

Oak Mountain Elementary Student Handbook 2019-2020



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. OMES has a vision to be the model of excellence in Early Childhood Education. Our mission is to lead with love, encourage excellence and inspire learning. We believe that all children have worth and potential, everyone can be a leader, everyone has genius, change starts with me, educators empower students to lead their own learning, and educators develop the whole child. Our goal is to create a positive atmosphere which encourages a love for learning that will last a lifetime. As we enter our fifth year as a Leader In Me school we are proud to share that we have earned Lighthouse Status. This means that we have established systems in place that embed leadership opportunities. 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.

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 19 new promethean smart panels in the classrooms. These interactive smart panels will allow students to engage deeply and meaningfully in the standards. 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 growth in all areas of academic, social, emotional 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

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A4miller@shelbyed.org

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Dbobo@shelbyed.org

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Jhampton@shelbyed.org

Mr. Jimmy Bice

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

Sara Arner, Nurse

Mary Kelley, Registrar

Trisha Cooper, Secretary

GUIDANCE

Hayden Belisle

Sydney Bireley

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

2014-Present Leader in Me School

2015-2016 Owens-Young Award – Jennifer Northrup

2015-2016 SCBOE Typing Challenge Winner

2017 Leader in Me Grant Recipient

2017 Lowe's Toolbox for Education Grant – STEAM Lab

2017 First Class Pre K Grant

2018 First Class Pre K Grant (2 Classes)

2018 Whole Child Initiative

2019 Leader in Me Lighthouse Status

Instruction:

Instruction in all classes meets guidelines in the State Courses of Study. Classroom work includes many, varied activities that follow the Alabama College and Career Ready Standards. The Alabama Reading Initiative as well as Alabama Math, Science, Technology Initiative encourage students to gain a foundational understanding to build upon in later years.

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.

Oak Mountain Elementary

Vision, Mission, Beliefs

- **Vision:**
To be the model of excellence in Early Childhood Education.

- **Mission:**
Lead with Love, Encourage Excellence, Inspire Learning

- **Values and Beliefs:**
 - All children have worth and potential
 - Everyone can be a leader
 - Everyone has genius
 - Change starts with me
 - Educators empower students to lead their own learning
 - Educators develop the whole child

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.

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 required.** 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.**
- ◆ **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.
- ◆ 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 nd unexcused absence-	local school issues 2 day unexcused letter
4 th unexcused absence-	local school conducts a parent meeting emphasizing unexcused absences and explaining early warning referral upon the 5 th unexcused absence
5 th unexcused absence-	local school makes Early Warning referral
7 th 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 \$180.00 per month for full time K-3rd grade and \$190.00 per month for Pre K; 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.

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).

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, 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 area, it will be necessary to withdraw the child from OMES and enroll in the school which is in the new 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. 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:

revised 2/2017

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)** for Prescription medication or an **Over-the-Counter Authorization Form (Form B)**, 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 with a PICTURE ID 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, 100th 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 Fall. 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 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. Items not picked up will be donated quarterly.

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/Smart Watches:

School policy prohibits the use of cell phones or smart watches in the building. Smart watches and Cell phones can be a distraction in an educational setting. Should a student have a cell phone/smart watch in their possession during the school day, it may not be audible or visible. If a student has a cell phone/smart watch taken up at school, a parent must retrieve the device 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. Fall conferences will be Parent-Teacher Conferences. Spring conferences will be Student Led Conferences.

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. 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. Chaperones are needed to assist the teacher in supervising a group of students. Specific responsibilities will be given to parents assigned as a chaperone.

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 or over the phone (800-639-2435) using a credit card, debit card or electronic check. After 2 returned checks, OMES will no longer accept your checks. Cash, money order, or online payment will still be an option.

ONLINE payments are accepted for various items such as donations, workbooks, field trips and many PTO items. Please visit <https://gofan.co/app/search> and search schools for Oak Mountain Elementary for payment/ticket options.

Security:

1. Please enter the school ONLY through the FRONT DOOR and sign in with a picture ID 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 scan Driver's License with LobbyGuard Security System and receive a badge/sticker to wear while you are in the building. Please place badge 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. **We ask that NO RESTAURANT food be brought into the cafeteria.** Menus can be found on the Shelby County website: www.shelbyed.k12.al.us . Parent Links, Resources, Breakfast/Lunch Menus.

MEAL PRICES					
	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. 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 or www.shelbyed.k12.al.us/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 2019-2020.

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.

Lunch Cards will be given the first week of school and the lunch number assigned to them 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. SCAN your lunch card
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. *Transportation notes should include student's full name, teacher's name and grade, date, mode of transportation and a parent signature.*

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. ONLY EMERGENCY CHECK-OUTS AFTER 2:40 PM. Car riders are dismissed at 2:55.
*We may be unable to prevent Bus Riders from getting on the bus after 2:40.
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 in the afternoon pickup waiting area 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 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. 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
2019-2020

- August 8th (Thursday) ----- 1st Full Day for Students
- September 2nd ----- Labor Day (Schools & Offices Closed)
- October 11th-----Teacher Workday-No Students
- October 14th-----Teacher Workday-PD -No Students
Data Assessment
- November 11th ----- Veteran’s Day (Schools & Offices Closed)
- November 25th -29th -----Thanksgiving Break (Schools & Offices Closed)
- December 19th ----- 1st Semester Ends, Students dismissed at 1p.m.
Faculty and Staff Dismissed at 3 p.m.
- December 20th – January 6th -----CHRISTMAS HOLIDAYS
- January 6th ----- Teacher Workday - No Students
- January 7th ----- 2nd Semester Begins-Full day for Students
- January 20th ----- M.L. King, Jr. Birthday (Schools and Offices Closed)
- February 17th ----- Presidents Day (Schools and Offices Closed)
Weather day if needed
- March 13th -----Teacher Workday- No Students
- March 23rd – March 27th ----- SPRING BREAK
- May 21st -----2nd Semester Ends-Students dismissed at 1p.m.
Faculty and Staff dismissed at 3p.m.
- May 22nd -----Teacher Workday - No Students
- May 25th -----Memorial Day (Schools & Offices Closed)

2019-2020 Calendar of Events

August 1st	Kindergarten Q&A	6:00 PM
August 2 nd	Meet the teacher K and Pre K	4-6:00PM
August 5th	Meet the teacher 3rd @ 1:00/2nd @ 2:00/1st @ 3:00	
August 8th	First Day of School/K Pictures	
August 20 th	Next Levl Spirit Night	
August 30 th	Room Mom Meeting	
September 2 nd	No School/Labor Day	
September 6 th	School Pictures	
September 10 th	PTO Meeting	11:00 AM
September 10 th	2nd/3rd Parent Night	6:00 PM
September 12 th	1 st grade Parent Night	6:00 PM
September 13 th	Win-Win Friday	
September 20 th	Kona Ice	
September 24 th	Skate Night/Restaurant Fundraiser	6:00 PM
September 30 th	Make Up Pictures	
October 11-14 th	No School (Teacher Workdays)	
October 18 th	Kona Ice	
October 19 th	Fall Fun Fest	
October 22 nd	PTO Meeting	11:00 AM
October 22 nd	Skate Night (2nd)/Restaurant Fundraiser	6:00 PM
October 31 – November 8 th	Book Fair	6:00 PM
November 7 th	Grandparents Day	
November 8 th	Grandparents Day	
November 11 th	No School - Veterans Day	
November 12 th	PTO Meeting	
November 15 th	Kona Ice	
November 19 th	3rd Grade Veterans Program	6:00 PM
November 22 nd	Kona Ice/Win-Win Friday	
November 25-29 th	Thanksgiving Break	
December 2 nd – 6 th	Holiday Shop	
December 10 th	Bluebird Choir Concert	6:00 PM
December 19 th	School wide Sing Along/Polar Express Day	
December 19 th	1:00 p.m. Dismissal	
December 20 th – Jan 6 th	No School/Christmas Break	
January 6 th	Teacher Workday	
January 7 th	Students Return to School	
January 13 th	CFA Spirit Nights	
January 14 th	PTO Meeting	11:00 AM
January 14 th	Skate Night/Restaurant Fundraiser	6:00 PM
January 17 th	Win-Win Friday	
January 20 th	No School/Martin Luther King, Jr. Birthday	

January 31 st	Daddy Daughter Dance	6:00 PM
February 7 th	Kona Ice	
February 11 th	PTO Meeting	11:00 AM
February 17 th	No School/President's Day	
February 18 th	Skate Night/Restaurant Fundraiser	
February 21 st	Win-Win Friday	
February 25 th	Music Program 2nd Grade	6:00 PM
March 3 rd	Boosterthon Pep Rally	12:45 PM
March 4 th	Spring Pictures	
March 10 th	PTO Meeting	11:00 AM
March 12 th	Boosterthon Fun Run	
March 13 th	No School/Teacher Workday	
March 16-20 th	Boosterthon Money Due	
March 17 th	Music Program 1 st Grade	6:00 PM
March 20 th	Kona Ice	
March 23 -27 th	Spring Break	
April 3 rd	Win-Win Friday	
April 6 th - 10 th	Teacher Appreciation	
April 7 th	PTO Meeting	11:00 AM
April 7 th	Class Pictures	
April 10 th	Kona Ice	6:00 PM
April 21 st	Kindergarten Program	6:00 PM
April 24 th	Field Day	
May 1 st	Field Day Make Up	
May 5 th	PTO Meeting	11:00 AM
May 8 th	1 st Grade Mother's Day Tea	
May 8 th	Pre-K Music Program	
May 8 th	Kona Ice	
May 8 th	VIP Reception/Retirement Tea	
May 12 th	Bluebird Choir Concert	6:00 PM
May 21 st	Last Day of School/1:00 Dismissal	