



Old Shell Road Magnet School Parent-Student Handbook 2023-2024

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>

Dr. Linda S. Byrd, 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. Our magnet school area of focus is the fine and performing arts. We offer specialized classes in dance, drama, music, and 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.

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, Broadcasting, Green Team, Math Team, Robotics, and Archery Team. We encourage student participation in Reading initiatives through Accelerated Reader and reading and math challenges. Our Spelling Bee is highly competitive every year! I am proud of the STEAM activities incorporated into lessons that give students the opportunities to find connections across Science, Technology, Engineering, the Arts, and Mathematics.

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. Select Choir, Dance, and Visual Art students were showcased at several events and received many accolades across the District and State! 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,

Dr. Linda S. Byrd

Dr. Linda S. Byrd, Principal

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 who would like to eat breakfast should go directly to the cafeteria. The students who are not eating breakfast will go directly to their classrooms. All students will be sent to class at 7:55 a.m.

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 by 3:15 p.m. There is no staff on duty after 3:15 p.m. It is part of the Magnet Contract and parents' responsibilities to provide transportation and to ensure that students are on time in the mornings and picked up on time in the afternoons.

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. 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 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, our Registrar. It is the parent’s responsibility to keep up with the number of absences, tardies, and checkouts a student has. Please check Schoology on a regular basis or ask the Registrar for assistance.

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 and the loss of the technology device.

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 STAR 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 STAR Behavior Report" in the comment section and send home the STAR Behavior Report. The STAR Behavior Report must be signed and returned the following day to the child's teacher.

General Information

e-Prove Continuous Improvement Plan Each school is required by state law to develop a Continuous Improvement Plan. At Old Shell Road, we strive for continuous improvement and set goals based on data. The plan for the current year is in the office and on the school's website. An e-Prove Committee, consisting of staff and parent representatives, oversees the improvement process.

Arts Information:

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 his/her school only. Occasionally winning artwork is not returned or may be returned at a much later date.

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 times 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. It is not recommended to bring young children who may cry during the performance. 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.

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, textbooks, and devices 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 which 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.

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. Report cards are mailed to the address in the computer.

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 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 **cannot** 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 or to receive texts from family members. All students will have access to a school system device to use at school. Students should stay focused on their lessons. Please do not email or attempt to communicate with your child during the day using a device. If something is important, please call the office. 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.

Health Parents are asked to provide current health 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. 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.

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. The Lost and Found is located in the First Aid Room. 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 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, 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. 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.

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 Ms. Beasley or Mrs. Miller, Director at 221-1562 or mjbeasley@mcps.com or almiller@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.) Birthday parties for students are not held at school. However, if you wish to bring a birthday treat for the class on your child's birthday, we ask that you bring it at the end of the day. It must be pre-approved by the classroom teacher. 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 to his/her party they may do so if every student in the class receives an invitation.

Parental Visitation Parents are welcome to observe an instructional activity in their child's classroom. As a professional courtesy, please place your request with the principal 24 hours before you wish to visit so that the teacher can be notified. **Our staff asks that you respect the students' instructional time and not go to the classrooms during arrival time, during the school day, or dismissal time to talk to staff members.** A conference should be scheduled for this purpose. Office personnel will relay messages to students during the school day if necessary. Office personnel will also handle items that may need to be delivered during the school day. These items may include lunches, money, homework, and books.

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.mcpss.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, and write effectively. The school system adopted the Open Court Language Arts Series which is a comprehensive reading, writing, and language arts program. We believe that this program is going to be a wonderful asset to our instruction.

Mathematics

- MCPSS uses the HMH Math Program. Our goal is to build our students' confidence in their mathematical ability, problem solving skills, and to be able to communicate and reason mathematically. We want the students to make connections between

mathematics and other subjects. The teachers will also implement strategies learned in the Alabama Math Science Technology Initiative (AMSTI) training. The students will also use 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.

- **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. 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 reflect 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. Adults who wish to eat lunch may do so by going through the front office and paying for their meal when they were served. Parents are allowed to eat with their children. However, State guidelines require that food which is purchased from a restaurant must be repackaged and placed in a plain bag or container with no logo. The items must be repackaged before bringing them to the school. 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. Grades are easily accessible to parents in Schoology. Please contact your child's teacher if you do not know how to access the grades in Schoology. Please pay close attention to your student's progress and address any concerns with your child's teacher.

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 (90 and above) in all subject areas
- A (90 and above) in conduct, work study and arts classes

A-B Honor Roll

- A (90 and above) or B (80 and above) in all subject areas (must have at least one A in a subject)
- (80 and above) in conduct, work study and arts classes

Honor Society 4th and 5th grade students who meet all of the criteria may be selected to be tapped for the Honor Society. The criteria include 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 handwritten 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 does not participate 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. The following are the district and state requirements:

- Grades 2, 3, 4, and 5 will take a state achievement test in the spring.
- District wide assessments will be given several times per year and the teachers will notify parents of the testing windows.

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. Please monitor your child's texts other messaging programs to ensure that bullying does not occur while your child is at home.

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

having trouble 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 may use Schoology or Remind to send parents messages. 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 Schoology 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 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 may 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. Possession of certain items may result in disciplinary consequences and/or the notification of the Resource Officer and police authorities.

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. The children and employees should not be "friends" on social media sites, and students neither students nor employees should make requests to do so. TikTok is another site that historically causes a lot of issues for students. Please monitor everything your child does online. Children are only young once and for just a little while. While it is not the responsibility of the school to monitor and investigate student interactions that occur online, there are incidents that warrant the school's involvement and may result in disciplinary action and/or notification of the Resource Officer, police authorities, or DHR.

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.

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.

Marijuana Free Campus Smoking is not allowed on campus, including the use of marijuana. Alabama Codes for marijuana use on the school campus are enforced by authorities. Doing so will be considered a breach of the Magnet Contract for not supporting the rules and policies of the school.

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 for the specifics. 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**
3160 Heather Street
Mobile, Alabama 36607
Phone (251) 221-1557 Fax (251) 221-1559
Dr. Linda S. Byrd, Principal



Dress Uniform Policy

Students are required to wear dress uniform every Thursday. Sweaters will be required for dress uniform beginning October 5th.

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
- Short-sleeve 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 skort
- Khaki pants (no shorts)
- Black belt
- White socks (no ruffles)
- Short-sleeve 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.

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.

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: Hairstyles are to be conservative and non-disruptive to the educational environment. No mohawks, faux hawks, shaved designs, uncombed, or unnatural hair colors. No false fingernails or make-up of any kind may be worn.

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

**Plaid jumpers, skirts, and skorts can be found at Zoghby's Uniforms 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)

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/Skort:

- 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.
- **Skirts and Skorts are to be no shorter than 3 inches above the "middle" of the knee, front and back.**
- Plaid jumpers, skirts, and skorts can be found at Zoghby's Uniforms or www.FrenchToast.com

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**

The uniform policy will be strictly enforced this year. Please pay careful attention to the sections about shoes and hair accessories.

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 3” 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.)
9. Hoodies are not allowed.

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. Hair must be styled neatly, away from the face.

Note: Students **must** be in full uniform each day. If there is a problem with your child’s uniform, please contact 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 5th.

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 (Please see sample below.)
- 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:

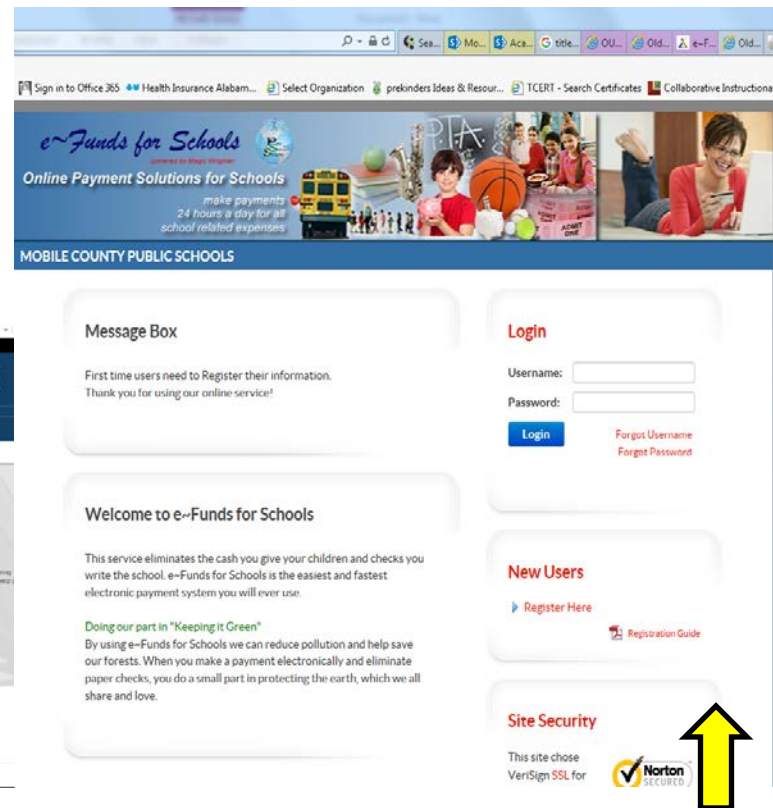
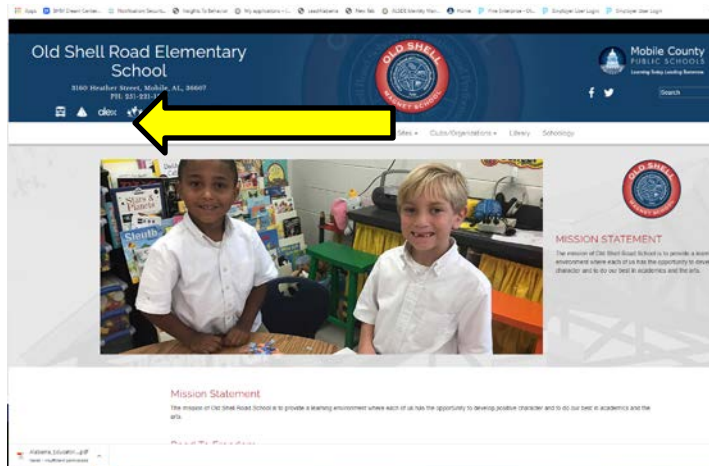
- Plaid jumper, skirt, or skort
- Khaki pants (no shorts)
- Black belt
- **White socks (no ruffles)**
- Oxford shirt with school initials (OSR), in block font, **no bigger than one inch for the total monogram** ***monogrammed in navy blue thread on the LEFT collar (Please see sample below.)
- Navy blue 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.

Handwritten school initials OSR in a stylized, blocky font.

e-Funds for Schools

The Mobile County Public School System is now able to offer payment for all fees, extended day charges, field trips, snacks, etc. through e-Funds for Schools. The link is on our school's webpage: <https://www.oldsshellroadmagnetschool.com/>.

Below, are screen shots that depict the link on the webpage and the Registration Guide.



Arrival and Dismissal Procedures

Our 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.

Carpool Numbers:

Each family will be given a sign with a number on the front. This is your child's carpool 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 walk your child across the parking lot.** This delays the flow of traffic.

Parents may walk their kindergarten students to the kindergarten hallway on the first day of school only. Parents of kindergarten students have the option of dropping off in carpool or driving through the carpool line and parking in the gravel parking lot to walk their students down the sidewalk to the kindergarten hallway to their classroom. All other students (Grades 1-5) will go to the cafeteria if they plan to eat breakfast. If not, they will go directly to class. Students who arrive on campus after 8:00 a.m. are to **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 blocked off for emergencies. Do not move the cones. Cars will be line up one behind the other in the middle lane and the lane closest to the flagpole. School personnel will move the cones close the start of carpool and allow cars to move into the lane closest to the school. 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 flagpole (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.

Carpool Rules—Please adhere to the following:

- **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.**
- 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.
- **Do not get out of your car before or during carpool.** STAY in your car at ALL times.
- Turn your music down or off.
- Do not sleep in the carpool lanes.
- Stay alert and pay attention. Carpool is not the time to sign papers, fix hair, dress children, or look at your child’s take-home folder.
- **NO SMOKING on campus.**
- **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. Parents and the people they designate to pick up their children must follow the carpool rules and the directions of the teachers on duty. No disrespect toward the employees, other parents, or students will be tolerated.

- The use of profanity on campus is not acceptable.
- Be patient, especially the first two weeks of school. It takes the children some time to learn how carpool works. Reviewing carpool numbers at home will help.

After School Care

Old Shell Road Magnet School offers before and after school childcare. The program is called ALL-STARS (All Kids Shining Through Arts, Recreation, and Sports). It will be run by school personnel. Please contact Faith Farmer at 251-221-1557.

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

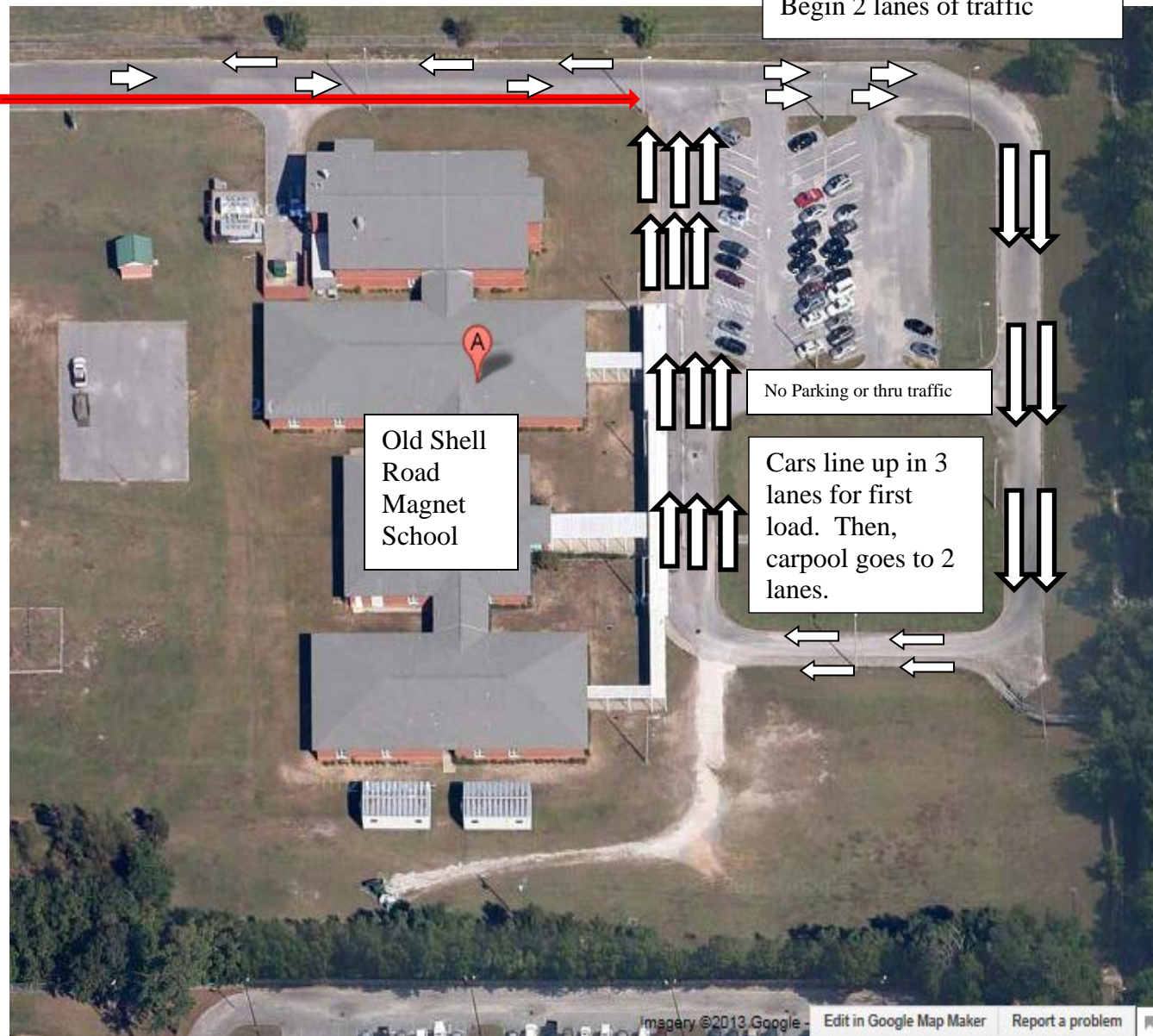


Afternoon Carpool

Cars enter campus in middle lane.

Lane closest to building is designated for daycare vans.

Cars exit campus in lane closest to Phillips.



Please complete the following indicating that you have read and will abide by the policies and procedures in the Old Shell Road Magnet School Parent-Student Handbook.

Student's Name : _____

Teacher's Name: _____

Signing my name indicates that I have read and agree to abide by the policies and procedures of the 2022-2023 Old Shell Road Magnet School Parent-Student Handbook.

Parent or Guardian's Printed Name

Parent or Guardian's Signature

