

# *Oak Mountain Elementary Student Handbook 2017-2018*



**This is Our Mountain.**

*Oak Mountain Elementary School  
5640 Cahaba Valley Road  
Birmingham, AL 35242  
Phone: 205-682-5230  
Fax: 205-682-5235*

<http://www.shelbyed.k12.al.us/schools/omes/index.htm>

Dear Parents,

Welcome to Oak Mountain Elementary, an inclusive school rich in diversity, which will provide developmentally appropriate educational experiences in a child-centered environment. Our mission is to lead with love, encourage excellence and inspire learning. Our goal is to create a positive atmosphere which encourages a love for learning that will last a lifetime. This year we will work to prepare our students for their journey by providing superior academic instruction, exposure to 21<sup>st</sup> century technology, and collaborative skills necessary for success. As we enter our third year as a Leader In Me school we are focusing on empowering instruction. Teachers will incorporate critical and creative thinking skills at a deeper level than ever before. Students will continue to lead their own learning by collecting and organizing data in their Leadership Notebooks and sharing this data with parents. Each day, we will instill the 7 Habits of Highly Effective People into our curriculum and watch as students infuse them into daily activities. Another focus this year will be on the opening of the Innovation Station. This is our STEM (Science, Technology, Engineering and Mathematics) classroom. With help from a grant through the Lowe's Toolbox for Education, we will have a state of the art place for our students to develop their skills as future scientists. They will be engaged in coding, collaboration, robotics, problem solving, cooking, science experiments and much more! One other piece of exciting news for this year is the addition of a First Class Pre-K program. We held a lottery on July 10<sup>th</sup> and were able to enroll a new class of four year olds. They will begin their formal public school experience here and we can't wait to see them soar.

We look forward to another fantastic year with our outstanding faculty members, students and parents. Our dedicated and highly qualified staff is passionate about instruction and your child will thrive under their leadership. Please remember that your support is vital to the success of your child and our school program. There are many opportunities to volunteer and become involved here at the school. As always we encourage you to be as engaged as possible. Join our PTO, volunteer in the classroom, office, library, or from home and please support our fundraisers so we can continue to provide the very best for our students. The proceeds from last year's Fall Fun Fest and Boosterthon Fun Run allowed us to install new water fountains with bottle refill stations and purchase the new Oak Mountain Elementary School marquee. We appreciate the support from our parents, community and PTO in order to provide the highest quality education for our students.

Please take the time to read through this handbook and discuss the information with your child as it was revised this school year. It is extremely important that you review the attendance policy. School opens at 7:05am and students are expected to be in their classrooms by 7:35am. They are considered tardy at the 7:50am bell. Please remember the traffic on HWY 119 is extremely busy and plan accordingly. If school is in session, it is important that your child be in attendance. The school must receive a written excuse every time your child is absent. Absences that do not meet the Shelby County's excused absence policy should be completed on a pre-approved absence form found on the last page of the Shelby County Schools Elementary and Intermediate Schools Student Code of Conduct and Attendance Manual. Please understand that we can only excuse those days listed in the manual. Unexcused tardies and absences will be closely monitored.

I look forward to another school year filled with an abundance of learning and growing in all areas of academic, social and leadership development. If I can ever be of assistance to you, please don't hesitate to contact me. We are partners in preparing children to be productive, lifelong learners. Please visit our school website <http://www.shelbyed.k12.al.us/schools/omes/index.htm>, follow us on twitter <https://twitter.com/oakmtnelem> and like us on Facebook to keep abreast of all current information.

Have a wonderful year!

Sincerely,

*Debbie Horton*

Debbie Horton, Principal

# Oak Mountain Elementary School Creed

I believe in myself and my ability to accomplish any goal because

**I am a leader.**

I treat myself and others with respect because

**I am a leader.**

I honor my beliefs and values because

**I am a leader.**

I make good choices and do my very best because

**Oak Mountain leaders Expect Success!**

**SHELBY COUNTY BOARD OF EDUCATION**

**SUPERINTENDENT**

**Mr. Randy Fuller**

**BOARD MEMBERS**

**Mr. Aubrey Miller**

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[A4miller@shelbyed.org](mailto:A4miller@shelbyed.org)

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[Jhampton@shelbyed.org](mailto:Jhampton@shelbyed.org)

**Mr. Jimmy Bice**

[jbice@shelbyed.org](mailto:jbice@shelbyed.org)

**To Contact a Board Member**

Call (205) 682-7047

Fax (205) 682-7050

410 East College Street

P. O. Box 1910

**Columbiana, AL 35051-1910**

**ADMINISTRATION**

Debbie Horton, Principal

Leslie Marshall, Assistant Principal

**OFFICE STAFF**

Susie Rowland, Bookkeeper

Karen Greene, Nurse

Becky McCullough, Registrar

Mary Kelley, Secretary

**GUIDANCE**

Hayden Belisle

Julia Venable

**Mission Statement:**

Lead with love, encourage excellence and inspire learning.

**ABOUT OUR SCHOOL**

**Honors and Awards:**

CLAS Banner School 2010

USDA *Healthier* US Gold School Award 2010

National Blue Ribbon School Recognition 1994

Invitational School Award

Physical Fitness Program Demonstration Site for the State of Alabama

AmSouth Bank Recipient of Grant for Geographic- Environmental Lab

Accredited by Southern Assoc. of Schools & Colleges

Alabama Reading Initiative School

AMSTI (Alabama Math, Science & Technology) School

2010 Alabama Counselor of the Year - Hayden Belisle

2013 Blue Cross and Blue Shield of Alabama Be Healthy School Grant winners

2015-2016 Owens-Young Award – Jennifer Northrup

2015-2016 SCBOE Typing Challenge Winner

2017 Lowe’s Toolbox for Education Grant – STEM Lab

2017 First Class Pre K Grant

**Instruction:**

Instruction in all classes meets guidelines in the State Courses of Study. Classroom work includes many varied activities in addition to the appropriate use of textbooks. Shelby County Schools have adopted the following textbooks series:

Math – Pearson Investigations

Reading – Harcourt/Houghton-Mifflin

Social Studies – Scott Foresman

Science – Scott Foresman

Higher level thinking skills and hands-on experiences are emphasized in math, social studies, and science. Spelling and language are integrated throughout the reading program. Frequent writing activities, an abundance of children's literature, and many communication activities are used in all subject areas. Phonics instruction is an important part of beginning reading instruction and it is taught within a meaningful context.

**O** - **Oak**  
**M** - **Mountain**  
**E** - **Expect**  
**S** - **Success**

## **Beliefs:**

- All children are capable of learning.
- Programs should reflect high expectations and should be developmentally appropriate to meet each student's needs and learning styles.
- Children need opportunities to investigate, solve, and invent solutions to relevant and challenging problems facilitated by the teacher in a safe and secure environment.
- Students need a strong skill base in all subjects including fine arts, physical education, and technology.
- Evaluations of students should consist of a variety of assessment techniques that are data driven and continue across grade levels.
- We believe in providing opportunities to foster positive self-image, independence, responsibility, and interpersonal skills.
- We believe in reinforcing principles of good citizenship, respect for each other, and acceptance of individual differences.
- Teachers, staff, administrators, parents, students, and community share in the responsibility of providing a supportive learning environment.

## **School Mascot: Bluebird**

The bluebird was selected for the school mascot for several reasons. The bluebird, once almost extinct from this area, is now prevalent around the school. This is due to the efforts of concerned citizens. One of these citizens, John Findlay, became a special friend and taught us that one individual can make a difference in the world around him if he becomes committed.

The students and staff at Oak Mountain are committed to helping protect the environment and having the bluebirds around us as a reminder that they are here because of human efforts. Ninety percent of those people over 40 years of age have never seen a bluebird. Because seeing a bluebird is so uncommon, the expression "a bluebird day" was coined to indicate an extra special day. Every day at Oak Mountain Elementary is special and so this is especially significant

## **School Song:**

We're beginning to learn how to live in our world.  
We're using our minds and our hearts.  
We're learning to read, to write and to think.  
We're studying music and art.  
We're working to make our bodies strong.  
We're studying science and math.  
Our teachers are leading; we will follow-Up the Oak Mountain path.  
We're learning computers; the twenty-first century beckons us to come.  
Enrichment and technology--we love our "other home".  
We're beginning to know how great it feels when we work to be our very best!!  
We're beginning to learn at the number one school: O. M. E. S.

*Composed by Cheryl Ramsey, former OMES music teacher – 1998*

## **Professional Qualifications of Classroom Teachers:**

As a parent of a student in a Shelby County school, you have the right to know the professional qualification of the teachers who instruct your child. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- ◆ Whether the Alabama State Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches.
- ◆ Whether the Alabama State Department of Education decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- ◆ The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- ◆ Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Please call the school office if you wish to request this information.

## **Special Education Opportunities:**

Special education classes are made available to ensure an appropriate education for all students in the least restrictive environment. There is a specified procedure for admittance to all special education programs. Inquiries concerning these classes should be directed to the school principal, assistant principal, or guidance counselor.

## STUDENT ATTENDANCE

### Checkout:

Students who must leave school during the day must be checked out in the office by a parent or person designated by the parent on the enrollment card. **Picture identification will be requested.** Please limit checkouts to 2 per month and restrict them to valid reasons.

Students must be called to the office when checking out.

Any checkout that involves more than one-half of an instructional day is counted as an absence. Please send a parent or doctor's note when the child returns to school.

### Attendance Policy:

No child can be expected to successfully complete required classroom work if attendance is irregular. A child should be in school every day that he/she is physically able. To miss a day may mean that the child will miss the introduction or development of some necessary skill.

- ◆ **Parents or guardians shall send a note of explanation, i.e., parent's excuse, doctor's excuse, or court notes to the school the day the child returns to school. Failure of the parent or guardian to send a note will ordinarily result in the absence being marked unexcused. Notes must be received within 3 days after an absence.**
- ◆ Checkouts shall be considered as an absence for the classes missed. Notes of explanation for the absence will be required as above.
- ◆ Only an excused absence permits work to be made up. It is the responsibility of the parent to contact the teacher the day the student returns to arrange for make-up work.

All absences -	phone notification from school to make parent aware of absence
2 <sup>nd</sup> unexcused absence-	local school issues 2 day unexcused letter
4 <sup>th</sup> unexcused absence-	local school conducts a parent meeting emphasizing unexcused absences and explaining early warning referral upon the 7 <sup>th</sup> unexcused absence
7 <sup>th</sup> unexcused absence-	local school makes Early Warning referral
8 <sup>th</sup> unexcused absence-	local school makes another Early Warning referral for the purpose of filing a truancy petition

*\*Excessive tardiness or checkouts may require a parent conference and possible Early Warning Referral.*



**Perfect Attendance:**

Attendance is perfect if a student has not been absent, tardy, or checked out. Attendance is exemplary if the student has been present every day, but was tardy or checked out for part of the day no more than 4 times during the year.

**Report Cards:**

Report cards are sent home after each nine-week period. Please see Shelby County School Calendar for specific dates.

**After School Care Program (ASCP):**

An extended day program is offered from 3:00 - 6:00 p.m. while school is in session. The cost is \$175.00 per month for full time; however discounted tiered rates are available for employees, and for both free and reduced lunch status. To attend the program or any offered enrichment activities, the student must be registered with ASCP. For more information please contact the Community Education Department at 682-5958 or visit the Community Education Department link from [www.shelbyed.k12.al.us](http://www.shelbyed.k12.al.us).

**Emergency School Closings:**

When inclement weather occurs prior to the school day, the county school superintendent or his designee will decide if schools will open or remain closed. This decision will be broadcast on area radio, television stations, listserv, on our district website and on Blackboard Connect (BbC).

**Doctor Visits:**

Visits should routinely be scheduled outside of school hours. Whenever any part of a school day is missed due to a doctor's visit, a doctor's excuse is expected.

**Illness at School:**

If a child becomes ill at school, a parent will be contacted and will be responsible for taking the child home. A parent or doctor's note is expected upon the child's return when a child is sent home by the school nurse. After a child has been sick, use the 24-hour rule to determine if they are still contagious:

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

**Student Withdrawal:**

If a child's family changes residence outside the Oak Mountain attendance area, it will be necessary to withdraw the child from school and enroll the child in the school which is in the appropriate attendance area. Applications for exceptions should be made through the Shelby County Board of Education's Student Services Department.

When withdrawing a student from Oak Mountain notify the teacher at least 48 hours in advance in order for the proper papers to be processed and sent home with the student. The date of the last day of attendance at Oak Mountain should be declared. Notification can be made in writing or by phoning the school. Upon withdrawing from school, the child should return all textbooks and library books to Oak Mountain Elementary or a \$16 replacement fee per book. All negative lunch balances need to be paid prior to withdrawal.

## **SCHOOL POLICIES**

### **Health Form (Immunization Form):**

An Alabama Immunization Form is required to be on file for each student. This form may be obtained from your doctor or from any health department. Students cannot register without this form.

### **Student Allergies:**

Please notify school officials if your child has any allergies. Please notify the Child Nutrition Manager and the Nurse regarding food allergies.

### **Head Lice:**

Symptoms of head lice are irritation and itching of the scalp. If a student has the presence of light gray insects and nits (eggs) in the hair, the student will need to stay at home until effective treatment of the scalp, skin, and clothing is performed. Re-shampooing is recommended in seven to ten days with some products. **Please alert the school office if you suspect your child has head lice.** This information will be kept confidential. However, it will allow the school to take appropriate action to eliminate the problem. A thorough effort must be made to remove nits from the hair before a student can be returned to school with a nurse rechecking the student before returning to the classroom. The medical profession suggests that 3 days is the maximum amount of time needed to free a child from lice.

### **Student Insurance:**

Student accident insurance is available through K&K Insurance Group. Forms are available in the school office, or you can visit the website: [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com). For more specific information, please contact the school counselor.

### **Physical Education:**

Physical Education is a requirement of all elementary pupils in Alabama. Any restrictions your child has should be made known to the school, accompanied by a doctor's verification. Girls should wear clothing appropriate for mixed classes, such as pants, shorts, skorts, or shorts under a dress. Each student will need tennis shoes or athletic shoes.

## Medication:

### Shelby County Schools Medication Procedures Summary

#### **Dear Parents/Guardians,**

On July 13, 1998, the Shelby County Board of Education approved **medication procedures** for all students in the Shelby County School System. This letter is to inform you of the requirements of the medication procedures, should your child require **Prescription or Over-the-counter (OTC)** medications while attending school.

- All medications**, whether Prescription or Over-the-Counter, **must be turned into the school office by the student's parent/guardian** or other responsible adult.
- Medications can not be transported on the bus** (except emergency medications and approved medications prescribed for self-administration and carry on person).
- No student will be permitted to carry or possess any type of medications, whether Prescription or Over-the Counter, on his/her person at any time (except approved emergency medications prescribed for self administration and carry on person).
- Controlled substances cannot** be approved for self-administration or carry on person by a licensed prescriber.
- The parent/guardian must sign a School Medication Physician/Prescriber /Parent Authorization Form (Form A)** before **any** medication, Prescription or Over-the-Counter, can be administered at school.
- Over-the- Counter medications will require the parent/guardian signature only on the medication authorization form and is valid for the entire school year.**
- Prescription medication will require the physician/prescriber signature** on the authorization form (Form A) **as well as the parent/guardian signature.**
- If the **Prescription medication** order is **changed** during the school year, a **new** authorization form (Form A) is required. Both physician/prescriber and parent/guardian must sign the form.
- For **Prescription** medications, **a current pharmacy labeled** container is required which includes the student's name, physician name, name of medication, strength, dosage, time interval, route and date of drug's discontinuation when appropriate.
- For **Over-the-Counter** medications, **an unexpired, unopened, age appropriate, original manufacturer's container** is required and all manufacturer's labeling must be clearly legible. The student's name must be written on the container.
- The school will not supply any Prescription or OTC medications to staff or students.
- All unused medications not picked up by parents/guardians by the **last day of each school year will be discarded** according to medication procedure guidelines.

These medication procedures were developed with your child's safety in mind. If you have any questions concerning these medication procedures, please contact your school nurse.

**Dress Code:**

Please refer to the Shelby County Code of Conduct for minimum requirements.

**Visitors:**

Visitors must enter by the front door and sign in at the office to obtain a visitor's pass. No one is allowed in the building or classroom without appropriate authorization from the office. Visitors are persons other than the local school employees and students. Parents may walk their child to class on "Meet the Teacher" during their assigned time. Parents are not allowed to walk their child to class on the first day of school. Parents may schedule a visit with the teacher via email or by calling the office.

**Volunteer Parents:**

Parent volunteers offer an invaluable contribution to the learning process and we encourage the participation of parents as volunteers in our school. Please arrange volunteer schedules with the classroom teacher and please remember we must not interfere with the children's instruction during these times. Volunteers must sign-in and obtain a visitor's sticker before entering the hallways/classrooms. Shelby County Board of Education policy does not allow siblings to accompany parents during volunteer times. The PTO has organized a group of parent volunteers who wish to help the teachers and students in many capacities. Volunteer services outside the classrooms are also needed and can be arranged through the school office.

**School Parties:**

School policy allows for three parties each year: Kindergarten – Christmas, 100<sup>th</sup> Day of School and End of Year. First through Third grade - Christmas, Valentines, and End of Year.

**Birthdays:**

Invitations to parties may be handed out at school by the teacher if there is an invitation for each child in the class, or all girls--all boys. Birthday parties are not held at school. Birthday snacks are welcome; however, the snacks must meet County nutritional guidelines. The snack will be shared after lunch. Please check with your child's teacher regarding snack and any allergies.

**Children Visitors:**

**The Board of Education does not allow students enrolled in one school to visit another school. If you are here to volunteer, supervise, or read in your child's class, please do not bring under age children with you. They will not be allowed at Field Day, Boosterthon events, or class parties.**

**Yearbook:**

We publish a student yearbook to be printed and delivered in the late spring of each school year. Orders will be taken during the month of September. Please check your child's daily and/or weekly progress folder for information regarding yearbooks. The school **WILL NOT** order additional yearbooks, so please be sure to place your order by the specified date. Yearbooks may be ordered at [www.balfour.com](http://www.balfour.com) using Oak Mountain Elementary as the school in the yearbook store.

**Library Books:**

If a library book is lost, the cost to replace it is \$16.00. If a bar code is destroyed, the cost to replace that is \$3.00. Immediately upon receipt of payment for lost books the library orders a replacement. Therefore it is impossible to issue refunds. If a lost book is found after payment has been made, it may be donated back to the library or kept.

**PTO:**

Please join the PTO. They would like to have 100% participation, and normally have only four general session meetings per year.

**Lost and Found:**

To insure that your child's lost items are promptly returned, please label all supplies, personal articles, coats, hats, sweaters, lunch box, etc. Please ask your child to check "Lost and Found" immediately if any items are lost. It is located on the 400 hall, outside the gym doors.

**Valuables:**

Children should only bring valuables to school for educational purposes and with the teacher's permission. The school will not be responsible for lost or stolen items.

**Cell Phones:**

School policy prohibits the use of cell phones in the building. Cell phones can be a safety hazard as well as a distraction in an educational setting. Should a student have a cell phone in their possession during the school day, it may not be audible or visible. If a student has a cell phone taken up at school, a parent must retrieve the phone from an administrator.

**Conferences:**

We hope that each parent will be able to confer with the teachers on a regular basis during the school year. Please contact the teacher if you would like to schedule a conference. A parent-teacher conference should be scheduled to prevent interruptions of instructional time and to avoid conflict with the teacher's planned schedule. Should

you have unanswered questions or concerns, please contact the principal, assistant principal or counselor.

### **Student Work:**

The teacher sends class work and tests home at least every three weeks with a brief progress report or comments on the papers. Please sign the report, making comments as you wish, and return the folder with the packet of papers. All papers will be returned.

### **Field Trips:**

Field trips are important in carrying out the curriculum. Students must have a signed permission form returned prior to the day of a field trip. Any monies necessary for the trip will be collected in advance. Students are not allowed to purchase souvenirs or other items and should not bring extra money. Chaperones on field trips must be a parent or legal guardian of the student attending the field trip. Chaperones are determined by the teacher/grade level.

### **Money:**

Please be sure any money brought to school is **sealed in an envelope with student's name and teacher's name on the outside. Also, list the purpose of the money (lunch money, field trip, etc.).**

Your check is welcome. The Shelby County School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Shelby County School System has contracted with Nexcheck, LLC, for collection of returned checks. Checks should be written on a commercially printed check with your name, address, and contact telephone number. When a person writes a check to a school or the School System, he or she agrees that, if the check is returned for any reason, it may be represented electronically on the same account, and that the Service Fee for returned checks established by law may be debited from the same account.

If the check and fee are not collected electronically, Nexcheck will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at [www.nexcheck.com](http://www.nexcheck.com) or over the phone (800-639-2435) using a credit card, debit card or electronic check.

### **Security:**

1. Please enter the school ONLY through the FRONT DOOR and sign in at the office before going elsewhere in the building. Office personnel will check with the teacher before visitors enter classrooms to be sure instructional time will not be disrupted.

The only exception will be when you are picking up students from After School Care, at which time you should use the entrance which opens into the blue hall, near the gym, next to the Art and Music rooms.

2. You will receive a badge/sticker to wear while you are in the building. Please fill it out completely and place it where it can be readily seen.
3. When you join us for lunch, after you sign in at the office, please go directly to the CAFETORIUM and wait for your child's class by the stage area rather than waiting in the hall or by the classroom door. After lunch is finished, please leave the cafetorium and come directly back to the office rather than visiting the class.
4. All staff members have been requested to report any visitor without a badge. Even though some teachers may recognize visitors as being parents, all staff members will not know every parent. Therefore, please be understanding if this request comes from someone who knows you. Your compliance will help teachers have more time to focus on instruction while still safeguarding our students.

**Home-School Communications:**

Regular communications between parents and teachers provide an excellent opportunity to discuss many details regarding the child's school experiences that cannot be conveyed on the nine-week report card. In order to share knowledge about the child and gain a better understanding of the child's needs and interests, either the teacher or parent may request conferences. Regular contact between the home and school will help the child see that both parents and teachers care about his progress. Please include your child's first and last name on all correspondence.

**Lunch program:**

Participation in the lunchroom program is strongly encouraged. We encourage all children to eat the meal prepared in our lunchroom, especially at the beginning of the year while we are establishing lunchroom routines. **Please remember: No restaurant food may be brought into the cafeteria.** Menus can be found on the Shelby County website: [www.shelbyed.k12.al.us](http://www.shelbyed.k12.al.us) . Parent Links, Resources, Breakfast/Lunch Menus.

<b>MEAL PRICES</b>					
	Students	Reduced	Employees	Adult Visitors	Student Visitors
Breakfast	\$1.50	\$.30	\$2.25	\$3.25	\$2.25
Lunch	\$2.25	\$.40	\$3.25	\$4.25	\$3.25
<u>A la Carte items</u>					
Bottled Water	\$1.00				
Chips	\$.75				
Ice Cream	\$1.00				

A permanent record is kept on the Child Nutrition Program (CNP)'s computer for each student for crediting and debiting the meal account. Please make payment for at least four weeks - this amount will be \$45.00. A payment reminder will be printed when the student's account is less than \$5.00. The price for milk only is 40¢.

When sending lunch money, please write the student's name, student's account number, and teacher's name on the check or place the money in an envelope with the child's name, account number and teacher's name on the outside. Make checks payable to **OMES-CNP**. You may also manage your child's lunch account by using ***myschoolbucks.com***

Students may not charge for lunch. CNP is required to have payment at the time each child goes through the lunch line. **In the event your child must borrow money, that amount will need to be repaid the next day. It is necessary for the school to receive prompt payment to prevent this fund from being depleted.**

#### **Lunch Reminders/Notices:**

The lunchroom computer will print daily pink full-sheet reminders to parents when the student's account is less than \$5.00. Please note that this amount is the amount in the account BEFORE lunch on that day. Therefore, one day's meal will need to be subtracted from the amount shown on the reminder. Yes, this is very confusing, but unavoidable. If the lunch account is negative, the sheet will be yellow. This amount must be repaid to the lunchroom immediately. Remember to replenish the account as well so your child will have money for the day(s) to come.

#### **Food Allergies/Medical Conditions/Diet Restrictions:**

Students with food allergies, medical conditions or disabilities that requires the student to have a special diet need to complete a *Diet Prescription for Meals at School* form. The *Diet Prescription for Meals at School* form can be found on the SCBOE website under Student and Parents on the main page. Click on Student Health Services under Information, then the CNP link for Students with Special Dietary Needs. This form will need to be signed by a physician. Please call the school nurse at 682-5233 with any specific questions or concerns.

Parents of students with food allergies may be asked to work with the teacher on providing appropriate snacks during school parties and special events.

#### **Breakfast Program:**

Don't forget to deduct \$1.50 for breakfast if your child eats breakfast at school. Breakfast is being offered at \$1.50 for students and \$3.25 for visitors. Breakfast is served daily beginning at 7:15 a.m. Students who arrive at school after 7:35am will not have adequate time to eat breakfast.



**Adult Lunches:**

When joining your child for lunch, notify the teacher the morning of the day you expect to eat at school by sending a note. Sign in at the office and obtain a visitor's pass. You may wait inside the lunchroom next to the stage. Cost of visitor's lunch is \$4.25.

**Free/Reduced Meals:**

Applications for free/reduced lunch are available in the office and during registration confirmation at the CNP table. You may also apply by visiting the Shelby County Website, choose the Student's and Parents tab, and then click on Meal Benefits Application. Reduced lunch price is 40¢ per day. Reduced breakfast price is 30¢.

Shelby County Schools realize that students may forget or lose lunch/breakfast money. To make it easy for parents to view charges, fund accounts, and get notified of low balances we have partnered with [www.myschoolbucks.com](http://www.myschoolbucks.com). There is no charge for parents to create, monitor, or receive emails regarding low student meal balances. Parents may also utilize the myschoolbucks mobile app on their mobile devices to monitor accounts. Parents will still be notified in writing of negative student balances and will be afforded a reasonable opportunity to clear the bad debt.

It is unlawful for the Child Nutrition Program to absorb unpaid, charged meals. Parents are responsible for providing funds for student accounts. If parents need financial assistance paying for school meals, a meal benefit application for free/reduced price meals must be completed. The meal application only takes a few minutes to complete and can be found online at [www.myschoolapps.com](http://www.myschoolapps.com) or [www.shelbyed.org/cnp/mealbenefits](http://www.shelbyed.org/cnp/mealbenefits), at the local school, or at the Central Office. Applications for meal benefits can be completed at any time during the school year. If a parent refuses to complete a meal benefit application or provide funds for student meals after a reasonable amount of time, an alternative meal may be provided at the principal's discretion after parent notification.

## Learning My Lunch Number

Dear Parents/Teachers,

**ALL NEW AND RETURNING STUDENTS WILL HAVE A NEW LUNCH NUMBER FOR 2017-2018.**

We want every student to eat a nutritious and delicious school breakfast and lunch each day! Starting school involves many new places, faces, and spaces like learning where cubbies are located, bus numbers, classroom rules and lunch numbers to name a few.

Please help your student and your teacher by working with your child to help them practice “punching” in their lunch number which will be assigned to them.

Lunch numbers will be given out at Meet the Teacher Day or can be obtained from the School Registrar.

Thank you for encouraging your student to eat with Shelby County Child Nutrition! Our menus can be found at <http://www.shelbyed.k12.al.us/cnp.htm>.

We wish you a happy and healthy year!

Entering your lunch number:

1. Punch in your lunch number and press the green ENTER button
2. Wait until the cashier calls your name
3. Sit down and enjoy your lunch!



## CAR RIDERS

### **Arrival:**

Children should arrive no earlier than 7:05 since supervision is not available before this time. Students should arrive in time to take care of morning business such as eating breakfast, checking in/out library books, and be in the classroom **before 7:50**. Students arriving before 7:35 should go directly to the bus room on their hall. At 7:35 students are dismissed to homerooms. Students arriving after that time should go directly to their classrooms.

### **Tardiness:**

Students are required **to be in class by 7:50**. The person transporting the students must come inside to sign in tardy students in the office. Time missed from class because of tardiness is cumulative and counts as absence from class. Student tardiness and unexcused check-ins/check-outs should not exceed 2 per month. Unexcused or excessive tardies/check-in/check-outs will be closely monitored by the administration.

### **Transportation Changes:**

Students will not be allowed to go home any way that is different from his/her normal schedule without a signed note from the parent. We must have written notification no later than 1:30 p.m. Faxes and emails are not acceptable. Please call the office in the event of an emergency.

### **Where to Load/Unload:**

Children are to be loaded/unloaded directly in front of the school along the curb. Signs are placed out on the walk to indicate the area in which you are to load/unload your children. Please do not park or unload at the flagpole.

Please refrain from loading or unloading children on the east side of the building. This area is reserved for the loading and unloading of bus students and employee parking.

Students should not be loaded or unloaded *from the parking lot* directly in front of the school. This lot should be used only if you find it necessary to enter the school with your child to take care of business. Please park in a designated spot and walk across the car rider line with your child.

Only children who attend OMES should be unloaded at OMES. Parents should follow OMMS procedures for unloading middle school children.

### **Entering the Loading/Unloading area:**

As you pass the first entrance into the front parking area the road is one-way. Immediately past this, two signs have been erected asking you to form a double line. Please do not form double lines until this point. Doing so early blocks the parking lot exit.

As you enter the last curve before the loading area, two signs direct you to merge right where the yellow line begins. The two lanes should alternate entering the loading-unloading area. Driver courtesy will help make this process run smoothly.

### **Guidelines for morning drop-off:**

1. Car riders should be dropped off at the school after 7:05 and in time to be in their classrooms before 7:50. If they reach their class after the 7:50 bell rings, they are counted tardy. If your child is tardy, please escort him inside and sign him in at the office. A sign in front of the school will indicate when it is after 7:50.
2. The traffic is much lighter between 7:05 and 7:30 than it is from 7:30 to 7:45 and parents are asked to arrive at school during that time.
3. We will unload using only one lane. There is no passing in the loading area.
4. Please drive slowly when entering and leaving the loading area. All that separates the vehicles from the children is a six-inch curb.
5. Please pay attention to the school employee who is directing traffic and follow the directions.
6. Put your car in park when you pull to the curb to unload.
7. Have your children's lunches, books, backpacks and other items ready before you enter the unloading area. Say your goodbyes early and be ready to unload to the right onto the sidewalk when you reach the curb.
8. Unload on the right side of your vehicle only. If you need assistance, get the attention of the employee on duty.
9. All students must be dropped off in car line. Exceptions are students/adults with a handicap or students whose parents are volunteering in the school that day.

### **Guidelines for afternoon pick-up:**

1. Car riders are dismissed at 2:55.
2. Afternoon arrival procedures are the same as in the morning.
3. Remind your child to listen for their number in the afternoon. Upon entering the car line, clearly display your number in your front window. Occasionally you may need to darken your number due to fading caused by the sun.
4. Children are not allowed to approach your vehicle until you come to a complete stop. Please do not motion for them to come while you are still moving.
5. Put your car in park when you come to a stop.
6. If your child is not out front when you pull up, you may be asked to pull to the side until we locate him/her.
7. Remind your children to walk to the car.
8. All passengers should be safely loaded with the door closed before advancing forward.
9. **All car riders should be picked up prior to 3:10.** At that time all students who are not picked up are brought back into the school, and parents must come inside to get

them. Children who are not picked up by 3:30, and are enrolled in the After School Care Program, are taken there. Payment will be the responsibility of the parent.  
10. All car rider students should be picked up in car line, not in the office or hallway.

**\*\*DO NOT ARRIVE BEFORE 2:30 FOR CAR RIDER DISMISSAL\*\***

**\*\*Please refrain from using your cell phone during morning/afternoon carpool. \*\***

## BUS RIDERS

### Bus Service:

Bus service is available for all students. The routes are not interchangeable, and students must ride the bus at the time designated.

### Buses:

Buses will leave school at 2:55 in the afternoon. We have four buses which arrive from OMIS in the afternoon. These students wait in the bus hallway under a teacher's supervision. These buses leave between 3:00 and 3:15.

### Arrival at School:

Students who arrive by bus before 7:35 should go directly to the "bus room" located on their hall. Students arriving after 7:35 should go directly to their classrooms.

### Change in Transportation Method:

If your child needs to ride a bus other than his or her regular bus, please provide a note to the office 24 hours in advance. Some of our buses are more crowded than others. In order to insure safe travel, we must limit extra riders to only those with extraordinary circumstances or needs. **ANY/ALL changes must be in writing.** We cannot accept phone calls. Emails and faxes should be reserved for emergencies only...please call the office first! Bus changes will be sent to the office for approval and returned to the teacher. A student must have this note with office approval in order to ride a bus for which he is not assigned, or to get off at a different stop on the usual bus. **No changes will be made after 1:30 p.m. unless there is an emergency.**

### Bus Schedule:

Bus schedules will be available in the office and on the Shelby County Board of Education's website: [www.Shelbyed.k12.al.us](http://www.Shelbyed.k12.al.us). Parent Links, Departments, Transportation, Current Bus Routes

***We love our students and want to be certain they arrive at school and back home safely. For that reason, the following rules for the bus and bus stops are necessary.***

**Bus Stop Rules:**

1. Be at the bus stop at least 5 minutes before the scheduled arrival time.  
The bus cannot wait for a student.
2. Stay off the road at all times while waiting for the bus.
3. No horseplay at the bus stop.
4. Be careful when approaching the bus stop.
5. Do not move toward the buses at the loading zone until buses have been brought to a complete stop.
6. The bus must be at a complete stop before attempting to load or unload.
7. On roadways where there are no sidewalks, walk single file facing the traffic.
8. At the designated bus stop, remain on the side of the road where you live. When the bus comes to a complete stop, and the driver motions that it is safe to cross, cross the road in front of the bus, then board the bus.

**While on the Bus:**

1. Keep head, arms, and hands inside the bus at all times. Keep all objects inside the bus.
2. Assist in keeping the bus clean. No eating, drinking, or chewing gum on the bus.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your home. Damage to seats and other items must be paid for by the offender.
5. Never tamper with the bus, the emergency door, or any other equipment.
6. Leave books, packages, coats and all other objects out of aisles and driver compartment.
7. Help look after the safety and comfort of small children.
8. Nothing is to be thrown from the bus window.
9. Remain seated while bus is in motion.
10. Horseplay is not permitted around or on the bus.
11. Be courteous and respectful to fellow students and the bus driver.
12. Obey the directions of the bus driver.
13. Absolute quiet is necessary when approaching a railroad crossing.
14. In case of a road emergency, remain on the bus and follow the driver's directions.
15. Pencils or other sharp objects are to be put away.
16. Glass objects, large projects, animals, plants, foods or any items that will not fit in the backpack are not allowed on the bus.

## ***I Can Make a Difference***

Oak Mountain is my school and it's special to me,  
I want to protect it and care for its needs.  
My school sure could use my two helping hands  
to safeguard the building, the plants, and the land.

By putting my trash where it should be,  
I'll keep my school pretty for others to see.  
By keeping Oak Mountain so tidy and neat,  
I'll prove to the others that neat can be sweet.

I'm collecting newspapers, bottles, and cans,  
to help recycle instead of filling the land.  
Conserving water is another good deed;  
I'll carefully use first the water I need.

To show my school how much I care  
I can plant flowers where the land is bare.  
By walking in the halls when I move about,  
I can prevent accidents, which also helps out.

By trying each day to show that I care  
I will clean up my school, the land, and the air.  
With helping hands and good common sense,  
I truly can make a great difference!

*Presented to Oak Mountain Elementary School by the first student council, 1990-1991*

**Shelby County Schools**  
**DATES TO REMEMBER**  
**2017-2018**

- August 8<sup>th</sup> (Tuesday) ----- 1<sup>st</sup> Full Day for Students
- September 4<sup>th</sup> ----- Labor Day (Schools & Offices Closed)
- October 6<sup>th</sup>-----Teacher Workday-No Students
- October 9<sup>th</sup>-----Teacher Workday-PD -No Students
- November 10<sup>th</sup> ----- Veteran’s Day (Schools & Offices Closed)
- November 20<sup>th</sup> -24<sup>th</sup> -----Thanksgiving Break (Schools & Offices Closed)
- December 15<sup>th</sup> ----- 1<sup>st</sup> Semester Ends, Students dismissed at 1p.m.  
Faculty and Staff Dismissed at 3 p.m.
- December 16<sup>th</sup> – January 2<sup>nd</sup> -----CHRISTMAS HOLIDAYS
- January 2<sup>nd</sup> ----- Teacher Workday - No Students
- January 3<sup>rd</sup> ----- 2nd Semester Begins-Full day for Students
- January 15<sup>th</sup> ----- M.L. King, Jr. Birthday (Schools and Offices Closed)
- February 16<sup>th</sup>-----Teacher Workday-PD -No Students
- February 19<sup>th</sup> ----- Presidents Day (Schools and Offices Closed)  
Weather day if needed
- March 9<sup>th</sup> -----Teacher Workday- No Students
- March 26<sup>th</sup> – March 30<sup>st</sup> ----- SPRING BREAK
- May 24<sup>th</sup> -----2<sup>nd</sup> Semester Ends-Students dismissed at 1p.m.  
Faculty and Staff dismissed at 3p.m.
- May 25<sup>th</sup> -----Teacher Workday - No Students
- May 28<sup>th</sup> -----Memorial Day (Schools & Offices Closed)



**2017-2018 Calendar of Events**

July 31 <sup>st</sup>	Kindergarten Q&A	6:00 PM
August 7th	Meet the teacher 3rd @ 8:00/2nd @ 9:00/1st @ 10:00/K @11:00	
August 8th	First Day of School/K Pictures	
August 17th	School Pictures	
August 22nd	2nd/3rd Parent Night	6:00 PM
August 24th	Kindergarten/1 <sup>st</sup> grade Parent Night	6:00 PM
September 4th	No School/Labor Day	
September 15th	Fun Friday	
September 18th	Make Up Pictures	
September 19th	PTO Meeting	11:00 AM
September 26 <sup>th</sup>	Skate Night (3 <sup>rd</sup> )	
September 29th	PJ Day	6:00 PM
October 6-9th	No School (Teacher Workdays)	
October 14th	Fall Fun Fest	
October 17th	PTO Meeting	11:00 AM
October 20st	Fun Friday	
October 24th	Skate Night (2nd)	6:00 PM
October 28th	OMES Fun Run	
November 1st - 9th	Book Fair	
November 3rd	Hat Day	
November 8th	Grandparents Day	
November 9th	Grandparents Day	
November 10th	No School - Veterans Day	
November 14th	3rd Grade Veterans Program	6:00 PM
November 17th	Fun Friday	
November 20th-24th	Thanksgiving Break	
November 29th-December 1 <sup>st</sup>	Holiday Shop	
December 7th	Bluebird Choir Concert	6:00 PM
December 12th	First Grade Program	6:00 PM
December 15th	School wide Sing Along/Polar Express Day	
December 15th	1:00 p.m. Dismissal	
December 18th – Jan 1st	No School/Christmas Break	
January 2nd	Teacher Workday	
January 3rd	Students Return to School	
January 9th	PTO Meeting	11:00 AM
January 12th	PJ Day	
January 15th	No School/Martin Luther King, Jr. Birthday	
January 30th	Skate Night	6:00 PM
February 2nd	Daddy Daughter Dance	6:00 PM
February 6th	PTO Meeting	11:00 AM
February 16 <sup>th</sup>	No School (Teacher Workday)	

February 19 <sup>th</sup>	No School/President's Day	
February 15 <sup>th</sup>	Fun Friday	
February 21 <sup>st</sup>	PTO Program 2nd Grade	6:00 PM
February 23 <sup>th</sup>	PJ Day	
February 27 <sup>th</sup>	Skate Night	6:00 PM
March 5 <sup>th</sup>	Boosterthon Pep Rally	12:45 PM
March 6 <sup>th</sup>	Spring Pictures	
March 9 <sup>th</sup>	No School/Teacher Workday	
March 13 <sup>th</sup>	PTO Meeting	11:00 AM
March 16 <sup>th</sup>	Boosterthon Fun Run	
March 19-22 <sup>nd</sup>	Boosterthon Money Due	
March 23 <sup>th</sup>	Fun Friday	
March 26 <sup>th</sup> -30 <sup>th</sup>	Spring Break	
April 3 <sup>rd</sup>	Skate Night	6:00 PM
April 4 <sup>th</sup>	Kindergarten Registration	7-11 AM
April 5 <sup>th</sup>	Kindergarten Registration	12-6 PM
April 6 <sup>th</sup>	PJ Day	
April 9 <sup>th</sup> -13 <sup>th</sup>	Teacher Appreciation	
April 10 <sup>th</sup>	PTO Meeting	11:00 AM
April 10 <sup>th</sup>	Kindergarten Program	6:00 PM
April 17 <sup>th</sup>	Class Pictures	
April 20 <sup>th</sup>	Fun Friday	
April 23 <sup>rd</sup> - 26 <sup>th</sup>	Testing (3 <sup>rd</sup> Grade)	
April 27 <sup>th</sup>	Field Day	
May 4 <sup>th</sup>	Field Day Make Up	
May 8 <sup>th</sup>	PTO Meeting	11:00 AM
May 15 <sup>th</sup>	Bluebird Choir Concert	6:00 PM
May 11 <sup>th</sup>	VIP Reception/1st Grade Mother's Day Tea	
May 18 <sup>th</sup>	Fun Friday	
May 24 <sup>th</sup>	Last Day of School/1:00 Dismissal	