

**OAK MOUNTAIN
MIDDLE SCHOOL
2009-2010**

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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MISSION STATEMENT

**The Oak Mountain Middle School community
will model and promote the behaviors necessary for academic and social success.
We will provide a safe and caring environment
where students are invited to explore who they are and what they want to be.
We expect and encourage nothing but the best in each child.
We recognize that a student is not a vessel to be filled but a torch to be lit.
To this end we dedicate our time, our talents, and our resources.**

Telephone Directory

School Office 682-5210	Athletics 682-5363	Music Department 682-5217
Lunchroom 682-5216	Media Center 682-5214	Board of Education 682-7000

ADMINISTRATIVE STAFF

Mr. Larry Haynes	Principal	Mrs. Charlotte Brown	Bookkeeper and Office Mgr.
Mrs. Linda Peveler	Assistant Principal	Mrs. Suzanne McGuire	Registrar
Dr. Kerry Rush	Assistant Principal	Mrs. Laura Millwood	Attendance Secretary
Mr. Bill Sellers	Assistant Principal	Mrs. Jennifer Rucker	Front Office Manager
	6 th Grade Counselor	Mrs. Beth Stone	School Nurse
Mrs. Joan Chandler	7 th Grade Counselor	Mrs. Vanessa Shoemaker	Administrative Secretary
Mrs. Beverly Meeks	8 th Grade Counselor		

TEAMS Every student at OMMS is assigned to a team of core academic teachers. These teachers instruct the same students. This allows these teachers a common period for parent conferences and planning. After course selection is completed, new teams are formed for the upcoming year. Placement on a team is randomly determined. We attempt to make as few schedule changes as possible after the beginning of the school year. However, class size must be adjusted after all students are enrolled in order to meet state-mandated cap sizes.

ROTATING SCHEDULE OMMS operates on a rotating class schedule. We have found that students and teachers alike appreciate and benefit from the opportunity to work together at different hours of the day. This provides the greatest potential for academic success.

Mon	Tue	Wed	Thu	Fri
1	7	6	3	2
2	1	7	6	3
3	2	1	7	6
4	4	4	4	4
5	5	5	5	5
6	3	2	1	7
7	6	3	2	1

ATTENDANCE State law mandates attendance at school. More importantly, success in school is linked closely with being in the classroom, joining in class activities, and completing the assigned work on a regular basis. Only in the classroom can students take full advantage of classmates' ideas, teacher explanations of assignments and other material that enriches learning. There is no way to duplicate the classroom experience after a student has been absent.

ABSENCES Parents are requested to call the school office when your child is absent from school. The Code of Conduct requires a written note from the parent, guardian or physician to be delivered to the school office within 3 days of an absence. Excessive absences will be reported to the Shelby County Attendance Officer and may result in the failure to promote to the next grade level. (See Make-Up Work)

CHECK-IN An adult must sign-in any student who arrives after 8:00 A.M. Students arriving without a proper adult signature will be counted absent.

CHECK-OUT Only the custodial parent can authorize individuals 16 years of age or older to check-out a student. Any person allowed to check-out your child must be listed on the OMMS check-out card—this includes both parents and guardians. An authorized individual must present a photo ID and sign the check-out card in-person before a student will be summoned from class to check-out. For safety reasons we do not call a student from class until the adult

checking him/her out is present in the office and their authorization to check-out the student has been verified. If parents or guardians have special instructions about who may check out a student child, please call the child's counselor. Custodial issues should be discussed with the grade level counselor or administrator.

MAKE-UP WORK Only an excused absence permits work to be made up. A student should complete make-up assignments within the time equal to the number of days absent. Example: four days absent would provide for four days to do make-up work. Additional time must be arranged with each individual teacher

To obtain make-up work for an UNPLANNED excused absence of one or two days: call a friend in each class; check your teachers' web pages; or wait until you return to school to discuss your make-up work with your teacher.

To obtain make-up work for an UNPLANNED excused absence for three or more days: call a friend in each class; check your teachers' web pages; or wait until you return to school to discuss your make-up work with your teacher. On the third day of absence you also have the option of calling the school office to request make-up assignments. Please call the office prior to 9:00 A.M. for work to be available for pick-up after 3:00 P.M. that afternoon.

PRE-PLANNED ABSENCES Students who are aware of upcoming absences needing prior approval of the Principal are required to obtain a Request for Pre-Planned Absences form from the front office or the school web site. If approved, assignments to be completed will be provided to the student prior to the absence and will be due upon return to school. Please complete the Request for Pre-Planned Absences at least five days prior to the student's absence.

EVERY ASSIGNMENT EVERY TIME OMMS expects and encourages nothing but the best in each child. Teachers hold high expectations and provide students with the tools needed to become self-directed learners. Students are actively engaged in meaningful learning experiences which will prepare them to be productive citizens in our global society. The home and community are vital components of the school support team. To this end, students will turn in all assigned work on the due date. All work must be completed. Incomplete or poorly attempted assignments are not acceptable. Please refer to the Every Assignment Every Time Policy located on the school webpage.

TARDINESS If a student is not in the assigned seat or area at the start of the bell, the student will be considered tardy to class. Only four (4) tardies are allowed during a calendar month. The fifth tardy will result in morning detention being assigned. The sixth tardy will result in Saturday School. The seventh tardy during a calendar month will result in in-school suspension. Habitual tardies may result in a parent conference, out-of-school suspension, and/or referral to Early Warning.

PROMOTION/RETENTION FOR MIDDLE SCHOOLS

To be promoted, middle school students must:

- a. Comply with the Shelby County Attendance Guidelines
- b. Successfully complete course requirements in the core curriculum subjects of English, reading, mathematics, science, and social studies. For example, if a student fails ONE or TWO of these five courses, he/she must attend summer school and successfully complete the subjects. Failure to obtain passing scores in all subjects will result in retention.
- c. Students failing one or two core curriculum subjects but successfully completing summer school can avoid retention. If a student fails more than two of the five core subjects, he/she must repeat the grade.

VISITORS Visitors to OMMS should report to the school office to receive permission from the principal to visit. Authorized visitors will be issued a visitor's badge prior to visiting in the school. We request that individuals visiting for an extended period of time (i.e. lunch with a student, working with a teacher in a classroom) model the expectations of our school dress code.

STUDENT BEHAVIOR

Oak Mountain Middle School exists to provide young people with the finest education possible. One important goal of the middle school philosophy is to establish a learning climate that would allow every student in the school to develop positive self-esteem, self-discipline, and respect for others. Behavior that fosters rather than deters the learning process will be encouraged. OMMS students are outstanding citizens who well represent themselves, their families, their school and their community. They uphold a long-standing tradition of conduct that reflects COURTESY and RESPECT toward all others. They display a healthy pride in their performance and appearance.

CODE OF BEHAVIOR DURING SCHOOL EVENTS Participation in extracurricular activities is a privilege extended to all students at OMMS. Students are invited to participate in and enjoy these social and athletic

events. With the privilege comes the responsibility that students exhibit behavior that does not infringe upon the rights of others. With this in mind I understand that I am expected to adhere to the following code of behavior at all school events:

- I will show self-control at all times and accept the decisions of the school officials.
- I am responsible for my own behavior at all times, and I will not let the crowds control my actions.
- I understand that any behavior expected of me during the regular school day must also be exhibited at all school activities.
- I will display respect, consideration and courtesy for students, staff and visitors in our school.

If a student's behavior infringes upon another person's rights, his or her behavior is unacceptable.

RECOGNITION NOTICES Students, as rewards for positive behavior, earn recognition notices. These notices may be exchanged in the lunchroom before school for special rewards. There will be a drawing for additional prizes on the last day of each semester.

DISCIPLINARY ACTION Most disciplinary problems at OMMS are of a relatively minor nature and the classroom teacher or any staff member present may issue appropriate consequences. If a student violates school rules, faculty members may impose classroom consequences, morning detention, or other options. For more serious offenses, or chronic, repeated violations of the Code of Conduct, the school administration will take appropriate action including, but not limited to extended work assignments, morning detention, Saturday school, in-school suspension, out-of-school suspension, attendance or behavioral contracts, parent/guardian conferences, revocation of student privileges, recommendation to the School Board for expulsion, or other appropriate measures.

Working with students and parents in a spirit of fairness, understanding, and cooperation is the desire of the staff of Oak Mountain Middle School. Our goal is to have students accept responsibility for their behavior with full awareness of the consequences.

APPEARANCE Students are expected to be clean and neat, in keeping with an atmosphere for learning. All attire should comply with the Shelby County and OMMS Dress Codes.

HALL PASSES Students must have a pass from a teacher when in any area outside of class unless they are accompanied by a teacher. Parents are welcome to write a hall pass for their child to meet with a teacher prior to school.

NUISANCE ITEMS Any item, which disrupts the school program, is not allowed at OMMS. Nuisance items will be confiscated and turned in to the school office. A parent must pick up a nuisance item by the last day of school or it will be discarded. Nuisance items include, but are not limited to, cell phones, radios, cassette/CD players, MP3 Players, game-boys, hand-held televisions, other electronic devices, cards, playing cards, candy, gum, posters, and toys.

PERSONAL ELECTRONIC COMMUNICATION DEVICES The visible or audible possession and/or use of personal electronic communication devices, including but not limited to: cellular telephones, beepers, walkie-talkies, etc., is prohibited during the instructional day for all students at OMMS or while being transported by a Shelby County school bus or other contracted transportation. If brought to school, these items should be turned-off and placed in the locker. These items are subject to review of texting, calls made and received, etc. Refer to the Shelby County Code of Conduct.

GUM/CANDY Chewing gum is not allowed. Students who chew gum or eat candy without a teacher's permission will be assigned detention. If a teacher gives candy as a reward for good behavior or other reasons, that candy must be eaten within that teacher's classroom.

SELLING Students are not allowed to buy or sell items of any kind at school or on a school bus.

ACADEMIC HONESTY POLICY Students should seek total honesty and integrity in all aspects of life. Academic honesty means completing one's own work on which one is to be evaluated. Students should avoid academic dishonesty in all forms, including but not limited to cheating, plagiarism, forgery, fabrication, falsification, and other academic misconduct. Please see the OMMS webpage for the complete policy.

FIELD TRIPS Field trips are the extension of the school curriculum. All school rules, including behavior and dress code, apply. Parents of children who have habitual discipline referrals may be requested to attend the field trip in order for their child to participate.

DETENTION Detention meets every Tuesday morning before school at 7:00 A.M. Wednesday morning at 7:00 A.M. is make-up detention for students that were late or did not attend detention on Tuesday morning. Students scheduled for detention should bring paper and pen or pencil to complete the writing assignment that is given at that time. A note from a parent or guardian, brought in advance, will reschedule a detention. Students who fail to attend detention without a note from a parent will be assigned a Saturday School. Students that are assigned to two detentions in one week will be scheduled to attend Saturday School instead of detention. A student assigned more than two detentions in a week will receive additional consequences.

SATURDAY SCHOOL Saturday School convenes on selected Saturdays from 8:00 A.M. until 12:00 noon under the supervision of school personnel. School administrators assign extra work assignments to be completed during Saturday School. Students should bring their school related materials and assignments to complete during Saturday School. Students who fail to bring their work will be assigned one additional day of Saturday School. Students who fail to attend Saturday School without a note from a parent will be assigned In-School Detention and the Saturday School will be rescheduled. Students repeatedly referred to Saturday School may be subject to further disciplinary action.

ACTIVITIES

STUDENT GOVERNMENT We believe student government is a valuable part of education in a democratic society, and we encourage student participation. Student council is an organization that represents and serves the entire student body. Council members relay student concerns and opinions to the administration. In addition, the council supervises such projects as the student directory, spring elections, and school supply cart workers.

NATIONAL JUNIOR HONOR SOCIETY OMMS has a chapter of the National Junior Honor Society and which follows the guidelines established by the national organization. Membership in the National Junior Honor Society is one of the highest honors a student can receive at OMMS. Membership is based on scholarship, service, leadership, and character. Students are chosen for membership in the spring of their seventh grade year and are recognized with an induction ceremony and reception. Selection for membership includes a review of report card grades and discipline records from the sixth and seventh grades. To be considered for membership, students must have a qualifying average in their five academic subjects and demonstrated exemplary behavior. This organization conducts service projects to benefit the community.

CLUBS AND OTHER TEAMS Participation in clubs and activities provides excellent opportunities for students to broaden their experiences and to meet other students and teachers. There are many organizations to meet the needs and interest of all students. Some of the many groups available at OMMS are the following:

Athletics Related:

Football	Golf	Cheerleading	Volleyball	Tennis	Dance Team
Basketball	Softball	Baseball	Track and Field	Cross Country	
Wrestling					

Performing Arts:

Band	Chorus	Broadcasting			
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Academic Activities:

Math Team	Scholar's Bowl	Science Club	Destination Imagination	Spelling Bee	
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Special Interest Groups:

First Priority	Eagle Ambassadors	Peer Helpers	Phase I	Phase II	
Chess Club	Family, Career & Community Leaders of America			Eagle Trek	
Peer Mediators					

GALAS There are five Galas throughout the school year: Back-to-School, Fall, Christmas, Valentine's, and End-of-School. **Attendance at OMMS Galas is a privilege and an honor that is reserved for those students that have consistently exhibited proper behavior at school and during other school activities. Students repeatedly referred to any combination of detention, in-school detention, out-of-school suspension, and/or alternative school have not earned the privilege of attending the Gala.** Students who check out early, or who do not attend school the day of the gala, will not be allowed to attend galas or other after-school activities. Students who have chosen to misbehave during the school day may not be allowed to attend galas or other after-school activities that evening. Students who are disruptive at a gala will be asked to leave and will not be allowed to attend future events. **OMMS galas are for students currently enrolled at OMMS only.** Students may not bring guests from another school, relatives, or former students. "Sunday best," within the OMMS dress code guidelines, is often the dress code for our school galas.

Galas serve as one of our primary methods of raising money for the OMMS parent organizations: Executive Council, Academic Partners, Athletic Boosters, and Arts Council. Galas provide evenings of games, music, food and dancing for the students of Oak Mountain Middle School. We need parental support and involvement to ensure success.

PROGRAMS AND SERVICES

CAFETERIA Breakfast and lunch are served each school day in the cafeteria with multiple serving lines and an “a la carte” menu. Each student has an individual account that can be used to deposit monies for meal expenses. A student may pick-up a reminder notice from the cashier station when this account is in need of more funds, but it is the responsibility of the student and parents to monitor and manage this account.

GRADE REPORTING Detailed progress reports are sent home twice during each grading period. Report cards are sent home four times throughout the school year. Click on the “Calendars” link on the Shelby County Web page: www.shelbyed.k12.al.us

STI-HOME is a service that allows parents or guardians to check individual assignment grades and attendance through the Internet. Attendance is entered and maintained daily. Teachers update their grades on at least a weekly basis. Many teachers update their grades daily, but this is not a requirement. The data entered during the school day is uploaded nightly to the website. Parents or guardians are able to use their student’s PIN number to access the website and view the current information. Parents or guardians need to complete an application to participate in the program and submit an application fee. Once the application is processed parents or guardians can elect to pick up their student’s PIN number or it can be mailed.

HEALTH SERVICES A student who is ill may obtain a pass from a teacher to see the school nurse and/or call a parent. The Shelby County medications policy allows non-prescription drugs to be maintained with a parent’s authorization for two weeks. Any prescription drug must be accompanied with the appropriate form completed by the physician. All medicines must be in original unopened and unexpired containers.

INJURIES All accidents or injuries should be reported to the supervising teacher and referred to the school nurse.

LOST AND FOUND The school cannot assume responsibility for the loss of personal items. All items including jackets, purses, shoes, book bags, etc., should be clearly marked with your child’s name in permanent ink. The office can attempt to return items with your child’s name printed in them. However, students should check their classes, the front office, and the gymnasium for lost items.

NOTICE TO PARENTS As a parent of a student in a Shelby County school, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically you have the right to ask for the following information about each of your child’s classroom teachers:

- Whether the Alabama State Department of Education has licensed or qualified the teacher for the grades or subjects he or 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.

If you would like to receive any of this information, please call the school principal.

SCHOOL LOCKERS Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

SAFE SCHOOL HELPLINE Students with information about other students in need or the presence of weapons, drugs, etc. on school property are urged to notify teachers, counselors, or administration either in writing or verbally. The Governor of Alabama has also created a 24-hour telephone line for such reporting that can be done anonymously and confidentially. That number is 1-888-728-5437.

TEXTBOOKS Textbooks are furnished by the state and issued at the beginning of the year to each student. The parent or legal guardian of a student to whom textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of these books.

THINK TANK Free assistance with classroom assignments and/or homework is available at least three days per week during Think Tank. A student should discuss the Think Tank schedule with his or her teachers.

TRANSPORTATION

The school bus is an extension of the classroom. All Shelby County Board of Education rules and Oak Mountain Middle School rules apply. Any student not abiding by the OMMS school rules, and the Shelby County Code of Conduct, may be subject to disciplinary action as outlined in these documents.

BUS: Students must ride the same bus every time they ride. We regret that we cannot let guests ride the bus with your child. Crowded conditions prohibit this practice. If you have an emergency and need to ride a different bus, please send a written request to the administrative office for approval. A note from a parent is also required to request a child be allowed to get off the bus at a different stop.

CAR: Car riders load and unload in front of the building. In the afternoon parents are asked to form a double line in the driveway in front of the school. If your child is late you will be asked to park in the front parking lot for student loading. From 7:00 A.M. to 3:30 P.M. the side of the building is reserved for buses only.

Oak Mountain Middle School Agenda Acknowledgement Form 2009-2010
(Please complete this form, remove the entire sheet and return it to your Homeroom teacher.)

Student Name (PRINT) _____ Grade

Homeroom Teacher (PRINT)

Our signatures indicate that we have received and read the information and guidelines contained in the 2009-2010 Oak Mountain Middle School Agenda.

Student Signature _____ Date

Parent/Guardian Signature _____ Date