meal Events
- Field Trips
- Title I Program Planning/Evaluation
- Development of Parent Involvement Plan
- Development of School-Parent Compact
- Meeting on School Improvement
- Parent Advisory Committees/Councils
- Meeting on State Standards/Curriculum

Parent volunteers offer an invaluable contribution to the learning process and we encourage the participation of parents as volunteers in our school. Initially, all parent volunteers need to be approved through the office for safety purposes. Afterward, parents please arrange volunteer schedules with the classroom teacher, librarian, secretary, or other faculty. Remember that we must not interfere with the children's instruction during these times. If you have a special talent that you would like to make the faculty aware of (crafting, sewing, woodworking, musical, etc.) then please let us know! Remember that you must always sign in at the office and wear a visitor's badge.

The following are a few areas that we often need volunteers:

- PTO (Email: ElvinHillPTO@gmail.com)
- Library & Book Fair Helpers
- Room Parents for Parties
- Field Trip Chaperones
- Special Readers
- Various School Committees
- School Fundraisers
- Special Family Nights
- Career Day Presenters
- Field Day Volunteers

- Many other opportunities that may arise during the school year!

Health Certificates

A valid Alabama immunization form (blue card) is required to be on file for each student. Also, a copy of each child's social security card, a certified birth certificate, and two proofs of current residency must be presented before a child can enroll.

Withdrawals

When transferring or withdrawing a student, please notify the office one day in advance in order for the proper papers to be processed. Transfer and immunization forms may be picked up the last day your child attends the current school. Cumulative records will be sent to the receiving school upon written request from that school. All books, including library books, must be returned to the school. Lost books or other debts must be paid before documentation can be sent to the new school. Withdrawal forms may be completed online: https://www.shelbyed.k12.al.us/student_serv/withdraw.htm

Connect with us!

Stay informed—join ListServ and follow us on social media!

Facebook: Elvin Hill Elementary School

Instagram: @ElvinHillElementary

What is Listserv? EHES uses an email system called a ListServ to keep parents informed about school events and important information. Emails are sent weekly to keep families informed. You must be the parent or legal guardian of a student at the school in order to sign up for this service. NOTE: If you have 2 children at one school, you only have to complete that school's survey form once. You may list up to two parent/guardian email accounts.

Visit EHES' website, scroll to the bottom of the page, and click "Join the Listserv today":

www.shelbyed.k12.al.us/schools/ehes

Elvin Hill Elementary Parent & Student Handbook

ACKNOWLEDGEMENT FORM

2022-2023

Scan the QR code on your device to view the 2022-2023 handbook. Under quick links, click Parent-Student handbook. Paper copies available upon request.



I have read the 2022-2023 Elvin Hill Elementary Family & Student Handbook. I realize that I am responsible for reading, knowing, and understanding all content and procedures included in this handbook. I understand that my failure to read and understand the policies and procedures will not excuse me or my child/children from following all rules, policies, and procedures of Elvin Hill Elementary School.

Student Name _____

Teacher Name _____

Printed Parent/Guardian Name _____

Parent/Guardian's Signature _____

Date _____

Please send this signed form to your child's teacher.

If you have any questions regarding the content of this handbook, please do not hesitate call 205-682-6620 for clarification. We want only the best for our students; parent/guardian communication is the key to student success!