

Oak Mountain High School

2016-2017

**STUDENT-PARENT
HANDBOOK**



Dr. Kristi Sayers, Principal

Patton Barrett, Assistant Principal

Kyle Dudley, Administrative Assistant Principal

Mathew Epps, Assistant Principal

Kendall Jackson, Assistant Principal

It is the official policy of the Shelby County Board of Education that no person in the Shelby County School District shall, on the grounds of race, color, handicap, sex, religion, creed, national origin, or age, be excluded from participating in, be denied the benefits of, or subject to discrimination under any program, activity, or employment.

OMHS STUDENT-PARENT HANDBOOK 2016-2017
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SHELBY COUNTY SCHOOLS

410 East College Street
Columbiana, AL 35051

Office: (205) 682-7000 ♦ Fax: (205) 682-7005

SHELBY COUNTY BOARD OF EDUCATION

Aubrey Miller, President
Peg Hill, Vice President
Jane Hampton, Member
Jimmy Bice, Member
Kevin Morris, Member
Randy Fuller, Superintendent

SHELBY COUNTY MISSION STATEMENT

To Make every student a graduate and every graduate prepared.

OAK MOUNTAIN HIGH SCHOOL MISSION STATEMENT

The mission of Oak Mountain High School is to empower each student for excellence.

We strive for...

- *A safe learning environment*
- *A rich and rigorous curriculum*
- *Dynamic instruction*
- *Quality extracurricular experiences*
- *An appreciation of diversity*
- *A strong sense of community*

OAK MOUNTAIN HIGH SCHOOL

5476 Caldwell Mill Road
Birmingham, AL 35242
Office: (205) 682-5200 ♦ Fax: (205) 682-5205

Dear OMHS Students,

On behalf of the faculty and staff, I would like to welcome all of you to Oak Mountain High School for the 2016-2017 school year. We look forward to working with all returning students and getting acquainted with new students coming to Oak Mountain High School for the first time. Our school has all of the ingredients to reach its maximum potential: a qualified staff, concerned and involved parents, a supportive community and capable students.

Rules, regulations and procedures are keys to make our school successful. This handbook contains important information you will need to know. Please keep it for reference. Our success depends on your leadership, hard work and exemplary behavior, which all serve as an example for your classmates and the students who will follow.

Your principal,

Kristi Sayers, EdD

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**BELL SCHEDULE
2016-2017**

REGULAR SCHEDULE

7:30 a.m.	First Bell	
7:35 a.m.	Warning Bell	
7:40 a.m. - 8:29 a.m.	1st Period	(49)
8:33 a.m. - 9:24 a.m.	2nd Period	(51) +2 minutes for announcements
9:28 a.m. - 10:17 a.m.	3rd Period	(49)
10:21 a.m. - 11:14 a.m.	4th Period	(53) +4 minutes for early release
11:14 a.m. - 12:14 p.m.	5th Period SOAR60	(60)
12:15 p.m. - 1:04 p.m.	6th Period	(49)
1:08 p.m. - 1:57 p.m.	7th Period	(49)
2:01 p.m. - 2:50 p.m.	8th Period	(49)

LATE START SCHEDULE

9:00 a.m. - 9:38 a.m.	1st Period	(38)
9:42 a.m. - 10:20 a.m.	2nd Period	(38)
10:24 a.m. - 11:02 a.m.	3rd Period	(38)
11:06 a.m. - 11:47 a.m.	4th Period	(38) +3 minutes for early release
11:47 a.m. - 12:47 p.m.	5th Period SOAR60	(60)
12:48 p.m. - 1:26 p.m.	6th Period	(38)
1:30 p.m. - 2:08 p.m.	7th Period	(38)
2:12 p.m. - 2:50 p.m.	8th Period	(38)

PEP RALLY SCHEDULE

7:40 a.m. - 8:25 a.m.	1st Period	(45)
8:29 a.m. - 9:14 a.m.	2nd Period	(45)
9:18 a.m. - 10:03 a.m.	3rd Period	(45)
10:07 a.m. - 10:56 a.m.	4th Period	(49) +4 minutes for early release
10:56 a.m. - 11:56 p.m.	5th Period SOAR60	(60)
11:57 a.m. - 12:42 p.m.	6th Period	(45)
12:46 p.m. - 1:31 p.m.	7th Period	(45)
1:35 p.m. - 2:20 p.m.	8th Period	(45)
2:20 p.m. - 2:50 p.m.	Pep Rally	

NOTE: One minute warning bell will ring prior to the tardy bell.

Oak Mountain High School Alma Mater

Oak Mountain High, we hold Thee
Far above the rest.

Our hearts will soar like Eagles,
Rise to be the best.

May Thy strong traditions
Always light our way,

As we seek new Knowledge,
Honor, and Truth each day.

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STUDENT OFFICERS 2016 - 2017

Student Government Association 2016-2017

PresidentGrace Riddle
Vice President.....Claire Kendrick
Secretary.....Colby Wetzel
Treasurer.....Caleb Van Geffen
Parliamentarian.....Grace Griffin
Reporter.....Michael Allsbrook
SGA Representatives: Emily Anne Beauchaine, Carson Bobo, Lizzy Crumly, Maddie Morrow
Holli Riddle

Senior Class Officers 2016-2017

PresidentKaitlin Manolio
Vice President.....Collin Stiffler
Secretary.....Erin Duffey
Treasurer.....Keylan Speed
Reporter.....Grace Key

Senior Class Representatives 2016-2017: John Henry Brooks, Kathryn Civils,
Spencer Hughes, Gabe Lovvorn and Amelia Reardon

Junior Class Officers 2016-2017

President.....Olivia Hannum
Vice President.....Kathryn Taylor Sisk
Secretary.....Grace Howard
Treasurer.....Kathleen Kelley
Reporter.....Claire Killian

Junior Class Representatives 2016-2017: Cooper Gray, Shannon Hill, Gracie King,
Emma Pimentel and Trinh Tran

Sophomore Class Officers 2016-2017

President.....Gregory Morris
Vice President.....Seth Van Geffen
Secretary.....Clara Fuller
Treasurer.....Patterson White
Reporter.....Sally Kicklighter

Sophomore Class Representatives 2016-2017: Dyer Martin, Hansen McCown,
Ben O'Neil, Emily Rush and Jenna Wilson

Freshman Class Officers 2016-2017:

President.....Ryan Hall
Vice President.....Hannah Kelley
Secretary.....Lydia McElderry
Treasurer.....Riley Allen
Reporter.....Reynolds Jones

Freshman Class Representatives 2016-2017: Hallie Campbell, Dylan Moore, Kat Nabors,
Madaline Taylor and Madison Smith

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FREQUENTLY USED TELEPHONE NUMBERS

Oak Mountain High School Main Office	682-5200
Oak Mountain High School Counseling Center	682-5201
Oak Mountain High School Counseling Center Fax	682-5221
Oak Mountain High School Attendance Office	682-5202
Oak Mountain High School Athletic Office	682-5203
Oak Mountain High School Media Center	682-5204
Oak Mountain High School Fax Number	682-5205
Oak Mountain High School Cafeteria	682-5206
Oak Mountain High School Band Room	682-5207
Oak Mountain Middle School (Grades 6, 7, 8)	682-5210
Oak Mountain Middle School Fax Number	682-5215
Oak Mountain Intermediate School (Grades 4 & 5)	682-5220
Oak Mountain Intermediate School Fax Number	682-5225
Oak Mountain Elementary School (Grades K, 1, 2, 3)	682-5230
Oak Mountain Elementary School Fax Number	682-5235
Inverness Elementary School (Grades K, 1, 2, 3)	682-5240
Inverness Elementary School Fax Number	682-5245
Shelby County Board of Education	682-7000

Shelby County Board of Education Website:

www.shelbyboe.k12.al.us

Oak Mountain High School Website:

Go to the Shelby County Bd. of Ed. Site (www.shelbyboe.k12.al.us), click on SCHOOLS, then click on Oak Mountain High School

Follow us on Twitter:

@omhsprincipals

Teacher E-Mail Addresses:

Teacher's first initial and last name followed by @shelbyed.org
(ex: jsmith@shelbyed.org).

Exceptions: Carrie Clark (c4clark)	Cris Bell (c3bell)
Misty Miller (M3Miller)	Kim Parker (k4parker)
Julie Hart (J2Hart)	Anna Weaver (a2weaver)
Cindy Smith (c10smith)	Kristi Lamb (k2lamb)

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ACT - SAT - PLAN - PSAT/NMSQT - The ACT and SAT are college entrance tests. One or both are required for admission to 4-year colleges. These tests should be taken near the end of the junior year. Registration packets are available in the Counseling Center or register online for the ACT at www.actstudent.org or SAT at www.collegeboard.com. The PLAN test can be taken by 10th grade students. It is strongly recommended for students planning to attend college. It is given in the fall and requires a small fee. The PSAT/NMSQT can be taken for the first time during the freshman year and again in the sophomore year. It is taken during the junior year as the preliminary to the SAT I and is the National Merit Scholarship Qualifying Test. It is not required but is strongly recommended for students interested in attending college. National Merit semi-finalists are selected based on the scores from this test.

ADVANCED PLACEMENT PROGRAM GUIDELINES - This program is designed to provide academically driven high school students with college-level instruction in preparation for the Advanced Placement Exam. All AP courses offered at OMHS have been vetted through the College Board's AP Audit process to ensure the quality of the course syllabus. All students are required to take the AP Examination in May for each AP course they take at OMHS in order to earn the extra quality point given to students who complete the course successfully. An additional fee is required for each AP Examination. Scoring well on the AP Examination may result in colleges or universities of interest to award credit.

Students must meet the following criteria in order to enroll in AP courses. These requirements are designed to ensure students are properly prepared for the rigor and work expectations of AP courses. Students who do not meet these criteria must have a parental override letter on file in the guidance department. This override letter indicates that the course request is being made against the recommendations of OMHS faculty and staff and the criteria set forth in this guide. Students who enroll with an override are expected to complete the course regardless of performance in the class.

1. The students must complete all prerequisite courses.
2. The student must meet all other requirements deemed appropriate by the course teacher(s) and OMHS administration.
3. The student must have the recommendation of the appropriate current subject-area teacher for courses relevant to the desired AP course (i.e., recommendation of the current math teacher for AP Calculus).
4. The student must have written consent from a parent/guardian who acknowledges understanding of the rigor of an AP course.
5. The student must take the AP Examination in May for each AP course taken in that year.
6. The student should have an excellent academic record, preferably A's and B's overall and especially in courses relevant to the desired AP course.
7. The student should be highly motivated with a strong work ethic, good study habits, and excellent reading and writing skills.
8. The student will acknowledge his/her understanding of the course rigor and work expectations by signing a contract for each AP course taken.

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ATTENDANCE INFORMATION - The information below pertains to attendance at Oak Mountain High School. For further information, please refer to the Shelby County Attendance and Discipline Code for details. Also, additional information may be obtained from administrators of Oak Mountain High School.

Absences - Excuses for absences must be turned in within three days of the student returning to school from an absence. Failure of the parent/guardian to turn in an excuse within three days of the student returning to school from an absence will result in the absence being marked unexcused. Only an excused absence permits work to be made up. Teachers shall not provide makeup work for students absent for unexcused reasons. According to the Alabama State Department of Education, excused absences are as follows:

- Illness documented by a parent note or doctor note
- Death in immediate family
- Inclement weather which would be dangerous to the life and health of the child as determined by the principal
- Legal quarantine
- Emergency conditions as determined by the principal
- Prior permission of the principal and consent of the parent/guardian.

The following absence codes may appear on your child's attendance record: 1X-Illness documented by a parent note; 2X-Doctor's excuse; 3X-Court excuse; 4X-Principal's permission/Death in the immediate family; 5X-Suspension; 6X-Parent note unexcused; 7X-No note or explanation. 1X, 2X, 3X, and 4X are excused absences; 5X, 6X, and 7X are unexcused absences.

Make-Up Work - If a student's absence is coded as excused, he/she is allowed to make up missed work and tests. Teachers shall not provide makeup work for students absent for unexcused reasons. It is the student's responsibility to follow these steps regarding making up missed assignments and tests:

1. Excuses for absences must be turned in within three (3) days of the students returning to school from an absence, including when a student checks in or out of school.
2. The student shall be responsible for contacting his or her teacher(s) to arrange to make-up missed assignments or tests.
3. Arrangements for make-up work must be made within three (3) days after returning to school from an excused absence.
4. Students must be given a reasonable opportunity to make-up work missed due to excused absences. However, the number of days that a student is allowed to make-up missed assignments and/or tests is left to the teacher's discretion.
5. Work must be completed within the time period specified by the teacher. Under normal circumstances this time period should not exceed two weeks. No credit may be given for work turned in after the agreed-upon time period.
6. Days absent from school because of suspension are unexcused. Credit for class work is not permitted for students suspended from school. If a student has In School Detention the student will be able to make up his/her work At the discretion of the principal, benchmark exams may be made up and credit given for those students who have been suspended during exam periods.

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Excessive Absences - In compliance with the *Shelby County Board of Education's Student Code of Conduct and Attendance*, students with excessive absences may lose credit for course work.

An **Early Warning Program** has been established to provide for early intervention for youth who are truant or in danger of becoming truant. The Alabama State Department of Education has now provided clarification for schools and parents by adopting a statewide definition for truancy. A child is truant if no explanation is provided for absences or the child is absent for reasons other than those recognized as excused. For this reason, a parent/guardian must provide a written explanation that states the cause of any and every absence of a student no later than three (3) days following the student's return to school.

Throughout the course of the school year, should unexcused absences accumulate, the parent/guardian will be required to attend an attendance conference with local school administrators and/or possibly participate in the Early Warning Program provided by the Shelby County Juvenile Court. Upon the fifth unexcused absence during the year, a truancy referral will be made to the Early Warning Program, with mandatory parent participation. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

TARDIES/CHECKOUTS - Excessive tardies to school and class accumulate and discipline action will result. When a student checks in or out or is tardy to school, the time missed is considered an absence and a note is required. All students must be checked out in person by the parent or someone listed on their checkout authorization card. We cannot accept phone calls, notes, email or fax. Changes to the authorization card must be done in person.

Being on time to school is essential for optimum teaching and learning. When a student is tardy, he/she disrupts the teaching/learning process of others and loses important learning time. School bus transportation is provided free of charge to students in Shelby County. For this reason, tardies related to car problems, traffic, etc., are not valid reasons for tardiness. However, realizing that everyone has emergencies, the following policy regarding tardies to school (any sign-in after 7:40 a.m. without legal excuse) has been adopted for each **grading period**:

Tardies to School - Any sign-in after 7:40 a.m. without legal excuse:

TARDIES TO SCHOOL	CONSEQUENCES
3	Written Warning
4	1 successful day of In School Detention
Subsequent Tardies	Extended days of In School Detention and a Pre-Early Warning Referral

Tardies to Class (2nd through 8th period) -A student is considered tardy to class if he/she arrives after or is not in his/her seat when the bell rings. No student will be admitted to class after the tardy bell without a pass from an administrator.

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There are consequences for students having excessive unexcused tardies to class. Students are allowed 5 tardies before assignment of detention on the 6th tardy. The following consequences apply when unexcused tardies to 2nd period through 8th period classes accumulate within each 9-week grading period.

Students eat lunch during 5th period. A student will receive an unexcused tardy if the student does not return to class on time from lunch. This type of a tardy is considered to be a lunch tardy and will be included in the tardy count. Tardies do not carry over to the next 9 weeks. Early Warning may be issued whenever administrators deem tardies have become excessive and detrimental to the academic success of the student.

STEP	NUMBER OF TARDIES	CONSEQUENCES
1	6	1 hour of detention
2	9	2 hours of detention
3	12	1-day In School Suspension
4	15	Extended Days of ISS and Pre Early Warning Referral

Check-In Procedures - When students are late to school or must check-in due to a check-out earlier in the day, students are to report to the attendance office window for a check-in slip. They do not have to be signed in by a parent but must present a written excuse.

Check-Out Procedures - Students must be checked out at the attendance office window. Students may not check themselves out of school. Only a parent or one of the persons named on their student information card may check out students. Faculty members and staff members should not be on the checkout list unless they are family or close personal friends. It is not acceptable for a coach for cheerleading, soccer, etc., to be on the checkout list for their students. Responsibility is the issue that concerns our Board of Education. A parent or guardian is the only person authorized to change the information on a student information card and the change must be made in person. A parent/guardian may sign a checkout slip at any time on the day of the checkout or 1 day prior to the checkout. The student must come by the attendance office for the checkout slip before leaving the building. Permission for checking out cannot be received by phone, fax, or e-mail. Students who check out must check in if they return to campus the same day. **NOTE: A photo ID is required each time you check out a student.**

Pre-Approved Absences - Pre-Approved absences still count towards a students attendance record and must be turned in one week in advance. Students who wish to have a pre-approved absence for college visits or planned absences must follow these steps:

1. Submit a Pre-Approved Absence Form, which can be obtained from the attendance Secretary, with attached details to the appropriate assistant principal at least one week prior to the absence.
2. Upon approval by the assistant principal and principal the form will be returned to the student..
3. Have the form signed by student's teachers.
4. Return the form to the attendance secretary (prior to the day of absence).

NOTE: Vacations are not considered excused absences by the Shelby County Board of Education. Students who do not receive prior approval for the absence will be given an unexcused absence and will not be

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allowed to make up missed assignments and tests. In order to complete work missed during a pre-approved absence, the student must make arrangements with teachers PRIOR to the date of the absence. Pre-approved absence policy regarding make-up work differs from the Shelby County Attendance Code. Completing and submitting the form to administration does not guarantee automatic approval.

CARE OF BUILDINGS AND GROUNDS - Every student should have pride in taking care of the school building and campus. Students are expected to help in keeping the school and campus clean. Students should be careful to make no marks on furniture, equipment, walls, etc. Students should help to keep restrooms clean. All trash should be thrown into trash cans. Paper and other debris in hallways and on classroom floors should be thrown away. Parents of students who deface or destroy school property will be notified and payment for damages shall be required.

CHANGES IN TRANSPORTATION ROUTINE - Students wishing to ride a different bus must have written permission from their parents and have it approved by an assistant principal. The parental permission letter should be brought to the office by 9:00 a.m. on the day of the change in order to be verified.

CLASS RANK AND GRADE POINT AVERAGE - Class rank is determined by ranking each student's overall grade point average within the graduating class. Final senior class ranking is done at the end of the first semester of the senior year. The Grade Point Average is computed using the following:

<u>Regular Courses</u>	<u>Honors Courses</u>	<u>AP Courses</u>
A = 4.0	A = 4.5	A = 5.0
B = 3.0	B = 3.5	B = 4.0
C = 2.0	C = 2.5	C = 3.0
D = 1.0	D = 1.5	D = 2.0
F = 0.0	F = 0.0	F = 0.0

COMPUTER USAGE - A copy of the Shelby County Schools *Students' Acceptable Use Practices for Computers* will be provided to each student. Students must follow these acceptable use practices and any other acceptable use guidelines devised by Oak Mountain High School when using school-owned computers. Misuse of computers or other technological devices will result in disciplinary action.

PLAGIARISM AND ACADEMIC DISHONESTY - Integrity means to integrate one's values and beliefs into every activity that is undertaken. The Shelby County School District believes that honesty is right and that stealing and cheating are wrong. Academic integrity means doing one's own work to the best of one's ability, without the unauthorized help or assistance of someone else. Therefore, in an effort to foster academic integrity in all Shelby County students, this honor code has been created to help students recognize, understand, and practice ethical conduct with regard to their academic assignments.

There are various academic scenarios pertaining to the completion of academic assignments that would be considered unethical. These instances include, but are not limited to the following:

Cheating: copying another student's work, and is inclusive of both giving and receiving information on an academic assignment.

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Plagiarism: defined as either the intentional or unintentional use of another person's words, ideas, or data without providing the proper acknowledgement of the source through quotations, references, or footnotes.

Fabrication/Falsification: scenario in which one either invents or distorts the origin or content of information used as authority. This is inclusive of citing a source that does not exist, citing information from a source that does not actually contain the information that was cited, as well as listing a bibliography source when the source was neither referenced nor cited in the assignment.

Generally, when academic assignments are made, the expectation is that each student will do their own work without the help or assistance of others. Exceptions to this expectation might include group projects in which the teacher authorized certain students to work together on a particular assignment. When instances of the academic dishonesty have been discovered, typically, either reduced credit or possibly no credit (i.e., a "zero:") will be awarded. Further, instances of academic dishonesty will be documented in the student's individual conduct file, and additional consequences may also be assigned as applicable to the particular incident.

DISHONESTY IN THE CLASSROOM - CHEATING - Students who **give or receive** aid on tests or other graded assignments will be given a zero and will be subject to disciplinary action. The parent and the administration will be notified by the teacher. The stealing of tests will result in the same or more severe action.

DRESS CODE - A standardized dress code has been adopted to assure that all students are provided safe and

OFFENSES	CONSEQUENCES
1st Offense	3 days ISD; dismissal from all Honor Societies

appropriate educational opportunities that are free from unnecessary disruptions or outside influences and to instill in our students the need to dress appropriately and have respect for each other and authority. For young people, especially teenagers who are beginning to find their true identities in the middle of peer-pressure and parent prodding, dress is an important issue. The way a person dresses reflects the way he or she thinks. We want to prepare our students for the world of work and we believe a neat, professional appearance is a good habit to develop in the childhood years.

Just as students would dress one way for a picnic or ball game, there is an appropriate way to dress for school. A well-groomed student should come to school with an attitude that prepares him or her for neat, conscientious work. His or her attire should give him or her respect for himself or herself, his or her fellow students, and his or her teachers. Students who have questionable or inappropriate dress will not be allowed to attend class.

This dress code also acts as an element of our security plan. Oak Mountain High School students will be asked to adhere to a dress code that will help us identify our own students as well as identify any intruders who might come onto our campus during the day. The following items outline acceptable dress for Oak Mountain High School students:

1. **Revealing/Sleeveless Garments:** Low cut, open back, bare midriff, or midriff-revealing clothing are not permitted. Male students must wear sleeved garments. Female students may wear sleeveless garments which adequately cover undergarments. Female students who wear sleeveless shirts must have straps that are at

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- least two inches in width (as measured by an administrator).
2. **Garment Length:** Skirts, shorts and dresses must be fingertip length or longer in front and back. No slits or leg openings may be above fingertip length. Leggings, or other similar garment (i.e. jeggings), should be worn with the appropriate outer garment (i.e. shorts, dress, or skirt) and must be proper length. Excessively tight leggings or jeggins will not be allowed.
 3. **Appearance of Garments:** Students' clothing should be neat and clean and should not be in noticeable disrepair. Unhemmed (cut-off) shorts, skirts, shirts, or pants or inappropriate slits or holes in clothing are not allowed.
 4. **Appropriately Worn/Fitting Garments:** Pants, shorts, and skirts must be worn at the waist and should fit properly. Pants worn too low, too long, too large, too tight, or too loose are not permitted. Pajama style pants, snap aways, and sweatpants are prohibited. Athletic type pants may be worn only during physical education classes. Clothing worn backwards or inside out is not allowed. No excessively tight or revealing clothing, such as fishnet or see-through garments, may be worn.
 5. **Garments with Inappropriate Content:** No obscene language and /or illegal substance advertisements (to include alcoholic and tobacco advertisements) may be worn on clothing or accessories. Students are prohibited from wearing any sign, symbol, logo, or garment, which has become synonymous with any gang, cult, Satanism, or unauthorized club or organizational activity. This also includes any avenue for the promotion of products or activities prohibited by school policy or that is inflammatory and may generate negative feelings among the student body.
 6. **Head/Hair Coverings and Accessories:** No hats, caps, head coverings, hair curlers, picks, or sunglasses will be worn in school.
 7. **Appropriate Footwear:** Students are required to wear appropriate shoes at all times. Shoes with wheels are not appropriate for the school environment
 8. **Facial/Body Jewelry and Adornments:** Students are prohibited from wearing nose, tongue, eyebrow and body jewelry, and visible tattoos. Earrings, hairstyles, and other adornments that draw attention to oneself in a manner that may be disruptive to the educational process are also prohibited. Students are prohibited from wearing any metal chains, metal spiked apparel, over-sized belt buckles, or accessories.
 9. **Appropriate Undergarments:** Appropriate undergarments must be worn and not visible.
 10. **Hair Color/Design:** Students should not wear a hair color or design that is considered non-natural (i.e., other than brown, black, blond, red, and appropriate shades of each).

Unless there is a medical or other compelling reason, the principal or his/her designee shall have the final authority with assistance of a Dress Code Committee in determining acceptable or unacceptable dress and/or grooming. The Dress Code Committee will have the option to disallow any new fashion that compromises the integrity of the OMHS Dress Code. Parents are encouraged to purchase clothing that will reflect the mood of education rather than recreation. **Oak Mountain High School shall also strictly enforce the dress code dictated in the *Shelby County Student Code of Conduct and Attendance*.**

DUE PROCESS - All students are entitled to and shall receive due process in all areas regarding discipline.

ELECTRONIC COMMUNICATION DEVICE USAGE - The **inappropriate and/or use** of **(personal or school) electronic** communication devices, including but not limited to cellular telephones, smart phones, messaging devices and walkie-talkies is prohibited at any time during the instructional day for all students and while being transported by a Shelby County school bus. Students may only use devices for teacher approved academic purposes. The Shelby County Board of Education is not responsible for theft, loss, or damage of a cellular telephone or any other personal communication device. This policy is in effect the moment the student enters the school building. If a student is found in violation of this policy, the communication device will be taken up and the student will receive disciplinary action.

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ENTERING THE BUILDING - The Cafeteria will be open at 7:00 a.m. for those who must arrive early. Only students who have a teacher's pass for early appointments (make-up tests, etc.) will be allowed to enter the academic areas of the building before 7:30 am. When visiting the building during regular school hours, parents should report immediately to the Main Office and sign in to get a pass upon arrival.

BENCHMARK and SEMESTER EXAMS - It has been determined that benchmark and semester exams are very important to the learning experience for the students of Oak Mountain High School. Benchmark exams will be given at the end of 1st and 3rd nine-weeks grading period, and semester exams will be given at the end of 2nd and 4th nine weeks grading period. Only seniors who have an A for the 2nd semester for each class will be exempt from their semester exams. No other students will be exempt from benchmark exams during the school year.

FUNDRAISING - All fundraising efforts must be approved by the principal BEFORE the project is started. All fundraising activities must be sponsored by a school-related group, activity, or class and under the direction of a Shelby County Board of Education employee.

HALL PASSES - Students may not leave class without the teacher's permission and an Oak Mountain High School hall pass. Students out of class without a hall pass will be subject to discipline procedures.

LOCKERS - Hall lockers may be rented for \$20 All students are advised that under no circumstances should they do the following:

1. Write or mark on lockers (inside or outside).
2. Jam lockers so that they do not lock.
3. Paste or glue items to the lockers (inside or out).
4. Store items in lockers that are in violation of the *Shelby County Student Code of Conduct and Attendance*.
5. Share a locker with another student.

Administrators will check lockers periodically. Students who fail to adhere to the four items listed above will be subject to strict disciplinary action.

LOST AND FOUND - Items that are found should be turned in at the Main Office. Students may check for lost items in the Main Office. Students should not bring large sums of money to school, and expensive items should be left at home. All personal property brought to school should be properly labeled. Book bags and/or purses should not be left unattended. The school is NOT responsible for loss of personal items. After an appropriate length of time, unclaimed items will be donated to charity.

MEDIA CENTER - The use of the library is a privilege given to students. Students are responsible for following all rules and regulations governing library usage such as: checking out materials, paying overdue fines, paying for lost or damaged books and using technology. Student I.D. cards will be used for verification for book checkout. Students who choose not to follow these rules and regulations may be denied library privileges and/or be subject to other disciplinary action.

MEDICATIONS POLICY - All medication (prescription and non-prescription) must be kept in the designated area in the Health Room in an original container labeled with the student's name, medication name, and dosage. A

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completed medication authorization form must be on file for a student to receive medication at school. Any medication (prescription and non-prescription) in the possession of a student is considered a code violation. Possession is grounds for disciplinary action.

PARENT-TEACHER CONFERENCES - Parents may request a conference with their child's teachers when needed. Parents are asked to call the Guidance Center secretary (682-5201) if they wish to schedule a conference with teachers. Scheduled conferences must be outside the instructional time assigned to teachers. Conferences, therefore, should be scheduled for the teacher's preparation period, before school, or after school. Conferences are encouraged by the school in order to enhance communication between the school and the home.

PARKING - Parking spaces are available for juniors and seniors only. Students must be willing to conform to all guidelines set forth by the Shelby County Board of Education Student Parking Privilege Substance Abuse Policy in order to be given the privilege of parking. Students are required to park in their assigned parking spaces. The parking permit fee is \$40.00 and must be paid at the time the application is turned in. The full \$40.00 fee must be paid regardless of when the application is made during the school year. No refunds will be made of the parking permit fee.

In addition to adhering to the guidelines set forth in the Shelby County Board of Education Student Parking Privilege Substance Abuse Policy, any student driving a vehicle to school must adhere to the following parking regulations. *Suspension of driving privileges, towing of vehicles, assignment of detention to the student, and/or suspension from school may occur when these rules are violated.*

1. All vehicles parked on the Oak Mountain High School campus must be registered with this school and must display the current parking hangtag on the vehicle's rear view mirror.
2. Parking is strictly limited to the student parking area. Each student must park only in his/her assigned parking space. He or she must park appropriately not occupying another person's space. If another vehicle is parked in your space when you arrive at school, park your vehicle next to the curb closest to the main building, write down the OMHS hangtag number and tag number of the vehicle, and report immediately to an administrator.
3. Students must enter and exit following designated routes.
4. The access road behind the school is off limits to all student drivers.
5. Students must observe appropriate speed limits in the parking area and on routes leaving campus.
6. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen contraband or other contraband might be inside the vehicle.
7. **Parking hangtags can be obtained from school office personnel only.** Transferring ownership of a parking hangtag by a student will result in loss or suspension of driving privileges. Students receiving parking hangtags from another student will be subject to disciplinary action. Students who lose a hangtag should immediately report to the main office to purchase a replacement hangtag. Replacement hangtags are \$15.
8. Students must not loiter in the parking lot areas before, during, or after school hours.
9. Students may not drive or park on campus until the student has paid the required parking fee and submitted all necessary paperwork to register their vehicle with the OMHS Main Office.
10. All vehicles must be licensed and covered by insurance
11. The school is not responsible for the vehicle or its contents.

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12. Students are not allowed in the parking lot during school hours without permission from an administrator. Permission will be granted only in cases of emergency.
13. Students applying for and receiving parking hangtags must fully understand their responsibility in following these rules.
14. Students who check out must not return to school to pick up another student. If they return to campus, they must check in.

SCHOOL DELIVERIES - To limit disruption of instructional time, the delivery of flowers, balloons, candy, or other items will not be accepted. These deliveries should be sent to the student's home.

SEXUAL HARASSMENT - A student who believes that he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to a teacher, the school counselor, principal, or the Superintendent. Any student who suspects that another student is being sexually harassed shall immediately report the information to a teacher, school counselor, principal, or the Superintendent. A student's request to make his or her report to someone of the same sex will be granted.

SIGNS, POSTERS, PUBLICATIONS, HANDBILLS, SURVEYS, PETITIONS, ETC. - No signs, posters, or notices may be posted in hallways or on school premises without the permission of the principal. No surveys or petitions are allowed to circulate without prior permission of the principal. All student publications and other material intended for distribution to students shall be submitted to the principal for review and approval. If the material is not approved within a reasonable period, it must be considered disapproved. Disapprovals may be appealed following Shelby County Board of Education Policy on appeals procedure. All signs, posters, etc., are to be placed at hallway intersections unless allowed by the Principal

INOW Student Portal - INOW Student Portal is a service that is available which allows the parent or guardian the access to check their child's grades, attendance and assignments through the Internet. Attendance is entered and maintained daily. Teachers are required to update their gradebook information at 2-week intervals for progress reports and report card grade posting purposes.

SUSPENSION AND ALTERNATIVE SCHOOL - Students who are suspended from Oak Mountain High School or are assigned to the Alternative School are not allowed on campus and cannot attend any school-related activity, on the campus or off campus during the suspension or Alternative School time. Students who are on a work program (OJT, etc.) may not work during a suspension. Students in violation of this policy are subject to further disciplinary action. According to the *Shelby County Code of Conduct and Attendance*, "**Days absent from school because of suspension are unexcused. No credit for daily work is permitted when a student is absent as a result of a suspension.**" **"At the discretion of the principal, credit for nine-weeks test, midterm exams, and final exams may be given."**

The Shelby County School System has an Alternative School located at the College & Career Center. The Alternative School is designed to be an alternative to long-term suspension or expulsion. Students may be referred to the Alternative School for continuing minor, intermediate, and/or major infractions of the *Shelby County Student Code of Conduct and Attendance*.

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TEXTBOOKS - State-owned textbooks are furnished by the Shelby County School System for use by students at Oak Mountain High School. The state textbook law states: *"The parent, guardian, or other person having custody of a child to whom a textbook is issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbooks."* In order for students to take their semester exams they must present their textbook to the teacher or show a valid receipt after paying for the lost or damaged textbook.

UNAUTHORIZED ITEMS - Caps, hats, CD players, iPods, ear buds, electronic games, digital cameras or any other unauthorized items taken from students may be kept in the office until the last day of school or until picked up by a parent. Appropriate disciplinary actions will be enforced when unauthorized items are taken from students.

VISITORS - Students may not bring guests or visitors to school or class. All visitors to OMHS must register at the front desk in the Main Office and obtain a visitor's pass. Visitors must turn in their pass and sign out at the front desk upon departure. Those who do not follow this sign-in procedure are trespassing and will be subject to the trespassing laws of the State of Alabama and police intervention may be requested.

In-School Detention - ISS days are assigned for both first-time and recurring code of conduct offenses. Students assigned ISS are required to attend full days in order to successfully complete their discipline. A full day is defined as being present in ISS 7:40 am - 2:50 pm. Check-ins and check-outs for appointments and other special situations will be reviewed by the grade-level administrator. When assigned ISS, students are expected to be on time, complete all assignments assigned by the student's teachers, and follow all rules assigned by ISS teacher.

Check Procedures - Your check is welcome. The Shelby County School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Shelby County School System has contracted with Nexcheck, LLC, for collection of returned checks.

Checks should be written on a commercially printed check with your name, address, and contact telephone number. When a person writes a check to a school or the School System, he or she agrees that, if the check is returned for any reason, it may be represented electronically on the same account, and that the Service Fee for returned checks established by law may be debited from the same account.

If the check and fee are not collected electronically, Nexcheck will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone (800-639-2435) using a credit card, debit card or electronic check.

