

**OAK MOUNTAIN MIDDLE SCHOOL MISSION STATEMENT:**

*To expect and encourage nothing but the best in a nurturing, opportunity-rich environment.*

**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**

Dr. Larry Haynes	Principal	Mrs. Charlotte Brown	Bookkeeper and Office Mgr.
Mrs. Cynthia Cruce	Assistant Principal	Mrs. Suzanne McGuire	Registrar
Mrs. Caroline Obert	Assistant Principal	Ms. Laura Milwood	Attendance Secretary
Mrs. Laura Lynn Boone	Counselor	Mrs. Jennifer Rucker	Front Office Manager
Mrs. Sharon Butz	Counselor	Mrs. Vanessa Shoemaker	Administrative Secretary
Ms. Amy Grimes	Counselor	Mrs. Beth Stone	School Nurse

**TEAMS**

Every student at OMMS is assigned to a team of core academic teachers who instruct the same group of students. This grouping allows these teachers to have 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 an effort to balance class loads.

**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 in-class activities that enrich 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 three days of an absence. Excessive absences will be reported to the Shelby County Attendance Officer and may result in a referral to Early Warning in addition to failure to promote to the next grade level. (See Make-Up Work)

**CHECK-IN**

An adult must sign-in any student who arrives after 7:50 A.M. Students arriving without a proper adult signature will be counted absent.

**CHECK-OUT**

The custodial parent or legal guardian will designate individuals authorized to check out a student on the annual enrollment form. Only the custodial parent can authorize individuals 16 years of age or older to check-out a student. Individuals are required to present a photo ID at the time of check-out before a student can be released. If parents or guardians have special instructions about who may check-out a student, please call the student's counselor. Custodial issues should be discussed at time of enrollment with the registrar or grade level counselor.

**MAKE-UP WORK**

Only an excused absence permits assignments to be made up. The Code of Conduct states that students are required to make arrangements with each teacher regarding missed assignments within three days of an absence. Teachers will communicate due dates for which school work should be completed and turned in for credit.

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 consecutive day, parents can request assignments through the front office.

**PRE-PLANNED ABSENCES**

Parents who are aware of upcoming absences needing prior approval of the Principal should complete 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 complete all assignments and turn them in on the due date. Incomplete or poorly attempted assignments are not acceptable. Please refer to the Every Assignment Every Time Policy for the grading scale and applicable penalties.

**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 all academic subjects. These academic subjects include Language Arts, Mathematics, Science, and Social Studies. If a student fails ONE or TWO of these subjects, he/she must attend Summer School and successfully complete the requirements.
- c. Students failing one or two academic subjects, but successfully completing Summer School can avoid retention. If a student fails more than two of the academic subjects, he/she must repeat the grade.

**VISITORS** Visitors to OMMS should report to the school office to sign in, obtain a visitor's pass and wait to be announced before going to their destination. 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 allows 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 social and athletic events is a privilege extended to all students at OMMS in good standing. With this privilege also comes the responsibility that students exhibit behavior that does not infringe upon the rights of others. Adherence to the following code of behavior is expected at all school related events:

- Students will maintain self-control, both physically and verbally, during the regular school day and when attending after school events.
- Students will be personally responsible for their own behavior and follow the instructions of school personnel if disciplinary action becomes necessary.
- Students will show respect, consideration and courtesy towards other students, staff and visitors.

Failure to exhibit appropriate behavior could result in disciplinary action as outlined by the Shelby County Code of Conduct.

### **RECOGNITION NOTICES**

As a reward for positive behavior or extraordinary academic achievement, students can earn recognition notices. There will be a drawing for prizes on the last day of each semester for any student who submitted his/her recognition notice to the front office.

### **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, New Direction Alternative School 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 to leave the classroom unsupervised. 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 learning process 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, laser pointers, radios, cassette/CD players, MP3 players, Game-Boys, hand-held televisions, i-Pods, other electronic devices, cards, playing cards, candy, gum, posters, and toys. Students bring these items to school at their own risk. The school is not responsible for attempting to recover these items should they be lost or stolen while at school, at school functions, or on the bus.

**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. As stated in the Code of Conduct, electronic devices are subject to review of texting, photos, and calls made and/or received should the need arise. Students bring these items to school at their own risk. The school is not responsible for attempting to recover these items should they be lost or stolen while at school or at school functions.

**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 prohibited from selling any non-related school item of any kind at school or on a school bus.

**ACADEMIC HONESTY<sup>1</sup>** 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. Each student is responsible for his or her own work.

Students should never give their work to another student unless directed by a teacher, or unless it is for a specific group project or lab activity. Students should always maintain possession of, and control over, their own work.

Students should not use or copy the work of someone else to turn in as their own work. Making an assignment available in a way that would allow another student the opportunity to copy all or a portion of the assignment is unacceptable.

Students should never be in possession of work or assignments belonging to another student. (Examples: Students should not have the vocabulary book belonging to another student. Students should not have their personal homework paper and the homework paper belonging to another student.)

Students should know and follow the test and homework rules established by each of their teachers to avoid negative consequences and to receive credit for their own work.

Students should not use materials on a test which the teacher has not given permission to use. Students should not receive information during a test or provide information to other students about the content of a test.

When directed to work in groups on assignments or projects, all students collaborate to figure out solutions to problems together. One student does not do all of the work and everyone else copies it.

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<sup>1</sup> Adapted from (Westborough Middle School)

Please refer to the Academic Honesty Policy contained in the individual student policy packet for additional information.

**FIELD TRIPS** Field trips are an extension of the school curriculum. All school rules, including behavior and dress code, apply. All students should be in good standing with academics, attendance, and behaviorally to participate in a field trip.

**DETENTION** Detention meets every Tuesday morning at 7 a.m. Wednesday, 7 a.m. is considered a make-up day for students who are absent or arrive after 7 a.m. on Tuesday. Students are required to bring paper and pen/pencil to complete a writing assignment. Should the need to reschedule a detention arise, a written note from the parent/guardian is required by Monday morning, prior to the assigned detention. Parents have the option, once each year, to request that their child complete a writing assignment in exchange for a detention. A written note from the parent/or guardian should be delivered to the office by Monday morning, prior to the assigned detention. Failure to attend detention will result in an assigned Saturday School. Students who are assigned 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. **Administration does not remove teacher-assigned detentions. If there is a disagreement with a teacher over a detention, the student needs to write a letter to the teacher to request a review of the detention.**

**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. Should the need to reschedule a Saturday School arise, a written note from the parent/guardian is required by Friday morning, prior to the assigned Saturday School. Students who fail to attend Saturday School without a note from a parent will be assigned In-School Suspension 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. The elected Student Government Association 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 student fundraisers.

**NATIONAL JUNIOR HONOR SOCIETY** OMMS has a chapter of the National Junior Honor Society and follows the guidelines established by the national organization. Membership in the National Junior Honor Society is one of the highest academic honors a student can receive at OMMS. Membership is based on scholarship, service, leadership, and character. Students apply 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 all of their academic subjects and demonstrate exemplary behavior. Should a member fail to maintain their academic average and exemplary behavior they may be removed from the organization. NJHS 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 while interacting with others who have similar interests. The following organizations can meet a variety of student needs and interests:

Athletics:

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

Performing Arts:

Band	Chorus	Broadcasting
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Academic Activities:

Math Team      Scholars' Bowl      Science Club      Battle of the Books      Geography Bee      Spelling Bee

Special Interest Groups:

First Priority      Eagle Ambassadors      Phase I      Fellowship of Christian Athletes  
Chess Club      Family, Career & Community Leaders of America      Future Business Leaders of America

**GALAS**      A gala is a social activity for Oak Mountain Middle School students combining music, games and fun under the supervision of OMMS staff and parent volunteers. Sponsored by the parent volunteer groups, Executive Council, Academic Partners, Arts Council, and Athletic Boosters, the galas provide opportunities for chaperoned social interaction while raising funds for the host group. There are five galas throughout the school year: Back-to-School, Fall, Christmas, February, and End-of-School. **Attendance at OMMS Galas is a privilege and an honor that is reserved only for OMMS students who consistently exhibit proper behavior during the school day and during all school related events. Students repeatedly referred to any combination of detention, in-school detention, out-of-school suspension, and/or alternative school will not earn the privilege of attending a gala.** Students who check out early, or are absent on gala day will not be allowed to attend the gala or other after-school activities. Students who are disruptive at a gala will be asked to leave and will not be allowed to attend future events. Students not picked up at the appropriate dismissal time will not be allowed to attend future after-school events. Attire for galas is either school dress or dressier, depending on the specific event. We strongly encourage parental support to ensure the success of our galas.

Back to School Gala—School attire is appropriate for boys and girls.

Fall Gala—School attire is appropriate for boys and girls. Costumes and/or face painting are not allowed.

Christmas Gala—

- Boys should wear tucked-in collared shirts with dress pants. Neck ties are encouraged. Athletic shoes are discouraged. Jeans and t-shirts are not allowed.
- Girls should wear nice pants, dresses, or skirts with dressy tops. Girls' tops or dresses should have sleeves or straps that are at least two inches wide. Plunging necklines or backlines are not allowed. Skirts and dresses should have hemlines that are lower than three inches above the knee. Jeans and t-shirts are not allowed.

Valentine's Gala—

- Boys should wear tucked-in collared shirts with dress pants. Neck ties are encouraged. Athletic shoes are discouraged. Jeans and t-shirts are not allowed.
- Girls should wear nice pants, dresses, or skirts with dressy tops. Girls' tops or dresses should have sleeves or straps that are at least two inches wide. Plunging necklines or backlines are not allowed. Skirts and dresses should have hemlines that are lower than three inches above the knee. Jeans and t-shirts are not allowed.

End-of-School Gala—School attire is appropriate for boys and girls.

**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. Parents should maintain sufficient funds in the lunch account. An account cannot maintain a negative balance. Additional information is provided at [www.myschoolbucks.com](http://www.myschoolbucks.com), an online payment system.

**GRADE REPORTING**      A detailed progress report is sent home mid-way through each nine-week grading period. Report cards are issued four times per year; three times to the student, but mailed at the end of the year.

**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 medication 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 and be age appropriate.

**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 that are labeled. However, students should check their classes, the front office, and the gymnasium for lost items.

**NOTICE TO PARENTS** As a parent/guardian 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 requested. 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. Combinations should not be shared with other students. 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 HOTLINE** 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. The SCBOE Harassment Policy and other resources are available at [http://www.shelbyed.k12.al.us/student\\_serv/bullying/index.html](http://www.shelbyed.k12.al.us/student_serv/bullying/index.html).

**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 mornings 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 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 suspended from the bus and become subject to disciplinary action as outlined in these documents.

**BUS:** Students are required to ride the same bus daily. **Crowded conditions prohibit guests riding the bus with your student.** In the event of an emergency and a student needs to ride a different bus, please send a written request to the administrative office for approval. A parent note is also required to request a student be allowed to get off the bus at a different stop. The west side of the school is reserved for bus traffic only.

**CAR:** Morning: Students may enter the building at 7 a.m. Students who arrive prior to seven o'clock must be supervised by a parent until school personnel unlock the door. Please form a single car line for morning drop-off along the entire white curb. Car riders are expected to exit along the white curb. Please pull into a designated parking space if additional time is required to unload projects, band or sports equipment. Students who arrive after 7:50 a.m. must be checked in by an adult.

Afternoon: Car riders dismiss at 3 p.m. and report to the front of the school to wait to load cars at the instruction of school personnel. Please form a double line for afternoon pick-up. Students should be picked up by 3:20 p.m.

**DRIVERS ARE ASKED TO REFRAIN FROM USING CELL PHONES WHILE IN THE CAR RIDER LINE.**

### **Bibliography**

*Westborough Middle School.* August 2011-2012. 13 June 2012.

Oak Mountain Middle School Agenda Acknowledgement Form 2017-2018

*(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 2017-2018 Oak Mountain Middle School Agenda.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date