



Old Shell Road Magnet School Parent-Student Handbook 2021-2022

A Mobile County Public Magnet School of Choice

3160 Heather Street (Mailing Address)

End of Sydney Phillips Drive (Physical Address)

Mobile, AL 36607

Phone (251) 221-1557 Fax (251) 221-1559

Web Site: <http://oldshellmagnetschool.com>

Facebook: <https://www.facebook.com/oldshellroadmagnet>

Christi Norris, Principal

Principal's Welcome

Dear Parents and Students,

Welcome to Old Shell Road School of Creative and Performing Arts! I am honored to be the principal of Old Shell Road Magnet School and look forward to working with parents and community members as we begin a new year. Our students are truly exceptional, and I am very proud of their academic, artistic, and athletic achievements. As a magnet school, our area of focus is the fine arts. We offer specialized classes in dance, drama, music, visual arts, as well as a plethora of programs and activities that allow students to explore and hone their artistic skills while engaging in a rigorous, arts infused core curriculum.

Old Shell Road School was named a 2015 National Blue Ribbon School, which is the highest honor a school may receive. Since the implementation of the Alabama State Report Card, Old Shell Road Magnet School has received an A rating each year and even a perfect score of 100. Students are recognized for their academic achievements through honors programs and the National Elementary Honor Society. In addition to providing a solid, engaging academic environment, our school develops leadership qualities and service skills through organizations such as our Student Council and team sports such as our archery team.

One of the beliefs we hold at Old Shell Road School of Creative and Performing Arts is that it is very important to provide opportunities for our students to showcase their gifts and talents. Our choirs and our dance company were showcased at several events and received many accolades. We feel this prepares students to be confident and successful in all aspects of their lives.

Old Shell Road is a school of choice. When you make the commitment to send your child to Old Shell Road, you agree to abide by the Magnet School Contract, follow the school rules, take an active part in your child's education, and support the teachers and administration. Together, we can create an environment where your child can be happy, safe, successful, and challenged.

This handbook will help you become familiar with the Old Shell Road School of Creative and Performing Arts program and expectations. Please read this handbook carefully and keep it for future reference. Another valuable source of information is Facebook. Please follow and like Old Shell Road Magnet on Facebook.

Again, welcome to Old Shell Road School!

Sincerely,

Christi Norris

Christi Norris, Principal

Old Shell Road Magnet School Faculty and Staff

Administrator

Principal: Christi Norris

Faculty

Kindergarten Teachers	Allison Craft, Jessica Drews, Jolene Cole
First Grade Teachers	Kali Gleason, Robin Johnson, Leslie Jo Nassar,
Second Grade Teachers	Tonya Hastings, Kelly O'Donnell, Libby Walker
Third Grade Teachers	Katina Farmer, Maya Miller, Ashley Miller
Fourth Grade Teachers	Tracy Billiot, Lynissa Newsome, Molly Whitlock
Fifth Grade Teachers	Beverly Daigle, Sonja Hughes, Madison Mallon
Dance Teacher	Kristin Campbell
Drama Teacher	Charlene Lehman
Media Specialist	Teresa Burton
Music Teacher	Alicia Luttrell
PACE Teacher	Cydney Halliday
PE Paraprofessional	Gary Poole
PE Teacher (Movement)	Marisa Abell
Special Education Teacher	Kela Turner
Speech Language Pathologist/TST	Tara Daigle
Visual Arts Teacher	Monica Beasley

Staff

Bookkeeper	Anne Matthews
Cafeteria Manager	Patricia Brown
Cafeteria Staff	Felicia Carter, Barbara Dortch, Cynthia Likely
Custodians	Schandra Howze, Yvonne Mabien, Elijah Sumpter
School Nurse	Gina Rioux
Plant Engineer	Parish Davis
Registrar	Katie Zoghby

School Motto

STARS

Shining Through Arts and Rigorous Scholarship

School Mission Statement

The mission of Old Shell Road School is to provide a safe learning environment where each of us has the opportunity to develop positive character and to do our best in academics and the arts.

School Vision Statement

Old Shell Road School of Creative and Performing Arts' vision includes an arts-infused interdisciplinary approach to a rigorous core curriculum. The school will empower students with the skills of inquiry, expression, and discovery through a variety of learning opportunities. Emphasis will be placed on communication along with critical and creative thinking skills to prepare them for future success. Students will be afforded opportunities to discover and apply their unique talents and abilities to ensure that they become lifelong learners and lovers of the arts. All stakeholders will serve as role models in promoting the ideals of this vision.

School Hours



Take In and Breakfast 7:30 a.m. to 7:55 a.m.

Students are permitted on campus at 7:30 a.m., and staff members begin supervisory duties. Arriving students should go directly to the cafeteria. The students eating breakfast will be served at this time. The students who are not eating breakfast will sit in designated areas in the hallways near their classrooms and read until 7:45 a.m. At 7:45 a.m. the students will be escorted to their classes by their teachers.

Tardy Bell 8:00 a.m.

Students must be in the classroom by 8:00 a.m., or they will be considered tardy to school.

Dismissal 2:45-3:15 p.m.

All students must be picked up before 3:15 p.m. unless registered and enrolled in the All-STARS after school program. Due to Covid-19 related concerns and regulations, there will be **NO DROP-INS** for students who are not picked up on time.

Attendance Students are expected to attend school every day and remain in class the entire day. Tardiness and early checkouts interrupt the instructional time of all our students. Students are counted present if they remain in school until 11:00 a.m. or if they enter school before 11:00 a.m. and stay for the remainder of the day. Excessive tardies and continued early dismissals will be referred to the school administrator and the school attendance officer. Regular school attendance is essential. (See Magnet School Contract) The current Magnet school guidelines state that no more than 15 tardies and early dismissals combined are allowed.

Absences In order to code an absence as excused; the school is required to have a note from home, which meets the following criteria:

- date(s) of absence(s)
- specific reasons matching “lawful, excused absences” determined by Public School Law
- a parent/guardian signature
- the note is received within 3 days of the child’s return to school.

PLEASE NOTE: A written note from a parent does not automatically result in an excused absence. The reason for the absence must be one of those determined by Public School Law. (See attendance policy and Magnet School Contract)

A student is tardy after 8:00 a.m. At that time, a parent or guardian **MUST** accompany the child to the office and a tardy slip is issued. When students are tardy, **DO NOT DROP THEM OFF AND ALLOW THEM TO WALK TO THE DOOR ALONE.** No student is admitted into class after 8:00 a.m. without a tardy slip. If a student must check out during the day, **a parent or guardian** must come to the school office to sign the child out of school. The child will then be called to the office. **No checkouts will be allowed after 2:00 p.m.** Continued early checkouts will be referred to the Principal and the school attendance officer. **For the safety of our children, office personnel will ask for identification before releasing any student.**

Changes in dismissal will only be honored if submitted in writing the morning the change is required. Due to safety reasons, school personnel will not accept and deliver messages to teachers regarding changes in dismissal because it is impossible to verify the identity of the individual requesting the change over the telephone. **There will be no early dismissals after 2:00 p.m.** Appointments must be scheduled accordingly.

The Mobile County Board of Education believes that regular and punctual attendance at school is imperative for educational success. Students are expected to be in school each day unless ill or unable to attend due to an unavoidable reason. The Board further believes that there is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned and taught by teachers.

The primary responsibility for school attendance rests with parents/guardians and students. Schools, however, have the responsibility for properly recording absenteeism and tardiness, notifying parents when needed, and discouraging excessive absences in accordance with state law.

The board seeks the full cooperation from parents in promoting good attendance and punctuality. In particular:

1. Medical and dental appointments should be **scheduled after school hours** except in cases of emergency.
2. **Family vacations should be taken during school breaks or holidays.**

All absences are automatically coded as “unexcused” until all of the following criteria have been met:

1. The note contains the date(s), reasons(s) for the absence(s), and parent/guardian signature.
2. The teacher receives the note **within three days** of the child’s return to school after an absence.
3. The reason for the absence adheres to “lawful” absences as noted by the state:
 - Illness or injury
 - Quarantine
 - Death in the immediate family of the child
 - Court or administrative proceedings
 - Medical or dental appointment
 - Religious observance

Vacations should be taken during school breaks or holidays and will not be excused.

Unexcused Absences – Absences for reasons other than those listed may be deemed unexcused. Unexcused absences include, but are not limited to, oversleeping, inclement weather and transportation problems.

Notification of Excessive Absences (K – 5th grade) – Excessive absences and/or tardies may result in removal from the Magnet School Program. Please review your Magnet School Contract to ensure that your child is within the guidelines. If you have questions, please contact your child’s teacher or Mrs. Zoghby. It is the parent’s responsibility to keep up with the number of absences, tardies, and checkouts a student has accumulated.

Student Discipline

The Mobile County Board of Education believes that the maintenance of high citizenship standards provides a school climate conducive to effective teaching for learning. Please refer to the MCPSS Code of Conduct and the Magnet School Contract for additional information regarding student discipline. Parents, as well as administration, faculty, and staff are responsible for teaching good citizenship traits by demonstrating integrity and modeling the rules. Students are expected to conduct themselves properly during the school day while on campus, school buses, field trips, and other school-related functions. Students are also expected to abide by the MCPSS policies and procedures and Old Shell Road School of Creative and Performing Arts rules related to using technology and accessing technology content at school and at home. The only individual allowed to utilize a device issued to a student is that Old Shell Road Magnet School student. In other words, the **school issued devices are not to be utilized by family and friends.** The student is responsible for content accessed on the device. Failure to abide by these policies, procedures, and rules will result in disciplinary consequences.

Some Disciplinary Actions That May Be Taken

- Student conferences
- Parental conferences
- After school detention
- Out-of-school suspension
- Restitution
- Removal from the Magnet Program

Copies of the Mobile County School Board Policy on student discipline are distributed to students at the beginning of the school year.

Old Shell Road Magnet School Rules

Be a Rock Star!

- Stay focused.
- Try your best.
- Act safely.
- Respect others.

Rock Star Discipline Plan:

The Old Shell Road teachers and staff utilize a school-wide discipline plan that incorporates positive reinforcement and holds students accountable for their behavior. The expectation is that parents support the teachers daily to ensure students are successfully following the school rules, MCPSS Student Code of Conduct, and the school's discipline plan.

How the Clip Chart Works

Classroom teachers and ARTS teachers will all work together using this system to provide an overall daily grade of how your child behaved in the classroom, special ARTS classes, movement class, the hallway, and the cafeteria. This discipline plan incorporates positive reinforcement so that every child has the opportunity to improve their behavior.

- Each student will start on "Ready to Rock!" every day.
- When a student misbehaves and breaks a S.T.A.R. Rule, he/she will "clip down" to Sound Check as a warning.
- If the student does the same misbehavior again or breaks another rule, he/she will "clip down" to "Singin' the Blues." This will result in the loss of a privilege as decided by the classroom teacher.
- If the student continues to break the same rule or another rule, he/she will "clip down" to "Contact the Management." This will result in a S.T.A.R Report being sent home to the student's parents or guardian.
- If the student is showing outstanding behavior, he/she can "clip up" to "A STAR Performance." Each student has the opportunity to continue to "clip up" higher with showing "ROCK STAR" behavior throughout the day.
- The goal of every student should be to try to "clip up" to "You're a Rock Star!" We will have special treats and rewards for our ROCK STARS as decided by the classroom teacher.
- Even if the student has to "clip down", he/she still has the ability to "clip up" if the behavior is improving during the day.



- At the end of the school day, the teacher will record the student's behavior grade on the Star Communication Log. If the student has a "Ready to Rock" or above, he/she will receive 3 points. The STAR Communication Log must be signed every day by a parent or guardian.
- If the student clips down to "Sound Check," he/she will lose 1 point. If the student clips down to "Singin' the Blues," he/she will lose 2 points. If the student clips down to "Contact Management," he/she will lose 3 points for the day.
- When the student clips to "Contact Management," the teacher will send a Behavior note to parents that day and/or a phone call to the parent. This does not mean that the office will be contacted. The teacher will write "See Behavior Report" in the comment section and send home the Behavior Report. The Behavior Report must be signed and returned the following day to the child's teacher.

General Information

Arts Information:

Art Packet Fee

A \$50 art packet fee is required and is due no later than October 1.

Audience Etiquette We encourage parents to teach their children and model appropriate audience etiquette at school meetings, assemblies, and performances. Talking should cease once the program or performance begins. All cellular phones and watches should be turned off. Applause should occur at the end of a piece of music or at the end of an act of a play. While applauding at the appropriate time is welcome, whistling and yelling are never acceptable. Students and parents are expected to remain through the entire performance. Your child's grade in the arts classes will be affected if he/she does not participate in the required performances or leaves before the performance is over. All restless young children or crying infants should be escorted or carried out of the performance area. Photograph the performers before and after the performance only. Hats and caps should be removed upon entering the building. The compliance of these expectations by all audience members will enable us to provide a quality performance, assembly, or meeting for everyone.

Student Artwork - Permission As a magnet school for the arts, Old Shell Road is often asked to submit artwork to be displayed at various sites around the city. If you do not wish to have your child's work displayed, please make our art teacher Ms. Beasley aware of this. All work displayed has the name of the student listed, the grade level and the school only. Occasionally, winning artwork is not returned or may be returned at a much later date.

Library Information:

Accelerated Reader Accelerated Reader is a school-wide computer-based reading program. Students read selected books and take a computerized quiz. Books may be checked out at our school library. Quizzes will be administered and monitored by teachers. Parents are required to sign reading logs provided by the teachers.

Care of School Property Students are expected to take good care of school property and to use supplies appropriately. Library books and textbooks are on loan to students. Fines will be charged for lost or damaged property.

Textbooks Textbooks are issued to each student at the beginning of the year. If your child lost a book last year (textbook or library book) and the book has not been paid for, then your child cannot be issued books for the next school year. Please make sure you have paid for lost books. Students are responsible for the textbooks and library books checked out to them. All books must be covered. Books must be returned to the school in good condition (no stray marks, torn pages, etc.) or a small fee will be assessed to cover the cost of repair. Students must also pay for any lost books.

Animals on Campus The safety of students, staff, and visitors is a primary concern. To help maintain the cleanliness of the facility only service animals are permitted on campus. The only exceptions include animals utilized in science or as a part of the curriculum may be allowed with prior approval from the Principal.

Office Information:

Office For the safety of all students, please be sure to sign in at our office and get a visitor's badge when visiting or volunteering. It is important to report to the office at the end of your visit to sign out. All parents and visitors to the school must use the front doors of the school to enter the campus unless dropping off children at the All-STARS before school care program. Access to the building may be limited when Covid-19 numbers are high. Visitors may also be asked to wear a face mask while on campus.

Change in Address or Phone Please promptly notify the school office and your child's teacher of your new address and phone number should they change at any time during the school year.

Child Custody If there are special custody agreements for a child, the parent(s) should notify the child's teacher and principal by providing court documentation. Otherwise, the school considers both parents to have equal access to children.

Complaint: If you would like to voice a concern or complaint, please complete a Parental Concern form which may be obtained in the office. The form will be reviewed by Ms. Norris, the principal, who will address the concern.

Deliveries Please refrain from sending flower arrangements or balloons to students while they are at school. In our efforts to preserve the instructional time of all students, we will not accept these types of deliveries.

Returned Check Policy If a check is returned for insufficient funds, you will be notified by CheckCare. If your check is returned, you will be contacted by CheckCare for payment. In order for the school to accept a check, a **telephone number** must be included on the check.

Telephone Students must get permission from a staff member prior to using the telephone. **Students should not bring cell phones to school.** They are not allowed to use their cell phones to make calls during the school day. Parents should not call or text students during the school day because this interrupts the instructional process. All students will have access to a school system device to use at school. Students may not take pictures or videos with any devices unless doing so is part of an educational assignment.

Visitors Parent conferences can be arranged through our office or by written request to the teacher. Should you need to speak with a teacher, please leave a message with the school registrar so that your call can be returned during the teacher's planning period. **All teacher conferences and/or classroom visits must be prearranged and preapproved.** Conferences and/or classroom visits must be kept to a maximum of 30 minutes to ensure that the instructional day is not interrupted. When visiting the school, report to the office, sign the visitor's log and get a visitor's pass. Please place the pass on the front of your clothing so that it is clearly displayed. A staff member will contact the teacher for verification of the planned visit. All visitors not wearing a visitor pass will be escorted to the office. **Please understand that school visitors may be limited or denied when Covid-19 numbers are high.** Facial masks may be required while on campus.

Health Parents are asked to provide current information and advise the school if there are special needs. If a child has an accident or is suddenly taken ill, every effort is made to contact a parent to arrange for transportation home for further medical treatment if necessary. Parents are asked to notify the school of any communicable disease the child has at the earliest possible date. Children should not return to school after an illness until they are well enough to participate in their regular school program. If for medical reasons, it is inadvisable for a student to take part in movement and dance classes, games, or play outside, written notification from a doctor should be sent to the classroom teacher. As a general rule, however, we assume if students are well enough to attend school, then they are well enough to participate in the total program.

Illness If an illness occurs and a student must go home, a staff member will contact the parents. The person picking up the student should come to the office to sign out their child. If your home or business telephone number changes, please notify the school. It is extremely important that we are always able to reach a parent if an emergency should arise. Children should be free of fever for 24

hours and free of vomiting or diarrhea for 24 hours before returning to school. The school nurse will provide instructions regarding quarantine restrictions for Covid-19 related illness or exposure.

Immunizations Alabama law requires that upon enrollment, proof of completion of immunization must be provided to the school. You will be notified if your child's immunization record is not up to date.

Lost and Found Parents, please put your child's name in all of his belongings. Sweaters, coats, hats, and lunch boxes are items that are frequently lost. These items are periodically displayed so students can claim their belongings. Items not claimed after a period of time are donated to a charitable organization.

Medication If your child must have medication of any type during school hours, (including over-the counter medicine), you have the following options:

1. You may come to school and give the medication to your child at the time required;
2. You may discuss with your child's doctor an alternative schedule for time the medicine is needed (for example, before or after school hours);
3. The school personnel can give the medication. In order for this to be possible it is critical that the following steps be taken to provide for your child's safety:
 - Your child's doctor **must** complete a form Request for Medication to be Given During School Hours.
 - You **must** bring the medicine in the bottle from the pharmacy with your child's name, medication, dosage and date of prescription with directions for use.
 - All medications **must** be brought in by the parent or designee...the student **may not** bring his own medication to school.
 - You may be asked to sign the Medication Check-In Log after the school staff has verified your child's medication.

When school is over for the summer, parents are asked to pick up their child's leftover medication. Your child will not be sent home with leftover medications. Any medication left over for longer than one week after school is over will be discarded, unless the parent and school make other arrangements. If your child requires medication for emergency medical care for allergies, asthma, seizures, or sensitivities, please provide pertinent information to school personnel. School personnel cannot give students aspirin, Tylenol, or any other over-the-counter medicine-this includes rubbing alcohol and other topical medications.

Chronic Illness Letters Please be aware that a physician must complete a chronic illness letter each semester. They are not valid from year to year or semester to semester.

Nurse A nurse from the Mobile County Public School System is assigned to the school. Her responsibilities include taking care of students who get sick at school and administering first aid. She also conducts vision screenings and is available for consultation on medical issues.

Volunteers The students of Old Shell Road Magnet School benefit from the support of our community volunteers. If you are interested in volunteering, you may contact your child's teacher or call the school's office. Prior approval from the teacher must be granted before admittance to the assigned area. Upon arrival, all volunteers must sign in as a visitor in the office and obtain a visitor's pass. At the end of their visit, volunteers must also sign out in the office. It is important that volunteers respect the confidentiality of our students. Please remember that sharing information and pictures of other parent's children on Facebook and other social media is not permissible. Please remember to sign the volunteer sheets in the designated volunteer binder located in the office because we keep track of our volunteer hours. Please give yourself and our school credit for your hard work! Though we appreciate you volunteering at Old Shell Road Magnet School, due to safety requirements, younger siblings may not accompany you while you are volunteering at the school. Covid-19 concerns may affect the ability to volunteer on campus.

Publicity Release Forms Our school frequently has the opportunity to promote the achievements and talents of our students, staff and school through news releases. If you do not wish for your child's picture, art work or writing to be shown publicly, please check the appropriate box online when registering your child.

Classroom Information:

Before and After School Care Old Shell Road offers before and after school care for students in grade K-5. The program is called ALL-STARS (All Kids Shining Through Arts, Recreation, and Sports). It is run by school personnel. Please contact Mrs. Ashley Miller almiller@mcps.com or Ms. Charlene Lehman clehman@mcps.com or Ms. Monica Beasley mjbeasley@mcps.com for additional information.

Class Parties Class parties are held twice each year, at Christmas and the end of the year. You will be notified of the dates and times of the parties and what your child will need to bring. (money, refreshments, etc.) Covid-19 concerns may cause adjustments to our class parties. Birthday parties for students are not held at school. However, if you wish to purchase a birthday treat for everyone in the class on your child's birthday, you may send money to purchase a snack or ice cream for each student. Please let the teacher know in advance that you would like to do this. Do not send birthday balloons or other related birthday gifts to the school. We will not deliver these items to the classrooms, as it disrupts the class. If your child wishes to pass out invitations at school to his/her party, every student in the class must receive an invitation.

BYOD (Bring Your Own Device) In the past, students have been allowed to bring their own devices such as iPads, cell phones, laptops, etc. so that they may access the Internet. However, all students are now provided a laptop to use at school. Permission to use the office telephone may be granted. **Therefore, there is no need to bring a device to school. Keep the cell phones at home!** All Internet access on school devices can be monitored on the network. This eliminates many issues encountered in the past with students on their own devices.

Invitations We realize that social occasions occur and students want to extend invitations to their friends; however, no party invitations from students can be distributed during the school day **unless each student in the class receives one.**

Snacks Students may eat a snack at school, during a time chosen by their classroom teacher. We encourage *nutritional* foods rather than sweets. Soft drinks are not allowed in school. We encourage students to drink water. The students may purchase snacks from the school. These snacks meet the nutritional guidelines set forth by the Mobile County Public School System.

Curriculum Descriptions and Arts Infused Curriculum The following is a brief description of the curriculum offered at Old Shell Road. For more information go to the Mobile County Public School's web site at www.mcps.com (go to Central Office, then Curriculum and Instruction) or you may go to the State Department's website at www.alsde.edu/html/home.asp. (Go to Sections, then Curriculum and Instruction, then Courses of Study). This information can also be found in the office, the Media Center or from your child's teacher. In keeping with our mission, Old Shell Road School offers an arts-infused curriculum in which the arts are used as a teaching tool to enhance the total curriculum.

- **Reading/Language Arts**

The reading/language arts program focuses on students becoming competent, independent readers and writers, communicators, thinkers, problem solvers and lifelong learners. The standards are based on the premise that literacy experiences are more effective when they are relevant, child-centered, guided by assessed individual strengths and needs, and integrated throughout the curriculum. Reading and writing are inseparable processes. All students are expected to acquire the ability to listen, speak, read, view and write effectively. The school system adopted the Wonders Reading Series which is a comprehensive reading, writing, and language arts program. Our kindergarten through fourth grade students will use Brainspring Phonics First, which is a phonics program. All students will use iReady and MobyMax, computer based programs. Our kindergarten through fourth grade students will use the Lucy Calkins Guide to Writing.

- **Mathematics**

The math program emphasizes developing mathematical power in all students. Mathematical power is essential for developing skilled, literate citizens for the 21st century. This is accomplished when students value mathematics, display confidence in their mathematical ability, solve problems, communicate mathematically, reason mathematically and make connections between mathematics and other subjects. The teachers will implement strategies learned in the Alabama Math Science Technology Initiative (AMSTI) training. The Houghton Mifflin Harcourt mathematics program will be utilized. The students will also integrate Waggle and MobyMax, computer based programs.

- **Science**

The science program is designed to be an inquiry-based program that encourages hands-on experimentation, observation, discovery, prediction, problem solving and appreciation of the natural world. The teachers will implement strategies learned in the Alabama Math Science Technology Initiative (AMSTI) training. Resources such as STEM Scopes and Mystery Science are utilized in the classroom.

- **Social Studies**

The social studies program includes historic, political, geographic and economic literacy. The integration of social studies content shows students the relationships to present accurate and meaningful content for the purpose of interpreting past and present events and conditions and to plan for the future.

- **Creative Movement/Dance/ Physical Education**

The creative movement/dance program focuses on the development of the whole child through sequential, developmentally appropriate activities that contribute to skill development, healthy lifestyles and social responsibility. In addition, the program is designed to develop cognitive, affective and physical development through problem solving and critical thinking activities, social interaction and gross and fine motor skills.

- **Drama**

The drama program is designed to develop an appreciation for the theatre, enhance creative thinking and build self-confidence through the study and practice of theatre history, criticism, aesthetics and production.

- **Music**

The music program includes instruction in the musical concepts of rhythm, melody, harmony, form, timbre and expressive elements. Typical music activities include: singing, playing instruments, moving to music, reading music, listening and improvising. Violin instruction is offered through the Mobile Symphony for 2nd-5th grade students for a small fee.

- **Visual Arts**

The visual arts program includes instruction in art techniques, art history and appreciation of the visual arts. The goal of this program is to guide students through the early stages of artistic development and prepare them for the next level of art instruction. This program provides an engaging classroom environment with opportunities to develop skills, knowledge and confidence.

Safety:

Fire, Tornado, and Crisis Drills The Mobile County Safe Schools Plan requires each school to develop and implement routine procedures for implementing drills in response to fire, tornado, or any other crisis that might occur on our campus. Students, staff, and visitors must comply with the established procedures. Our school's drill procedures are located in each room of our school. Selected staff members serve on our school's Safety team.

Safe Schools Old Shell Road School believes that schools can and should be peaceful places where children can learn and grow. We believe that children can be taught to manage both feelings and behaviors in appropriate ways and that these skills will lead to healthy productive citizens. The Mobile County Board of Education believes that to be successful, public-school education must be a partnership involving the school personnel, students, parent, and community. The Mobile County Board of Education further believes that the maintenance of high citizenship standards provides a school climate conducive to effective teaching for learning. A School Resource Officer is available to collaborate with school administrators, if necessary, to ensure rule compliance for children and adults. At the beginning of each school year, the Board of Education will distribute a copy of the policies, rules, and procedures relative to student discipline to every student in the Mobile County School System.

Internet Access Policy Mobile County Public Schools requires that each school keep on file an Internet Use Policy form signed by each student and his/her parent or guardian. Teachers will review the policy at the beginning of each year.

Cafeteria Expectations We expect our cafeteria to be a reflection of proper manners and courtesies taught and practiced at home. Students are expected to display polite manners, use quiet indoor voices, and follow all cafeteria procedures and rules. Breakfast and

lunch are served daily. All students will receive breakfast and lunch free of charge again this year. Please remember that students are not allowed to drink soft drinks at school. Please do not send candy in the children's lunches.

Academic Information:

Grading System Students will receive a report card every 9 weeks and a progress report about midway through every quarter. Please pay close attention to your student's progress and address any concerns with your child's teacher. Access to grades is available weekly through Schoology.

Progress Reports Students are on a nine-week grading schedule. Progress reports will be issued midway through each nine-week grading period. Progress reports are to be signed and returned promptly.

Homework All students in all grade levels should do homework every school night. The purpose of homework is to reinforce skills taught in class. Homework is not optional. Old Shell Road is a magnet school, and the **academic standards are held high.** Students are also expected to read and practice math facts every night at home. The students will have MobyMax and other computer-based assignments that they should work on nightly or as assigned by the teacher. This is part of the Old Shell Road Magnet School program, and parental support is expected.

Honor Roll Old Shell Elementary School views a system of honor rolls as additional means for encouraging goal setting by students and for providing recognition of students who have achieved those goals. Students in grades 1 through 5 are eligible for the honor roll each quarter. Kindergarten students who attain honor roll status will receive recognition at the end of the school year.

Criteria for Honor Rolls:

A Honor Roll

- A in all subject areas
- S in conduct, work study, PE, and arts classes
- No N or U

A-B Honor Roll

- A or B in all subject areas (must have at least one A in a subject)
- S in conduct, work study, PE, and arts classes
- No N or U

Honor Society 4th and 5th grade students who meet all the criteria may be selected to be tapped for the Honor Society. The criteria includes excellence in academics and behavior. Students must also exhibit the characteristics outlined by the National Honor Society.

Field Trips Field trips are a direct outgrowth of the instructional program. A field trip form requiring written parental permission is required for students participating in each field trip. Telephone calls or hand written notes are **not** acceptable. A fee may be charged for each field trip to offset the cost of the buses and drivers. An admittance fee may also be charged at certain locations. If reservations are required for a field trip, the money must be paid in advance, and we will not be able to give refunds if your child and/or the chaperone are unable to attend. This policy also includes cancellations due to illness and disciplinary actions. All students are required to travel and remain with their class on field trips. Personal cars are not to be used for field trips. Teachers may request the assistance of a few parent chaperones to accompany the class and provide additional supervision on field trips. Proper supervision must be assured. Due to safety requirements, siblings may not accompany you while you are chaperoning on field trips.

Appropriate arrangements for instruction will be made for students whose parents choose for them not to attend the field trip. The student's classroom teacher will provide lesson plans for the day. Students may be excluded from a field trip due to behavioral issues as deemed by the principal. No student is to be absent from school because he/she is not participating in a field trip. This type of absence will be considered unexcused.

Testing Information At the beginning of each school year, students and parents or guardians will be provided with information advising them of the district-wide and state-mandated tests that students are required to take during that school year.

Other Information:

Bullying Any suspected incident of bullying should be reported to the classroom teacher, counselor, or administrator immediately. Bullying will not be tolerated at Old Shell Road Magnet School. This includes cyberbullying.

Guidance Counselor Our school counselor meets with individual students, parents, and staff. The counselor also facilitates small group and classroom discussions. Small group units include: new students, study skills, loss, friendship and anger management. Classroom lessons include: conflict resolution, feelings, study skills, multi-cultural diversity, career awareness, and appreciating others and ourselves. Referrals may be made by sending a note to the counselor or by calling the school for an appointment.

Problem Solving Team The mission of Old Shell Road Elementary School's Problem Solving Team is to identify and implement strategies to enhance the learning and achievement of individual students. The team is comprised of a combination of the following: the school counselor, instructional partner, two classroom teachers, a special education teacher, and the administrator. If your child is experiencing difficulty in school, a referral may be requested through your child's teacher, the school counselor, or one of the school administrators. This request will lead to the development of a plan for reviewing information, implementing successful strategies/interventions and monitoring results.

Communication A variety of methods for school to home communication will be utilized. Our school's website is: www.oldshellmagnetroadschool.com Our school's Facebook page is: <https://www.facebook.com/oldshellroadmagnet/> Follow us on Twitter @oldshellmagnet. Teachers send weekly newsletters home with information about the curriculum, projects, programs, schedules, and expectations. The teachers also use Remind, an electronic application. Parent bulletins will be sent home monthly. The School Messenger Call Out System is also utilized. To receive a message, a current telephone number is required to be in our computer system. Please notify the registrar when changes are necessary. Each student at our school will have a communication folder to bring home each night. Inside the folder will be important messages from the teacher and/or the principal. The folder will also contain a log that must be signed each night by a parent or guardian. The folder is to be returned each day. Parents who need to communicate with the teacher will also use this folder. The Behavior Discipline Report will be sent home daily to be signed. Parents may access their child's grades using INOW at any time during the school year. Teachers are available for conferences after school and at other times designated by the principal and teachers. Protecting the instructional time for all of our students is a priority when scheduling conferences. We welcome opportunities to meet with you to discuss your child's progress. As a professional courtesy, please schedule conferences in advance.

Items not permitted on Campus The following items will be taken away and will be returned when a parent picks up the item(s): cell phones, toys, electronic games, trading cards, CD players, Walk-men, headphones, knives, weapons, and any other items that may cause a distraction to the learning environment.

Social Media As a reminder, elementary age students do not meet the age criteria for social media sites such as Facebook. There are many reasons for this including safety issues and immaturity. It is very difficult for children to make the best decisions concerning their welfare. Please monitor the sites your child is accessing and the content your child is posting. Once something is posted, it can never be completely removed. Social media bullying is real and can have devastating consequences even for adults. The best way to know what your child is doing on the computer or device is to monitor all activity.

Special Education Services Students with disabilities receive specially designed instruction from a certified special education teacher and related services based on educational need. Services are provided in varying amounts of time and may range from consultation to full-time services. Maximum participation in the regular classroom is emphasized. The need for special education is determined through a referral and comprehensive evaluation process.

Technology Agreement Parents and students must sign a form agreeing to the policies regarding the Chromebook usage before the student will be issued a Chromebook. The policies must be followed during the checkout period.

Tobacco Free Campus It is the belief of the Mobile County Board of Education that the use of tobacco is harmful to general health. Further, the improper use of these products poses a potential safety hazard in public facilities. For these reasons, the Board mandates that all Mobile County Public School facilities and properties be free from the use of tobacco products. Therefore, the use of tobacco products in or on Mobile County Public School *facilities or property* (**including carpool**) is prohibited.

Uniforms Uniforms must be worn every day, beginning with the first day of school. If another outfit/costume is to be worn during the day, the student will wear his/her uniform and change into the outfit/costume at the appropriate time during the day. Uniforms must be worn on all field trips. See the uniform policy that is enclosed in this booklet. The school sweater is to be worn every Thursday beginning in October. It is also to be worn for school pictures, school assemblies, field trips, and other special occasions.

Questions We are glad to help you in any way we can. Please feel free to call, visit, or send us an E-mail if you have questions. To find the answer to many questions you may have, please check out our school's website at www.oldshellroadmagnetschool.com or our Facebook page at <https://www.facebook.com/oldshellroadmagnet>

Old Shell Road School of Creative and Performing Arts
Uniform Policy

Revised July 11, 2017

Boys' Uniform

Shirts:

- White short-sleeve button down Oxford shirts
- One Oxford shirt with school initials (OSR), in block 1" font, ***monogrammed in navy blue thread on the LEFT collar is required for dress uniform occasions.

Sweater:

- Navy blue V-neck button-up cardigan style sweater with school logo patch* on the left side of the sweater is required for dress uniform occasions. (No pullovers)

Pants:

- Khaki, traditional style uniform pants
- No cargo style

Shorts:

- Khaki, knee-length shorts
- No cargo style

Socks:

- White or black, crew or ankle-length, socks must be visible.

Belt:

- Black belt must be worn with pants and shorts.

Girls' Uniform

Shirts:

- White short-sleeve button down Oxford shirts
- White Peter Pan short-sleeve shirt (worn with plaid)
- One Oxford shirt with school initials (OSR), in block 1" font, ***monogrammed in navy blue thread on the LEFT collar is required for dress uniform occasions.

Sweater:

- Navy blue V-neck button-up cardigan style sweater with school logo patch * on the left side of the sweater is required for dress uniform occasions. (No pullovers)

Jumper/Skirt/Scooter:

- **Plaid # 37 Navy and Red plaid pattern (No khaki)
- Jumper Style #178 at Zoghby's. (No V-neck jumpers)
- Shorts must be worn underneath jumpers and skirts.

Pants:

- Khaki, traditional uniform-style pants
- No cargo style

Shorts:

- Khaki, knee-length shorts
- No cargo style

Socks:

- White, crew or ankle-length, socks must be visible.

Belt:

- Black belt must be worn with pants and shorts.

Tights/Leggings: (May be worn in cold weather.)

- White or navy

Hair Accessories:

- Must be in school colors: red, white, and/or navy

All Students

Shoes: Solid black athletic shoes with solid black rubber soles. No accent colors. Shoes must have laces or Velcro. No slip-on shoes or Mary Janes allowed due to P.E. and Dance.

Outerwear: The following outerwear may be worn in the building:

- Navy school fleece (optional; available for purchase from the school)

Undershirts: Undershirts must be solid white.

Jewelry: Stud earrings only (for safety reasons)

Hair: Only natural hair colors and no distracting hairstyles

*Patches with the school logo can be purchased at the school.

**Plaid jumpers, skirts, and scooters can be found at Zoghby's Uniforms, Children's World, or www.FrenchToast.com.

***Monogramming font-Basic block in navy: 1 in. high and just under 1/2 in. wide. Each letter is approximately 11mm (1/2in)

Each uniform item is to be worn in the manner for which it was designed. (belts in belt loops, straps over the shoulder, etc.)

1. Shirrtails must be tucked in.
2. Uniforms must be clean and in good repair. (no tears or holes, etc.) **No long sleeved shirts are to be worn.**
3. Shoes must be clean, fit the foot securely and be **solid black in color.** (No colored logos, red soles, etc.)
4. Any item that is not a part of the uniform must be taken off once inside the building (raincoat, overcoat, etc.).
5. Jumpers must be no more than 2” above the knee.
6. Navy or black shorts must be worn under jumpers and skirts at all times.
7. All uniform items should be labeled with the child’s name.
8. Uniforms must be worn for the entire school day and during school sanctioned activities (field trips, etc.)

Accessories:

1. Accessories that are disruptive to the educational program are not allowed.
2. Hair accessories must color coordinate with the uniform (**white, navy or red**)
3. No fake fingernails may be worn.
4. No jewelry is permitted except earrings of 5mm or less.
5. Watches are permitted for the purpose of telling time only.
6. Only natural hair colors and no distracting hairstyles are permitted.

Note: Students **must** be in full uniform each day. If there is a problem with your child’s uniform, please see the principal. You will be contacted if your child is not in full uniform each day.

Dress Uniform Policy

Students are required to wear dress uniform every Thursday. Sweaters will be required for dress uniform beginning October 3rd.

Please see the following list indicating what students are allowed to wear for dress uniform days:

Boys:

- Khaki pants (no shorts)
- Black belt
- White or black socks
- Oxford shirt with school initials (OSR), in block font, **no bigger than one inch for the total monogram** ***monogrammed in navy blue thread on the LEFT collar
- Navy blue V-neck button-up **cardigan style** sweater with school logo patch* on the left side of the sweater (No pullovers)
- **Solid black athletic** shoes with solid black rubber soles. No accent colors. Shoes must have laces or Velcro. No slip-on shoes or Mary Janes allowed due to P.E. and dance.

Girls:

- Plaid jumper, skirt, or scooter
- Khaki pants (no shorts)
- Black belt
- White socks (no ruffles)
- Oxford shirt with school initials (OSR), in block font, **no bigger than one inch for the total monogram** ***monogrammed in navy blue thread on the LEFT collar
- Navy blue V-neck button-up **cardigan style** sweater with school logo patch* on the left side of the sweater (No pullovers)
- **Solid black athletic** shoes with solid black rubber soles. No accent colors. Shoes must have laces or Velcro. No slip-on shoes or Mary Janes allowed due to P.E. and Dance.
- Hair accessories must be white, red or navy.

OSR

Arrival and Dismissal Procedures

Our first priority is keeping our students, parents, and teachers safe. Our second priority is to make sure carpool runs as efficiently and as quickly as possible. Please see the next page for carpool traffic flow. Please remember that you and/or your carpool designee must follow all carpool rules. Using profanity and/or inappropriate comments or gestures towards school employees, other parents, or children will not be tolerated. **Failure on the parent' part or on the carpool designee's part to abide by the rules and follow directions issued by school personnel on duty will jeopardize magnet school placement for your child(ren), result in being banned from the campus, and/or result in law enforcement contact.** Please remember that smoking is not allowed on school property at all. A report to the DHR and to the Mobile Police Department will be made if a parent or carpool designee appears to be under the influence of drugs or alcohol, and the children will not be released to the parent or carpool designee.

Car Pool Numbers:

Each family will be given a sign with a number on the front. This is your child's car pool number. Please hang it on your rear view mirror so the teachers on duty can see it. Students will be called by their number. If you need to park in the morning to come into the building, please indicate to the teacher on duty and you will be directed down the center carpool lane to the grassy field. If you need to park in the afternoon, you will need to follow the carpool lane to the grassy field.

Arrival:

Please do not arrive before 7:25 a.m. Doing so create a traffic problem. Students must wait in the cars until they are directed by school staff to exit at 7:30 a.m. If traffic is heavy, there may be three rows of cars parked in front of the school. All students exit their vehicles on the passenger side and proceed directly to the front of the school. Please make sure your child is ready to exit your vehicle when the signal is given. Wait for the signal before moving your vehicle. After most of the vehicles have been unloaded and have left the area, cars will then move to the front of the school in a single file line. Students will exit from the passenger's side only. **DO NOT park across the street and allow your child to walk to school.** ALL children must be dropped off in the carpool line. **DO NOT park in the parking lot and allow your child to walk across the parking lot.**

Parents may walk their kindergarten students to class for the first two days of school only. All other students (Grades 1-5) will go to the cafeteria or gym if they arrive on campus between 7:30 a.m. and 7:45 a.m. After 7:45 a.m., they will go directly to class. Students who arrive on campus after 8:00 a.m. are to be **signed in by a parent and request a tardy pass.** If you need to speak to

your child's teacher, you should request a conference. Teachers may be available to meet before 7:30 a.m., after 3:15 p.m., or during the teacher's planning time. Making an appointment with the teacher ensures that you will have the teacher's undivided attention. Additionally, our instructional day is from 8:00 a.m. to 2:45 p.m. Your child's teacher has an important job to do and needs to focus on the children. When there are interruptions, not only does your child miss valuable instructional time, so do the other students in the classroom. We want every student to have every opportunity to learn and be successful. Please help us with this endeavor. The education of your child is an important job and we take it very seriously.

Dismissal Procedures:

Cars will circle the parking lot in the opposite direction from the morning carpool. The lane closest to the school will be roped off and blocked for emergencies. This lane will be opened up at 2:00 p.m. Cars will be line up one behind the other in the middle lane and the lane closest to the flag pole. At 2:00, the roped off lane will be opened to allow cars to line up. At 2:45 p.m., the students will be called by their carpool numbers and walk to their cars. If a child does not come out when their number is called, the parent will be asked to go to the "parking lot." The parent should park along the curb of the flag pole (horseshoe, and a teacher will walk the student(s) to the car. When all cars are loaded, the teacher on duty will give the signal and the cars will begin exiting the campus. Please follow the directions of the teachers on duty. Cars will move to the front of the school and teachers will help students get into their cars.

If your child does not come out of the school when his number is called, **you will be instructed to park in the parking lot.** You will need to remain in your car in the parking lot. A teacher assigned to parking lot duty will bring your child to you.

Day care vans that arrive from 2:45 until 3:00 p.m. will pick up the children from the gym door. Day care vans will use the right hand lane to pick up children. Students who attend the ALL-STARS program will be dismissed at 2:45 p.m.

Carpool Rules

- **Please do not use cell phones while in the carpool line.**
- Follow the directions of the teachers on carpool duty.
- **Stay in your lane. Do not switch lanes.**
- Children and parents must remain in the vehicles until the teachers on duty direct the children to exit the vehicle. Do not "visit" friends in other vehicles while waiting in line.
- In the morning, make sure your child is ready to exit your car when you pull up to the front entrance.
- **Never drop your child off in the parking lot.** This is very dangerous as your child will have to cross several lanes of traffic to get to the building. Always drop your child off in front of the school.

Please Note: Please be sure that all parties responsible for picking up your child have a school issued car tag. Each family will be issued one free tag. Additional tags cost \$2. Purchasing a tag for each responsible party helps to speed up the dismissal process.

Any car that does not have a school issued car tag must adhere to the following: The driver must go through the carpool line to the grassy area by the portables, park, and present identification to office personnel to ensure the designee is on the child's pick-up list. Due to safety reasons, no exceptions will be made.

After School Care Old Shell Road Magnet School offers before and after school child care. The program is called ALL-STARS (All Kids Shining Through Arts, Recreation, and Sports). It will be run by school personnel. Please contact Ashley Miller, Monica Beasley, and Charlene Lehman at 221-1562.

The lane closest to the school is reserved for drop off for before school care until 7:15 a.m. After that, 2 lanes will be used to enter the school.

Morning Carpool



Old Shell Road Magnet School

Faculty Parking Lot
Please do not park here during dismissal or drop off children here in the morning.

No Parking or thru traffic

Before school care entrance

Park here if going in the building

Afternoon Carpool

Cars enter campus in middle lane.

Lane closest to building is designated for daycare vans.

Cars exit campus in lane closest to Phillips.

