

# 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 interests and academic needs of all students. In order to take full advantage of these instructional opportunities, students must be prepared and willing to engage fully in the academic curriculum to the best of their abilities.

In order for students to maximize their opportunity for success, they should meet all four of the Oak Ridge High School Student Expectations.

Be where you are supposed to be.

Do what the adults ask you to do.

Be respectful of others.

Do your work.

## SECTION I GENERAL INFORMATION

School Mission  
Excellence in Education

### Vision

The vision of Oak Ridge High School is to prepare all students for success in college or career and create 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 inclusion of the four C's (creativity, collaboration, communication, and critical thinking) within all academic disciplines to foster the development of well-rounded students.

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 recognize the diversity of experiences, backgrounds, and beliefs within our building and promote a culture of respect and understanding necessary to prepare 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   |
| Student Services               | (865) 425-9604   |
| Athletic Director              | (865) 425-9603   |
| Attendance Coordinator         | (865) 425-9605   |
| Bookkeeper                     | (865) 425-9673   |
| 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) 425-9660   |
| Facsimile (Main Office)        | (865) 425-9678   |
| ORHS Website                   | <a href="http://www.ortn.edu/highschool">www.ortn.edu/highschool</a> |
| ORHS Address                   | 1450 Oak Ridge Turnpike<br>37830                                     |

#### High School Administration

Drayton Hawkins, Executive Principal  
Jennifer Milligan, Curriculum Principal  
David Foust, Class of 2023  
Stephanie Thompson, Class of 2024  
Russ Wise, Class of 2025  
Beth Estep, Class of 2026

#### Counselors

Brianna Ottinger, Class of 2023  
Heidi Foster, Class of 2024  
Ashley Bennewitz, Class of 2025  
Paige Taylor, Class of 2026

#### Social Worker

Alison King

## Academic Planning Guide

The Academic Planning Guide “APG”) is the official source for matters related to graduation requirements, grading, dual enrollment, athletic eligibility, college admission tests, registration and details for ORHS course offerings. The APG can be found by clicking [here](#).

## Accident Insurance

Accident insurance is made available for each student by Oak Ridge Schools through TSBA.

Claim forms and answers to questions concerning insurance may be obtained from the Main Office. 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 comprised of five members serving four-year terms. 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, and
- 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 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**

In order to ensure the safety and security of all students and staff, ID badges are issued to every student and staff member at Oak Ridge High School. The badge provides identification, allows access to the building, enables students to access and utilize resources in the media center, enables students free printing throughout the building, and promotes efficient check out in the cafeteria. Badges are mandatory and must always be worn on your person. The picture on the badge must be visible while in the school building. Badges that are damaged or lost must be reported to student services and replaced. The replacement cost is \$10.

## **Bell Schedule**

Oak Ridge High School operates on a traditional block schedule with approximately 90 minutes per block, four blocks daily. On Wednesdays, the Oak Ridge Schools District operates on a shortened schedule. Click [here](#) to review bell schedules available for Oak Ridge High School.

Click [here](#) to download a PDF of the bell schedule.

## **Bio-Metrix – Follow up with Food Services**

The new payment method for purchasing food in the cafeteria will involve fingerprint scanning rather than ID badges. ORS student management system does not store student fingerprints and require a one-time parent authorization. Parents may revoke this permission in writing to administration.

## **Clinic**

Students who are not feeling well should report to the school nurse with a note from the teacher 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 are ill and waiting on a parent must remain with the nurse, not in the bathroom or any other location. 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. The form can be downloaded for printing [here](#).

## **Counseling Services**

Oak Ridge High School has four school counselors assigned to students by graduation year cohort. School counselors are certified and licensed educators who work to improve student success for all students by implementing a comprehensive school counseling program to meet the academic, college/career and personal/social needs of all students. Students can visit the counseling office to make an appointment with their counselor. The counseling office also has additional support from a school social worker and Ridgeview Behavioral Health. To visit the ORHS Counseling webpage, [Click Here](#).

## **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 assistant principals. 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. Items requesting approval should be brought to Student Services for Mrs. Estep's approval.

## **Drivers Permit and License SF-1010 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:

Students can fill out a request by clicking [here](#).

Attendance Coordinator will process requests within 24-48 hours by verifying the student's grades and attendance. Forms needed during school closure will be processed and mailed by USPS.

Forms are printed with the information in Skyward. If there are changes to an address and phone number, please contact the Registrar's Office to make this change prior to requesting the form.

Students with satisfactory grades and attendance will have an approved and signed Compulsory Attendance Form available for pick 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.

Students who plan to get their license/permit over a break need to request the form prior to the break.

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 food or beverage.

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. Students returning from open campus lunch must enter at the main lobby or the Wildcat arena entrance and remain there until dismissed.

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

- Not returning trays and accessories
- Not placing trash in proper containers
- Not handling school property with care
- Not keeping food and equipment in the food court.
- Students are not to take a backpack into the food line.

## **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**

**To request a locker, click [here](#).**

Lockers are the property of the Oak Ridge Schools. An individual locker is available for each student who desires one. Students must request a specific locker number via the online locker request form. Combinations may be picked up in the main office the next school day after the online request is made. 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.

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 should be reported to the main office.

## **Lost and Found**

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

## **Media Center**

Students and staff may use the media center for research, reading, collecting information, exploring or browsing. Student ID badges must be scanned upon entry to and exit from the media center. Persons not complying with media center policies will be asked to leave and face possible disciplinary consequences.

## **Participation in Sports**

Participation in more than one sport

Athletes participating in more than one sport where there is an overlap between the seasons of the sports, are not responsible for any workouts or practices until the conclusion of the first season. Students who quit a team midseason are ineligible to participate in a second sport until the conclusion of the first season.

Attendance/Disciplinary Action

Students must be in school the entire day to participate in an activity or sport that evening. Excused absences will be considered. 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. As a result, students serving either an in-school or out of school suspension cannot participate in extracurricular activities on the date of the suspension.

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 5 full courses or the equivalent.

Students must earn 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 at [TSSAA Handbook](#). Page 13 and following contain all requirements for high school athletes per the TSSAA.

## **Posters and 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)

Contains no glitter

## **School Safety Drills**

In accordance with Tennessee state law, Oak Ridge High School conducts the following drills:



Fire drills (Occur monthly) – Students leave the building in an orderly fashion, following the assigned routes based on location. In case the bell system is not operating, students will be given instructions over the intercom.

Lockdown drills (Twice annually)- 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 intercom. An announcement/signal will be given by a school official to conclude the lockdown drill/procedure. Lockdown procedures are used for armed intruders and medical emergencies.

Tornado drills (Two annually) - When the signal is given for a tornado drill, students are to exit the classroom immediately and sit on the floor in their assigned area facing the wall.

## **Student Support Services**

This team does the screening for 504 Accommodation Plans and special education services. In the event 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 assistant principal. These results/recommendations will be reported to the parent/guardian.

## **Transportation –**

Bus pass requests must be submitted to the Student Services no later than 12 noon. Bus pass requests submitted after 12 noon will not be issued the same day, unless submitted to and authorized by an administrator. Bus pass requests must be made in writing from the student's parents/guardians by written note or email to [Mrs. Viruet](#) in Student Services. The following information should be in the note: student's name, current address and parent/guardian contact phone number, the address of where the student is being transported to, including the name and phone number of the person(s) residing at that address, and the reason for the bus pass request. Phone requests for bus passes will not be honored. Additional information regarding buses can be found [here](#).

## **Visitors**

All visitors must enter through the main entrance and use the buzzer system to gain entry into ORHS. There is only one public access available to the public while school is in session. In order to extend hospitality to guests, visitors must report to the Main Office and obtain a visitor's 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 the principal or his/her designee 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 prior approval and appointment only)

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:

Submit a request to the Assistant Principal of Student Services three or more days in advance.

Classroom teachers must be notified and approve the visit.

The visitor must obtain a visitor's pass the day of his/her visit in the Student Services Office.

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 will result in arrest for trespassing.

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

## **Withdrawal from School**

A student who plans to withdraw from Oak Ridge High School should notify his/her school counselor immediately. A student will not be officially withdrawn from Oak Ridge High School until confirmation of enrollment in his/her next school is received and all outstanding obligations are met. Students who are withdrawn will be recommended for driver's license revocation if they do not enroll elsewhere.

## SECTION II GENERAL STUDENT GUIDELINES

### **Oak Ridge Schools Discipline Handbook**

The Student Handbook at ORHS incorporates all policies and procedures outlined in the Oak Ridge Schools Discipline Code Handbook for 2022-2023.

### **Cell Phones/Electronic Devices**

Students are allowed to use cell phones/electronic devices:

Before school, during class changes, during lunch, and after school  
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 from dismissal until 4:00.

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

### **Access Oak Ridge Devices**

Students should bring fully charged laptops every day. Always keep laptops in the case provided. Do not leave laptops unattended.

Students are responsible for any damage or loss that incurs to the laptops and accessories. Additional information is in the Technology User section of the ORS Handbook.

Students are expected to do their own schoolwork. 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.

### **Dangerous Items**

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

## Driving and Campus Parking

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 vehicles 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.

- Students should not disturb other individual's vehicles and treat all property with respect.

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 on campus is allowed in three main areas:

- Unmarked spaces in the Wildcat Arena parking lot

- Unmarked spaces in the Oak Ridge Turnpike parking lot

- Unmarked spaces on Providence Road.

- Bicycles must be parked in the designated 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), and trash collection areas.

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

- Visitor parking spaces

- Senior spaces purchased through Painting the Park Lot Project

- The Providence Road faculty parking lot

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.

## **Expectations for All Students**

An orderly learning environment is critical to assure success for all students.

Be where you are supposed to be.  
Do what the adults ask you to do.  
Be respectful of others.  
Do your work.

## **Open Campus**

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, 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. Juniors and Seniors failing to meet grade level core academic expectations will not have open campus privilege at the beginning of the next academic year. Academic progress will be reviewed each term.

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 or arena. Students should remain in the main 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, DISCIPLINE INCLUDES BUT IS NOT LIMITED TO, SIGNING IN AND OUT OF THE FOOD COURT WITH AN ADMINISTRATOR. FURTHER ACTION FOR SUBSEQUENT VIOLATIONS MAY RESULT IN SUSPENSION OF OPEN CAMPUS PRIVILEGES DURING STUDENT'S JUNIOR YEAR.**

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

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.

## **Public Display of Affection (PDA)**

Public displays of affection in a school setting are inappropriate and subject to discipline consequences.

## **Skateboard/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

## **Academic Planning Guide**

The Academic Planning Guide "APG") is the official source for matters related to graduation requirements, grading, dual enrollment, athletic eligibility, college admission tests, registration and details for ORHS course offerings. The APG can be found by clicking [here](#).

## **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. 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.

## Chronic Absenteeism

The state defines chronic absenteeism as missing more than 10% of the school days for any combination of excused and unexcused absences. The state is not including this indicator in the school accountability instrument.

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.

Prior Approval form can be downloaded from the website. Click [Here](#)

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. 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.

## **Operation Restoration**

Operation Restoration (“OR”) is the academic intervention program for all students failing to complete all assignments. This is the second year of implementation for OR. OR is designed to intervene immediately when students fail to complete assignments before the grade in the course becomes irreparable. Students failing to meet completion for assignments will be assigned to OR during lunch where teachers will provide support and supervision. Attendance is mandatory and skipping OR will result in an immediate consequence.

## **Planned Early Dismissal**

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 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 Dismissal**

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 Dismissal

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 absences(s) by the administration for consideration of approval. Forms are 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 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. The tardy/absence will be excused or unexcused pending whether 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 as skipping the 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.

#### Make-up Work/Late Work

Partial Day/Whole/Multiple Day Absences: Work assigned prior to an absence is due upon the students return. Students will have three days to make up work assigned while absent without a grade penalty. Students failing to make up assignments within the three days, will be assigned to Operation Restoration, the ORHS Academic Intervention program.

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 without a grade penalty.

Students turning in late work shall receive up to a letter grade deduction from the final assignment grade.

#### 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

