

OAK RIDGE



HIGH SCHOOL
Established 1943

Student Handbook

2017-2018

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Introduction

This handbook contains important general school information as well as a description of student rights and responsibilities as citizens of Oak Ridge High School. All students are encouraged to read this book thoroughly and to understand and adhere to the content.

In accordance with Federal law and the U. S. Department of Agriculture policy, Oak Ridge High School is prohibited from discriminating on basis of race, color, national origin, sex, sexual orientation, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY).

Oak Ridge High School offers a variety of educational programs designed to meet the individual needs of all students. In order to take full advantage of these instructional opportunities, all students must know the general operations, rules, and regulations of the high school. Students must comply within these established guidelines.

As important as student rights are, student responsibilities can be equally important. An informed student who is familiar with his/her rights and who is aware of and concerned about the rights of others has taken a giant step toward becoming a responsible citizen.

SECTION I

GENERAL INFORMATION

School Mission

Excellence in Education

Vision

The vision of Oak Ridge High School is to graduate all students prepared for success in college or career as productive and contributing citizens.

Collective Commitments

Oak Ridge High School will provide an appropriate curriculum for students with a focus on career options and real world issues.

Oak Ridge High School will promote an active partnership between the ORHS staff and the parents of all students.

Oak Ridge High School will encourage the study of science, technology, engineering, and mathematics (STEM), along with social studies, the arts, languages, and vocational related areas to promote a well-rounded student citizen.

Oak Ridge High School will encourage participation in clubs, extracurricular activities and athletics to promote lifelong learning and a healthy lifestyle.

Oak Ridge High School staff will continue to incorporate advances in education, both individually and collectively, to maintain a state of the art high school providing an excellent and relevant educational experience to students in the twenty-first century.

Oak Ridge High School will model understanding and respect for all cultures to enable students to participate in a global society.

The Oak Ridge High School educators will endeavor to produce life-long learners who are critical thinkers, skillful researchers, analytical readers, and ethical scholars.

School Contact Information

Main Office	(865) 425-9601
Principal's Office	(865) 425-9601
Curriculum and Instruction	(865) 425-9611
Student Services	(865) 425-9604
Athletic Director	(865) 425-9603
Attendance Coordinator	(865) 425-9605
Bookkeeper	(865) 425-9673 • (865) 425-9615
School Nurse	(865) 425-9525
Career and Technical Education	(865) 425-9608
School Counseling Office	(865) 425-9607
Registrar	(865) 425-9524
School Psychologist	(865) 425-9607

Accident Insurance

Accident insurance for each student is made available by Oak Ridge Schools through TSBA. Claim forms and answers to questions concerning insurance can be obtained from the School Counseling Office. It should be noted that the school system assumes no responsibility for the performance of the contract between the insured student and the insurance company.

Administrative Organization

The Oak Ridge School System is governed by the Board of Education which is comprised of five members who each serve a term of four years. The purpose of the board is to provide a program of education for the community. The board represents the community in:

- Establishing a sound philosophy for all educational programs and activities
- Adopting policies for the operation of school programs
- Providing leadership for educational progress through the establishment of annual objectives
- Ensuring there are adequate methods of evaluating existing programs
- Adopting sound financial plans consistent with school needs and community resources

The board formulates policy for carrying out the above guidelines and employs professional educators to administer the program.

The Superintendent of Schools administratively controls and directs the Oak Ridge Schools subject to the review of the Board of Education. The Superintendent of Schools is appointed by and also serves as the executive officer of the Board. In this capacity the Superintendent of Schools interprets policies crafted by the Board, establishes procedures and regulations to assist in the governance of schools, and manages the school system's budget. It is the responsibility of the staff at Oak Ridge High School to ensure policies developed by the Board and bestowed upon the Superintendent of Schools are implemented.

Badges

ID badges are issued to every student at Oak Ridge High School. The badge must be worn at all times and the picture on the badge must be visible while in the school building. If you do not have your badge you must have it replaced through the office. There is a fee for additional badges.

Bookstore

A bookstore selling school supplies is open daily out of the bookkeeper's office. Students should be familiar with its location and operating schedule of Monday through Friday from 7:30 a.m. to 3:30 p.m. The store will have workbooks and curriculum related supplies.

Clinic

Students who need bandages or hygiene products, or who are not feeling well should report to the school nurse and sign in on the clinic log. Students who are not well enough to remain at school will be sent to the clinic to await parental approval for dismissal. Students who need medication and have a **proper medication release form on file** will be sent to the school nurse. Only students who take daily prescribed medication (medication prescribed by a physician) may report directly to the nurse's office. **Students are not allowed to be in possession of any type of drug, prescription or non-prescription medication, unless they have medical approval. If a student needs to take medicine during the school day (e.g., Tylenol, Advil, Motrin, etc.), then the request forms must be completed and turned into the clinic for approval. Students are to store these items with the nurse.**

Clothing Repair

Students who need to make emergency repairs to their clothing during school hours may report to the Student Services Office.

Counseling Services

The role of the counselor is to assist the student in planning his/her academic program each year, in making educational and career plans for the future, and solving academic, social, and personal problems. Students are assigned a counselor based on the first letter of the student's last name. Counselors may be seen during the day by making an appointment in the counseling office. The School Counseling Office also has career, guidance reading materials, and testing information. The School Counseling College and Career Room maintains and has available occupational files, trade and technical school, college, and university catalogs.

Cumulative Records

A cumulative record of educational history and progress is maintained for each student enrolled in the school system. All courses attempted, grades received, and credits earned are entered into the record on the transcript page. In 1974 the Family Educational Rights and Privacy Act, Public Law 93-380, Section 438, was passed to ensure confidentiality of students' records. A student and his/her parents have the right to inspect the academic record and are entitled to an explanation of any information contained in the transcript. Teachers, counselors, and staff who have a legitimate educational interest shall be permitted to review the record of any student. For a complete outline of the law governing students' cumulative records, see your counselor or one of the Vice-Principals of Student Services. NOTE: Student disciplinary records are maintained separately and apart from the cumulative record.

Distribution of Materials

The distribution of fliers, brochures, or promotional paraphernalia by students is not allowed. Students who do not abide by this rule are subject to disciplinary actions.

Driver Permit and License SF1010 Form

Students wishing to obtain a driver permit or license must have and maintain satisfactory academic progress and attendance. "Satisfactory" is defined in Tennessee Code Annotated (T.C.A. 49-6-3017) as having a passing grade in at least three (3) full unit subjects or their equivalency at the end of any grading period. Students may have no more than ten (10) consecutive or fifteen (15) cumulative unexcused absences during a single semester. The attendance office is required to report to the Tennessee Department of Safety any student who is not in compliance with T.C.A. 49-6-3017.

When applying for a driver permit or license from the Tennessee Department of Safety, the student must present the following: Social Security Card, certified copy of birth certificate, and an approved Compulsory Attendance Form.

Requesting a Compulsory Attendance Form:

- Complete a Compulsory Attendance Form request from the Student Services Office. Request forms are located just inside the Student Services Office on the attendance side.
- Attendance Coordinator will process requests at the end of each afternoon by verifying the student's grades and attendance.
- Students with satisfactory grades and attendance will have an approved and signed Compulsory Attendance Form available to be picked up from the Student Services Office. Approved forms are generally completed the day following the request.
- Students who have not maintained satisfactory grades and/or attendance should make an appointment to meet with the Attendance Coordinator.

Please contact the Attendance Office at 425-9515 with any questions regarding compulsory attendance and/or obtaining a driver permit or license.

Food Court

The food court is designed for the convenience of students and teachers who wish to purchase all or part of their lunches.

It is the responsibility of the student using the food court to assist in keeping the dining area clean. Students should return trays and dishes to the appropriate area, and place all waste in the designated containers. In accordance with Board of Education Policy, students in the food court should not have food or drink delivered to them from outside vendors or parents. While juniors and seniors have open campus privileges, they are not to use the parking lots to eat lunch and/or loiter during their lunch period. Students are not permitted to bring food back from open campus. Freshmen and sophomores may only be in the food court during their assigned lunch period unless they have a note from a teacher to be in an authorized location supervised by a staff member. Students may be allowed to leave the food court before the lunch period is over with a note from a teacher.

Any student who violates acceptable food court behavior will receive disciplinary consequences such as lunch detention for a period of time. Acceptable behavior includes, but is not limited to:

- Returning trays and accessories
- Placing trash in proper containers
- Handling school property with care
- Keeping food and equipment in the food court

Grade Report Cards

Grade report cards are issued four times per year. The following letter grades are used to show academic achievement:

A – Excellent	P – Passing without quality
B – Good	F – Unacceptable
C – Average	I – Incomplete
D – Passing	

Teachers may also use a remark code to comment on student progress. The report card should be discussed with parents or guardians and kept for future reference. Report cards are distributed following the end of the grading period. Teachers may contact parents at any time during the grading period. Parents/guardians may elect to complete authorization to utilize Skyward Family Access to receive regular communication regarding their student's academic progress. Parents/guardians not wishing to use Skyward Family Access will receive a warning letter if unsatisfactory progress is being made at approximately the mid-point of a grading period. For more information regarding Skyward Family Access, please contact Nancy Witick at nwitick@ortn.edu.

Oak Ridge High School Grading Scales

Grading Scale and Grade Point Averages										
Grade	Workshop, General and CP Classes		Advanced Courses		Honors and National Industry Certification Courses*		Dual Enrollment		Advanced Placement and Post- AP Classes	
	Grading Scale	Grade Point Average	Grading Scale	Grade Point Average	Grading Scale	Grade Point Average	Grading Scale	Grade Point Average	Grading Scale	Grade Point Average
A	93-100	4.0	93-100	4.25	90-100	4.5	89-100	5.0	88-100	5.0
B	85-92	3.0	85-92	3.25	82-89	3.5	81-88	4.0	80-87	4.0
C	75-84	2.0	75-84	2.25	72-81	2.5	71-80	3.0	70-79	3.0
D	70-74	1.0	70-74	1.25	67-71	1.5	66-70	2.0	65-69	2.0
F	0-69	0.0	0-69	0.0	0-66	0.0	0-65	0.0	0-64	0.0

State Approved Courses, National Industrial Certification Courses [within the Technology Academies], Honors Classes, and Advanced Placement and College Level Classes will follow the above grading scales to comply with the Uniform Grading Policy adopted 04/15/2005 by the Tennessee State Board of Education. Class rank at Oak Ridge High School will be determined by the Grade Point Average assigned to final grades of each course according to its course classification. This system complies with the methodology established in computing the GPA for the Tennessee Hope Scholarship program and for the General Assembly Merit Scholarship (GAMS) program.

Incomplete (I) Grade

Teachers may give a grade of Incomplete (I) if they feel a student is unable to complete the work in a given grading period because of circumstances beyond his/her control. It is the student's responsibility to make arrangements with the teacher to complete the work within a time frame

as designated by the teacher and have the grade changed. Work not completed within the required deadline may result in an "F".

Graduation Requirements

To meet state and local requirements for graduation, all students shall have attained an approved attendance, conduct, and subject matter record which covers a planned program of education as outlined by the State of Tennessee and Oak Ridge Schools.

ORHS REQUIREMENTS:

- Meet all graduation requirements
- Have no outstanding debts
- Students who have not met all graduation requirements will not be permitted to participate in graduation exercises.

Graduation Path

Prior to the ninth grade, all students (along with their parent(s) and an advisor) will develop a four-year plan of study. The proposed program will be reviewed each year. The purpose of the four-year plan is to connect the student's academic and career goals to appropriate classes and to meet all graduation requirements. Students must choose a focused program of study preparing them for post-secondary education in the Ready Core Curriculum as defined by the Tennessee State Board of Education.

Listed below are the graduation requirements for the Ready Core Curriculum (22 Total)

- 4 English
- 4 Math (including Algebra II and 1 additional beyond Algebra II)
- 3 Science (including Biology and Physics or Chemistry)
- 2 World Language (same)
- 1 Fine Art
- 1 U.S. History
- 1 European History, World History or Geography
- 0.5 Economics
- 0.5 Government
- 0.5 Personal Finance
- 1.5 Lifetime Wellness (.5 Wellness A, .5 Wellness B plus 1 additional .5 credit)
- 3 Focused Electives- (focusing on a particular concentration, such as Fine Arts, Math & Science, Humanities, AP, etc. made up of three electives beyond the core requirements)

Graduating Seniors

The Principal will announce during the second semester which day will be the last day of school for graduating seniors. Seniors will not be excused prior to this date for senior trips, early vacations, "skip days", etc.

A detailed Academic Planning Guide will be issued each year through the Office of Curriculum and Instruction.

Practices of grading, reviewing, and returning student work and examinations

The staff of Oak Ridge High School places great value in the role of assessment as it informs classroom instruction. To this end, teachers spend a significant amount of time developing appropriate assignments and assessments, as well as additional time grading and providing substantive feedback to students.

In most cases, student work will be reviewed and/or returned to students no more than one week following the submission date. However, in some cases, assignments and tests will be retained at the building level for the purposes of parent/teacher conferences and/or test bank security, as some departments use common and consistent instruments for the purpose of benchmarking student performance and comparing student progress from year to year. In the event that an assignment is not returned for students to take home, parents/students may request and will be granted an opportunity to review the assignment at the building. Parents may request a copy of all student work retained by the teacher, assuming that said assignments do not compromise test security.

In the event that a teacher uses a scanned form where students bubble in answers both the form and the test question will be returned in order for students to review their answers. The determination of whether the test is sent home will be made based on the aforementioned considerations. State mandated end-of course exams are not available for review.

Health Records

State law (TCA 49-1767) requires that each student be properly immunized prior to enrolling in school. Any student not in compliance will be sent home from school until such time that compliance with state immunization standards can be documented.

Lockers

Lockers are the property of the Oak Ridge Schools. An individual locker is available for each student who desires one. There is not a fee required to use a locker. If a locker is assigned to a student, then he/she is responsible for any damage to the locker beyond normal wear.

Lockers offer minimal security. This should be kept in mind when placing items of value in your lockers. It is a student's responsibility to keep his/her own locker locked and not share the key/combination with others. **Lockers that must be utilized for a specific course (PE, Welding, etc.) also remain as the student's responsibility to secure, lock, and not share information with other students regarding the key/combination. The school does not assume any responsibility for items removed from a locker (textbooks, calculators, personal belongings, etc.).** School personnel may access any locker at any time deemed necessary. School maintenance personnel can also enter a student's locker for the purpose of hygienic inspection or repair of a locker. Any needed repair or re-assignment should be reported to the Administrative Office.

Lost & Found

Items lost or found should be reported and/or brought to the Attendance Office immediately. Unclaimed items will be discarded after each grading term.

Media Center

The operating hours of the ORHS Media Center will be posted. Students and staff may use the center for research, reading, collecting information, exploring or browsing. Student ID cards must be presented to the Media Center staff upon entering the Media Center.

Eating, drinking, lounging, playing games, loud conversations or other disruptive activities are not permitted in the Media Center. Persons not complying with Media Center policies will be asked to leave and face possible disciplinary consequences.

Computer use in the Media Center is a privilege. Computers at Oak Ridge High School are provided as a tool to assist students in their academic studies. Students found to be in violation of the Oak Ridge Schools Acceptable Computer Use Policy will be subject to disciplinary consequences. Computer use in the Media Center will be monitored.

Participation in Sports

Participation in More than One Sport

Athletes participating in more than one sport where there is an overlap between the practice of one sport and the competition of another are not required (nor encouraged) to participate in any meeting, practices, or any other activity connected with the second sport until the conclusion of the competitive season.

Attendance/Disciplinary Action

Students under an in-school suspension or an out-of-school suspension are not allowed to participate in or attend extracurricular activities including athletics until they are reinstated to school following the suspension. Suspensions begin the morning of the consequence date and end after the completion of time served. Also, students must be in school for 3 hours and 16 minutes to participate in an activity or sport that day. As a result, students serving an out of school suspension cannot participate in extracurricular activities on the date of the suspension. Any exceptions to this rule must be requested in advance through the Student Services Office.

TSSAA High School Athletics

To be eligible to participate in athletic contests during any semester:

- Students shall be regularly enrolled, in regular attendance, and carrying at least five full courses or the equivalent.
- Students must earn five credits the preceding school year if less than 24 credits are required for graduation or six credits the preceding school year if 24 or more credits are required for graduation. All credits must be earned by the first day of the beginning of the school year. Academic eligibility for a student is based on the requirements of the school the student was attending at the conclusion of the previous school year.

Note: TSSAA eligibility is checked by the Registrar and certified by the Athletic Director. All athletes are responsible for knowing the TSSAA rules. Rules and further information can be found on the web @ www.tssaa.org.

Posters & Signs

All posters and signs must be approved by Student Services prior to posting. Posters and signs (maximum of five) may only be placed at designated information centers and meet the following criteria:

- Advertise school-sponsored events or meetings only
- Include information regarding group and/or event name, date, time, and location only
- Be no larger than 14" x 22" (half standard poster board size)
- Contain no glitter

School Safety Drills

In accordance with Tennessee state law drills are required and Oak Ridge High School is in compliance and your child will be subjected to the following drills throughout the school year:

Fire Drills - The signal to leave the building is a distinctive signal. In case the bell system is not operating, students will be given instructions over the public address system. A signal will be given by a school official to return from the fire drill. Students must leave the building quickly and orderly from whatever room they are in without going to lockers. Following instructions and maintaining order is essential.

Lockdown Drills - In accordance with Tennessee state law, lockdown drills are performed once per semester to ensure adequate preparation in case of an emergency. In the case that a lockdown drill/procedure is necessary, students will be given instructions over the public address system. An announcement/signal will be given by a school official to conclude the lockdown drill/procedure. This requirement could also be met via an armed-intruder drill or an AED drill.

Tornado Drills - Tornado drills will also be conducted during the school year. When the signal is given for a tornado drill, students are to exit the classroom immediately and sit on the floor in the hallway facing the wall. Students should be as far away from glass windows and glass panels as possible.

Student Support Team

This team does the screening for 504 Accommodation Plans and special education services. In the event that a student may need additional support through a 504 Accommodation Plan and/or Special Education Services, a request should be submitted in writing to the student's grade level Vice-Principal. The Student Support Team (SST) will review each student's request and documents to determine if additional support is needed. These results/recommendations will be reported to the parent/guardian.

Transcripts

A transcript is the student's official high school academic record sent upon his/her request to legitimate agencies. The student must supply a *stamped* envelope *addressed* to the agency listed on his/her request form. After all transcript items are completed by the student's school counselor, they will be mailed from the School Counseling Office.

Transportation

Students wishing to ride a bus other than their assigned bus or wishing to catch or depart from the bus at a stop other than their assigned stop must have prior approval. Students should bring a note to Counseling Office from their parent/guardian requesting permission for any such bus change. Once the note has been verified and permission granted, the student will be called to Counseling Office to pick up a bus pass. Only students with valid bus passes issued from Counseling Office will be allowed to ride an alternate bus or be picked up or dropped off at an alternate stop. The note should include:

- Date
- Student's full name and grade
- Date requesting to have change in transportation

- Specific request, i.e., name of student with whom the student will be riding and/or location of requested alternate stop.
- Phone number where parent/guardian may be contacted
- Parent/guardian signature

Visitors

All visitors must enter through the main entrance and use the buzzer system to gain entry into Oak Ridge High School. There is only one public access available to the public while school is in session. In order for us to extend hospitality to guests, visitors must report to the Main Office and obtain a visitors badge immediately upon entering the building. Approval for a student guest must be requested through the Student Services Office a minimum of three days prior to visitation at Oak Ridge High School (this does not apply to parents). Former ORHS students must schedule visits only after school hours. Visiting privileges will be extended to:

- Former ORHS students on leave from the armed service or on vacation from college (by appointment only)
- Persons invited or given permission by faculty or staff to visit the school for educational purposes
- Only parents or guardians of current students may eat lunch in the Food Court after getting a visitor's pass in the office
- Parents wanting to visit classrooms (by appointment)
- Prospective students who are in town with parents for job interviews

Student visitors are generally discouraged. However, in rare cases these steps should be followed to request permission for a student visitor to attend classes:

1. Submit a request to the Vice-Principal of Student Services three or more days in advance.
2. Classroom teachers must be notified and approve the visit.
3. The visitor must obtain a visitors pass the day of his/her visit in the Student Services Office.
4. Students requesting a visitor who lives nearby or students bringing a visitor without prior permission will not be approved.

Any non-student without a valid visitor's pass, or any student under suspension from school without permission to be on the premises, will be asked to leave the school grounds. Failure to leave the grounds when asked or repeated loitering subjects the non-student or student under suspension to prosecution. (TCA 49-6-2008)

Oak Ridge High School Administration reserves the right to revoke or deny visitation when deemed necessary.

Withdrawal from School

A student who finds it necessary to withdraw from Oak Ridge High School should notify his/her school counselor immediately. At this time the student's records are updated, and his/her plans for the immediate future are discussed. On the date of withdrawal, the student must pick up a withdrawal checklist from the Registrar, obtain the signatures needed, and return the checklist back to the Registrar. A student will not be officially withdrawn from Oak Ridge High School until confirmation of enrollment in his/her next school is received. A student will be marked absent until a dated request for records is received from his/her new school.

SECTION II

GENERAL STUDENT GUIDELINES

Conference Time

On occasion students may be asked to stay after the conclusion of the regular school day or report to school prior to 1st period on the following day. Reasons for conference time may include: teacher supervision of special project or in-depth study, discussion of students' progress or behavior in a particular class, make-up course work due to absences, or after school detention. Parents and students will be given twenty-four hours notice in such cases so transportation and other arrangements can be made. Students are expected to make appropriate arrangements to stay on the date and time arranged. Failure to do so will result in further disciplinary action.

Cell Phones / Electronic Devices / 1:1 DEVICES

Students are allowed to use cell phones or other electronic devices:

- Before school, during class changes, during 5th period as specified by staff, and after school
- Headphones **may not** be worn during class change.
- When a teacher has given permission for them to do so during their class for a legitimate educational purpose.

Violation of this policy will result in the cell phone/electronic device being confiscated and turned into the Student Services Office. **Failure to surrender device will be considered gross insubordination and result in an out of school suspension.** The above policy also applies to other electronic devices (cameras, MP-3 players, CD players, radios, electronic gaming devices, etc.) unless used for a legitimate educational purpose with prior teacher approval.

Parents only may pick up the device at the end of the school day.

1:1 devices have been adopted by the Oak Ridge School System. Each student is to adhere to the guidelines signed for by the student and the parent.

Oak Ridge High School will not be responsible for the replacement of the above listed items in the event they are stolen, lost or damaged.

Cheating / Plagiarism

Students are expected to do their own school work. Plagiarism is the unauthorized use of another person's work and attempting to pass it off as one's own. Offenses of cheating and plagiarism will be reported to Student Services for disciplinary action. All materials turned into a classroom teacher become school property and may be retained at the teacher's discretion..

Dangerous Items

NO WEAPONS ARE ALLOWED. All Oak Ridge High School students are expected to follow the district guidelines for weapons on school grounds, events, activities, or field trips. In addition, pepper spray will be considered a weapon and is therefore not allowed at Oak Ridge High School events, field trips, or on school property.

Driving and Campus Parking

Students who operate cars or motorcycles as a means of transportation to school should be aware of and observe all rules of safety.

Specific areas on or near campus have been designated for student parking. In addition, certain areas are restricted as no-parking areas.

A student who wishes the privilege of parking any kind of vehicle in the school parking lots agrees to the following responsibilities:

- Hold a valid Tennessee state driver's license
- Drive in a safe and careful manner. Speeding and/or reckless driving of a car or motorcycle on the campus will result in the loss of on-campus parking privileges, suspensions from school, and/or a citation to court.
- Any student or staff at ORHS must obtain a parking pass to display in the vehicle at all times from the Student Services Office at the beginning of each school year.
- Driver and passengers are not permitted to loiter in a vehicle or in the parking lot after the vehicle has been parked in the appropriate area.
- Operation of cars and motorcycles is prohibited in any area not designed for their use (i.e., sidewalks, grassy areas, in parking areas, etc.).
- All students riding in a vehicle should be seated inside, not in the bed of a truck, sitting on a window, or sitting on the hood of a car, etc.

As we work in cooperation with the Oak Ridge Police Department, parents, students, and staff, our parking areas should remain a safe place for entering and exiting.

Student Parking

Student parking on campus is allowed in three main areas:

- Unmarked spaces in the Wildcat Arena parking lot
- Unmarked spaces in the Performing Arts parking lot
- Unmarked spaces on Providence Road

Bicycles and Motorcycles must be parked in the designated areas:

- At entrance to staff lot (Comprehensive Studies): Bicycles and Motorcycles
- Outside of Food Court (bicycle rack): Bicycles only

No Parking Areas

Students are not allowed to park in the following areas:

- Fire lanes, bus lanes, staff parking spaces, handicapped parking (unless handicap placard or license plate is displayed), trash collection areas, and yellow marked spaces at the foot of the steps on Providence Road, directly in front of the Chamber of Commerce and the upper parking of Central Baptist Church
- Behind the Wellness Center, in the fenced area of the Alternative Program building, or in any area marked as no parking

- Behind the Wellness Center, in the fenced area of the Alternative Program building, or in any area marked as no parking.

Students who violate the parking guidelines are subject to disciplinary action, having the car towed at the owner's expense, and/or losing on campus parking privileges.

Gambling

It is against the law to knowingly engage in gambling (TCA 39-17-505) or games of chance for money and/or other articles of value. Additionally, being in the presence of gambling is strictly prohibited and will result in disciplinary action.

Good Standing

Students who maintain appropriate academic performance, are actively present, and display mature, suitable behavior are considered in good standing. Students in good standing are eligible for all the privileges bestowed on their class.

Maintaining School Order

An orderly learning environment is critical to assure success for all students. Part of maintaining order is the expectation that all students exercise a reasonable amount of self-control and adherence to basic school rules. Basic school rules are:

- Appropriate classroom conduct
- Appropriate language
- Appropriate dress
- Respect toward staff/faculty/peers
- Adherence to food and drink policies*
- Being in the right place at the right time

Failure to follow these basic school rules will result in a student receiving disciplinary consequences including, but not limited to, being placed immediately in detention or in-school suspension for part/all of the school day. Continual violation of these rules will lead to further disciplinary consequences including, but not limited to, an out-of-school suspension.

***All food must be consumed in the Food Court. Students are allowed to have drinks in the hallways, but teachers have discretion as to what they allow in their classroom.**

Open Campus

One of the unique aspects of Oak Ridge High School is the *Open Campus* policy. **Open Campus means that a junior or senior student in good standing may leave campus during his or her lunch period.** The privilege is available to juniors and seniors who maintain good academic standing, have appropriate attendance, are punctual to class (no more than 6 tardies), and exhibit suitable and mature behavior. In order to maintain the *Open Campus* privilege, student cooperation is required.

A student failing to make appropriate academic progress, maintain good attendance, arrive to class on time, or follow school behavioral expectations will have his or her open campus privileges revoked for an indefinite period of time.

Students should not bring food back to the building from open campus lunch. Upon arrival back from open campus lunch students can enter the building via key card access at the main entrance, bus loop, or arena. Students should remain in the main lobby, bus loop lobby, or Wildcat Arena Lobby until lunch is dismissed. Students may not loiter in the parking lots or hallways prior to lunch dismissal. Students will not be allowed to leave the Food Court without a note from a teacher.

NINTH AND TENTH GRADE STUDENTS DO NOT HAVE OPEN CAMPUS - IF CAUGHT LEAVING CAMPUS WILL HAVE TO SIGN IN AND OUT OF THE FOOD COURT WITH AN ADMINISTRATOR.

Maintaining the Open Campus privilege will require that junior and senior students:

- **Have good attendance**
- **Arrive to class on time – no more than six tardies**
- **Maintain acceptable academic standing**
- **Display suitable and mature conduct while at school and school events.**
- **Deposit trash in the proper containers** ORHS is surrounded by residential homes, churches, businesses, major roadways, and recreational areas. Neither the community nor the school will tolerate litter when something as simple as closing the campus will solve the littering problem.
- **Show consideration and demonstrate proper behavior** If student's behavior becomes a nuisance to the community while enjoying Open Campus, the Open Campus policy could be eliminated. If the other customers of a business (eating places, etc.) stop doing business there during student lunch hours because of annoying behavior, it will be in the business owner's best interest to notify the school of the problem.
- **Drive in a safe and responsible manner** Safe driving benefits everyone. Students are expected to obey the driving laws of Tennessee. The ORHS Administration can file charges against students for reckless driving. We are responsible for the safety of all ORHS students. Squealing the tires, driving at a high rate of speed, and putting students in danger will directly affect the Open Campus privilege.
- **Return to classes on time from lunch** Students must return from lunch on time or risk of losing their Open Campus privilege. Tardies from lunch will rarely be excused. Class absences will not be excused unless a checkout is handled through the Attendance Office before the end of school that day. Each student is responsible for maintaining reliable transportation to and from open campus.
- **Students who violate school rules while on open campus** Incidents such as fighting, theft, insubordination, rudeness, etc. will receive serious disciplinary consequences, including the revocation of the Open Campus privileges for a period of time.

Public Displays of Affection (PDA)

Public displays of affection in a school setting are inappropriate and subject to discipline consequences. Only casual hand holding will be permitted.

Skateboards / Hover Boards

Skateboards, hover boards, and shoes with wheels are prohibited on school property. Students must place skateboards in the Student Services Office immediately upon their arrival to school.

SECTION III

ATTENDANCE INFORMATION

Attendance and the Law

Tennessee law states: "Every parent, guardian, or other legal custodian residing within this state having control or charge of any child or children between six (6) years of age and seventeen (17) years of age, both inclusive, shall cause such child to attend public or non-public school." (TCA 49-6-3001)

Attendance Philosophy

Attendance affects academic performance. Students must be in class to take full advantage of educational opportunities. Students are expected to be both on time for school and in class every day. Educational opportunities in the classroom (daily teaching, interaction between student and teacher as well as interactions with other students, lectures, audio-visuals, classroom presentations, reports, and discussions) cannot be duplicated outside of class, making attendance a crucial factor in academic success. Each student is required to make a contribution to the daily academic activities in the classroom. An absence can diminish the educational experience for all the students in a class. Consistent school attendance fosters responsibility and self discipline. Tardiness is a disruption and distraction which impacts and detracts from the classroom experience. Students are expected to be on time for each class.

Attendance Guidelines

Please review the system wide attendance policy found in the front of this handbook.

Excused Absences

Whenever a student is absent, he/she **must** provide an excuse written by a parent or doctor's office for the absence. **The note must be received in the attendance office within three days of the student's return to school.**

- Parental notes for absences due to personal illness will be accepted for up to seven days of absences for the entire school year. Any absences beyond seven days will only be excused by a doctor's note.
- For a documented illness, students must submit a note from a doctor listing specific dates to be excused. Notes provided for dental and vision appointments will only be excused for the time of the appointment and a reasonable amount of travel time, unless the note provides additional circumstances.
- Legal appointments will only be excused for the time of appointment and a reasonable amount of travel time supported by appropriate documentation.
- Emergency family travel and/or any absences not covered under the Oak Ridge High School Attendance Policy requires prior approval through the Student Services Office.

Notes for excused absences must contain the following information:

- Date
- Student's full name, grade, and homeroom teacher
- Date(s) of absence(s)
- Reason for absence, please be specific (not feeling well is not a sufficient excuse)
- Phone number where parent/guardian may be contacted
- Parent/guardian signature

The following is an example of an acceptable parental excuse for illness:

Date

Please excuse Jane R. Doe from school on Monday, August 14. Jane was ill with a sore throat and fever. Jane is in the 9th grade and is in Mrs. Smith's homeroom. You may contact me at 425-#### for further information.

Parent/Guardian Signature

Unexcused Absences

Absences which do not meet the above criteria will be considered unexcused. A phone call from the parent/guardian will not excuse an absence.

Unexcused absences impact students in the following manner:

- Excessive unexcused absenteeism will result in notification to legal authorities
- Disciplinary actions may include parent conferences, loss of school privileges, attendance contracts, home visits, detention, In-School Suspension, and possibly Out-of-School Suspension

Planned Early Dismissals

Whenever a student needs to be dismissed early from school for a doctor's appointment, etc., the following steps must be followed:

- Early dismissal notes **must** be received in the attendance office no later than 7:50 a.m. in order for a parent/ guardian may be contacted for verification
- Notes that are received after 7:50 a.m. may not be honored for early dismissal

Early dismissal notes must include the following information:

- Student's full name
- Date
- Time to be dismissed
- Reason for early dismissal
- Parent's signature
- A phone number where a parent may be contacted to verify the note *

****If staff members are unable to contact a parent/guardian to verify an early dismissal note, a student will not be permitted to check out of the building.***

Students who schedule appointments during Open Campus lunch should check out through the attendance office at the beginning of lunch and sign in upon return.

Unplanned Early Dismissals

If a student needs to be dismissed from school due to illness, etc., he/she must report to the school nurse/attendance office. Staff members will contact a parent/guardian or emergency contact to properly sign the student out of the building. Students who do not check out of the building properly will not have their absence excused and will face disciplinary consequences. Students who have the privilege of open campus lunch and become ill while off campus should have their parent or guardian contact the attendance office as soon as possible. Upon returning to school, a note from the parent will be required to excuse the absence.

Phone Dismissals

Phone dismissals will only be approved for **emergency releases**. When possible, arrangements should always be made for a parent/guardian to come to the school to sign out a student from school, or a note should be presented to the attendance office in advance. When a situation arises that a parent/guardian needs for his/her student to be dismissed early from school, and it is not possible for the parent/guardian to come to the school, students will be dismissed only if the attendance office is able to verify that the person requesting the check-out is the parent/guardian of the student. The attendance office may be contacted at 425-9605.

If a student checks out ill during the day and does not provide a medical note from a physician upon his/her return to school, the check-out is considered as one of the allotted seven parental excuses accepted for illness during the school year. (See EXCUSED ABSENCES)

Prior Approved Absences

Students who need to miss school due to involvement in activities and organizations outside of school may request a review of their absence(s) by the administration for consideration of approval. Forms will be available in the attendance office. There will be no prior-approved absences during the week of exams.

Tardy Policy

Students are expected to be in every class on time, including first period. Students arriving to class after the 7:50 a.m. bell are tardy. Whenever a student arrives to school after 8:00 a.m., he/she must report immediately to the Attendance Office for a late arrival/tardy pass. Students who are tardy and do not have a tardy pass will not be admitted to class. Regarding first period tardiness, students arriving after 8:00 a.m. will be considered absent for first period. The tardy/absence will be excused or unexcused depending whether or not the student provides proper and acceptable documentation for the late arrival. Excessive tardies will result in open campus privilege being revoked or other disciplinary action.

Students who are late to class by more than ten minutes will be considered absent from that class. The tardy/absence will be unexcused unless adequate documentation is provided and approved through the Attendance Office. Tardiness to one class due to remaining in another class will be **unexcused** unless prior arrangement has been made between teachers of both classes. A written excuse must be provided to the teacher to whose class the student is tardy.

Hall Passes

Each student should be accompanied by a hall pass while outside of the classroom during instructional time. It is to be used whenever a student is in the hallways, between buildings, or in route anywhere when classes are in session. Passes must have definite destination, time, teacher's initials or signature, and date. Any student who is out of class without a hall pass will be considered to be in an unauthorized area and will be subject to disciplinary consequences.

Make-Up Work

Partial Day/Whole/Multiple Day Absences: Work assigned prior to an absence is due upon the student's return. Students will have **three** days to make up work assigned while absent.

Suspensions - An out-of-school suspension is considered an unexcused absence. A student will have **three** days to make up work assigned while under suspension.

Final Exams

The final exam is a required part of the educational program. Absences from exams will *not* be excused except in the case of a documented emergency. A student who misses an exam is subject to a grade of "0" on the exam.

Alma Mater

Out upon the hills of Oak Ridge
Stands old Oak Ridge High.
She's our dear old Alma Mater
As the years roll by.
She's a good one, brave one, true one.
She will never fail.
Hail to thee, our Alma Mater,
Oak Ridge High, all hail.

Honor Creed

Honor and dignity depend upon the courage and integrity of the individual.

Fight Song

Let's roll, Wildcat roll!
The fight is on; let's take it across the goal
Let's roll, Wildcats, roll!
Your loyal sons are with you hundreds fold!
Rah! Rah! Rah!

Fight 'til the gun!
We'll cheer each play until the game is won.
Let's show 'em that we're tough!
Make 'em holler that's enough!
Yeah! Roll, Wildcats, roll!

School Colors

Cardinal and Gray

School Mascot

Wildcat

School Emblems



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