

OAK MOUNTAIN INTERMEDIATE SCHOOL



STUDENT- PARENT HANDBOOK

2017-2018

Dr. Pat LeQuier, Principal

OAK MOUNTAIN INTERMEDIATE SCHOOL

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Please note the Shelby County Board of Education Elementary and Intermediate Schools Student Code of Conduct and Attendance 2017 – 2018 should be consulted for specific policies that govern many of the procedures used at OMIS.

The Shelby County Schools District Policy Manual may be accessed on our school system's website at: www.shelbyed.k12.al.us

**OMIS
VISION, MISSION AND MOTTO**

VISION

Oak Mountain Intermediate School will be an exemplary model amongst nationally recognized schools of excellence.

MISSION STATEMENT

The mission of Oak Mountain Intermediate School is to transition fourth and fifth grade students from childhood to early adolescence by promoting responsibility, independence, character development, and academic growth.

SCHOOL MOTTO

OMIS – **O**ur **M**ission **I**s **S**uccess

OAK MOUNTAIN INTERMEDIATE BELIEF STATEMENTS



High expectations promote high achievement.

Effective communication strengthens school, home and community relationships.

Leadership opportunities empower students and teachers.

Responsible students accept ownership for their learning.

Relevant instructional strategies challenge and engage multiple learning styles.

Honor, pride and respect foster a positive culture.

Developmentally appropriate learning experiences advance growth.

PRINCIPAL, TEACHER, PARENT AND STUDENT RESPONSIBILITIES

The principal is responsible for...

- Supervising the instructional program as specified by the Shelby County Board of Education
- Ensuring the notification of parents regarding student progress at various intervals
- Considering faculty input in placing students appropriately

The teachers are responsible for ...

- Making sure the specified skills of the instructional program are taught
- Keeping parents informed about their child's progress
- Scheduling conferences with parents to review students' progress as needed
- Contributing to the appropriate grade placement of students

The parents are responsible for ...

- Supervising their student's progress by reviewing progress reports, report card grades, work products and test scores
- Complying with county attendance policies in accordance with the number of specified attendance days that have been established by the Shelby County Board of Education
- Working cooperatively with the school as partners in the educational process

The students are responsible for ...

- Attending school regularly
- Paying attention in class
- Accepting responsibility for their own learning
- Responding to guidance given by the administrators, teachers, and counselors
- Completing all work assignments

Expectations of Our Students

As the year begins, we would like all of our students and parents to know exactly what we expect of students at OMIS.

We expect you to represent our school in a manner that reflects our character education program.

We expect you to do your work to the best of your ability.

We expect you to treat others with dignity, worth and respect.

We expect you to help keep our school clean and beautiful.

We expect you to obey all school and classroom rules.

We expect you to have a positive attitude.

We expect you to work cooperatively with everyone in our environment.

We expect you to grow in many ways while at OMIS.

We expect that you will make many people very, very proud of you!

**OAK MOUNTAIN INTERMEDIATE SCHOOL
ATTENDANCE POLICY – IN ACCORDANCE WITH THE SHELBY COUNTY CODE OF
CONDUCT AND ATTENDANCE
2017 - 2018**

In an effort to specifically communicate to you the policy governing absences from school, I am providing you with the following information that is generated from our ***Shelby County Code of Conduct and Attendance***.

The Shelby County Board of Education has approved 180 school days for the 2017 - 2018 school year. All students are expected to attend school each day unless an absence occurs because of the following:

1. Illness
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the child as determined by the principal
4. Legal quarantine
5. Emergency conditions as determined by the principal
6. **PRIOR** permission of the principal

PLEASE NOTE THAT ABSENCES OTHER THAN THOSE RELATED TO ILLNESS, DEATH, INCLEMENT WEATHER OR LEGAL QUARANTINE (1-4) MUST HAVE THE PRIOR PERMISSION OF THE PRINCIPAL IN ORDER TO BE CONSIDERED EXCUSED ABSENCES.

FAMILY VACATIONS ARE NOT CONSIDERED EXCUSED ABSENCES

Failure to send in a note stating the nature of the absence (1-4), or failure to seek prior permission (5-6) will result in the absence being submitted as an unexcused absence. **PLEASE NOTE:** Obtaining prior permission **DOES NOT GUARANTEE** that the absence will automatically be an excused absence. Depending on the nature of the request, prior permission could result in the absence being unexcused **EVEN THOUGH MAKE-UP WORK MAY BE ALLOWED**. Unexcused absences may result in a court referral to the Early Warning Program in compliance with the *Shelby County Code of Conduct and Attendance*.

MAKE-UP WORK WILL NOT BE ASSIGNED PRIOR TO AN ABSENCE.

Excessive Absences

Absences beyond 12 must be documented with a doctor's excuse, court excuse, or principal's permission in order for the absence to be considered excused with make-up work permitted. Any student enrolled in K-5 who accumulates more than 12 absences during the school year may be retained in the same grade the succeeding year.

Make-up work

Excuses for all absences due to the first four items above must be turned in within three days after the student returns to school. The last two items above require **PRIOR PERMISSION**. Within that three-day period, if the absence is excused, the student and/or parent should work collaboratively with the teacher regarding make-up work. All make-up work will need to be completed within two weeks after returning to school. Make-up work after this time period is not permitted.

Check-ins and check-outs are considered absences from school. Notes of explanation for the absence/s will be required. Please note that **PERFECT ATTENDANCE** cannot be granted to anyone having check-ins and check-outs. Tardies are not to exceed two per month.

Shelby County Schools Oak Mountain Intermediate School

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 summary 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 **cannot be transported on the bus** (*except emergency medications and approved medications prescribed for self-administration*).
- ❖ 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 emergency medications and approved medications prescribed for self administration*).
- ❖ **Controlled substances cannot** be approved for self-administration 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 given **2 weeks or less** will require the **parent/guardian signature only** on the medication authorization form (Form A).
- ❖ Parent/Guardian authorization for **Over-the-Counter medications is valid for 2 weeks only**. The parent has the option of submitting a new form for additional 2 week periods.
- ❖ Prescription medication **will require the physician/prescriber signature on the authorization form (Form A) as well as the parent/guardian signature**.
- ❖ Prescription **Samples** must have a completed School Medication Physician/Prescriber/Parent Authorization form signed by the **Prescriber and Parent**.
- ❖ 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 container is required and all manufacturers' 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 adopted by our school board with your child's safety in mind. If you have any questions concerning these medication procedures please contact our school nurse, Mrs. Tonya Bright, at 682-5223.

PROGRAMS AND PROCEDURES

AFTER SCHOOL CARE PROGRAM: The *After School Care Program (ASCP)* is a school-age child care program. During the school year, it is open after school hours until 6:00 p.m. each day. The curriculum provides a wide array of activities including homework assistance, afternoon snacks, crafts, sports, games and time to play. In addition, enrichment classes are offered for interested students. For more information, please go to our school system's website <http://www.shelbyed.k12.al.us/communityed.htm>.

ARRIVAL PROCEDURES: The school doors open each day when the first bell rings at 7:05 a.m. Students arriving before that time, either by bus or car, must remain in the car or bus until the 7:05 a.m. bell rings. Students may not be dropped off and left outside before 7:05 a.m. Upon entering the building students will either go to breakfast or to a designated location in the hallway outside their classroom. At OMIS, hallway time in the morning is supervised by teachers and is a quiet time for students to gather their thoughts, read, or study. When the second bell rings at 7:35 a.m., all students may enter their homeroom. The last bell rings at 7:50 a.m. All students are expected to be in their classrooms at that time. Students not in their classroom at 7:50 a.m. will be considered tardy.

ATTENDANCE: Parents, please read and become familiar with the laws governing school attendance and the requirements governing attendance in the *Shelby County Code of Conduct and Attendance*. All absences require a written excuse. Excessive absences and tardiness are reported to the Shelby County attendance officer. Guidelines are provided in the *Shelby County Code of Conduct and Attendance*, which can be accessed from our school's website at http://shelbyed.k12.al.us/student_serv.htm and clicking on *Code of Conduct* under Quick Links.

BUS TRANSPORTATION: For bus information, visit: <http://shelbyed.k12.al.us/transportation.htm> and click on Current Bus Stop Schedule under Quick Links for bus numbers and times for your address. If you can't find your stop or have questions about the closest stop to your home, feel free to call the office at 205-682-5220 for help.

CAFETERIA ACCOUNT: In addition to lunch, breakfast is available beginning at 7:15 a.m. daily. For menus and more information about our Child Nutrition Program, please go to <http://shelbyed.k12.al.us/cnp.htm>. Deposits may be made in a student's cafeteria account with cash or check. Please include your student's name, teacher's name and account number on an envelope or on the check. Parents may also deposit funds into a student's cafeteria account by going to: www.myschoolbucks.com. Please note: Charging is not allowed and overdue lunch notices are sent home daily with students. Attending a class party is a privilege that will be withheld should a student owe money on their cafeteria account as of the day of the party. Students may purchase ala cart items in addition to school lunch. If you have concerns about your student's lunch expenses please have a talk with them about managing their account responsibly. If you do not want your student to make ala cart purchases from their cafeteria account, please state so in writing and send the statement to your student's teacher. If you have questions about your student's lunch account, please contact our cafeteria manager, Mrs. JoAnn Colvin, at 682-5226.

CAR RIDERS: Car riders are dropped off and picked up in front of the building **ONLY**.

A.M. CAR RIDERS may not enter the building before **7:05 A.M.** and should be dropped off in a single-file line. Due to safety, students should exit the car from the sidewalk side of the car only. Students should be ready to exit when you stop, allowing several cars to unload simultaneously. Due to safety, please do not pull out and go around cars while in line. If there is a last minute need your student has at the time of exit, please have your child remain in the car and drive beyond the front door entrance to take care of the situation. Pull down far enough so cars will not be blocked. **Due to safety, under no circumstances are students to be dropped off in the parking lot.**

P.M. CAR RIDERS are dismissed at 2:55. For our carpool, please form a double line and only load as directed by the adult supervisors. **All students are required to be picked up by 3:15.** Car riders **cannot** be dismissed on the first bus bell.

CELL PHONES: The Shelby County School Board of Education respects parent wishes for their student to bring a cell phone to school. However, cell phones brought to school must be stored appropriately. The school is not responsible for attempting to recover lost or stolen cell phones when students have not properly secured them. Cell phones cannot be audible during the instructional day. See the *Shelby County Code of Conduct and Attendance* for more information regarding the use of cell phones by students.

CHECK IN: Any student who checks in after 7:50 a.m. must be signed in by an adult. Students may not report to their classroom after 7:50 a.m. without a pass from the office.

CHECK OUT: Students who leave school during the day must be checked out **in the office** by a parent or person designated by the parent on the Student Check-Out Information form. Parents must show photo identification when checking their child out of school.

CHECKS: Checks written to the school for any purpose should have the student's name and the teacher's name on the check.

CLASSROOM PARTIES AND BIRTHDAY TREATS: Classroom parties are allowed on only three occasions: December holiday, Valentine's Day and End-of-the-Year. Sending in or dropping off a birthday treat for your student to share with classmates is permissible. The items should be dropped off in the office and not taken directly to the classroom. The office staff will deliver the treat to the lunchroom at the appropriate time.

COMPUTER USAGE: See the *Shelby County Code of Conduct and Attendance* regarding Acceptable Use Practice (AUP) for Technology Rules and Regulations.

CONFERENCES: Please contact your student's teacher directly via e-mail or phone message to schedule a conference. To leave a message for the teacher, please call our office at 682-5220.

COUNSELOR: A student may access our school counselors in one of three ways: student request, parent request, or teacher request. Parents who wish to speak directly with our school counselors may do so by calling 682-5403.

CUSTODIAL PARENTS/GUARDIANS: The appropriate legal documents must be filed in the office if child custody or visitation is an issue.

DISMISSAL CHANGES: Dismissal changes must be received in the school office before 1:30 P.M. Dismissal changes may be received as a written note sent to school with your student or parent walk in to the front office. We will also accept a statement sent via fax or as an email attachment. In both cases, the statement must be signed by a parent or guardian who is authorized to make dismissal changes. Please note general messages for students not related to dismissal will only be given in case of an emergency.

DRESS CODE: Please refer to the *Shelby County Code of Conduct and Attendance*.

EMERGENCY SCHOOL CLOSINGS: When inclement weather occurs prior to the school day, our superintendent or his designee will decide if schools will open on time, have a delayed start to the day, or remain closed. These decisions will be communicated to parents via area radio and television stations and posted on our school system's website. In addition, parents are strongly encouraged to sign up for Blackboard Connect. This service engages an automated call to alert you of any changes in our school day. To sign up to receive Blackboard Connect messages go to the Shelby County Schools website, select Students and Parents at the top of the screen, and under Logins you will find the link for the Blackboard notification system. For more information about emergency school closings, please visit our school system's website and select Safety/School Closings/Inclement Weather from the Area of Focus List. <http://www.shelbyed.k12.al.us/index.htm>

FAST FOOD ITEMS: Fast food items, including carbonated beverages, are **not permitted** in the lunchroom.

FIELD TRIPS: Field trips are planned and correlated with curriculum guidelines and classroom activities. Field trip money is **non-refundable** once reservations have been made. Only legal guardians can chaperone, and the number of chaperones will be limited. No check ins or outs are permitted during a fieldtrip.

FLORIST DELIVERIES: Please send flowers, balloons, etc. to the student's home in recognition of special events. Deliveries will not be accepted at school.

ILLNESS: Students who are too ill to function in the classroom will be sent home. Parents will be called to come to the school immediately.

LOST AND FOUND: Please put your student's name on all outer garments, school materials, lunch boxes, school bags, purses, etc. with a permanent marker. The lost and found bin is located outside of the gym doors on Green Hall. Students are reminded to check for lost items several times during the year. Items not picked up will be distributed several times each year to a charitable organization.

LUNCH VISITATION: We welcome you to join your student for lunch. When entering the building, please present a photo ID to our office staff and sign in as a visitor. Our staff will let you know where you can wait for your student's class. We are proud of our wonderful Child Nutrition Program Staff and enjoy the nutritious choices afforded us for lunch. Visitors, a reminder that fast food items, including carbonated beverages, are **not permitted** in the lunchroom.

PHYSICAL EDUCATION: Physical Education is a requirement of all elementary age students in Alabama. Any restrictions your child has must be made known to the school with a written verification from a physician.

PROGRESS REPORTS/GRADE SHEETS: Folders are sent home each week with a brief progress report or grade sheet, and papers for the week. Please sign where appropriate and return the folder to the teacher the following school day.

SCHOOL SAFETY: In order to maintain a safe school environment for students, teachers, and staff members all visitors are expected to adhere to the following school safety procedures. Upon entering the building, all visitors must report to the office and present a photo ID. Visitors are required to sign in and out in the front office and wear a visitor's badge while on campus. The After School Care Program personnel, office staff and custodial staff are not permitted to unlock classrooms to obtain forgotten items. If your student is forgetting to bring home necessary materials to complete homework assignments, please discuss this with your student's teacher.

TEXTBOOKS: Your child may receive textbooks to be used with his or her schoolwork this year. Your child is responsible for the care and maintenance of any textbooks that are checked out to him or her and taken home. The parent, guardian, or other person having custody of a child to whom textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of textbooks.

TRANSPORTATION: Students must ride the same bus every time they ride, and they must get on and off only at their designated stop.

WITHDRAWALS: Parents should come into the school in advance of a withdrawal to sign a withdrawal form in order for the paper work to be prepared for the last day of attendance. Paperwork will be sent home with your student on his/her last day of school.

PROGRAMS AND SERVICES

Alabama Reading Initiative and English Language Arts College and Career Readiness Standards

The Alabama Reading Initiative is a project of the Alabama Department of Education. The initiative is targeted on three fronts: reading instruction, continuously expanding all students' reading power and comprehension levels and intervening effectively with struggling readers. OMIS teachers are trained in implementing this initiative.

AMSTI

The Alabama Math, Science, and Technology Initiative, commonly referred to as AMSTI, is the Alabama Department of Education's initiative to improve math and science teaching statewide. AMSTI was designed by a Blue-Ribbon committee comprised of K-12 educators, higher education representatives, and business leaders. The committee pursued every step possible to design the most effective statewide initiative for improving math and science teaching. AMSTI is research-based and incorporates best practices for math and science teaching. Oak Mountain Intermediate implements the math and science components of AMSTI. Please see **FOUR CORNERS SCIENCE LAB** for information about our inquiry- based science lab.

ART PROGRAM

Coordination of art program activities with student learning in the classroom is a high priority at OMIS. These studies are balanced with many variations of both two and three- dimensional projects and activities that stimulate student imagination. The philosophy of the program is to make art a joyful way to learn, emphasizing the success of every student.

COMPUTER LAB

The computer lab and media center are monitored on a continuous basis to provide new, state-of-the-art technological tools for our students and teachers. Training for teachers and students is provided each school year.

ELL SERVICES

The Shelby County School system has developed high-quality instructional programs designed to meet the needs of students that are limited in English and those for whom English is a second language. Instruction is offered at OMIS on a daily basis by a certificated teacher.

ENRICHMENT

Enrichment activities for all students are planned throughout the year. Enrichment activities are comprehensive and address the various content areas.

FOUR CORNERS SCIENCE LAB

Four Corners science lab provides a rich environment for developing science skills across the curriculum. All classes may attend the lab every other week for hands-on-science activities. Our lab serves as a model for inquiry-based instruction. This approach for teaching science incorporates scientific knowledge and skills through authentic, hands-on instruction supported through science kits and science artifacts.

Our lab was originally established when OMIS opened. It was funded by a \$10,000 grant and is maintained by continued local PTO funding. Each year our PTO allocates money for the lab to replace consumable items, repair equipment and purchase new materials. All items and materials needed for activities are available in good supply for student use in the lab as well as in the classroom for follow-up activities. Parental and community donations have also been large factors in maintenance of the science lab. Our PTO also provides funding for a part time science lab aide.

GIFTED RESOURCE CLASS

The Gifted Resource teachers provide services according to current state guidelines for serving gifted students. Units of study are developed each year that challenge students in problem-solving skills, critical thinking skills, group work skills and research skills. Eligible students meet weekly with the gifted resource teachers.

GUIDANCE PROGRAM

Each class visits the guidance classroom once a month for a large group learning session. Large group topics include bullying awareness, self-esteem, friendships, study skills and conflict resolution. Guidance and counseling services also include individual visits with students as well as small group learning sessions. Small group topics include: goal setting, divorce support, self-control and anger management, friendships and other appropriate topics.

LIBRARY MEDIA PROGRAM

The library operates an open, flexible schedule to allow maximum access for students and teachers. Library hours are from 7:30 a.m. until 3:00 p.m. each school day. Students receive assistance with research/information skills, reading for information and recreation and encouragement in developing the habit of life-long learning. In addition, the Library Media Specialist works with teachers to integrate information skills with curriculum by collaboratively planning appropriate teaching units. Student interest and enthusiasm for reading is developed through the use of yearly themes. Special activities include reading promotions, author/illustrator visits and book fairs.

LUNCHROOM PROGRAM AND SERVICES

Our lunchroom program offers both breakfast and lunch. Good nutrition and making healthy choices are encouraged as students select their food items. Lunches are provided through the lunchroom for field trips and other special events. We are an OFFER vs. SERVE program that allows students to have a variety of foods from which to choose. Our goal is to provide our students, faculty and staff with healthy, enjoyable meals. Menus as well as additional information about our Child Nutrition Program can be found at: <http://shelbyed.k12.al.us/cnp.htm>

MUSIC PROGRAM

Singing, playing instruments, moving, listening, and creating are all important elements in the music classroom at OMIS. Students are encouraged to become actively involved in music through regular music classroom instruction that varies from a study of the masters, (i.e. Bach, Beethoven, Handel, etc.) to a study of present trends in the music society (even rock, rap, and country). Music reading is enhanced through recorder instruction for each student. Included in music instruction are activities on Orff instruments, which also enhance creativity through improvisation and composition skills. Students may be involved in optional programs such as grade-level choirs.

PHYSICAL EDUCATION PROGRAM

Through our PE program, students are offered a wide variety of activities and experiences. Our focus is on building and developing a broad range of skills that will allow our students to become life-long movers that enjoy an active lifestyle. We believe that all children benefit, both physically and socially, from an approach to physical activity that allows them to try many different group and individual activities. Our curriculum covers a wide range of activities from badminton and juggling to archery and golf. With the support of our parents, we are excited about the effect such a program can have on all of our students.

SPECIAL EDUCATION PROGRAM

Special education teachers support learning needs in the classroom and work collaboratively with general education and special area teachers to provide quality instruction for all students. There is a process for identifying students having difficulty learning. If you feel your child is experiencing difficulties, please contact your student's classroom teacher to discuss your concerns.

SPEECH SERVICES

OMIS has a part-time certified Speech-Language Pathologist on campus to serve those students with speech and language needs. Qualifying students receive service in accordance with their Individualized Education Plan.