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# Forest Oaks Elementary School

## Parent Handbook



**2021-2022**

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## LETTER FROM THE ADMINISTRATION

Dear Parents,

Welcome to Forest Oaks Elementary School! Our goal is to provide a rich educational foundation for our students. We aim to promote high quality instruction to meet the needs of all students. We will focus on the principles identified in Stephen Covey's *Seven Habits for Highly Effective People* to promote leadership skills. These leadership principles reflect cooperation, fairness, and integrity.

Our vision is to be the standard for excellence in elementary education. We will always be committed to continuous school improvement. In order to achieve the maximum educational growth for your child, a collaborative partnership between you and our school is needed and encouraged. Your involvement with your child's education is vital to his/her academic success. As such, please support our school through our Parent Teacher Organization and take advantage of the numerous opportunities to volunteer.

Please read this handbook and discuss the information with your child. Please give both immediate and careful attention to the following topics: Student Attendance, Carpool Procedures, Bus Information, and School Policies. We are looking forward to an amazing year at Forest Oaks Elementary School!

Sincere regards,

Stevi Sims, Principal  
S2sims@shelbyed.org

Carlyn Duncan, Assistant Principal  
cduncan@shelbyed.org

## DAILY SCHOOL SCHEDULE

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6:30 - 7:15	Early Bird Care – Gym-D100
7:10	Buses Unload
7:10	Car Pool Begins
7:10 - 7:40	Breakfast
7:45 - 2:45	Instructional Time
2:45	K Dismissal
2:46	1 <sup>st</sup> Grade Dismissal
2:47	2 <sup>nd</sup> Grade Dismissal
2:48	3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> Grade Dismissal

## STUDENT ARRIVAL TO SCHOOL

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- The school is open to students at 7:10 a.m.
- Students should report to their hall or to the cafeteria (if eating breakfast). Students will read books while waiting.
- Students arriving after 7:30 should go directly to their classrooms or to the cafeteria if eating breakfast.
- Car pool students should unload at the side of the school in the car-rider drop off area from 7:10-7:40 a.m. each morning.
- The tardy bell rings at 7:45 a.m. As such, students not in their classrooms at 7:45 a.m. are considered tardy and should be escorted by a parent to check in at the front office.
- cafeteria to retrieve breakfast if they need it. Students will take their breakfast to their hall where they will be directed to a classroom to eat. Students will read books while waiting.
- Students arriving after 7:30 should go directly to their classrooms or to the cafeteria if eating breakfast.
- Car pool students should unload at the front of the school in the car-rider drop off area from 7:10-7:40 a.m. each morning.
- The tardy bell rings at 7:45 a.m. As such, students not in their classrooms at 7:45 a.m. are considered tardy and should be escorted by a parent to check in at the front office.

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**SUPERINTENDENT**

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Superintendent: Dr. Lewis Brooks

**SHELBY COUNTY BOARD OF EDUCATION MEMBERS**

<b>Board Members</b>	
<u>President</u> Mr. Aubrey Miller	<u>Vice President</u> Mr. David Bobo
Mr. Jimmy Bice	
Mrs. Jane Hampton	Ms. Peg Hill
<b>To Contact a Board Member</b> Call (205) 682-7047 Fax (205) 682-7050 410 East College Street P. O. Box 1910 Columbiana, AL 35051-1910 <a href="mailto:schoeboard@shelbyed.org">schoeboard@shelbyed.org</a>	

**FOREST OAKS ELEMENTARY SCHOOL ADMINISTRATION**

Stevi Sims  
S2sims@shelbyed.org

Carlyn Duncan, Assistant Principal  
cduncan@shelbyed.org

**FRONT OFFICE STAFF**

Paige Lankford  
Tonya Johnston, Bookkeeper  
Pat Wood, Registrar

**GUIDANCE COUNSELOR**

Cindy Smith  
Carrie Cashion

**SCHOOL NURSE**

Tracy Watson

<b>Forest Oaks Elementary School</b> <b>2315 Highway 39</b> <b>Chelsea, Alabama 35043</b>		
	Main Number	682-7220
	After School Care Program	682-7229
	Bookkeeper	682-7228
	Cafeteria	682-7226
	Counselor	682-7221, 682-7184
	Fax	682-7225
	Gym	682-7271
	Health Room	682-7222
	Library	682-7224
	Registrar	682-7251
<b>School Website:</b> <b><a href="http://www.shelbyed.k12.al.us/schools/chis/index.htm">http://www.shelbyed.k12.al.us/schools/chis/index.htm</a></b>		

**School and District Accreditation**

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Forest Oaks Elementary School is accredited by the State Department of Education and the Southern Association of Colleges and Schools. The goal of the Southern Association of Colleges and Schools is to “examine the whole institution—the programs, the cultural context, the community of stakeholders—to determine how well the parts work together to meet the needs of students.” (Advanced ED, SACS, 2011).

**Vision Statement**

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To be the standard for excellence in elementary education.

**Mission Statement**

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- F**ollow our purpose
- O**wn our learning
- E**ncourage others
- S**trive to succeed

## **Instructional Frameworks**

### **Continuous School Improvement Plan**

Our continuous school improvement plan highlights our instructional data and outlines our goals for each academic year. It addresses the following areas:

- Summary of school data
- Goal to address academic needs
- Goal to address English language proficiency needs
- Strategies to address school safety, classroom management/discipline, and building supportive learning environments
- Additional components to positively impact student achievement
- Professional learning needs related to academic challenges including English language proficiency, school safety, discipline, and supportive learning environments
- Coordination of resources/comprehensive budget
- Review/support documentation

**Our Continuous School Improvement Plan for 2020-2021 may be found on our website at:**

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

### **Best Practice Instruction**

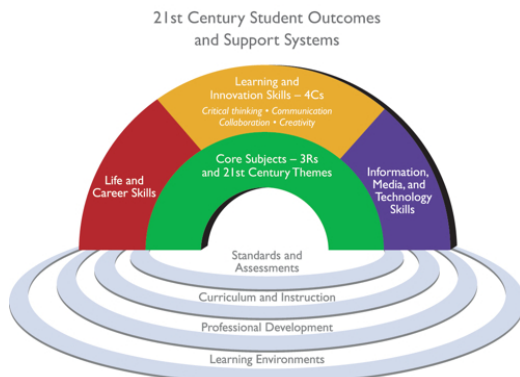
Instruction in all classes meets guidelines outlined in the Alabama State Courses of Study, College and Career Readiness Standards, and the Shelby County Curriculum Plan. Instruction is guided by best practice as identified by standards of leading governing educational entities.

Our focus is to meet the individual needs of each student and to foster high levels of student learning.



## Technology and the 21<sup>st</sup> Century Learner

Our goal is to meet the needs of the 21<sup>st</sup> century learner. Our work is guided by the Framework for 21<sup>st</sup> Century Learning as outlined by the Partnership for 21<sup>st</sup> Century Learning Skills.



### Twenty-First Century Student Outcomes

The elements listed as “21<sup>st</sup> century student outcomes” (represented by the rainbow) are the skills, knowledge and expertise students should master to succeed in work and life in the 21<sup>st</sup> century. <http://www.p21.org/>

1. Core Subjects and 21<sup>st</sup> Century Themes
2. Learning and Innovation Skills
  - Creativity and Innovation
  - Critical Thinking and Problem Solving
  - Communication and Collaboration
3. Information, Media and Technology Skills Information Literacy
  - Media Literacy
  - Information and Communication Technologies (ICT) Literacy
4. Life and Career Skills

Forest Oaks Elementary School continues to advance in promoting cutting edge instruction to enhance student learning. Each homeroom class is equipped with at least two networked computers. Students visit the technology lab once a week to foster technology skills and teachers promote technological integration during instruction. Sample technologies include: virtual field trips, PowerPoints, blogs, wikis, prezis, digital projectors, Chromebooks, Google Docs, Microsoft Applications, digital cameras, flip cameras, document readers, scanners, and printers.

## STUDENT ATTENDANCE

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### **Checkout:**

Students who must leave school during the day must be checked out in the office by a parent or person designated by the parent on the enrollment card, which is signed by the parent and kept on file in the office. Identification will be requested. Please restrict checkouts and make them only for valid reasons.

Parents are not permitted to go to the classroom when checking in or out without permission from the office.

Any checkout that involves more than one-half of an instructional day is counted as an absence.

### **Attendance Policy:**

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

- **Parents or guardians shall send a note of explanation, i.e., parent's excuse, doctor's excuse, or court notes to the school the day the child returns to school. Failure of the parent or guardian to send a note within three days will ordinarily result in the absence being marked unexcused. Please see our new "touchless" excuse procedures on the county's website.**
- Checkouts shall be considered as an absence for the classes missed. Notes of explanation for the absence will be required as in number one above.
- Only an excused absence permits work to be made up. It is the responsibility of the parent to contact the teacher the day the student returns to arrange for make-up work.

### **Perfect Attendance:**

Students with perfect attendance or exemplary attendance are recognized at the end of the year. Attendance is perfect if a student has not been absent, tardy, or checked out. Attendance is exemplary if the student has been present every day but was tardy or checked out part of the day.

### **Emergency School Closings:**

When inclement weather occurs prior to the school day, the county administrators will decide if schools will open or remain closed. Announcements of closings will be broadcast via local

news media generally by 6 AM. The basic premise to observe is that the school **IS** open unless it is specifically announced otherwise or posted on the school system's website:

### **Doctor Visits:**

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

### **Illness at School:**

If a child becomes ill at school, a parent will be contacted and will be responsible for taking the child home. After a child has been sick, use the 24-hour rule to determine if they are still contagious:

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

Please see Shelby County's new guidelines on the website pertaining to the responsibility of the school in the event of a student displaying COVID-19 symptoms.

### **Student Withdrawal from School:**

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

When withdrawing a student from Forest Oaks Elementary notify the teacher at least 24 hours in advance in order for the proper papers to be processed and sent home with the student. The date of the last day of attendance at Forest Oaks Elementary School should be declared. Upon withdrawing from school, the child should return all textbooks and library books and verify that lunch accounts are paid in full.

## **STUDENT DISCIPLINE**

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School discipline has two central objectives: (1) ensure the safety of staff and students, and (2) create an environment conducive to learning. *Joan Gaustad (1992)*

The Shelby County Code of Conduct and Attendance outlines conduct and attendance expectations. Please read the Code of Conduct and discuss it with your child. Because the Code

outlines the minimum behavior expected of each child, our school has designed a classroom plan for conduct. All students are under the jurisdiction of the Shelby County Board of Education and Forest Oaks Elementary rules any time they are on campus, on the bus, or attending an off campus event as a school member.

**Broad School Rules:**

- Respect Yourself
- Respect Others
- Respect Property

Student behavior is documented daily by teachers and weekly progress reports provide information on student conduct. Student misconduct will be addressed as identified in the Code of Conduct and the school discipline plan. Please refer to Student Rights and Responsibilities and Parent Rights and Responsibilities outlined on page 12.

**The 7 Habits:**

The 7 Habits guide our character development emphasis and encourages leadership skills and effective decision making. These habits provide a basis for leadership development based on the principle-based leadership skills found in Dr. Stephen R. Covey's best-selling book, *The 7 Habits of Highly Effective People*:

- Habit 1: Be Proactive® • *You're in Charge*
- Habit 2: Begin With the End in Mind® • *Have a Plan*
- Habit 3: Put First Things First® • *Work First, Then Play*
- Habit 4: Think Win-Win® • *Everyone Can Win*
- Habit 5: Seek First to Understand, Then to Be Understood® • *Listen First, Then Talk*
- Habit 6: Synergize® • *Together Is Better*
- Habit 7: Sharpen the Saw® • *Balance Feels Best*

<b>Student Rights and Responsibilities</b>	
<b>My Rights</b>	<b>My Responsibilities</b>
I have the right to be happy and to be treated with compassion in this school. This means no one will laugh at me or hurt my feelings.	I have the responsibility to treat others with compassion. This means I will not laugh at others, tease others, or hurt others' feelings.
I have the right to be myself in this school. This means no one will treat me unfairly because of weight, gender, appearance, height, ancestry, disability, etc.	I have the responsibility to respect others as individuals and not treat others unfairly because of weight, gender, appearance, height, ancestry, disability, etc.
I have the right to be safe in this school. This means no one will: hit me, kick me, push me, pinch me, threaten me, hurt me, etc.	I have the responsibility to make the school safe by not: hitting, kicking, pushing, pinching, threatening or hurting anyone.
I have the right to expect my property to be safe in this school.	I have the responsibility not to steal or destroy the property of others.
I have the right to hear and be heard in this school. This means no one will: yell, scream, shout, make loud noises or otherwise disturb me.	I have the responsibility to help maintain a calm and quiet school. This means I will not yell, scream, shout, make loud noises, or otherwise disturb others.
I have the right to show pride in my appearance.	I have the responsibility to follow the dress code.
<b>Parent Rights and Responsibilities</b>	
<b>Parent Rights</b>	<b>Parent Responsibilities</b>
To be given a copy of the Discipline Policy and to contact teachers or administration with questions regarding the policy.	Teach children socially acceptable standards of behavior and teach children to be responsible for their actions.
To expect that their child will be taught in a safe and respectful classroom.	To support the school in sustaining a welcoming, caring and safe environment.

## **SCHOOL POLICIES**

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

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

### **Student Allergies:**

Please notify your child's teacher and the school nurse if your child has allergies. Food alerts for the Child Nutrition Program require a diet prescription and a doctor's note.

### **Medication:**

- All medications, whether prescription or over-the-counter, must be turned into the health room by the parent/guardian.
- Medications cannot be transported on the bus.
- No student is allowed to possess any type of medication.
- The parent/guardian must sign a School Medication Form before any medication can be administered at school.
- Prescriptions to be administered all year require the physician signature on the School Medication Form.
- If the prescription order is changed during the school year, a new School Medication Form must be completed.
- For prescription medications, a current original container is required. Over-the-counter medications may be administered for only two weeks without a physician's signature.
- All unused medications not picked up by the parent/guardian by the end of school will be destroyed.

### **Student Insurance:**

Student accident insurance is available through K & K Insurance. Additional coverage having income restrictions is offered through All Kids (1-888-373-5437). Forms are available in the front office.

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

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

- Whether the Alabama State Department of Education has licensed or qualified teachers for the grades and subjects he/she teaches.

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

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

### **Visitors:**

Visitors must enter by the front door and sign in at the office to obtain a visitor's pass. No one is allowed in the building, on school grounds, or in the classroom without appropriate authorization from the office. Visitors are persons other than the local school employees and students.

### **Parent Visits to FOES:**

Parents are always welcome visitors! However, a scheduled meeting with teachers or the staff is very much preferred to a "drop in" visit. Scheduling a visit will cut down on time spent in waiting and will allow for preparation to make your visit more beneficial. All visitors must check in at the office and obtain a visitor's badge before visiting classrooms.

### **Money:**

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

### **Valuables:**

Children should only bring valuables to school for educational purposes and with the teacher's permission.

### **Lost and Found:**

To insure that your child's lost items are promptly returned, please label all supplies, personal articles, coats, hats, sweaters, lunch box, etc. Please ask your child to check "Lost and Found" immediately if any items are lost.

### **Textbooks/Technology:**

"The parent, guardian, or other person having custody of a child to whom textbooks are issued shall be liable for any loss, abuse,

or damage in excess of that which would result from normal use of such textbooks.” (Excerpt from State Textbook Law). This applies to the use of any technology devices, such as iPads, Chromebooks, etc., as well.

### **Library Books:**

If a library book is lost, the cost to replace it is \$20.00 for a hardback book and \$10.00 for a paperback book. Immediately upon receipt of payment for lost books the library orders a replacement. Therefore it is impossible to issue refunds. If a lost book is found after payment has been made, it may be donated to the library or kept.

### **Parent Teacher Organization:**

Working together, anything is possible. Please consider becoming a member of the PTO. The cost to join is \$10.50 and we would like to have 100% participation to help support our school initiatives. The PTO is actively involved in conducting a variety of activities to support the mission of our school. The PTO meets during the year to share school updates and to plan events. Please visit our website to stay informed of PTO events and ways to get involved.

### **Volunteer Parents:**

The PTO has organized a group of parent volunteers who wish to help the teachers and students in many capacities. If you are interested in volunteering your time, please call the school office or visit the PTO website for more details.

### **Children Visitors:**

The Board of Education does not allow students enrolled in one school to visit another school. Also, no under age child may visit during instructional time.

### **School Parties:**

School policy allows for three parties each year: Christmas, Valentine’s (Activity), and End of the Year.

### **Physical Education:**

Physical education is a requirement of all elementary students in Alabama. Any restrictions your child has should be made known to the school, accompanied by a doctor’s verification.

1. Parent’s written excuse – a student may be excused from an activity. A note should state the reason and length of time the student is to be excused. Please email these to [jberryhill@shelbyed.org](mailto:jberryhill@shelbyed.org) or [ahardenbergh@shelbyed.org](mailto:ahardenbergh@shelbyed.org)



2. Doctor's written excuse – when a student needs to be excused from physical activity for more than five (5) class days in succession, the doctor will need to send a note. The note must state the reason the student must be excused from physical activity, as well as the time the student will be able to return to normal activity.

Helpful suggestions:

1. Gym shoes help our students perform better and are safer.
2. Girls should wear shorts under dresses and skirts.
3. The school rules apply to all physical education classes.
4. Students will not be required to wear mask during physical education.

### **Home-School Communication:**

Because educating students involves a school and home partnership, it is important to form a collaborative alliance between the two. As such, it is our goal to keep you involved and abreast of pertinent information and school events to foster student learning. This will be done via the following communication avenues:

<b>School Wide</b>	<b>Teachers</b>
Facebook	Weekly Progress Folders
School Website Updates	Weekly Teacher Newsletters
Weekly LISTSERV Email Updates	Parent Conferences
Blackboard Connect	

### **School Website:**

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

### **LISTSERV-Electronic Email Updates:**

When e-mail is sent to our LISTSERV mailing list, it automatically broadcasts to everyone on our mailing list. We send frequent email notifications to parents via our school's LISTSERV. If you are interested in receiving group e-mail messages from our school, please be sure to complete a form in the school office to list your e-mail address.

### **Progress Folders and Student Work:**

The teacher sends home class work and tests each week with a brief progress report along with student comments on papers. Please sign the report, making comments as you wish, and return the folder with the packet of papers. All papers will be returned. Should you have concerns pertaining to student progress, please contact your child's teacher.

**Conferences:**

Regular communication between parents and teachers provides an excellent opportunity to discuss many details regarding the child's school experiences that cannot be conveyed on the nine-week report card. The teacher or parent, in order to share knowledge about the child and gain a better understanding of the child's needs, may request conferences. Regular contact between the home and school will help the child see that both parents and teachers care about his/her progress. Please include your child's first and last name on all correspondence. We hope that each parent will be able to confer with the teachers on a regular basis during the school year. All conferences will be scheduled through the classroom teacher and will be virtual until further notice.

A parent-teacher conference should be scheduled to prevent interruptions of instructional time and to avoid conflict with the teacher's planned schedule. Should you have unanswered questions or concerns, please contact the principal, assistant principal, or counselor.

**Transportation Changes:**

Students will not be allowed to go home any way that is different from his/her normal schedule without a signed note from the parent. Transportation changes should be in as early as possible, but no later than 1:30. Phone requests are not accepted.

**Report Cards:**

Computerized report cards are sent home after each nine-week period.

<b>Grading Period</b>	<b>Grading Period ends</b>	<b>Grades Sent Home</b>
1st Period	October 08	October 15
2nd Period	December 16	January 14
3rd Period	March 10	March 18
4th Period	May 26	May 26

**Field Trips:**

Field trips are important in carrying out the curriculum. Students must have a signed permission form returned prior to the day of a field trip. Any monies necessary for the trip will be collected in advance.

**Special Education Opportunities:**

Special education classes are made available to ensure an appropriate education for all students in the least restrictive environment. There is a specified procedure for admittance to

all special education programs. Inquiries concerning these classes should be directed to the school principal, assistant principal, or guidance counselor.

### **Dress Code:**

Please refer to the Shelby County Code of Conduct for minimum requirements. These following items are not permitted: Roller shoes or Heeley's, flipflops, spaghetti straps, halter tops, or tube tops. All shorts and skirts must be an appropriate length.

### **Breakfast/Lunch Program**

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Participation in the lunchroom program is strongly encouraged. We encourage all children to eat the meal prepared in our lunchroom, especially at the beginning of the year while we are establishing lunchroom routines. Please remember, no "fast food" may be brought to the lunchroom.

Breakfast and Lunch will be provided at no cost for the 2021-2022 school year. Should a student want extras, these will need to be purchased. A permanent record is kept on computer for each student crediting and debiting the meal account. The computer will print a reminder for additional payment when the student's account is less than \$5.00, should you choose to send in money for extra purchases. The price for milk is .30 cents.

### **Lunch Money Payment**

When sending breakfast/lunch money for extra purchases, please write the student's name, student's account number, and teacher's name on the envelope with the child's name, account number and teacher's name on the outside. **Make checks payable to FOES-CNP.**

- To enroll in **MySchoolBucks.com**

-Go to **www.mySchoolBucks.com** and click **ENROLL NOW** and type in the name of our school.

-Enter a username and password of your choice. Be sure to make a note of the username and password that you have chosen. The username cannot be changed once the data is entered.

-Complete the other fields on the screen. Click the box that indicates you **agree** to the terms and conditions of using this website. Click **Submit**.

-Once your account is established, then click on **Add Student** to create your child's account. Type in the school name or zip code; then select the school. Next you will enter the student's

first name and last name. Use the drop down button for the student's grade and their date of birth.

-To deposit funds into the account by credit or debit card, click on **Payment Info** and complete the information required.

-If you wish to make recurring deposits into your child's lunch account, select the Automatic Pre-Payment Option. (A \$1.95 transaction fee applies to each deposit per school.)

-Once information has been entered, log out. Your child's lunch account balance will be updated periodically to reflect the transaction.

-You may also call the toll-free customer support center at 1-800-479-3531 for questions or assistance with enrollment

## CAR RIDERS

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### **Early Bird Care:**

Children that arrive between 6:30-7:10 a.m. **must be escorted inside by their parents/guardians** to **Early Bird Care in the gym**. This service is available for \$3.00 per day, per child. Payment is due at the time the student is dropped off.

We are concerned about the safety of your child at all times and are especially concerned about students who are on the school grounds without adult supervision. Early Bird Care is from 6:30-7:10.

### **Car Riders:**

Carpool drop off begins at 7:10 and ends at 7:43. Students should arrive in time to take care of morning business such as eating breakfast. Students should be in the classroom **before** 7:45 a.m. School begins at 7:45 a.m. and dismissal begins at 2:45 p.m. Car riders are dismissed starting at 2:45. Students arriving before 7:30 should go directly outside their homeroom or to breakfast. At 7:30 students are dismissed to homerooms.

### **Tardiness:**

Students are required to be in class by 7:45 a.m. If a child is dropped off at or after 7:43 and does not arrive **inside the classroom** by 7:45, he/she will incur a tardy. Please ensure that your child arrives to school before 7:43 in order to provide enough time for him/her to get to class on time. If eating breakfast, students should arrive to school no later than 7:30. Please be mindful that the carpool traffic is much lighter between 7:10 and 7:30. The person transporting students who arrive at or after 7:43 must sign in the tardy students at the office. A bell will ring at 7:45. At that time, students must be signed in at the office. Time missed from class because of tardiness is an attendance issue and excessive tardies will be referred to the Early Warning Program per Shelly County Code of Conduct.

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

Children are to be loaded/unloaded in front of the school. Students should not be loaded/unloaded from the parking lot directly in front of the school without a parent escort.

## **MORNING & AFTERNOON CARPOOL SAFETY PROCEDURE**

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We ask that all parents in carpool line **refrain from using their cell phones** while driving through the line. This is an obvious danger as attention is diverted from the many, many young children who are waiting for their rides.

**Display your carpool pick-up tag; proceed with caution; and, please be patient.**

**For the safety of our students, we ask the cooperation of all parents and drivers. The following rules will help to safely expedite traffic:**

### **Guidelines for Morning Drop-off:**

1. Cars will form two lines.
2. Cars in each line will pull up to the person directing cars.
3. Car riders should be dropped off at the school after 7:10 and in time to be in their classrooms before 7:45. If they reach their class after the 7:45 bell rings, they are counted tardy. If your child is tardy, please escort him/her inside and sign him/her in at the office.
4. The traffic is much lighter between 7:10 and 7:30 than it is from 7:30-7:43 and parents are asked to arrive at school during that time.
5. Do not block the exit of another parked vehicle.
6. Please drive slowly when entering and leaving the loading area.
7. When loading or unloading during carpool, please pull your vehicle up as far as possible so other vehicles may load and unload at the same time.
8. Please place your car in park while students are loading or unloading.
9. Have your children's lunches, books, backpacks and other items ready before you enter the unloading area. Say your good-byes early and be ready to unload.
10. Do not open car doors until the whistle has sounded.
11. When possible, unload on the right side of your vehicle to expedite the car rider line.
12. Parents, please remain in your cars. If you are having difficulty getting your child out of the car, please summon the teacher on duty for assistance. Do not escort your child into the building.

### **Guidelines for Afternoon Pick-up:**

1. Car riders are dismissed at 2:45.
2. Arrival procedures are the same as for the morning, but please do not pull into the parking lot to avoid the carpool line.
3. Do not leave your vehicle unattended.
4. If you arrive early in the afternoon before students are dismissed, please turn off your engine while waiting for the line to start moving. This helps decrease ground-level ozone.
5. Upon entering the car line, clearly display your child's pick-up tag in your front window. This serves as your identification. **If you do not display this tag, you will be asked to park and check your child out in the office.**
6. When loading or unloading during carpool, please pull your vehicle up as far as possible so other vehicles may load and unload at the same time.
7. Please place your vehicle in park while students are loading or unloading.
8. We request that all parents drive through the carpool line in the afternoons instead of parking and walking to the school to get their children.
9. All drivers should have a carpool pick-up tag and should be in a carpool line. Always display your carpool pick-up tag daily (including rainy day carpool). Two copies of this sign will be given out during registration confirmation. Please ensure that the carpool pick-up tag is displayed. This serves as your identification. **If you do not display this tag, you will be asked to park and check your child out in the office.**
10. Remain in your cars. Allow the teachers to get your children to the cars. **Please do not move to the crosswalk/awning to get your child.**
11. If your child is not out front when you pull up, you may be asked to pull to the side until we locate him/her.
12. Remind your child to walk to the car and to listen for their number.
13. All passengers should be safely loaded with the door closed before advancing forward.
14. All car riders should be picked up prior to 3:00. At that time all students who are not picked up are brought back into the school and parents must come inside to get them. Children who are not picked up by 3:15, and are enrolled in the After School Care program, are taken there. Payment will be the responsibility of the parent.

- In the afternoon, we ask the children to sit down rather than stand. We like for them to sit with the other children in their carpool so when they are called, they will all be ready to load.
- Students must always walk, never run, when loading and exiting vehicles.
- Staff members are on duty in the mornings and afternoons to help ensure children's safety.
- Students will not be allowed to walk to their carpool vehicle before it arrives at the designated pick-up point.

**Important:** If arrangements for normal afternoon pickup change, please notify your child's teacher by a hand-written note. Please do not call or email the office or the teacher with change of carpool pick-up plans, unless there is an emergency. The teacher may be absent or may not be able to check their email after it is sent or prior to dismissal. Teachers cannot take the word of children that pick-up plans have changed. Unless teachers are officially notified, children will be directed to follow regular procedure.



## **BUS RIDERS**

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### **Bus Service:**

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

### **Busses:**

Busses will begin dismissal at 2:45 in the afternoon.

### **Arrival at School:**

Students who arrive by bus before 7:30 should go directly to the hallway outside of their classroom or to the cafeteria. Students arriving after 7:30 should go directly to their homeroom or to the cafeteria if eating breakfast.

### **Change in Transportation Method:**

If your child will go home a way other than what is designated on the enrollment card, a hand-written note must be sent to the teacher. Any and all changes must be in writing. **We cannot accept phone calls or emails.** Bus changes will be sent to the office for approval and returned to the teacher. A student must have this note with office approval in order to ride a bus for which he is not assigned or to get off at a different stop on the usual bus. **No changes will be made after 1:30 p.m. unless there is an emergency.**

### **Bus Schedule:**

Bus schedules will be posted during registration confirmation and on the Shelby County Board of Education's website. Should you need further assistance, please contact the front office.

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

### **Bus Stop Rules:**

1. Be at the bus stop 5 minutes before the scheduled arrival time. The bus cannot wait for a student.
2. Stay off the road at all times while waiting for the bus.
3. No horseplay at the bus stop.
4. Be careful when approaching the bus stop.
5. Do not move toward the buses at the loading zone until buses have been brought to a complete stop.
6. The bus must be at a complete stop before attempting to load or unload.

7. On roadways where there are no sidewalks, walk single file facing the traffic.
8. At the designated bus stop, remain on the side of the road where you live. When the bus comes to a complete stop, and the driver motions that it is safe to cross, cross the road in front of the bus, then board the bus.

**While on the Bus:**

1. Obey instructions given by the driver.
2. Be courteous to fellow pupils and the bus driver. (Do not annoy other students)
3. Horseplay, Threats, and Fighting are not permitted on or around the bus or at bus stops.
4. Remain silent when approaching and crossing railroads.
5. Talk only in a normal voice and do not use profane or obscene language.
6. Remain properly seated, do not change seats, and keep head and hands inside the bus.
7. Do not eat, chew gum, drink, smoke, or strike matches on the school bus.
8. Do not carry weapons of any kind.
9. Do not tamper with any of the equipment on the bus, especially the emergency door.
10. Do not litter the bus, or throw objects within or outside the bus.
11. Do not leave the bus except at your regular stop without written permission from the administration.
12. Do not bring glass or possible dangerous items on the bus.
13. Books, packages, coats, band instruments, and other items should not be in the aisles or in the driver compartment and should not be left on the bus. These items must be held in the child's lap and must not occupy the seat of another child.
14. Students are not allowed to transport Prescription or Non-Prescription medications on the bus except emergency medications and approved medications prescribed for self-administration.
15. Due to the possible distraction to the bus driver by the use of cell phones, beepers, or other personal electronic communication devices, the use of these items will not be allowed on the school bus. Under emergency situations (i.e., mechanical break-down of the school bus, accidents, or other possible safety issues) the use of these items may be allowed.

**Bus Violations:**

Any violations of school bus rules will be handled by the school administration.

**Bus Issues:**

Should you have a bus issue, please contact Carlyn Duncan at 682-7220 or [cduncan@shelbyed.org](mailto:cduncan@shelbyed.org) for assistance.

**District Transportation Office:**

E-mail: [rvines@shelbyed.org](mailto:rvines@shelbyed.org)

Phone: (205) 682-7133

Rick Vines, Transportation Coordinator

**Bus Drivers:**

The following bus drivers serve the students at Forest Oaks Elementary:

13-07: Ron Williamson

18-16: Nancy Hamm

18-02: Patsy Wood

21-10: Ken Peeks

13-12: Jan Freeman

09-49: Chris Hutto

13-21: Lindsay Scott

13-21: Allison Nichols

09-09: Pam Gerald

08-01: Pat Arnold

## **After School Care Program**

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An extended day program is offered from 2:45 – 6:00 p.m.

### **RATES and REGISTRATION PROCEDURES**

All students (K-5), including Drop-In and Enrichment, must register with Comm. Ed. & receive Comm. Ed. ID Number.

- Fill out both sides of form, completing every line.
- Turn in forms to the ASCP site, or mail to address on page 1.

**Registration Fee:** A \$50 yearly Community Education fee is required.

### **Enrichment Classes:**

See individual instructor's schedule for times and fees.

### **ASCP Fee Schedule:**

MONTHLY (Based on \$1500 yearly, to be drafted in 10 equal payments, August thru May)

\$150 per child -no additional child discount

\$100 per child - with proof of free or reduced lunch status

### **DROP-IN (Daily)**

\$ 10 per day for 1 or 2 days per week

\$ 20 per day for days exceeding 2 per week

\$ 10 per day for staying in ASCP before or after an Enrichment class

### **Application:**

<http://www.shelbyed.k12.al.us/community/ascp.html>

## **CITY OF CHELSEA – PARTNERS IN EDUCATION**

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The city of Chelsea works very closely with our school to foster an effective educational program for our students. The city council provides our school with emergency services and provides an annual financial contribution of \$25,000 to support a plethora of school initiatives. We appreciate the work of Mayor Tony Picklesimer and our city council members.

Working Together, Anything is Possible.

Chelsea City Hall  
11611 Chelsea Rd  
Chelsea, AL 35043

Phone: 205-678-8455  
Fax: 205-678-7391

<http://www.cityofchelsea.com>

