

Mission Statement

The mission of Oak Mountain High School is to create an atmosphere of excellence where all students are encouraged to achieve their academic, creative, and physical potential through dynamic instructional methods, including 21st Century skills, extracurricular experiences, and relationships among students, staff, parents, and the community.



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

OMHS Faculty Roster 2010-11

<u>Name</u>	<u>Room #</u>	<u>Subject/Position</u>	<u>Name</u>	<u>Room #</u>	<u>Subject/Position</u>
Mendy Adams	102	Spec. Ed.	Kyle Dudley	208	English
Micheline Akins	124	Health	William Dunham	129	Science
Judy Archer	217	Spec. Ed.	Jim Duren	421	Band
Ashley Bahr	111	Soc. St.	Joan Elder	102	Spec. Ed.
Gail Bailey	247	Math	Tim Evans	126	Science
Patton Barrett	216	French	Zachary Feldman	248	Math
Chris Barlett	104	Soc. St.	Amy Fineburg	301	Asst. Principal
Amanda Bittinger	238	Math	Christopher Forrest	113	Soc. St.
Stacey Blakemore	230	English	Shane Gallman	107	Soc. St.
Teresa Boody	212	Latin	Amanda Gallups	206	English
Merritt Bowden	312	Drivers. Ed.	Sandra Gallups	121	Career Tech.
Brian Breeze	203	Health	Jennie Gandy	118	Spanish
Heath Brunner	Gym	Phys. Ed.	Holley Gates	227	English
Steve Burrough	116	Soc. St.	Jeff Glasscock	231	Spec. Ed.
John Chamblee	246	Math	Julie Godfrey	309	Career Tech.
Emily Channell	136	Science	Rita Granger	315	Career Tech.
Jennifer Chapman	122	Spanish	Jeff Harris	Gym	Phys. Ed.
Carrie Clark	239	Math	Stacey Harris	105	Soc. St.
Donald Clayton	202	Soc. St.	Julie Hart	223	English
Kelly Clayton	135	Science	Nancy Hartselle	219	Spec. Ed.
Ed Cleveland	423	Choir	Brad Hayn	120	Asst. Principal
Chad Cochran	Gym	Phys. Ed.	Dan Hines	131	Science
Chris Collins	137	Science	Pat Holder	302	Counselor
Sophia Cowan	242	Math	David Hogue	109	Soc. St.
Chris Dean	110	Soc. St.	Del Hufford	108	Soc. St.
Amy Dearman	Library	Media Specialist	Sheri Humphrey	135	Science
Melissa Dixon	226	English	Melissa Jarvis	224	Art
Joan Doyle	301	Principal	Katie Johnson	403	Phys. Ed.
Linda Dowdy	232	Special Ed.	Michael Johnson	235	Graphic Arts
Danny DuBose	249	Math	Rachel Kelly	244	Math
			Martin Klinger	125	Science
			Ashley Lemley	304	Art
			Carl Lett	115	Soc. St.
			Katie Lewis	229	English

<u>Name</u>	<u>Room #</u>	<u>Subject/Position</u>	<u>Name</u>	<u>Room #</u>	<u>Subject/Position</u>
Chris Love	312	Dr. Ed.	Alisa Smith	241	Math
Keri Lucas	207	German	Shelley Stanley	307	Career Tech
Cynthia Mace	233	Spec. Ed.	Sydne Stone	302	Counselor
Linda Martin	214	English	Donna Strong	133	Science
Barbara McDow	240	Math	Jennifer Touchstone	215	English
Monica McGuyer	237	Math	Roxanna Traylor	302	Counselor
Nicole McKinney	305	Art	Stephanie Triplett	317	Career Tech
Kathy Miller	114	Soc. St.	Nancy Tyson	127	Science
Misty Miller	111	Soc. St.	Rick Vines	234	Asst. Principal
Tina Mills	130	Science	Ashley Walls	301	Asst. Principal
Elaine Mitchell	205	ESL	Kristi Wade	302	Counselor
Jim Moore	211	English	Bridgit Watkins	132	Science
Ashley Morgan	103	Spanish	Anna Weaver	134	Science
Melany Morgan	228	Speech/Theater	Charon Wilcox	128	Science
Sharon Morgan	123	Drama	Melissa Williamson	243	Math
Trista Nabors	222	Art	Tommy Youngblood	Gym	Phys. Ed.
Denise Nolen	236	Math			
Kevin Ownby	421	Band			
Jacqueline Plaia	202	English			
Ryan Posey	106	Soc. Studies			
Allison Price	119	Spanish			
Pam Pugh	209	English			
Marissa Rath	213	English			
Gerald Riggins	101	Resource Officer			
Emily Roberts	245	Math			
Beth Rowland	Library	Media Specialist			
Kristi Sayers	210	English			
Stephanie Schell	124	Spanish			

OMHS Departmental Roster 2010-11

Administration

Joan Doyle, Principal
Rick Vines, Asst. Principal, 12th Gr.
Brad Hayn, Asst. Principal, 11th Gr.
Amy Fineburg, Asst. Principal, 10th Gr.
Ashley Walls, Asst. Principal, 9th Gr.

Guidance

Pat Holder*, 11th, 12th
Sydney Stone, 11th, 12th
Roxanna Traylor, 10th
Kristi Wade, 9th

Media Center

Amy Dearman
Beth Rowland*

School Resource Officer

Deputy Gerald Riggins

English/Lang. Arts

Stacey Blakemore
Melissa Dixon
Kyle Dudley
Amanda Gallups
Holley Gates
Julie Hart
Katie Lewis
Linda Martin*
Jim Moore
Jackie Plaia
Pam Pugh
Kristi Sayers
Marissa Rath
Jennifer Touchstone

Math

Gail Bailey
Amanda Bittinger
John Chamblee
Carrie Clark
Sophia Cowan
Danny DuBose
Zachary Feldman
Rachel Kelly
Barbara McDow
Moncia McGuyer
Denise Nolen
Emily Roberts
Alisa Smith*
Shelton Stalls
Melissa Williamson

Science

Emily Channell
Kelly Clayton
Christion Collins
William Dunham
Tim Evans*
Dan Hines
Sheri Humphrey
Martin Klinger
Tina Mills
Donna Strong
Nancy Tyson
Bridgit Watkins
Charon Wilcox

Social Studies

Ashley Bahr
Chris Bartlett
Steve Burrough
Chris Dean
Christopher Forrest
Shane Gallman
Stacey Harris
David Hogue
Delbert Hufford
Carl Lett*
Kathy Miller
Misty Miller
Ryan Posey

Special Education

Mendy Adams
Judy Archer
Linda Dowdy
Joan Elder*
Jeff Glasscock
Nancy Hartselle
Cynthia Mace

Foreign Language

Patton Barrett (French)
Teresa Boody (Latin)
Jennifer Chapman (Spanish)
Jennie Gandy* (Spanish)
Ashley Morgan (Spanish)
Allison Price (Spanish)
Stephanie Schell (Spanish)
Keri Lucas (German)

Career Technical

Sandra Gallups*
Julie Godfrey
Rita Granger
Shelley Stanley
Stephanie Triplett

Physical Education/ Health/Dr. Ed.

Micheline Akins
Merritt Bowden
Brian Breeze
Heath Brunner
Chad Cochran
Katie Johnson
Chris Love
Tommy Youngblood

Fine Arts

Ed Cleveland*
Jim Duren
Melissa Jarvis
Ashley Lemley
Nicole McKinney
Melany Morgan
Sharon Morgan
Trista Nabors
Kevin Ownby

Graphic Arts

Michael Johnson

ESL

Elaine Mitchell
Naomi Abe

*Department Chair

OMHS LEARNING COMMUNITIES - Teachers who engage in conscious and deliberate on-going professional development to strengthen their knowledge, skills and abilities relevant to teaching context, sharing their expertise in a leadership role with others, and working collaboratively with colleagues to improve teaching and learning within their school or in the wider community. Our entire school is a Learning Community. Each department is also a Learning Community. Other smaller content based-subject based Learning Communities are listed below:

ACADEMIC ENHANCEMENT

Marissa Rath*
Danny DuBose
William Dunham
David Hogue

ALG I/A-B

Carrie Clark*
Zach Feldman
Rachel Kelly
Gail Bailey
Sophie Cowan

ALG 2/ALG 2 W/TRIG

Rachel Kelly
Carrie Clark
Melissa Williamson
Denise Nolen*
Emily Roberts

ALGEBRA 3

Barbara McDow

ALGEBRAIC CONNECTIONS

Monica McGuyer

CALCULUS

Amanda Bittinger*
Alisa Smith

GEOMETRY/FORMAL GEO.

Danny DuBose*
Zach Feldman
John Chamblee
Barbara McDow
Monica McGuyer

PRE-CALCULUS

Amanda Bittinger
Alisa Smith*
Denise Nolen
Emily Roberts

ANATOMY/PHYS.

William Dunham
Chris Collins
Donna Strong

BIOLOGY

Dan Hines
William Dunham
Kelly Clayton
Bridgit Watkins*
Anna Weaver

CHEMISTRY

Tina Mills*
Charon Wilcox
Nancy Tyson
Emily Channell

ENVIRONMENTAL SCIENCE

Tim Evans*

PHYSICAL SCIENCE

Martin Klinger

PHYSICS

Sheri Humphrey

FORENSIC SCIENCE

Emily Channel

ZOOLOGY

Donna Strong

EARTH & SPACE SCIENCE

Chris Collins

HEALTH

Micheline Akins*
Brian Breeze

FACS

Rita Granger

MARKETING

Sandra Gallups

ART

Nicole McKinney
Melissa Jarvis
Trista Nabors
Ashley Lemley*
Michael Johnson

BAND/CHOIR/DRAMA

Jim Duren*
Kevin Ownby
Ed Cleveland
Sharon Morgan
Melany Morgan

BUSINESS ED.

Sandra Gallups
Julie Godfrey*
Shelley Stanley
Stephanie Triplett

ENGLISH 9

Keri Lucas
Jennifer Touchstone*
Pam Pugh*
Jim Moore
Amanda Gallups

ENGLISH 10

Katie Lewis*
Julie Hart
Kyle Dudley
Holly Gates

ENGLISH 11

Marissa Rath*
Amanda Gallups
Holly Gates
Kristi Sayers*
Stacey Blakemore

ENGLISH 12

Melissa Dixon*
Jackie Plaia

AP ENGLISH

Linda Martin*
Jennifer Touchstone

BROADCAST JOURNALISM

Julie Hart

SPEECH

Melany Morgan

FRENCH

Patton Barrett

GERMAN

Keri Lucas

LATIN

Teresa Boody

SPANISH

Jennie Gandy*
Ashley Morgan
Allison Price
Jennifer Chapman
Stephanie Schell

GOV'T/ECONOMICS

Ashley Bahr
Shane Gallman
Carl Lett*
Misty Miller

U.S. HISTORY 10

Ashley Bahr*
David Hogue
Kathy Miller
Chris Dean
Donald Clayton
Misty Miller

U.S. HISTORY 11

Stacey Harris*
Chris Dean
Ryan Posey
Del Hufford

WORLD HISTORY

Ryan Posey
Chris Bartlett*
Michael Burrough
Chris Forrest

PHY. ED./DRIVER'S ED.

Chris Love*
Jeff Harris
Heath Brunner
Merritt Bowden
Chad Cochran
Katie Johnson
Tommy Youngblood

TECHNOLOGY

Bridgit Watkins*
Amy Dearman*
Brad Hayn

MEDIA SERVICES

Beth Rowland*
Amy Dearman

SPECIAL EDUCATION

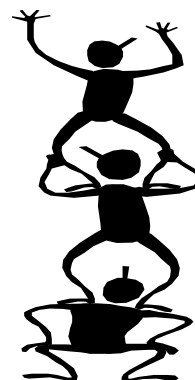
Joan Elder*
Cynthia Mace
Jeff Glasscock
Judy Archer
Mendy Adams*
Nancy Hartselle
Linda Dowdy

ESL

Elaine Mitchell*
Naomi Abe

OMHS Support Staff 2010-11

Tori Andrich	<i>CNP Mgr.</i>	Maxie Glover	<i>Custodian</i>
Charlene Gilmore	<i>CNP</i>	Betty Graham	<i>Custodian</i>
Teena Gann	<i>CNP</i>	Virgil Perkins	<i>Custodian</i>
Nancy Hunt	<i>CNP Area Mgr.</i>	Anna Faye Robertson	<i>Custodian</i>
Nancy Irwin	<i>CNP</i>	Herman Smith	<i>Custodian</i>
Parul Jani	<i>CNP</i>	Bobby Gene Varden	<i>Custodian</i>
Bobbi Brown	<i>CNP</i>		
Mike McCormick	<i>CNP Asst. Mgr.</i>	Leigh Huff	<i>Guidance Office</i>
Marguerite McNamee	<i>CNP</i>		
Jerri Morton	<i>CNP</i>	Shirley Chumley	<i>Main Office</i>
Glenda Patterson	<i>CNP</i>	Kaye Hurley	<i>Main Office</i>
Brenda Phillips	<i>CNP</i>	Norma Koonce	<i>Main Office</i>
Rebecca Thomas	<i>CNP</i>	Kristi Lamb	<i>Main Office</i>
Pam Trumer	<i>CNP</i>	Kina Potter	<i>Main Office</i>
Linda Gray	<i>CNP</i>	Kelley Wilson	<i>Attendance Office</i>
Sharon Cleveland	<i>Media Center Aide</i>	Charles Glenn	<i>Maintenance Tech.</i>
Dorothy Carlisle	<i>Bus Driver</i>	Peggy Bridges	<i>Paraprofessional</i>
Stacey Cooper	<i>Bus Driver</i>	Jeri Corn	<i>Paraprofessional</i>
Jeff Glasscock	<i>Bus Driver</i>	Lynn Fields	<i>Paraprofessional</i>
Beverly Gollotte	<i>Bus Driver</i>	Tanya Marks	<i>Paraprofessional</i>
Rita Granger	<i>Bus Driver</i>	Mark Warren	<i>Paraprofessional</i>
Pat Hall	<i>Bus Driver</i>	Tina Anderson	<i>Paraprofessional</i>
Jane Hubbard	<i>Bus Driver</i>	Ava Ballard	<i>Paraprofessional</i>
Penni Huddleston	<i>Bus Driver</i>		
Colleen Kellogg	<i>Bus Driver</i>	Tammy Lantrip	<i>School Nurse</i>
Sharon Morgan	<i>Bus Driver</i>		
Linda Nadler	<i>Bus Driver</i>		
Leon Tsimpides	<i>Bus Driver</i>		



Teacher Mentors

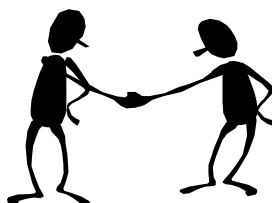
The following teachers have been selected to serve as mentors or buddy teachers for teachers new to Oak Mountain High School. These mentors /buddy teachers will provide information and answer questions related to the daily operation of OMHS (purchase orders, attendance, activities, etc.), lesson plans, curriculum, AHSGE, and anything else you want to know.

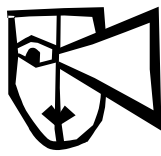
Our Teacher Mentor Program Coordinator is **Amanda Bittinger (205-646-3501)**. Please feel free to contact her for any help you may need.

<u>New Teacher</u>	<u>Subject</u>	<u>Mentor</u>
Brian Breeze	Health	Micheline Akins
Heath Brunner**	Physical Education	Tommy Youngblood
Chad Cochran**	Physical Education	Tommy Youngblood
Sophia Cowan	Math	Barbara McDow
Amanda Gallups*	English	Pam Pugh
Nancy Hartselle*	Special Education	Linda Dowdy
Misty Miller**	Social Studies	Carl Lett
Melany Morgan*	Speech/Theatre	Sharon Morgan
Ryan Posey**	Social Studies	Chris Bartlett
Shelley Stanley*	Business Education	Julie Godfrey
Dr. Donna Strong	Science	Sheri Humphrey

*First-year teachers

** Teachers New to Shelby County System



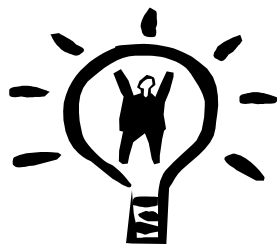


Who to See...

Principal	Joan Doyle	
Assistant Principals	Rick Vines	12th Gr.
	Brad Hayn	11th Gr.
	Amy Fineburg	10th Gr.
	Ashley Walls	9th Gr.
Counselors	9th Gr.	Kristi Wade
	10th Gr.	Roxanna Traylor
	11th - 12th (A-L)	Sydne Stone
	11th - 12th (M-Z)	Pat Holder
Alternative School Assignments	Kaye Hurley	
Bookkeeping	S. Chumley	
Building Use	R. Vines/J. Doyle	
Buses	R. Vines	
Calendar	J. Doyle/K. Lamb	
Change of Address		
Students	N. Koonce	
Faculty	S. Chumley/K. Lamb	
Copy Machines		
Additional Copies	S. Chumley	
Operation	K. Lamb	
Custodial Schedule	R. Vines	
Duty Rosters		
Restroom	A. Fineburg	
Before/After School	R. Vines	
Field Trips	J. Doyle	
Fundraisers	J. Doyle	
Grade Changes	N. Koonce	
Homework Requests	T. Lantrip	
Student ID's	K. Lamb	
Keys	R. Vines	
Paychecks	S. Chumley	
Room Repair	C. Glenn	
Substitutes	A. Fineburg	
Textbooks	B. Hayn	

Department Chairs

English	Linda Martin
Math	Alisa Smith
Science	Tim Evans
Social Studies	Carl Lett
P.E./Health/Dr. Ed.	Chris Love
Special Ed.	Joan Elder
Guidance	Pat Holder
Fine Arts	Ed Cleveland
Foreign Language	Jennie Gandy
Career-Technical	Sandra Gallups
Media Center	Beth Rowland



Lunch Schedule

A 11:11-11:36	B 11:23-11:48	C 11:35-12:00	D 11:46-12:11	E 11:57-12:22	F 12:07-12:32
Archer	Chamblee	Burrough	Bahr	Blakemore	Clayton, K
Bittinger	Chapman	Dean	Bartlett	Dudley	Channell
Breeze	Clark	Forrest	Dixon	Gallups, A.	Collins
Brunner	Cowan	Gandy	Gallman	Gates	Dunham
Dowdy	Dubose	Godfrey	Harris, S.	Hart	Johnson, K.
Evans	Feldman	Lett	Hogue	Lewis	Klinger
Granger	Kelly	Morgan, A.	Hufford	Lucas	Mills
Hartselle	Roberts	Posey	Jarvis	Moore	Strong
Hines	Williamson	Price	McKinney	Rath	Tyson
Humphrey		Schell	Miller, M.	Sayers	Watkins
Johnson, M.		Stanley	Plaia		Weaver
Love		Triplett			Wilcox
Morgan, M.					
Morgan, S.					
Nabors					
Nolen					
Ownby					

LUNCH A: Report directly after 4th period bell.

LUNCH B: Chamblee, Chapman, Clark, Cowan arrive at 11:23 a.m.
Dubose, Feldman, Kelly, Roberts and Williamson arrive at 11:24 a.m.

LUNCH C: Burrough, Dean, Forrest, Gandy, Godfrey and Lett arrive at 11:35 a.m.
A. Morgan, Posey, Price, Schell, Stanley and Triplett arrive at 11:36 a.m.

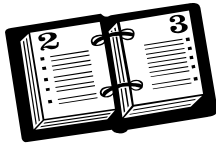
LUNCH D: Bahr, Bartlett, Dixon, Gallman, S. Harris and Hogue arrive at 11:46 a.m.
Hufford, Jarvis, McKinney, M. Miller and Plaia arrive at 11:47 a.m.

LUNCH E: Blakemore, Dudley, A. Gallups, Gates and Hart arrive at 11:57 a.m.
Lewis, Lucas, Moore, Rath and Sayers arrive at 11:58 a.m.

LUNCH F: K. Clayton, Channell, Collins, Dunham, K. Johnson and Klinger arrive at 12:07 p.m.
Mills, Strong, Tyson, Watkins, Weaver and Wilcox arrive at 12:08 p.m.

NOTE: Problems occur when teachers send classes early. Please send students at the time you are assigned.

ALL TEACHERS MUST ACCOMPANY CLASSES TO CAFETERIA. THIS IS NOT A DUTY-FREE PERIOD.



Mark your calendar!!

SHELBY COUNTY SCHOOLS 2010 – 2011 School Calendar

July 5..... Independence Day (Schools & Offices Closed)
 Aug 4-6..... New Teacher Orientation
 Aug 9..... Teacher Workday (No Students)
 Aug 10..... Institute / Local Prof. Dev. (No Students)
 Aug 11..... Local Prof. Dev. (No Students)
 Aug 12..... 1st Semester Begins, Full Day for Students
 Sep 6..... Labor Day (Schools & Offices Closed)
 Oct 11..... Teacher Workday (No Students)
(1/2 Teacher Workday, 1/2 Prof. Dev.)
 Oct 21..... System-Wide Parenting Day
 Nov 11..... Veteran's Day Observed (Schools & Offices Closed)
 Nov 24-26..... Thanksgiving Break (Schools Closed)
 Dec 17..... 1st Semester Ends, Students Dismissed at 1:00 P.M.
 Faculty and Staff Dismissed at 3:00 P.M.
 Dec 20-Jan 3..... CHRISTMAS HOLIDAYS
 Jan 3..... Teacher Workday (No Students/Offices Open)
 Jan 4..... 2nd Semester Begins, Full Day for Students
 Jan 17..... M.L. King, Jr. Birthday (Schools & Offices Closed)
 Feb 21..... Presidents' Day/1st Inclement Weather Day
(Schools & Offices Closed Unless Needed as Make-up Day)
 Mar 14-18 SPRING BREAK
 Mar 21..... Teacher Workday (No Students)
 Apr 22..... 2nd Inclement Weather Day
 (Schools Closed Unless Needed as Make-up Day/Offices Open)
 May 26 2nd Semester Ends, Schools Close at 3:00 P.M.
 High School Graduations
 May 27 Teacher Workday (No Students)
 May 30 Memorial Day (Schools & Offices Closed)
 First Semester **86** days Second Semester **94** days

TESTING DATES

Jul 12-16..... Graduation Exams
 Sep 20-24..... Graduation Exams
 Oct 13..... PSAT
 Dec 6-10..... Graduation Exams
 Feb 16-22..... State Writing Assessment-Grades 5, 7, & 10
 Feb 28-Mar 4..... Graduation Exams
 Mar 22-Apr 1Stanford Achievement Test 10 and Alabama
 Reading and Math Test – Grades 3-8
 April 4-6.....Alabama Science Assessment—Grades 5-7
 May 2-13.....AP Exams

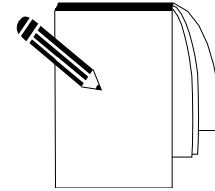
GRADING PERIODS

Period Ends #Days Grades Sent Home

1st Period October 8..41 October 15
 2nd Period December 17.....45 January 7
 3rd Period March 11.....47 March 25
 4th Period May 26.....47*May 26

*Some schools may hand deliver report cards on the last day of school. All others will be mailed as soon as they are available.

Meeting Schedules



FACULTY MEETING SCHEDULE

Listed below is a schedule of monthly meetings. This schedule will be used each month unless special full faculty meetings are needed.

1st Monday	<u>F</u> ull faculty meeting
2nd Monday	Dept. Chairs with Principal
3rd Monday	CSI Leadership Team Meetings
4th Monday	Committee/Action Team Meetings

CLUB MEETING SCHEDULE

Listed below is a schedule of monthly club meetings. This schedule will be used each month unless special meetings are needed.

1ST TUESDAY	2ND TUESDAY	3RD TUESDAY	4TH TUESDAY
National Honor Society Key Club	Interact Club FCCLA	Mu Alpha Theta Make-a-Change FBLA DECA	For. Lang. (Spanish, Latin, French & German) Drama Art Club

SGA meets every Thursday at 7:00 a.m. Sponsors should schedule additional meetings on days other than Tuesday mornings.

Bell Schedules

2010-2011

REGULAR SCHEDULE

7:30 a.m.	First Bell
7:35 a.m.	Warning Bell
7:40 a.m. - 8:29 a.m.	1st Period
8:34 a.m. - 9:23 a.m.	2nd Period
9:28 a.m. - 10:17 a.m.	3rd Period
10:22 a.m. - 11:11 a.m.	4th Period
11:16 a.m. - 12:32 p.m.*	5th Period
12:37 p.m. - 1:02 p.m.	6th Period
1:07 p.m. - 1:56 p.m.	7th Period
2:01 p.m. - 2:50 p.m.	8th Period

*LUNCH SCHEDULE (5th Period)

Lunch A	11:11 a.m.-11:36 a.m.
Lunch B	11:23 a.m.-11:48 a.m.
Lunch C	11:35 a.m.-12:00 p.m.
Lunch D	11:46 a.m.-12:11 a.m.
Lunch E	11:57 a.m.-12:22 p.m.
Lunch F	12:07 p.m.-12:32 p.m.

PEP RALLY SCHEDULE

12:37 p.m. - 1:26 p.m.	7th Period
1:31 p.m. - 2:20 p.m.	8th Period
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 Clubs & Organizations

Alabama Youth Legislature	Alabama Youth Legislature is a sound educational approach to the development of citizen participation in the democratic government by providing opportunities to high school youth to study public government through a model legislative program. We meet during the year at school. Participants are also required to attend a District meeting in B'ham or the Electoral College in Montgomery. The Youth Legislature convenes in April for a four-day weekend in Montgomery, where we actually use the House and Senate chambers. Students learn parliamentary procedures, brainstorm ideas for bill writing, learn how to write them in the correct form, and practice debating those we write
Art Club	This organization promotes the use of art in our schools and community.
Band	The Spirit of Cahaba, the OMHS marching and symphonic band, performs under the direction of Mr. Jim Duren. The band performs at all football games and competes in local marching competitions. Majorettes and the All-American Dancers all work with this dynamic marching band.
Basketball Belles	Support the Varsity Basketball Team, attend home games, make signs for basketball players' lockers, and serve refreshments to the referees.
Chess Club	For students interested in learning or enhancing chess skills and strategies. Students participate in competition with other OMHS students.
Choir	Under the direction of Mr. Ed Cleveland, students express themselves musically with music varying from classical to contemporary styles. Concert Choir, Honor's Ensemble, Women's Chorus ("Chanter"), and Chamber/Show Choir ("Con Brio") entertain students at OMHS and compete in local and regional competitions.
Debate Team	Competitive Debate, also known as Forensics, is the greatest opportunity for a student to learn about the art of Debate. In a competitive arena, students will debate a chosen topic in a Lincoln-Douglas or Policy format. For each competition, the student receives points toward membership in the National Forensic League (NFL), a national honorary society dedicated to the recognition of service in the realm of public speaking. Student competition lasts from early September to April. Students compete for trophies, state titles, and a chance to go to the national tournament.
DECA	DECA (Distributive Education Clubs of America), an Association of Marketing Students, is the co-curricular organization created to enhance the educational program of marketing students. DECA helps students develop skills and competencies for marketing careers, build self-esteem, experience leadership and practice community service. Some of the yearly activities include officer elections, leadership training, fashion shows, induction ceremonies, field trips, and traveling to three levels of competitive events. During the local induction ceremony, students receive a membership pin, card, and a subscription to DECA's national magazine, DECA Dimensions.
Delta Epsilon Phi	German Honor Society. Students must have completed 3 semesters of German and have attained an average of 3.6 in German and a 3.0 general average during these 3 semesters.
Destination Imagination	An international organization for students teaching life skills and expanding imaginations. Teams are formed in the fall with parents serving as coaches. Problems involve structure building, the arts, science and mystery, inventiveness, and improvisation. Competition begins in early March at the Regional level, followed by State and Global finals.
Diamond Dolls	Support the Varsity Baseball Team, help by keeping score, selling tickets at the gate, and attending home games.
Drama Club	The Drama Club is an organization of students that are interested in all aspects of the drama world. Students help in the promotion and production of plays, assist with drama competitions, and also learn techniques which enhance their acting skills. The year culminates in the Drama Club One-Act Plays, which are student directed. Meetings are held once a month.
Envirothon Team	The Envirothon Team is comprised of 5 members that represent OMHS at state competition in April each year. These students take learning from the classroom to the environment. They attend several hands-on workshops dealing with wildlife, aquatics, forestry, soils, and a current issue that changes from year to year. Once tested on recently reviewed material, the team makes a 20-minute presentation encompassing all their knowledge and information. OMHS's Envirothon Team has placed in the top 10 each year at the state level.

FBLA (Future Business Leaders of America)	FBLA is an international vocational student organization that is a component of the Business Education Program. FBLA members will demonstrate leadership as they participate in local school activities, as well as district, state, and national competitions. The competitive events include Computer Concepts, Computer Applications, Business Calculations, Keyboarding, Business Communications, Graphic Presentations, and others. FBLA allows students to come in contact with individuals that can assist in their career goals and dreams. All students that are taking Business Education courses are encouraged to be active members of FBLA.
Fellowship of Christian Athletes (FCA)	The Fellowship of Christian Athletes (FCA) is a nondenominational group of students that meets on the first and third Tuesday of each month. The mission of FCA is "to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the Church." All students, including students not involved in athletics, are welcome to participate.
FCCLA (Family, Career & Community Leaders of America)	A national student organization that helps young men and women become leaders. It addresses important personal, family, work and societal issues through Family and Consumer Sciences Education and offers real world learning experiences through community service activities.
First Priority	A nondenominational Christian-based group that meets weekly. They worship through songs, speakers and student testimonies. First Priority also sponsors "See You at the Pole."
Foreign Language Clubs	Students are exposed to the traditions of different cultures in addition to studying various foreign languages. Students also engage in various competitions throughout the year.
Interact Club	Community service group that is sponsored by the Inverness Rotary Club. They raise money for charitable organizations and do volunteer work in the community.
Junior Classical League	The National Junior Classical League (NJCL) is an organization of junior and senior high students sponsored by the American Classical League. Its purpose is to encourage an interest in and an appreciation of the language, literature and culture of ancient Greece and Rome and to impart an understanding of the debt of our own culture to that of Classical antiquity.
Key Club	Key Club is a service club sponsored by the Inverness Kiwanis Club. Student in Key Club participate in many community service projects during the school year.
Leo Club	Leo Clubs are an official activity of Lions Club International that encourages young men and women to serve others in their community and around the world. Leo Clubs are sponsored by local Lions Clubs. Leo Club activities include regular meetings, service projects and social functions. The Leo motto - Leadership, Experience, Opportunity - is fulfilled as members work together in response to the needs of others.
Literary Magazine	Plans and designs the OMHS school literary magazine, which showcases a broad collection of student artistic, literary, and musical talents.
Make-a-Change Club	The Make-a-Change Club is a national organization that helps challenge high school students to break down the barriers that exist between different races, religions and cultures.
Math Teams (Algebra II, Adv. Math, & Geometry)	These teams stay busy throughout the year with weekly practices and competitions. The student must be enrolled in the course to be on the team.
Mu Alpha Theta	An organization that recognizes above average math students. Each member must obtain a cumulative GPA of 3.5 in college preparatory mathematics beginning with the freshman year of high school.
National Honor Society	This academic honor society promotes academic excellence throughout the high school years. To be considered for membership or "tapping," you must have a 3.75 GPA, teacher recommendation, and be in the 10 th , 11 th or 12 th grade..
National Latin Honor Society	Students must be invited to join this organization and must have taken at least three semesters of Latin and have an "A" average.
Newspaper Staff	Plans and designs the OMHS school newspaper, <i>The Eagle's Eye</i> .

Oak Mountain Masters	A service organization dedicated to serving OMHS. Five boys and five girls from the 10 th , 11 th , and 12 th grade classes are eligible for membership. Once selected, the students will remain in the program until they graduate. The Oak Mountain Masters serve as OMHS ambassadors.																								
Peer Assisting Learning Support (PALS)	PALS is a student-run organization that fosters relationships between students with and without disabilities through one-on-one and group activities. PALS desires to allow all students to experience the benefits of friendship, teamwork, and responsibility.																								
Peer Counselors	This class is designed for students who have a desire to take an active part in creating a positive environment for the school community. Students are trained to become listeners while maintaining the requirement of confidentiality. Students are also trained to be successful mediators by understanding the nature of the conflict, cultural differences and nonviolent resolution. Students will develop school prevention programs and aid in peer tutoring and new student orientation. This class is open to 10 th -12 th grade students. Students must apply and interview in the spring for this class.																								
Pin Pals	Pin Pals show their support for the Wrestling Team. They help keep score and make signs to encourage the players.																								
SADD	Part of a national organization, <u>S</u> tudents <u>A</u> gainst <u>D</u> estructive <u>D</u> ecisions, the focus of this group is awareness against the abuse of alcohol and drugs. These students also help to organize the annual Prom Promise Program and coordinate Red Ribbon Week.																								
Scholars' Bowl (JV & Varsity)	Participates in various competitions such as the Energy Bowl, Shelby County Tournament and various competitions throughout the school year. Sponsored by Alabama Power.																								
Science Olympiad	Team members become experts in one or two areas of science and compete in February at the University of Alabama in an Olympic style setting with other area high schools. Events range from engineering airplanes to surfing the web to chemistry detectives.																								
SGA	The Student Government Association serves as representation of all students at OMHS. Representatives are elected from each class and work together to promote a positive school environment. This service organization is also involved in activities to benefit local charities.																								
Spanish National Honor Society	The Spanish National Honor Society recognizes high achievement in Spanish and strives to promote continuity of interest in Hispanic studies. In order to become a member, students must meet the minimum requirements of a 3.75 overall GPA and a 95 average in Spanish II, III, or IV.																								
Soccer Sweeties	Soccer Sweeties attend the Boys' Varsity Soccer home games, support the players and work the concession stand.																								
Sports	<table border="0"> <tr> <td>Baseball:</td> <td>Varsity, JV, and 9th</td> </tr> <tr> <td>Basketball:</td> <td>Boys Varsity, JV, and 9th Girls' Varsity & JV</td> </tr> <tr> <td>Cheerleaders:</td> <td>Varsity, JV, and 9th</td> </tr> <tr> <td>Football</td> <td>Varsity, JV, and 9th</td> </tr> <tr> <td>Golf:</td> <td>Girls & Boys Teams</td> </tr> <tr> <td>Soccer:</td> <td>Girls & Boys Varsity, JV, and 9th</td> </tr> <tr> <td>Softball:</td> <td>Varsity & JV</td> </tr> <tr> <td>Swimming:</td> <td>Girls & Boys</td> </tr> <tr> <td>Tennis:</td> <td>Girls & Boys Teams</td> </tr> <tr> <td>Track:</td> <td>Boys & Girls Indoor, Outdoor, and Cross Country</td> </tr> <tr> <td>Volleyball:</td> <td>Varsity, JV, and 9th</td> </tr> <tr> <td>Wrestling:</td> <td>Varsity & JV</td> </tr> </table>	Baseball:	Varsity, JV, and 9 th	Basketball:	Boys Varsity, JV, and 9 th Girls' Varsity & JV	Cheerleaders:	Varsity, JV, and 9 th	Football	Varsity, JV, and 9 th	Golf:	Girls & Boys Teams	Soccer:	Girls & Boys Varsity, JV, and 9 th	Softball:	Varsity & JV	Swimming:	Girls & Boys	Tennis:	Girls & Boys Teams	Track:	Boys & Girls Indoor, Outdoor, and Cross Country	Volleyball:	Varsity, JV, and 9 th	Wrestling:	Varsity & JV
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SWAT	Students' War Against Temptation (SWAT) is a proactive approach to help our students with the temptations they face in today's society. This volunteer random drug testing program is available at no cost to all students.																								
Yearbook Staff	The Yearbook Staff Plans and designs the award-winning OMHS yearbook, <i>Paragon</i> . Staff members are chosen through an application and selection process.																								

Did you know??

Announcements

If you would like for an announcement to be made on the morning news broadcast and on the e-news, email Julie Hart (j2hart@shelbyed.k12.al.us) and Kristi Lamb (k2lamb@shelbyed.k12.al.us). Be sure to include the dates that you want the announcement to run in the subject line. Announcements will be made during 6th period via our closed circuit broadcast.

Parking

Members of the faculty should park in the numbered parking space designated on their parking hangtag. Parking hangtags are to be hung from the rear view mirror and must be displayed at all times. No students will be allowed to park in this area. It is imperative that members of the faculty park in their designated space. Please do not park in the areas in front of the school designated for visitors.



Prep Period



Parent conferences will be scheduled during preparation periods. Do not leave the school campus without permission from an administrator. Errands and other personal business away from school should be attended to after school and not during prep periods.

Telephones



Telephones are available for teachers' use in the teachers' workrooms. Students are not allowed to use the telephones in the offices, except in emergency cases with their teachers' permission and the approval of the office personnel.

Tobacco Products

Shelby County School facilities are tobacco-product free. Teachers and staff are not allowed to use tobacco products of any kind on the campus at any time.



Workrooms

There are two faculty workrooms (room 220 & 201). A third copier is located in the lobby area of room 101, which is located near the entrance to the Social Studies Hall. Assistance will be provided for anyone unfamiliar with equipment located in these rooms. Students are not allowed in any of the faculty workrooms. Mailboxes are located in the main workroom (room 201). Boxes should be checked each morning, during the day, and after school. Important information such as memos, incoming mail, conference appointments, and phone messages are placed in the mailboxes. Please remember to refrain from leaving room keys, money, and other items of value in the mailboxes. Sign-in binders are located in the main faculty workroom.



Attendance Procedures

1st Period Attendance

This is the **MOST** crucial posting of the day. You are to take roll at 7:40 a.m. and immediately post your attendance. If a student enters after you have posted, they must go to the attendance office to receive an admit slip (this student should have been marked absent by you). Students entering after 7:40 a.m. will have a note signed from the attendance office. Do not admit students without receiving this notice.

You will **NEVER** mark any students tardy to 1st period/school. The attendance clerk will mark all tardies to school. When you mark a student absent for 1st period, it will mark them absent for the entire day. Therefore, if the posting is incorrect, the attendance clerk must correct it immediately. *Send the student immediately to the attendance clerk.*

2nd – 7th Period Attendance

When the tardy bell rings please close your door and only admit students who have a tardy slip signed by an administrator or teacher.

If you write a tardy slip for a student, please give the student the tardy slip and remind the student to drop a copy by the attendance window before reporting to class.

- ◆ Call roll from your computer so that you can see changes that have been made to your class lists.
- ◆ If a child is in your class, but is marked absent on the computer, you must immediately send them to the attendance window.
- ◆ **Do not** send an e-mail to correct an attendance mistake.

Hall Passes are a necessity!

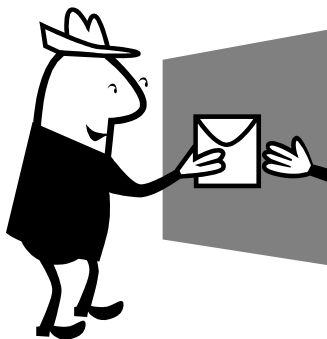
Attendance Excuses

All parent notes, doctor's excuses, etc. are to be given to the attendance clerk. They will be inputted into the computer by the office and you will see the absence code by using the attendance detail button.

- 1X – Parent note for student illness
- 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

Only an excused absence permits work to be made up.



Attendance Policy

STUDENT ABSENCES - A parent or guardian should call the attendance office (682-5202) to report when a student is going to be absent or checking in late.

NOTES FOR 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. Exceptions for unusual circumstances will be left to the principal's discretion.

EXCUSED AND UNEXCUSED ABSENCES - The following are excused and unexcused codes and absences that may appear on a student's attendance record:

- | | |
|--|--|
| • (1X) Parent note for student illness (excused) | (FTI) Filed Trip-Instructional (excused) |
| • (2X) Doctor's or dentist's excuse (excused) | (FTB) Field Trip-Band (excused) |
| • (3X) Court excuse (excused) | (FTA) Filed Trip-Athletic (excused) |
| • (4X) Principal's permission/Death in the immediate family (excused) | (IEP) Individual Education Plan (excused) |
| • (5X) Suspension (unexcused) | (CV) College Visit (excused) |
| • (6X) Parent note (unexcused) | (CR) Credit Recovery |
| • (7X) No note or explanation (unexcused) | (ISD) In School Detention |

Excessive Absences - In compliance with the *Shelby County Board of Education's Student Code of Conduct and Attendance 2009-2010*, students with excessive absences may lose credit for course work.

1. Regarding high school students and semester classes, when a student in grades 9-12 has accumulated more than 6 absences in a class during the semester, the principal shall evaluate the attendance record and may recommend loss of credit. A student who has 4 unexcused absences (5X, 6X, 7X) out of a total of 7 or more absences during a semester shall be denied academic credit for excessive absences. The parent/guardian and the System Attendance Officer shall be notified in writing in the event of loss of credit.
2. Absences beyond 12 (excluding 2X & 3X) during the year must be documented with a doctor's or court excuse or permission of the principal.
3. A student who has been retained or lost credit because of noncompliance with attendance policies shall receive a Noncompliance Attendance (NCA) on the report card and all other records for that semester or that year.
4. NCA loss of grades will be made up in the same manner other failures and retentions are made up.

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. Exceptions for unusual circumstances will be left to the principal's discretion. 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 student's 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. 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. No credit for daily work is permitted when a student is absent as a result of suspension from school per Shelby County Board of Education policy.
7. Given the number of days missed due to excused absences, students shall be given an appropriate time period in which to complete the assignment(s). For assignments that were due on the day in which the student was absent, provided that the due date was previously communicated prior to the student's absence, the student should be prepared to turn-in the assignment upon returning to school.

ATTENDANCE LETTERS/EARLY WARNING - Attendance letters will be mailed to parents of students in grades 9-12 after the 2nd and 5th absence that is not documented by an excused parent's note, court note, doctor's note or principal's permission each semester. An Early Warning Program has been established to provide intervention for truancy. A student is considered truant when there is no explanation provided for absences or is absent for reasons other than those recognized as excusable. **Additional information regarding attendance is available in the Shelby County Code of Conduct and Attendance.**

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, 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 for himself/herself. 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 9-week grading period:

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

TARDIES TO SCHOOL	CONSEQUENCES	
	Student Drives To School	Student Does Not Drive To School
3	Parking pass suspended for 5 school days	4 hours of detention/Saturday School
4	Parking pass suspended for 10 school days	1 Successful In School Detention Day
Subsequent Tardies	Parking pass suspended for 9 school weeks (Please read note)	1 day of suspension and a Pre-Early Warning Referral

Note: When a student's parking pass has been suspended for 9 school weeks, (45 school days) the student must meet the following criteria in order for their parking pass to be reinstated:

1. The student must complete the 9 school weeks with zero (0) tardies to school.
2. If there are discipline issues during the 9 school weeks, the infractions must be minimal disciplinary infractions.
3. There must be final approval of the administrative team to reinstate parking privileges.

If the student meets the above written criteria over a period of 9 school weeks, the student will begin a clean slate regarding tardies to school. However, if the student does not meet the above written criteria over a period of 9 school weeks, the student will lose their parking for the remainder of the school year.

The tardy to school count will start over at the beginning of each nine weeks grading period. The parking lot will be checked each morning.

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. Whenever students arrive in class more than 5 minutes after the tardy bell, he/she must go to the attendance window in the Main Office for a pass from an administrator. Students missing more than half the class period will receive an unexcused absence and will not be allowed to make up work until the absence is cleared. Teachers are encouraged not to keep students out of a class or make them late for a class without the PRIOR approval of the student's next teacher or an administrator.

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.

STEP	NUMBER OF TARDIES	CONSEQUENCES
1	6	2 hours of detention
2	9	Saturday School
3	12	1 Successful In School Detention Day
4	15	Extended Days of ISD and Pre Early Warning Referral

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. .

Check-In Procedures - 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. The window is located across from the Media Center.

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.

Pre-Approved Absences - Students who wish to have a pre-approved absence for college visits or planned absences must follow these steps:

- Submit a Pre-Approved Absence Form from the attendance Secretary with attached details to the appropriate assistant principal at least one week prior to the absence.
- Upon approval by the assistant principal and principal the form will be returned to the student.
- Have the form signed by the teachers, and parents/guardians.
- 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 may be given an unexcused absence and may not be allowed to make up missed assignments and tests.

Additional information regarding attendance is available in the *Shelby County Code of Conduct and Attendance*.

Bookkeeping Procedures

Bookkeeping procedures are located in the bookkeeping folder distributed at the beginning of school. Detailed information can be found in the financial manual on the Shelby County Board of Education web site at <http://www.shelbyed.k12.al.us/intranet/finance/manual/AccountingManual.pdf>

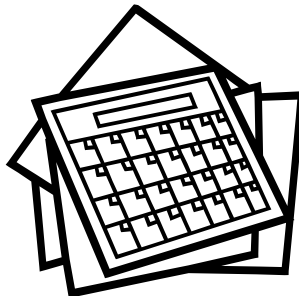
Calendar Reservations

If you would like to add an event to the school calendar, you must fill out the form shown on **page 25**. Copies of this form are available in the Main Teacher Workroom in the forms area. The date and/or event must be approved by Mrs. Doyle or Mr. Vines before it will be added to the school calendar. Also, if the event is a fundraiser, an approved Fundraiser Request Form must be on file in the Main Office before the event is scheduled on the calendar. If you are planning to use any part of the school, please have the appropriate faculty member approve and initial the calendar reservation form before submitting it for approval. Contacts for the various areas of the building are as follows:

Athletic Stadium	Donald Clayton
Band Room	Jim Duren
Classrooms	Rick Vines
Commons Area	Rick Vines
Conference Rooms	Kristi Lamb
Gymnasiums	Chris Love
Home Ec. Room	Rita Granger
Lunchroom	Tori Andrich
Media Center	Beth Rowland
Performing Arts Center & Choir Room	Ed Cleveland

A faculty member must serve as the “staff event supervisor” for the event. Duties of the staff event supervisor are:

1. Insure that the building is unlocked at the beginning of the event and that the building is secured and locked at the end of the event.
2. Be present at the event and insure that participants do not enter unauthorized areas of the building.
3. Insure that a plan for clean-up is implemented and executed.
4. Verify with Mrs. Lamb that a Heating/Cooling request has been faxed to the Central Office.



OAK MOUNTAIN HIGH SCHOOL Calendar Reservation Form

Contact Name _____ Phone No. _____ Date Submitted _____

If you would like to add an event to the school calendar, you must fill out the following information. The date and/or event must be approved by Mrs. Doyle and Mr. Vines before it will be added to the school calendar. If the event is a Fundraiser, an approved Fundraiser Request Form must be on file in the Main Office before the event is scheduled on the calendar.

I. Sponsor/Group Name _____

II. Starting Time, Name & Description of Activity/Event: _____

III. Date Desired: 1st Choice: _____
 2nd Choice: _____
 3rd Choice: _____

IV. Designate area of school needed (i.e., Performing Arts Center, Commons, Lunchroom, etc.)

Will you need any additional set-up (i.e., sound system, light system)? Yes No
 Is sound/light person needed? Yes No _____
 Name (for office use only)

V. Time Period Designated Area Needed (including setup and cleanup times):
 Beginning: _____ Ending: _____

VI. Person Responsible for Cleanup Plan: _____

VII. Person Responsible for unlocking the designated area being used: _____

If you are planning to use any part of the school, please have it approved and initialed below by the faculty member who is responsible for that area before you give this form to Mrs. Doyle or Mr. Vines.

AREA	APPROVED	AREA	APPROVED
Performing Arts Center - Ed Cleveland		Athletic Stadium - Donald Clayton	
Choir Room - Ed Cleveland		Commons Area - Rick Vines	
Lunchroom - Tori Andrich		Media Center - B. Rowland	
Comp. Gymnasium - C. Love		Band Room - Jim Duren	
Practice Gymnasium - C. Love		Classrooms - Rick Vines	
Mezzanine - C. Love		Conference Room - Kristi Lamb	
Home Ec. Room - R. Granger		HVAC Requested - Kristi Lamb	

Faculty/Staff Event Supervisor*: _____

**See back of this form for responsibilities*



Classroom Discipline

Discipline ensures a climate conducive to learning. The dignity of each student must be respected. Shouting at students, name-calling, and sarcasm should not be a part of the classroom atmosphere. School rules should be enforced consistently. The classroom teacher is the primary source of disciplinary action. Effective planning, positive attitude, and stimulating activities will alleviate many potential problems. Teachers should be careful not to allow problems to escalate. Teachers may assign two hours of detention for Class I type offenses within his or her classroom. The child's parent must be notified of the offense and the detention assignment. Teachers should follow a step process when students violate classroom rules. It is essential that all teachers follow this procedure when dealing with discipline problems. The Discipline Referral Form should be used to record each incidence and consequence of classroom rule violation. The student should sign this form at each step. A new form should be used each semester.

After the three required steps have been completed for a particular student, repeated misconduct during the same semester may result in immediate referral to the office. Serious misconduct supersedes the above steps and the incident should be reported to the administration immediately. (This includes fighting, having or using drugs, tobacco, or alcohol, being disrespectful or defiant, and other serious offenses.)

Administrators will place in the teachers' boxes a form which indicates the disciplinary action that has been taken on the referred student. All students seen in the office will return to class with a pass.

The administrator who sees the student (usually the assistant principal) will determine the appropriate consequences. This will depend on the offense and on the student's previous disciplinary record. Consequences may include a conference with the student, telephone call to the parent, required parent conference, detention assignment, suspension, etc. After school and Saturday detention are possible consequences for student misbehavior.

Students should come to class prepared with pencils or pens, paper and books. Students or teachers should not have food or gum in the classroom. Students who must be excused from the classroom must have a hall pass filled out completely by the teacher. Students should follow the stated disciplinary procedures as outlined in the Shelby County Board of Education's *Student Code of Attendance and Conduct*. Teachers and staff should report, in writing, all accidents using the Accident Report Form. These reports should be submitted to the Main Office as soon as possible following the incident. Teachers who need assistance with classroom management should contact an administrator for help.

OMHS Dress Code

A standardized dress code has been adopted to assure that all students are provided safe and 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 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. Shirts must be tucked in at all times unless designed to be worn on the outside. Shirts that have a straight bottom may be worn on the outside but may not be longer than the middle point of the pants worn at the waist. Any shirt longer than the middle point of the front pant pocket with the pants worn at the waist, must be tucked in at all times.
2. Students' pants must be fastened and worn at the waist. If pants are loose or falling down, belts must be worn. Pants worn too low, too long, or too large are not permitted. Pajama-style (flannel) pants, snap-away pants, windsuits, and sweatpants are prohibited. Belt buckles must be visible on shirts that are tucked in.
3. Male students shall not wear earrings. Band-Aids may not be worn to cover earrings worn by males nor will ear studs or sticks be allowed to be placed in ears or other areas of body piercing.
4. All shorts/skirts must be no shorter than mid-thigh in front and back. A common rule of thumb is end of fingertips holding your arms straight by your side. Leggings worn under skirts will be treated as if they are pantyhose.
5. The length of a male student's hair must not touch the student's shoulder.
6. No bandanas, hats, caps or other head coverings may be worn in the building.
7. Large jackets and overcoats designed to be worn outside are to be worn in good taste. Generally, they are inappropriate to be worn in the classroom.
8. Male students may not wear sleeveless garments. Female students may not wear sleeveless garments that do not adequately cover undergarments. This includes spaghetti and/or thin-strapped shirts which may be worn only over another T-shirt or if covered by a blouse with sleeves. Only sleeveless blouses or dresses in which the shoulder is fully covered from the base of the neck to the top of the arm will be considered acceptable.
9. Students may not wear clothing, patches, or decals that are obscene, vulgar, suggestive, or offensive in any manner, including clothing that promotes products or activities prohibited by school policies or that are inflammatory and may generate negative feelings among the student body. This includes advertisements, references or logos promoting alcohol, tobacco, and drugs.

10. Students' clothing should be neat and clean and not be in noticeable disrepair. Unhemmed (cut-off) shorts, skirts, shirts or pants, inappropriate slits, or holes in clothing are not allowed.
11. Students are to wear clothing in the manner it is designed to be worn, i.e., clothing worn backwards or inside out is not allowed. No clothing shall be worn excessively tight or revealing, such as fishnet or see-through garments.
12. Students must wear proper undergarments but should not wear undergarments as outerwear.
13. Facial hair must be well-groomed.
14. Students must wear shoes that fit securely at all times.
15. Students may not wear punk-style hair or dress, which includes hair dyed in multi-colors*, spiked hair, Mohawk haircuts, shaven head areas, shaven head patterns, or other adornment that draws attention to oneself in a manner that may be disruptive to the educational process. Students are prohibited from wearing any metal chains, metal spiked apparel, over-sized belt buckles, or accessories.. Extreme facial make-up painted in a distracting manner or extreme fingernail painting will not be allowed. No body piercing (with the exception of females' ears) allowed. *Hair dyed in colors other than natural hair colors, i.e., pink, green, etc.
16. No hats, caps, hair curlers, or sunglasses will be worn in school. Sunglasses may not be worn on the top of the head.
17. Book bags must be stored in hall lockers and may not be carried in the halls after first period or into classrooms at any time.
18. All students must wear shirts, blouses, or dresses with a collar or with a non-revealing neckline such as a crew neck, jewel neck, or boat neck. Strapless, low cut, open back, bare midriff, or clothing that allows the midriff to be exposed is not permitted. The measurement for necklines will be from the point where the clavicle rests on the sternum. The standard rule of thumb measurement will be 3-½ inches (width of a credit card).

Teachers should use the Dress Code Violation form to report dress code violations to the main office. The teacher can send the form to the office separately or with the student.

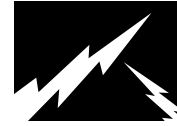
Unless there is a medical or other compelling reason, the principal or his/her designee shall have the final authority with assistance of a Dress Code Committee in determining acceptable or unacceptable dress and/or grooming. The Dress Code Committee will have the option to disallow any new fashion that 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.**



Emergency Drills



Fire and Severe Weather Drills



Each teacher should follow their drill map that shows where students are to be during emergency drills (fire and severe weather). The School Safety Plan includes instructions and maps regarding these drills. A special signal will designate whether the drill is a fire or severe weather drill. Please review the procedure with your students, so that the drills run smoothly. If you have questions about the drill signals and procedures, please contact an administrator. Please include drill directions for substitutes in your Substitute Folder.



Lockdown Procedure

There are two lockdown procedures, Search of Building/Campus and Intruder in Building. Lockdown procedures are initiated with a specific announcement made by an administrator or designee. See following page for detailed procedure.

LOCKDOWN

Search of Building/Campus

The following announcement is made:

Teachers, please let me have your attention. At this time you need to follow your lockdown procedures for a search of our building and campus. Again, at this time you need to follow your lockdown procedures for a search of our building and campus. Thank you.

1. Cover the door window.
2. Close the window blinds.
3. Keep all students in your room until notified.
4. Respond to all appropriate communications - Check your Email!

Intruder in building

The following announcement is made:

Teachers, please let me have your attention. (If we are only doing a drill, include the following statement: **The following will be a drill.**) At this time you need to follow your lockdown procedures for an intruder in the building. Again, at this time you need to follow your lockdown procedures for an intruder in the building. Thank you.

1. Have students take cover under their desks/tables or what would be determined as the safest place in the room.
2. Cover the door window.
3. Close the window blinds.
4. Turn off the lights
5. Keep all students in your room until notified.

Faculty Attendance

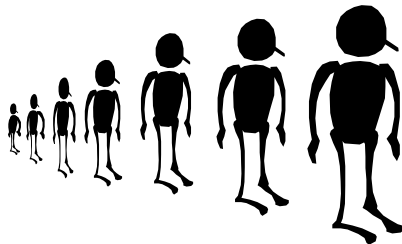
Faculty members are required to sign in and out each day on a SCBOE timesheet located in the Main Workroom. Absences should be recorded on the back of the timesheet in the applicable spaces upon return to school. These procedures are important in the accuracy of payroll. Timesheets must be completed and signed each month.

Personal leave should be requested in writing and approved by the principal before the leave is taken. If the teacher or a member of his/her immediate family is ill, he/she will receive **sick leave**, provided enough leave has been accumulated to cover his/her absence. **Professional leave** must be requested on the appropriate form (local or county).

Teachers are responsible for securing a substitute to cover absences using the AESOP system. It is **very important** to enter your absence into AESOP as soon as possible. Parking spaces 92-99 are designated for substitutes and parking spaces 101-105 are designated for student teachers.

Please keep your red substitute folder up-to-date. Substitutes should follow your schedule and work a full day. Adjustments to this need prior approval by Mrs. Doyle. Teachers should only cover another teacher's classes with prior approval from Mrs. Doyle.

These procedures are important in the accuracy of payroll. Timesheets must be completed and signed each month.



Field Trips

An Activities Permission Request (APR) form must be completed and all items above the principal's signature must be filled in. After completing the form, the following steps should be followed:

1. APR forms must be approved and signed by the principal and submitted to the office of the Director of Instruction no less than 10 days prior to the date of the activity. Approved APR forms will be returned to the school with the signature of the appropriate supervisor or the Superintendent. Forms for non-approved field trips will be returned to the school.
2. Secure a certified bus driver. If in doubt of a driver's certification, contact Rick Vines, assistant principal. See bookkeeper for bus driver rates. **Travel in private vehicles** is discouraged because of the responsibility placed on the teacher and owner of the vehicle used; however, in some instances, private vehicles must be used. You must have the Principal's approval prior to the trip and the *SCBOE Volunteer Driver Transporting Students in Privately Owned Cars on School-Sponsored Trips Form* must be completed and submitted with the APR.
3. If a school bus is used, the bus must be back at school no later than 2:00 p.m.
4. Notify the cafeteria manager of the date of the trip and the number of students who will be leaving (if they will miss their lunch period).
5. Cost per student will be determined based on the number going. Refer to the bookkeeper before setting an amount. Money will be deposited in the school account and a school-issued check written for expenses.
6. Each student must have a permission slip signed by the parent or legal guardian. The teacher will keep them until after the field trip is complete. The following items should be turned into the bookkeeper's office upon the teacher's return from the trip.
 - A permission slip for each student.
 - A list of students going on the field trip with amount charged each student.
 - Approved Activities Permission request.
 - Completed Field Trip Ticket. It is the responsibility of the teacher to secure from the bus driver the completed Field Trip Ticket. This form is to be turned into the bookkeeper upon your return. This is needed in order for the bus driver to be added to the payroll and for mileage to be paid the county.

Be sure the office, Attendance Secretary and affected classes have an accurate list of students who will be on your trip. **A list of students going on a field trip should be provided to teachers and the Attendance Secretary a week in advance.** The Central Office sends a copy of the Activities Permission Request to the bus shop and a record is maintained to check whether or not proper financial payment is made for each trip. If you request the use of a bus on your Activities Permission Request, but do not use the bus, it is important that you notify the bookkeeper so the bus shop can be informed of this change.

Students are responsible for making arrangements for work missed during a field trip. Students must turn in work due on the day of a field trip or activity prior to leaving.

Students who create significant problems on a field trip should be reported without delay in writing to the appropriate assistant principal for disciplinary action. Such students may also become ineligible to participate in subsequent field trips during the school year.



Grade Reporting

All Shelby County Schools use STI software for grade reporting purposes. Teachers must keep a computerized grade book and may also keep a handwritten version. You will be given instructions outlining the format for grade books.

Generally, report cards will be issued on the Friday of the week following the end of the grading period. **The following steps must be taken each time you submit grades for report cards. . .**

Getting Ready to Post...

1. Be sure that grades are entered for the dates that are within the 9 weeks you are posting.
2. Click on the 4th icon labeled Teacher Grade Book and open up your first class of the day.
3. Once your class roster is on the screen - Go to the gray menu called Grade Book (top left-hand corner), then go to Class Defaults.
4. Once you are in the Class Defaults screen, look for a box called Grade Posting.
 - Next to **Activity** you must define it as **Course Average**
 - Next to **Heading** you must define it as the appropriate grading period (1st, 2nd, 3rd, etc.) (This can be accomplished by using the pull down arrows located to the right of each box.)
 - Also, check **Auto Display Current Grading Period**. This will pull up the current grading period each time you access your gradebook.
5. Once you have completed this step, you must now do the same for all of your classes.

Posting...

You will receive an e-mail stating when you can post your information. Most likely there will be a three-day window where you will see a POST icon in your Grade Book (it looks like a diskette). After you have completed the above steps and your gradebook information is complete for this grading period, hit the post button.

Verifying...

By "posting", you have taken your final averages that are listed in red and transferred them from your gradebook to the Manual Grade Entry (3rd icon) module. This is the module that sends the information to the office. You can edit your grades as needed in this module. This is also where you add comments. After you have posted you must send a grade change form to the office To update any changes you make in your gradebook for that 9 weeks. To add a comment, highlight a student's name, select **EDIT** and you will see a list of comments. Choose the comment you wish to add. You may add up to two comments.



You will not receive a written verification report! You MUST verify your data to make sure your grades and comments are accurate or the wrong information will be printed on the student's report card.

Grade Posting Deadlines

1st Nine Weeks	STI Update	09-01-10
	STI Update	09-15-10
	Progress Report	09-17-10
	STI Update	09-29-10
	Post Grades	10-13-10
	Report Card	10-15-10
2nd Nine Weeks	STI Update	10-27-10
	STI Update	11-10-10
	Progress Report	11-12-10
	STI Update	12-01-10
	Post Grades	01-05-11
	Report Card	01-07-11
3rd Nine Weeks	STI Update	01-19-11
	STI Update	02-02-11
	Progress Report	02-04-11
	STI Update	02-16-11
	STI Update	03-02-11
	Post Grades	03-23-11
	Report Card	03-25-11
4th Nine Weeks	STI Update	04-06-11
	STI Update	04-19-11
	Progress Report	04-21-10
	STI Update	05-4-11
	Report Card	TBA



GRADING PERIODS

9-Weeks	Progress Report Sent Home	End of 9-Weeks	Report Card Sent Home
1 st	09-17-10	October 13	October 15
2 nd	11-12-10	January 5	January 7
3 rd	02-04-11	March 23	March 25
4 th	04-21-11	May 26	TBA



Hall Passes

Students are not to leave class during class time except in emergencies. Teacher's are requested **not** to excuse student from class for the following reasons:

- ◆ To look for lost items
- ◆ To go to their locker
- ◆ To get a drink of water
- ◆ To see a friend or to get money, etc.
- ◆ To see an administrator or guidance counselor (unless called)
- ◆ To go to the restroom (on a consistent basis; check to see if student has a related medical excuse.)
- ◆ To use phone
- ◆ To make transportation arrangements

Teachers should issue a **school-issued neon yellow hall pass** whenever a student leaves the classroom for any reason. **DO NOT** put more than one student on a pass.

The neon yellow pass should be completed in full and signed by the issuing teacher. The return signature and time returning should be completed.

Passes out of class should be limited and no student should leave the room without a pass.

Additional pads of passes may be obtained from the Main Office. Please request them in person or ask that they be put in your box. **Passes will not be given to students for delivery to teachers.**

Lesson Plans & Curriculum Standards Pacing Guide

Shelby County Board of Education Policy, State Accreditation and the Southern Association of Schools and Colleges requires teachers to have written daily lesson plans. This year lesson plans are to be entered in each teacher's STI Classroom Module.

Your lesson plan administrator will be able to check your lesson plans in STI. You will not be required to turn in a hard copy of your lesson plans. It will be your responsibility to keep your lesson plans up to date in STI.

The following will be required when you turn in your lesson plans to your lesson plan administrator:

- Objective:** An objective needs to be listed daily. It needs to reflect the course of study objectives for that particular course.
- Bell Ringer:** Document daily use of bell ringers to address AHSGE competencies and/or areas of focus based upon benchmark exam results. In addition, bell ringers can incorporate Reading/Writing Across the Curriculum.
- Activity:** Provide specific information about what "The Student Will" (TSW) and what "The Teacher Will" (TSW) do during the lesson. This is where you will outline the instructional practices (whole group discussion, small group discussion, facilitator, etc.) used during the lesson.
- Assignment:** Record all assignments. Parents are able to see this tab on STI Home.
- Assessment:** Identify in your lesson plans the different forms of assessment that you use in your classroom (example: Test on Ch. 2-1 through 2-6, teacher observation, reviewing homework, etc.).
- Comments:** Include additional information by clearly identifying your assignments that directly relate to the Reading & Writing Across the Curriculum Program. Also, include additional notes about any key terms or vocabulary that you are including in your lesson. You may also include any other additional information that you deem pertinent.
- Resources:** List any resources (example: mobile laptop lab, DVD player, multimedia projector, etc.) that you will use in your lesson for that day.

All faculty members are to utilize the Curriculum Standards Pacing Guide that was developed in all subject areas. These standards, provided by the State Department of Education, are provided to guide your instructional path for the school year.

Your Curriculum Standards Pacing Guide binder will be turned into your PLC assistant principal at the end of each semester. It will be checked immediately and returned to allow you to add dates throughout the grading period as you teach the skills. If several teachers are teaching the same subject (for example, English 9), collaboration is required.

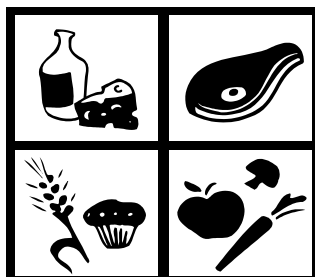


Lunchroom

Teachers and cafeteria supervisors are assigned the responsibility for cafeteria supervision. They are expected to remain in the cafeteria for lunch until it is time for the class to return to the classroom. Students should remain in the cafeteria until their classes are dismissed by an administrator. Students who are tardy returning from lunch should be sent back to the lunchroom to receive a tardy slip from the administrator on duty.

Please remind the students that they should observe the following:

1. Students are not allowed to leave the cafeteria without a pass (permission slip) from the cafeteria supervisor or from their classroom teacher.
2. Soft drinks are not allowed to be brought into the cafeteria.
3. Students may not leave the cafeteria with cups or food.
4. Students must arrive on time and leave at the appropriate time.
5. Students must leave their cafeteria tables clean (without trays, paper, spills, etc.)
6. Students may choose where they wish to sit in the cafeteria, unless they exhibit inappropriate behavior.
7. Seniors may choose to sit on picnic benches outside.
8. Adult (teacher) lunches are \$2.50 and student lunches are \$2.00.



Supervision/Duty Rotations

All teachers are expected to be at school by **7:10 a.m.** and in their classrooms by **7:35 a.m.** First period class begins at 7:40 a.m. Students will report to the cafeteria or the commons area if they arrive before 7:30 a.m. Teachers are asked to supervise the area near their classrooms, unless they have been assigned other supervision duties.

Supervision duties are assigned on a rotating basis. The following pages contain a listing of supervision groups, supervision areas, description of duties and schedule for supervision groups.



Teachers' Supervision Duties for 2010-2011

<u>TIME*</u>	<u>SUPERVISION AREA</u>	<u>GROUP A</u>	<u>GROUP B</u>	<u>GROUP C</u>	<u>GROUP D</u>
A.M.	STUDENT DROP-OFF	BARTLETT	HOGUE	BREEZE	DUDLEY
A.M.	FRONT ENTRANCE/FOYER	MARTIN	S. GALLUPS	GANDY	LEMLEY
A.M.	JOURNALISM INTERSECTION	DIXON	GATES	M. MORGAN	STANLEY
A.M.	CAFETERIA	YOUNGBLOOD	DUBOSE	MOORE	BRUNNER
A.M.	CAFETERIA	CHAMBLEE	GALLMAN	K. JOHNSON	COCHRAN
A.M.	SCIENCE HALL INTERSECTION	MILLS	HUMPHREY	CHAPMAN	BARRETT
A.M.	MATH HALL INTERSECTION	SMITH	WILLIAMSON	MACE	NOLEN
A.M.	COMMONS ENT. AT CAFETERIA	LOVE	HUFFORD	HINES	BURROUGH
A.M.	COMMONS ENT. AT PAC	BOWDEN	J. HARRIS	COLLINS	POSEY
A.M.	PARKING ZONE A AND B	CLARK	FELDMAN	COWAN	A. GALLUPS
A.M.	PARKING ZONE B AND D	K. CLAYTON	CHANNELL	A. MORGAN	FORREST
P.M.	COMMONS ENT. AT CAFETERIA	BAILEY	BOODY	PLAIA	LUCAS
P.M.	COMMONS ENT. AT PAC	GODFREY	TOUCHSTONE	MITCHELL	S. HARRIS
P.M.	BUSES (Faculty Parking Area)	WALLS	WALLS	WALLS	WALLS
P.M.	PARKING ZONE A	NABORS	MCDOW	BITTINGER	MCKINNEY
P.M.	BETWEEN PARKING ZONE A & B	HART	LEWIS	BLAKEMORE	JARVIS
P.M.	PARKING ZONE B	TRIPLETT	PRICE	MCGUYER	KELLY
P.M.	BETWEEN PARKING ZONE B & C	TYSON	WEAVER	WILCOX	STRONG
P.M.	PARKING ZONE C	KLINGER	BAHR	K. MILLER	M. MILLER
P.M.	PARKING ZONE D	T. EVANS	DUNHAM	DEAN	PUGH
P.M.	PARENT PICKUP	E. CLEVEAND	LETT	ROBERTS	M. JOHNSON
P.M.	FRONT PORCH	FINEBURG	FINEBURG	FINEBURG	FINEBURG

*A.M. Duty is from 7:10 until 7:30 a.m. when students are released to go to first period. Please be at your station by 7:10 a.m. for morning duty and remain there until the first bell rings at 7:30 a.m.

*P.M. Duty is from 2:50 p.m. to 3:10 p.m. or until the parking areas are clear. **(Parking supervision times vary due to traffic conditions.)**

Please report promptly to your station as students are released at 2:50 p.m. Because all areas need supervision, please arrange for someone to cover your assignment whenever you cannot make it due to being absent, etc. Contact Rick Vines in order to make sure your area is covered in case of an emergency. If you have a morning duty and are running late for school, please notify Kaye Hurley or Kristi Lamb in the Main Office (682-5200).

Don't forget your duty assignment!!

Morning & Afternoon Supervision Duties

<u>TIME</u>	<u>AREA</u>	<u>DESCRIPTION OF DUTY</u>
A.M.	STUDENT DROP-OFF	STAND IN THE LOOP OUTSIDE THE FRONT DOORS OF THE SCHOOL EVEN WITH THE FIRST LIGHT POLE TO THE RIGHT OF THE FLAG POLE. DIRECT THE FIRST VEHICLE IN THE STUDENT DROP-OFF TRAFFIC TO PULL UP TO WHERE YOU WILL BE STANDING SO THAT SEVERAL VEHICLES CAN DROP-OFF STUDENTS AT THE SAME TIME. THERE SHOULD ONLY BE ONE LINE OF TRAFFIC DURING A.M. DROP OFF.
A.M.	FRONT ENTRANCE/FOYER	STAND IN FRONT OF THE MEDIA CENTER AND DIRECT STUDENTS TO GO TO THEIR LEFT AND WALK DIRECTLY TO THE CAFETERIA OR COMMONS AREA. ADDRESS DRESS CODE ISSUES AND REPORT POTENTIAL PROBLEMS TO THE MAIN OFFICE OR TO AN ADMINISTRATOR. STUDENTS SHOULD NOT GO TO THEIR LOCKERS UNTIL 7:30 A.M.
A.M.	JOURNALISM INTERSECTION	STAND AT THE JOURNALISM INTERSECTION AND DIRECT STUDENTS TO GO TO THE CAFETERIA OR COMMONS AREA. ADDRESS DRESS CODE ISSUES AND REPORT POTENTIAL PROBLEMS TO THE MAIN OFFICE OR TO AN ADMINISTRATOR. STUDENTS SHOULD NOT GO TO THEIR LOCKERS UNTIL 7:30 A.M.
A.M.	CAFETERIA	SUPERVISE STUDENTS WHO EAT BREAKFAST. DO NOT ALLOW ANYONE TO LEAVE WITH FOOD AND/OR DRINK. ADDRESS DRESS CODE ISSUES AND REPORT POTENTIAL PROBLEMS TO THE MAIN OFFICE OR TO AN ADMINISTRATOR. CELL PHONES SHOULD BE OFF AND SHOULD NOT BE VISIBLE. STUDENTS ARE NOT TO BE IN POSSESSION OF NUISANCE ITEMS.
A.M.	SCIENCE AND MATH HALL INTERSECTIONS	STAND AT THE COMMONS ENTRANCE EITHER THE MATH OR SCIENCE HALL. DO NOT ALLOW STUDENTS IN THE ACADEMIC AREA OF THE BUILDING UNTIL 7:30 A.M. UNLESS THEY ARE GOING TO THE MEDIA CENTER. DIRECT STUDENTS TO GO TO THE CAFETERIA OR COMMONS AREA. ADDRESS DRESS CODE ISSUES AND REPORT POTENTIAL PROBLEMS TO THE MAIN OFFICE OR TO AN ADMINISTRATOR. STUDENTS SHOULD NOT GO TO THEIR LOCKERS UNTIL 7:30 A.M.

Morning & Afternoon Supervision Duties Cont'd

- A.M. COMMONS ENTRANCES** SUPERVISE STUDENS IN THE COMMONS AREA
AT CAFETERIA AND PAC ADDRESS DRESS CODE ISSUES AND REPORT
POTENTIAL PROBLEMS TO THE MAIN OFFICE OR TO
AN ADMINISTRATOR. DO NOT ALLOW ANYONE TO
BE EATING OR DRINKING IN THE COMMONS AREA
CELL PHONES SHOULD BE OFF AND SHOULD NOT
BE VISIBLE. STUDENTS ARE NOT TO BE IN
POSSESION OF NUISANCE ITEMS
- A.M. PARKING ZONES A AND B** SEE THAT DRIVERS AND PASSENGERS OBEY THE
AND B AND D FOLLOWING BASIC RULES: HAVE THEIR OMHS PARKING
HANGTAG PROPERLY DISPLAYED, PARKING IN ASSIGNED
SPACE, LEAVING VEHICLE TO ENTER BUILDING
IMMEDITATLEY WITHOUT LOITERING IN THE PARKING
AREAS, AND NOT SMOKING. REPORT PROBLEMS TO THE
MAIN OFFICE OR TO AN ADMINISTRATOR.
- A.M. HALLWAY SUPERVISORS** DIRECT STUDENTS TO GO TO THE CAFETERIA OR COMMONS
AREA. ADDRESS DRESS CODE ISSUES AND REPORT
POTENTIAL PROBLEMS TO THE MAIN OFFICE OR AN
ADMINISTRATOR. STUDENTS SHOULD NOT GO TO THEIR
LOCKERS UNTIL 7:30 A.M.
- P.M. COMMONS ENTRANCES** SUPERVISE STUDENTS IN THE COMMONS AREA. BEGIN
AT CAFETERIA AND PAC CLEARING ACADEMIC HALLS BY 3:10 P.M.
- P.M. BUSES** SUPERVISE THE BOARDING OF THE BUSES. ALLOW THE
BUS DRIVERS TO REPORT PROBLEMS TO YOU, FOR YOU
TO REPORT TO THE OFFICE. SUPERVISE THE GENERAL
AREA WHERE STUDENTS WILL BE LOADING THE BUSES.
REPORT STUDENT DRIVERS WHO LEAVE THROUGH THE BUS
OR PARENT PICK-UP EXIT. AFTER THE BUSES EXIT CAMPUS,
REPORT TO PARKING ZONE A TO MONITOR STUDENTS
- P.M. PARKING ZONE A** OBSERVE TRAFFIC FLOW TO THE STUDENT EXIT ON
CALDWELL MILL ROAD. SEE THAT STUDENTS OBSERVE SAFE
DRIVIING PROEDURES AND AVOID CUTTING THROUGH
BARRICADES OR OTHER PARKING SPACES. ASSIST WITH
DIRECTING TRAFFIC FLOW AS NEEDED. REPORT PROBLEMS
TO AN ADMINISTRATOR. DO NOT ALLOW STUDENTS TO
LEAVE CAMPUS AT THE BUS EXIT.

Morning & Afternoon Supervision Duties Cont'd

- P.M. PARKING ZONES B,C,AND D** OBSERVE TRAFFIC FLOW TO THE STUDENT EXIT ON CALDWELL MILL ROAD. SEE THAT STUDENTS OBSERVE SAFE DRIVING PROCEDURES AND AVOID CUTTING THROUGH BARRICADES OR OTHER PARKING SPACES. ASSIST WITH DIRECTING TRAFFIC FLOW AS NEEDED. REPORT PROBLEMS TO AN ADMINISTRATOR.
- P.M. BETWEEN PARKING ZONE A&B** OBSERVE TRAFFIC FLOW TO THE STUDENT EXIT ON CALDWELL MILL ROAD. SEE THAT STUDENTS OBSERVE SAFE DRIVING PROCEDURES AND AVOID CUTTING THROUGH BARRICADES OR OTHER PARKING SPACES. ASSIST WITH DIRECTING TRAFFIC FLOW AS NEEDED. REPORT PROBLEMS TO AN ADMINISTRATOR
- P.M. BETWEEN PARKING ZONE B&C** OBSERVE TRAFFIC FLOW TO THE STUDENT EXIT ON CALDWELL MILL ROAD. SEE THAT STUDENTS OBSERVE SAFE DRIVING PROCEDURES AND AVOID CUTTING THROUGH BARRICADES OR OTHER PARKING SPACES. ASSIST WITH DIRECTING TRAFFIC FLOW AS NEEDED. REPORT PROBLEMS TO AN ADMINISTRATOR.
- P.M. AFTERNOON PICKUP AREA** ASSIST WITH THE STUDENTS WHO WAIT ON THE FRONT PORCH FOR THEIR PARENTS TO ARRIVE. HELP DIRECT PARENT DRIVERS TO MOVE UP IN LINE, AS NEEDED. REPORT ANY PROBLEMS TO THE MAIN OFFICE OR AN ADMINISTRATOR.
- P.M. FRONT PORCH** MONITOR STUDENTS THAT ARE WAITING ON THE FRONT PORCH OF THE SCHOOL FOR THEIR PARENTS TO ARRIVE. REPORT ANY PROBLEMS TO THE MAIN OFFICE OR AN ADMINISTRATOR.



Duty Rotations

GROUP	WEEK OF DUTY	GROUP	WEEK OF DUTY
A	Aug. 12–13	A	Jan. 4–7
B	Aug. 16–20	B	Jan. 10–14
C	Aug. 23–27	C	Jan. 18–21
D	Aug. 30–Sept. 3	D	Jan. 24–28
A	Sept. 7–10	A	Jan. 31– Feb.4
B	Sept. 13–17	B	Feb. 7–11
C	Sept. 20–24	C	Feb. 14–18
D	Sept. 27 –Oct. 1	D	Feb. 21–Feb. 25
A	Oct. 4– 8	A	Feb. 28–Mar. 4
B	Oct. 12 –15	B	Mar. 1–5
C	Oct. 18–22	C	Mar. 7–11
D	Oct. 25–29	D	Mar. 22–25
A	Nov. 1–5	A	Mar. 28–April 1
B	Nov. 8–12	B	April 4–8
C	Nov. 15–19	C	April 11–15
D	Nov. 22–23	D	April 18–21
A	Nov. 29–Dec. 3	D	April 25–29
B	Dec. 6–10	A	May 2–6
C	Dec. 13–17	B	May 9–13
		C	May 16–20
		D	May 23–26

Restroom Supervision Schedule 2010 - 2011

HISTORY HALL

	Mens' Room	Womens' Room
Between 1st and 2nd	Hogue	A. Morgan
Between 2nd and 3rd	Lett	Price
Between 3rd and 4th	Schell	Bahr
Between 4th and 5th	Adams	K. Miller
Between 5th and 6th	Bartlett	Gandy
Between 6th and 7th	Posey	S. Harris
Between 7th and 8th	Burrough	M. Miller

ENGLISH HALL

	Mens' Room	Womens' Room
Between 1st and 2nd	Sayers	A. Gallups
Between 2nd and 3rd	Mitchell	Rath
Between 3rd and 4th	D. Clayton	Plaia
Between 4th and 5th	Pugh	Barrett
Between 5th and 6th	Martin	Touchstone
Between 6th and 7th	Dudley	Lucas
Between 7th and 8th	Moore	Archer

SCIENCE HALL

	Mens' Room	Womens' Room
Between 1st and 2nd	Cleveland	Watkins
Between 2nd and 3rd	Dunham	Godfrey
Between 3rd and 4th	Evans	Wilcox
Between 4th and 5th	Hines	Tyson
Between 5th and 6th	J. Harris	Akins
Between 6th and 7th	Brunner	Mills
Between 7th and 8th	Collins	Channell

MATH HALL

	Mens' Room	Womens' Room
Between 1st and 2nd	M. Johnson	Nolen
Between 2nd and 3rd	Bowden	Smith
Between 3rd and 4th	Cochran	Mace
Between 4th and 5th	Youngblood	McGuyer
Between 5th and 6th	Bailey	McDow
Between 6th and 7th	Dubose	Cowan
Between 7th and 8th	Chamblee	Clark

BAND/CHORUS/GYMNASIUM AREA

This area should be locked

JOURNALISM HALL

	Mens' Room	Womens' Room
Between 1st and 2nd	Gates	Blakemore
Between 2nd and 3rd	Dixon	McKinney
Between 3rd and 4th	Hart	Lewis
Between 4th and 5th	Lemley	Jarvis
Between 5th and 6th	S. Gallups	Stanley
Between 6th and 7th	Hartselle	M. Morgan
Between 7th and 8th	S. Morgan	Chapman

Teachers:

In order to provide proper supervision between classes, faculty members need to frequently patrol student restrooms. Please check your designated area during your assigned duty times. Due to a smaller number of male faculty members, several female faculty members have been assigned to supervise outside a boys' restroom. In these situations, a male teacher from a nearby hall will conduct a "walk through" of the restroom area. Please arrange for someone to cover your area whenever you can not cover it due to being absent, etc. Thank you for all you do in order to maintain maximum safety for our students.

Sexual Harassment

The Shelby County Board of Education recognizes that sexual harassment in the workplace constitutes unlawful conduct and sex discrimination. The Board will not tolerate any form of sexual harassment by its employees, board members, or any non-employee and will take immediate and appropriate corrective action upon the reporting of any alleged incident of such harassment.

GUIDELINES:

A. Definition:

1. Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working condition.
2. Prohibited acts of sexual harassment can take a variety of forms ranging from subtle innuendo to physical assault. Examples of the kind of conduct included in but not limited to the definition of sexual harassment are:
 - a. Threats or intimation of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.
 - b. Verbal abuse of a sexual nature including graphic comments about the person's body, sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person, sexually degrading words to describe the person, or propositions of a sexual nature.
 - c. Threats or insinuations that the person's employment, salary, promotional opportunities, positions, or other conditions of employment may be adversely affected by not submitting to sexual advances.

B. Procedure: The determination of the legality and course of action of a particular situation will be made from the facts on a case-by-case basis.

1. Any questions or individual complaints involving sexual harassment should be referred to the immediate supervisor and the superintendent immediately. If the offending person is the employee's immediate supervisor, the report should be made to the next higher level of supervision. In the event that the employee feels unable to report the alleged incident to the immediate supervisor or in the event the superintendent feels unable to fairly and impartially investigate the alleged incident, the complaint will be received and investigated by an appropriate director or other person designated by the superintendent.

2. The immediate supervisor will assist the employee in preparing written documentation of the sexual harassment incident and the case will be investigated promptly by the superintendent or his/her designee who will prepare a written report which shall include a summary of the employee's allegations, the results of the investigation, and a recommendation for appropriate disciplinary action, if disciplinary action appears to be warranted and if the complaint has been lodged against an employee.
 3. Confidentiality will be maintained to the extent possible on a "need-to-know" basis. Confidentiality cannot be guaranteed, but should be a priority. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- C. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including but not limited to, warning, suspension, or termination subject to applicable procedural requirements. Any board member found to have engaged in sexual harassment against an employee shall be subject to sanctions as determined by the Board. In the event that the offending individual is not an employee or board member, appropriate steps will be taken to prevent a reoccurrence of the incident in the workplace.



Testing & Homework Guidelines

Homework should be assigned to:

1. Strengthen new skills introduced in the classroom;
2. Complete unfinished classroom assignments;
3. Work on projects, such as reading; and
4. Research facts and data.

Each teacher will determine credit for homework. Assignments should be fully explained, meaningful, and reasonable and should not be used for discipline. Homework assignments should be limited before major school events, weekends, and vacations.

Testing Procedures: A schedule for administering the major tests and make-up tests is shown below: NOTE: Please give vocabulary tests on the below dates also. Some students could have 80 to 100 vocabulary words on a given day (such as Friday) if every teacher gave vocabulary tests on the same day.

TESTING SCHEDULE (MAJOR TESTS)

Tuesday	Science, Social Studies, P.E., Career Tech.
Wednesday	English, Math, Foreign Language, Band, Choir
Thursday	Science, Social Studies, P.E., Career Tech.
Friday	English, Math, Foreign Language, Band, Choir

MAKEUP TESTING SCHEDULE

Tuesday	6:35-7:30 a.m.	Social Studies
Tuesday	2:50-3:45 p.m.	Science, P.E., Career Tech.
Wednesday	2:50-3:45 p.m.	English, Math, Foreign Language, Band, Choir
Thursday	6:35-7:30 a.m.	Science, P.E., Career Tech
Thursday	2:50-3:45 p.m.	Social Studies
Friday	6:35-7:30 a.m.	English, Math, Foreign Language, Band, Choir



Textbook Issuance

INSTRUCTIONS FOR ASSIGNING TEXTBOOKS TO STUDENTS 2010-2011

When issuing books to students, you will be checking the books “out” to them.

When students return books, you will check them “in”.

Checking Books Out

In the teacher grade book, highlight the class you want to select.

Click on the textbook icon. (Far right-blue book.)

Click in the white space next to the first student's name.

Click “out”

A box with the student's name will be displayed. Type in the book number and select the condition of the book.

Record numbers assigned to book only. No letters, no dashes.

1. if New — THIS APPLIES TO ENGLISH, LITERATURE & DRIVER'S EDUCATION ONLY
2. if in 2nd year of adoption — THIS APPLIES TO FORGIEN LANGUAGE, ART & MUSIC ONLY
3. if in 3rd year of adoption — THIS APPLIES TO ALL OTHERS

The date defaults to the current date, but may be changed.

Click “add”. The next student will be displayed automatically.

When complete, print a copy of the list of the students and their corresponding textbook numbers. Require each student to sign beside his/her name. Insert a copy for each class into your red textbook distribution folder. This will assure that you have an accurate record (Hard Copy) in case a book is lost, stolen, or damaged.

Please require that students write their names inside their books.

If you are not able to check a book out to a student, please let Mr. Hayn know.

Checking Books In

1. In the teacher grade book, highlight the class you want to select.
2. Click on the textbook icon.
3. Click on the book number of the book you are checking in.
4. Click "in".

A box with the student's name will be displayed, stating the book number and the condition of the book when it was issued.

Return Code — This shows the categories for lost and damaged books.

If the book is being returned with no damage, select "NO FEE."

If the book is lost or damaged, select the category that best describes its return condition.

Click "Check in." You will then see a message box that says, "You are about to check in this book."

Click "OK." The next student will be displayed automatically.

Don't forget to use your Red Textbook folder as a hard copy backup.

Important Points

If a student owes for lost or damaged textbooks, the amount will be automatically entered into the student's textbook file and can be printed out. (More information about damaged textbook fees will be available at the end of the school year.) Please remind your students that if they owe for your book, they will be required to take your exam on make-up exam day.

Mr. Hayn will help you with all your textbook and resource needs.

If a student withdraws, Mrs. Koonce will take up the student's textbook and return it to you. If a student's schedule is changed, the student's counselor will take the book and return it to you. The new teacher will issue another book from his or her inventory.

Due to space limitations, extra textbooks will have to remain in your classroom. All extra textbooks that remain in classrooms must be kept in a secure place. If there is no room to lock them in your closet, place them in a box that will fit on your shelf. Do not assign an extra textbook to a student unless you have received advanced notification from an administrator.

Substitute Teacher Procedures

- ◆ Teachers are required to record all of their absences in AESOP. AESOP will obtain a sub for you on the date of your scheduled absence. If your absence is unexpected (i.e. a sick child), and occurs at the last minute, please register your absence with AESOP and then follow up with a call to the main office (682-5200). The later you register your absence with AESOP, the more difficult it will be to secure a substitute: therefore, it may be necessary to have your colleagues cover your class. Don't put your team members in this dilemma!!
- ◆ Substitutes should follow your schedule and work a full day. Adjustments to this need prior approval by Mrs. Doyle.
- ◆ Parking spaces 92-99 are designated for substitutes.
- ◆ Please submit personal leave requests in writing to Mrs. Doyle. Email is permissible!
- ◆ Please keep your red substitute folder up-to-date.
- ◆ Teachers should only cover another teacher's classes with prior approval from Mrs. Doyle.
- ◆ ONLY when an EMERGENCY arises call Dr. Fineburg at 205-612-6314 (cell) for assistance in securing a substitute.



Technology is integrated when...

- It is a seamless component of the lesson and advances learning.
- Students use it to reach a specific, lesson-oriented goal.
- It serves to broaden students' understanding (horizontal integration) and/or gives them a deeper understanding of the topic/concept (vertical integration).
- It serves to make the lesson easier to teach, more fun to learn, and more memorable.
- It helps individuals meet their own educational goals.
- It is a key part of learning. Without technology the lesson would be difficult to teach and/or expectations for students would be greatly diminished.
- The benefits can be explained in a few sentences.
- It causes improved achievement for everyone.
- It motivates as well as instructs.
- It causes unexpected positive results.

Evaluation Technology Integration...



Establish clear expectations.

- Use spell checker on all final work
- Download graphics from the Internet
- Calculate basic statistics using a spreadsheet

Consider what others would think about your plans for technology integration.

Remember the purpose for evaluation.

- Formative – fine tuning an intervention
- Summative – measuring the results of the intervention

Be flexible. Use the results of your evaluation to modify your instructional program.

Ask yourself the tough questions.

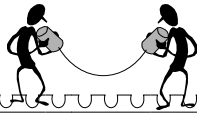
- Are all students using technology?
- Is technology making a difference in the acquisition of “Skills for Success”?
- Is time spent with technology the best use of the time?

Compare your technology efforts with model programs.

Plan for today. Plan for tomorrow.

Include County, State, and National goals/standards when planning for technology integration.

Traditional measures such as achievement test scores can measure effectiveness of technology integration. Test scores should go up.



Tips for Parent Conferences

Teachers may set up parent or student conferences on their own, having a counselor or administrator is not mandatory, but please notify your grade level administrator via e-mail that a conference will be held so that it can be documented. Students may have similar issues in other teacher's classes and this information can be useful to administrators and other teachers.

Please identify yourself and your subject/position prior to addressing the parent.

Keep in mind that many parents are embarrassed and somewhat defensive in being called to the school because their student is not performing. Please maintain your professional manner do not provide the parent the opportunity to vent their hostilities by anything you say or do.

Try to always call the parent by the correct last name...may times it will be different than that of the student.

Be prepared with your grade book and examples of work in case the grade is challenged. Don't speculate on a student's grade. If you will be unable to attend please let the counselor know and leave any information that will be helpful.

Maintain a positive atmosphere; try to say something nice about the student while pointing out shortcomings.

Address remarks to the parent and student, not to the counselor, administrator or other teachers.

It is not a good idea to mention other students from the same family you have come in contact with, unless the parent brings it up first. This can be a sore point.

Parents don't need to hear that a class is overcrowded or that a student is in a "rowdy" class. Statements like this tend to compromise the position of the school.

It is not the role of the teacher or counselor to chastise a student in front of the parent for any negative behavior exhibited prior to or during the conference. The parent should be presented the opportunity to deal with this.

Please do not mention in front of the parent and/or student a breakdown in communications between guidance or administration and the teacher concerning the conference. This may be resolved after the parent leaves.

Please refrain from making any remarks in the conference which could possibly be deemed offensive by the parent.

Example: Someone as big as _____ should act more mature.

Example: She acts like she doesn't know any better.

Example: Can your child read.

If a parent is late or has missed a previous appointment, it will be the role of the counselor to communicate this to them prior to the start of the conference.

Always try to present a positive image of your class and the school. Don't give the parent

Faculty & Staff Handbook 2010-2011

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