

Oak Ridge High School 2020-2021



Student Handbook Addendum

Respect Policy

At Oak Ridge High School, respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitudes.

Our Mission. To prepare students to live and work in a complex and interdependent society. To acknowledge diversity and build community by practicing hospitality, civility and respect.

Why we need a policy: Oak Ridge is a community that dedicates itself to the safety and well being of its citizens and which recognizes that human dignity is the basis for all our relationships

Definition of misconduct. Any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature toward any other person, deliberate, intentional or unintentional or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology. Federal law and State of Texas rules and regulations will apply.

Putting a stop to disrespect:

Step One: When you witness behavior that is in violation of the Respect Policy, tell the person to stop. Apathy, silence or laughter encourages the abuse and further disrespects the victims. Inform an adult in school and your parents.

Step Two: If the behavior does not stop, contact an administrator as soon as possible to initiate a complaint.

Step Three: If the behavior continues, keep a journal of further incidents, including description, time, date, place and witnesses. Make your parents and administrators aware immediately.

Corrective Action: Disciplinary actions may include: conference, parent notification, counseling, detention, In-School –Suspension, Out-of-School- Suspension, Alternative Education Placement.

Police may be contacted; charges may be filed.

NOTE: The severity of the offense dictates the consequence. These expectations apply to all facets of school like – at school, school activities, on transportation, at bus stops, on field trips, and so on. District policy and all applicable laws will be followed regarding all complaints.

Academics

Oak Ridge High School is a learning environment focused on high student academic expectations. We offer the following level of classes:

On Level Courses. Intended to support students in exploring the content through the mastery of Texas Essential Knowledge and Skills. TEKS for Level Courses can be found at this website:[Click Here for TEKS](#). On Level courses will give students enough content and skill mastery to prepare them for careers or for college after high school. Level courses are offered in all core content areas, foreign language (first two offerings), electives, CTE courses, PE, Fine Arts, Performing Arts, and other courses not designated as Honors, Advanced Placement or Dual Credit. Level courses are weighted as 4 points on a 4 point scale.

Honors Courses. Honors courses are offered in several core content and foreign language areas. Honors courses are college preparatory classes that are intended to stretch students beyond the scope of the TEKS for a given course. They are weighted as 5 points on a 4 point GPA scale.

AP and Dual Credit Courses. Advanced Placement (AP) and Dual Credit (DC) courses are courses offered at Oak Ridge High School that can result in college credit. For AP courses, students register and take a test, where if they earn a 3 or higher on the exam, they may be eligible for college credit for that course. There is no cost to enroll in the course, but there is a cost to take the AP exam for a course. Scholarships for AP exams are offered to those in need.

Dual Credit (DC) courses are offered through a partnership with Lonestar College where students simultaneously take a course at Oak Ridge for high school credit and at Lonestar College for Lonestar Credit. There is an enrollment fee for Dual Credit courses, but Lonestar credit is earned by scoring above a certain grade criteria.

Both AP and DC courses are weighted as 6 points on a 4 point GPA scale.

Career and Technical Education. We understand the value of college and career preparedness and are proud to offer several certification pathways that will prepare students for careers after high school.

Grading Guidelines.

Class Level Grade Weights

Course Level	Daily Weights and Assignments Per Grading Period (minimum)	Major Weights and Assignments Per Grading Period
Level	9 Assignments – 40% Overall	3 Assignments – 60% Overall
Honors	9 Assignments – 30% Overall	3 Assignments – 70% Overall
AP or DC	9 Assignments – 25% Overall	3 Assignments – 75% Overall

Retest Policy

Level of Course	Retest Policy
Level	Students will be allowed to retest one exam per nine weeks. Students may retest for a score up to 100. Teachers may develop a more lenient policy if they or their team believe it is in the best interest of the student, with regard to the number of retests allowed. Teachers are encouraged to allow retests at any point during the nine weeks. Teachers are also encouraged to have a thorough and comprehensive remediation plan that students MUST complete prior to the retest. Teachers must explicitly express on their syllabi and on their CANVAS page if a retest of an exam must be completed by a specific date sooner than the end of the nine weeks of a grading period.
Honors, DC, AP	Students will be allowed to retest one exam per nine weeks. Retest scores may not exceed an 85. Teachers may develop a more lenient policy if they or their team believe it is in the best interest of the student, with regard to the number of retests allowed, but the retest grade may not exceed an 85 on any retested assessment. Teachers are encouraged to allow retests at any point during the nine weeks. Teachers are also encouraged to have a thorough and comprehensive remediation plan that students MUST complete prior to the retest. Teachers must explicitly express on their syllabi and on their CANVAS page if a retest of an exam must be completed by a specific date sooner than the end of the nine weeks of a grading period.

Third Exam Policy. Students who have a major exam scheduled during 5th/6th or 7th/8th period can postpone that exam to the next time the class meets IF they have had exams in two previous classes during the same day. The student does not have to forgo their exam and no exams may be postponed for periods 1-4. Students must notify the teacher of the course with the scheduled third exam 24 hours prior to the exam date and time.

Information pertaining to academic issues can be found in the district wide Program of Studies. This publication can be found on the CISD homepage under the student/parent link.

General Information

Athletic Facilities/Events

CISD athletic facilities are an extension of the school campus. Students are under the authority of the principal and the athletic administrators. All school policies are in force at all facilities. Failure to obey rules and regulations may result in loss of eligibility to attend school-sponsored events. Failure to comply with district rules may result in removal from an activity.

Fans are not at a game or competition to intimidate or ridicule other teams or their fans, but to support ORHS. Good sportsmanship must be displayed at all times. Negative, demeaning or obscene yells will not be permitted at any athletic event while teams are being introduced, or when teams, cheerleaders or drill teams are performing.

- No alcoholic beverages are allowed on athletic facilities, including the parking lot.
- No air horns are allowed
- Food and drink cannot be brought into the facility
- Spectators are not allowed on the playing areas without administrative approval.
- No loitering is permitted in the aisles or exits, or underneath the stands at football games.
- Admittance to an athletic facility is by ticket or authorized pass only.
- Powder is not allowed at the stadiums or athletic events, including Pep Rallies.

Attendance.

Tardies – Students are expected to be in class at the designated time. Tardiness will cause student to receive referrals for disciplinary action and can affect student parking privileges.

Students who are more than 15 minutes late to a class will be considered absent and the absence could be considered truancy. This could result in academic and disciplinary penalties as well as loss of parking privileges.

Teachers will record tardies when taking attendance. Parents will get an email for each tardy that a student receives. A referral will be sent to the assistant principal for every tardy following the sixth tardy. When a tardy referral is generated, students will receive consequences. Excessive tardies can result in In-School Suspension, loss of parking privileges, and referral to truancy court.

Absence Procedures: When a student is absent for one or more periods, his/her parent or guardian should call to talk with the ORHS Attendance Clerk for the appropriate campus. Parents of 9th graders should call 281-465-5017 and Parents of Senior Campus students should call 832-592-5433.

Please state the reason and duration of the absence. When a parent contact has not been made with the attendance office, the student should bring a written excuse signed by a parent or guardian.

When a student is truant, no credit for work will be accepted by teachers.

Students must be in attendance for 90% of the days each semester to be awarded credit for a class. (This only allows 5 absences, per class, per semester). A student who is in attendance for at least 75% but less than 90% of the days a class is offered may be given credit for the class if the student completes a plan approved by the school's administration that provides for the student to meet the instructional requirements of the class. This is a state requirement.

Students who have excessive absences and fall below 75% attendance will have to arrange for a parent to attend a credit appeal hearing.

Students deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent and/or student may be filed in the appropriate court if the student: (1) is absent from school on ten or more days or parts of days within a six-month period in the same school year or (2) is absent on three or more days or parts of days within a four-week period.

Students Enrolling during the School Year with Excessive Absences – Students enrolling in school with excessive absences from their previous school are entering with the possibility of credit loss. (See “Compulsory Attendance” in the Conroe ISD Student Handbook). To remain eligible for early release and late arrival, seniors must meet the ninety percent attendance policy during the fall semester of their senior year. Students who do not meet the attendance requirements in the fall will lose early release and/or late arrival for the spring semester.

Cafeteria

Students are to approach the service lines in the cafeteria in an orderly manner. Students are also expected to clean up their own trash and are strongly encouraged to recycle all plastic and aluminum. Students must remain in the cafeteria area for lunch. Outside lunch deliveries are only accepted from guardians or parents. Students are not permitted to order from delivery services, including directly from restaurants or services such as UberEats and deliveries from these companies will not be accepted.

Campus Distributions/Signs

Unless prior approval is obtained from the Associate Principal for Administrative Services, written materials, handbills, photographs, pictures, petitions, film, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus.

Publications and other advertising material should be distributed via the closed circuit televisions on either campus. Student clubs and organization sponsors can submit request for advertising. In the event that a paper sign is allowed to be hung, extreme care should be exercised when attaching signs to wall to guard against scratching and destroying the finish on the walls.

Only painters tape should be used to attach posted materials to the walls and the surface needs to be tiled areas only. No posters are to be attached to painted areas of the building. Posters and signs should be at least 8.5 by 11 inches, and not larger than 3' by 4'. Campaign posters for elected student positions are to be standard poster board size.

Electronic Device Policy

Electronic Devices. Oak Ridge High School is not responsible for any item brought to school by a student; therefore, a student bringing an item to school, including an electronic device does so at his/her own risk. It is not the school personnel's responsibility to investigate the loss of any item which was brought on campus against district and campus policy, although if time permits administration will support students in attempting to locate missing items, including electronic devices. Personal electronic devices are paramount to effective communication but must be used responsibly in the school setting.

The use of personal electronic devices are permitted before 7:20am, after 2:35pm, and during non-instructional time in the hallways and cafeteria. Electronic device use is not allowed during any other time unless teacher directed, for an educational purpose. Staff members will write a discipline referral for inappropriate electronic device use.

It is a campus-wide expectation that phones are to be placed in the pocket holder or the student's bag when students enter the classroom. Electronic devices should not be on the student's person during class time. Students who fail to comply with the campus electronic device policy will receive discipline consequences.

Extreme caution must be displayed when using electronic devices as a camera or video camera while on campus. The use of any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related event.

Electronic devices should never be used as a camera or video to capture any inappropriate activity on campus including but not limited to fighting, cyber bullying, defacing property, or other behaviors deemed inappropriate. Administration has the right to confiscate phones being used for such activity.

Electronic devices used for inappropriate purposes that include but are not limited to academic dishonesty, cyber-bullying, and sending or receiving inappropriate pictures/videos are strictly prohibited.

Students are expected to follow ORHS testing procedures as directed by teachers. Students caught with phones during testing could be considered cheating and receive a zero. A referral will be written to the student's assistant principal.

- Students listening to music during class change are allowed to use only one ear bud.
- Repeat offenses will result in further disciplinary consequences and a parent will be required to obtain any confiscated electronic device from the Assistant Principal.

****Failure to relinquish an electronic device to a staff member may be treated as defiance of authority and could result in increased consequences.**

Change Address/Telephone Number/Email Address

Up-to-date information is essential for the school to handle emergencies successfully and to maintain communication. When vital information changes, it is critical that the Registrar's office be notified immediately. You can contact the registrar's office by calling the main switchboard at 832-592-5300 for 10-12 grade and 281-465-5000 for 9th grade.

Closed Campus Policy

Once a student arrives on campus for the school day, he/she will not be permitted to leave the campus without administrative approval. Students leaving school for any reason (doctor's or dentist's appointment, illness, etc..) other than a school-sponsored activity without checking out through the attendance office will be subject to disciplinary action. Check-out procedures must be followed even if the parents are aware that the student is leaving. CISD Board Policy prohibits students from leaving campus during the school day (including lunch).

Deliveries to Campus

Students who have left things at home such as lunch, athletic clothes, homework/projects, etc., should stop by the front office and see if these items have been delivered. No items of this nature will be delivered to the student in the classroom. Deliveries from florist and other business will not be delivered to the student. Balloon bouquets and floral arrangements are not allowed in the halls or classrooms. The school will not accept deliveries from restaurants or delivery companies such as DoorDash or Grubhub. School lunches must be delivered by a parent or family member.

Dress Code

Any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interfere with normal school operations is prohibited. The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out in Conroe ISD policy and the campus dress code for students (listed below). Since it is difficult to predict in advance what the problem dress will be, guidelines will be interpreted to the students as needed, either on a group or individual basis.

To be able to ride school transportation, a student must be in dress code. The dress code regulations are in effect from the first day of school through the last day of school.

For the 2020-2021 school year, Oak Ridge High School has adopted a gender neutral dress code policy that will be applied to all students equally regardless of gender.

Oak Ridge High School respects students' rights to express themselves in the way they dress. All students who attend Oak Ridge High School are also expected to respect the school community by dressing appropriately for a 9-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

General Requirements:

1. Clothing must cover areas and undergarments from one armpit across to the other armpit, down to approximately the middle of the thigh. Tops must have shoulder straps. Rips or tears in clothing should be lower than the middle of the thigh.
2. Shoes must be worn at all times and should be safe for the school environment (bedroom shoes or slippers shall not be worn).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, bandanas, head scarves, skull caps, do-rags, beanies, hair bonnets, and caps are not allowed unless permitted for religious, medical, or other reasons approved by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification. Examples: swastikas, the confederate flag, othala rune, etc.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration of Oak Ridge High School reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be notified when there is a dress code violation.

Dress Code Violations

The faculty and administration will enforce the policy governing dress and grooming uniformly. The Dress Code applies whether the student is standing or sitting. It shall be the responsibility of the professional staff to determine the appropriateness of attire for all school occasions. Students involved in extracurricular activities may be held to a higher standard by the coach/sponsor as a

requirement to participate. When violations of these guidelines occur, parents will be notified and requested to bring appropriate apparel to school. On occasion, the parent could be asked to take the student home for the day. When parents are unavailable, the student will not be permitted to return to class unless in dress code. If the student is unable to get within dress code, the student will not be allowed to return to class, and will be sent to In School Suspension. Repeat violations will be handled as defiance of authority and will be grounds for suspension and/or assignment to After School Detention, Saturday Detention, or DAEP.

Early Release/Late Arrival

Seniors with early release or late arrival in their schedule must provide their own transportation and be off campus during that time unless permission is granted to be on campus. Students with early release need to obtain an ID card from their assistant principal's office which will serve as a permanent pass to leave the parking lot at the designated time. To remain eligible for early release and late arrival, seniors must meet the ninety percent attendance policy during the fall semester of their senior year. Students who do not meet the attendance requirements in the fall will lose early release and/or late arrival for the spring semester.

Evacuation of the Building/Fire Drills

Evacuation drills are preparation for the reality of fire or imminent disaster. The school administration, faculty and staff expect each student's absolute cooperation in following all school rules and procedures during emergency events. Students are to remain with the teacher who facilitates the evacuation. Students are to move in a safe and orderly manner away from the building to the outer perimeter of the campus that is closest to their exit point.

False alarms may occur from time to time as a result of a system malfunction. In such cases, everyone will be notified via the school intercommunication system. Without such notification, students should assume the alarm is valid and move to evacuate the building. A false alarm intentionally initiated by anyone constitutes a criminal act and will result in prosecution to the fullest extent possible.

Fines and Fees

Students must take care of all fines and fees before purchasing tickets to the homecoming dance, prom, parking tags and receiving a cap/gown for graduation. Students will not qualify for exam exemptions unless all fines and fees are paid.

Food and Drink

Food, candy and drinks may be consumed only in the cafeteria or courtyard outside the cafeteria. No food items are allowed in any other part of the building. Water is allowed in classrooms as needed by students.

Graduation

Students who meet the requirements for graduation may participate in the graduation ceremony and subsequent activities. The administration of Oak Ridge High School will make the final determination regarding student participation in the graduation ceremony. Students that do not follow the student code of conduct may be withdrawn from all graduation activities.

Students must have cleared their records in order to receive their diploma. Graduation will be held at Cynthia Woods Mitchell Pavillion. Guests must have a ticket to sit in seats under the covered area. These tickets are limited and the number of tickets that each graduate will receive depends upon the number of graduates. This number will be announced at the beginning of the school year. There will be unlimited seating on the hill.

Speakers at the graduation ceremony are chosen from the Summa Cum Laude and Magna Cum Laude graduates and will be selected by a campus committee. The composition of this committee will be determined by the building Principal.

Only cords and ribbons awarded at the Senior Awards Program may be worn at graduation.

Hall Passes

During normal instructional (non-passing) time, a hall pass is required of any student outside the classroom. Written passes will be provided upon approval of the teacher or staff member. It is the student's responsibility to request a hall pass whenever it becomes necessary to leave the classroom. Student in the hall without an approved pass will be sent back to the classroom they left to secure a pass. For reasons of safety and security, no student should be in school hallways during class time without an approved pass. Students who need a pass their car in the parking lot must obtain that pass from an administrator.

Library Procedures

Library Hours: 7:00 a.m. until 3:00 p.m - Mondays through Fridays

Admittance to Library: Individual students entering the library during the school day must have a signed OFFICIAL/REGULATION pass. Each student must have a pass, not several names on one pass. Students must also have an assignment requiring their presence in the library. Any student without the required pass (other than during their lunch time) will be sent back to his/her class. Students can go to the library during lunch without a pass but cannot take food or drink and must sign in and out.

Any student not working on his/her assignment will be sent back to class. Student identification numbers are required to check out materials. Students may check out three books for three weeks unless otherwise restricted. Backpacks, book bags, or other personal items should remain with the student in the library.

ORHS is not responsible for any personal items lost or stolen (library staff can not supervise students' personal belongings).

Lockdown Drill

If staff and students are directed to lockdown the school, it is of the utmost importance that you cooperate and follow all directions carefully. We ask that you give your full attention to the adult in charge of your supervision at the time such an announcement is made, as order and safety are of the highest priority in these situations.

Lockers

Student lockers are available through a student's assistant principal office. Student lockers are property of CISD and subject to being searched.

Lost and Found

Articles that are found on the Senior campus will be taken to the shelves in the custodial hall at the back of the cafeteria. Articles found on the 9th grade campus will be taken to the library. Cell phones and valuable belongings will be taken to the front office on both campuses

Make up Work

As per Conroe ISD Secondary Student Handbook, "Students will be given the opportunity to make up work missed due to any absence with the exception of truancy. . . It is the responsibility of the student to request and complete any assignment or test missed because of an absence. For any work assigned during a student's absence, the student will be permitted one day for each day of absence to complete that work. Long term assignments are due even if the student is absent on that day." A re-test center will be available two days per week for making up tests after school.

National Honor Society

Students must qualify for the National Honor Society. First, the student must maintain a 3.8 cumulative grade point average (on a four point system) from their ninth grade year through the fall semester of their junior year in order to qualify in the Scholarship category. The student must also be ranked high in the areas of Leadership, Character, and Service by the faculty and staff.

Students are inducted into the ORHS National Honor Society in the spring semester of the eleventh grade. Any member who falls below the standards, which were the basis of his/her selection, shall be promptly warned by the advisor. These conditions include but are not limited to falling below the GPA standard, serious disciplinary action/offense, and/or failure to perform the service duties associated with NHS membership. Should the student fall under any of these conditions, then that member's membership may be forfeited. Any serious disciplinary action/offense resulting in assignment to DAEP, suspension (ISS/OSS), and/or JJAEP may result in immediate dismissal from NHS.

Parking Regulations

Parking will be made available to as many students as possible; however, parking for all students is not an obligation for the district as Conroe ISD provides bus transportation for ORHS students living in the ORHS attendance zone, outside of the one mile radius. Applications for parking will not be accepted unless all outstanding fines, fees, and/or dues have been cleared (examples – lost or damaged textbooks and/or library books, fund raisers, fees for materials used in some courses). Parking packets are available on-line for juniors and seniors. Sophomores may not be allowed to park on campus.

Cost for a student parking space on the ORHS campus is \$75.

A student may register for one parking space only. Students may register more than one family vehicle, but only one tag will be issued. Students need to register a vehicle prior to driving the vehicle on campus.

When a student withdraws from ORHS, he/she must return the hangtag, and the parking space will be sold to a student on the "waiting list" (parking spaces can not be saved/held). Refunds for parking will not be issued when a student withdraws or loses parking due to discipline.

Items Required when Purchasing a Parking Permit

- A valid Texas Driver's License
- Proof of Texas Liability Insurance (20/40/15)
- A current Texas Inspection sticker
- A Texas Registration and License Plate number for the vehicle the student will be parking on campus.

Parking Hang Tags

- Parking hang tags and/or parking spaces are non-transferable. Students attempting to trade and/or transfer parking spaces will have their parking privileges permanently suspended for the remainder of the year for any/all parties involved.
- Parking hang tags are to be placed on the rear view mirror at all times while the vehicle is on campus. If the hang tag is not displayed the vehicle is considered illegally parked and will result in disciplinary actions.
- Vehicles parked in ORHS Band practice area (spaces 40 – 237) must be moved before 3:00 p.m. each school day. Vehicles that continue to be parked in this area past 3:00pm will be subject to loss of parking.
- Students cannot ride in beds of pick-ups or on tops of vehicles.
- Replacement cost for a hang tag will be \$10.00. These tags are the property of Oak Ridge High School and must be surrendered upon request.
- Early Release students will be given a special card which must be presented to the officer in the parking lot when leaving campus.

Additional Information

- Supervision will be maintained to insure that approved vehicles are used in assigned spaces.
- All vehicles parking on campus are at the owner's own risk. Although every reasonable attempt will be made to provide parking lot security, Conroe ISD assumes no responsibility for accidents, loss of property, damage, or theft of any vehicle parked on campus.
- No student(s) may be in the parking lot during school hours without a pass from an administrator. The only exception to this rule will be early release students who MUST present their Identification Card upon leaving the campus.
- If a student parks on campus or at the stadium lot during school hours while on parking suspension, his/her vehicle will be towed and a permanent suspension will be imposed.
- Vehicles not authorized to park on campus will be booted or towed at the owner's expense. No warnings are required.

Suspension of Parking (10 school days)

- Any moving violation
- Any parking violation
- Unregistered vehicle
- Unauthorized use of personal vehicle during school hours
- Ten total tardies. Tardies are tallied cumulatively from the beginning of the year.
- Truancies (3rd truancy - six-week suspension)
- DAEP assignment
- Registered in more than one parking space

Permanent loss of Parking

- Twenty tardies. Tardies are tallied cumulatively from the beginning of the year.
- Second DAEP assignment
- Fourth truancy
- Hangtag borrowed, traded, stolen, sold or given away will result in all parties losing parking
- Parking while serving a parking suspension
- Any combination or repeated offenses for temporary suspensions will result in permanent loss of parking
- If parking is permanently suspended, no money is refunded and the parking spot will be sold to a student on the waiting list.

Scholastic Dishonesty

Cheating circumvents the intent of an instrument of evaluation. This includes copying of another's work and submitting as one's own and the use of one's own work at an inappropriate time (i.e., using notes on a test).

Plagiarism is the copying of one or more sentences, paragraphs, or whole documents from published works or electronic information resources without documentation. Plagiarism is not tolerated. Any student plagiarizing another's work is subject to receiving a "0" for the assignment and disciplinary action.

Students will be given a presentation on cheating and plagiarism by their English teacher early in the school year and will be expected to follow the ORHS guidelines for scholastic honesty in all classes. Students caught with a phone during testing will be considered cheating and may receive a zero. The phone will be confiscated and turned in to the student's assistant principal's office.

Special Occasion Activities

A special occasion dress code will be published and advertised prior to the homecoming dance and Senior Prom.

Non-high school students or guests over 20 years of age are not allowed to attend Oak Ridge dances.

Split-Campus Expectations

In general, Oak Ridge High School and Oak Ridge 9th Grade School are considered separate schools on one campus. Students may have to travel between schools to get from one class to another. However, students in 9th Grade should not congregate on the Senior High School. Students in grades 10, 11 and 12 should not congregate at the 9th Grade School. Exceptions will be made for those students enrolled in courses in either campus, during the time the class is held. Freshmen coming to the main campus to catch the afternoon bus should report straight to their bus.

When traveling between campuses students should leave and enter through designated entrances and exits as directed by campus administration. All students traveling between campuses should use the crosswalk between campuses and not travel through staff or student parking lots to go to the area to which they are traveling.

Students should not be in the campus buildings after school unless involved in a tutorial, meeting or practice for extra-curricular activities.

Student IDs.

Students in grade 9-12 are expected to carry their Oak Ridge student ID card on them at all times while at school. Students do not have to wear the ID but are expected to present the ID when asked by campus staff or administration.

IDs will be provided for every first year and third year student at Oak Ridge HS and they IDs are expected to be used for two consecutive years. If an ID is lost or misplaced a replacement can be purchased for \$5.00.

Textbooks

Textbooks that are directly issued to the students are the responsibility of that student. Students will be held financially responsible for any lost or damaged book at the end of each school year or semester.

Transcripts

Transcripts should be requested online through Naviance Family Connection located on the ORHS website-Career and Counseling link. The first three transcripts are free. A \$3.00 fee for each additional copy will be paid after the first three copies. Request for transcripts requiring attachments such as letters of recommendation must be made through the College and Career Center on the ORHS campus. Please allow 7- 10 days for processing.

Vending Machines

ORHS is not responsible for items or money in the vending machines. Please notify school personnel if a vending machine is not properly working so that it can be marked as "out of order". However, the school does not have keys to the machine and cannot refund money.

Verification of Enrollment (Driver's license)

All students taking any test to obtain any part of their driver's license must have a PPD-043 verification of enrollment and attendance form (VOE) completed by the assistant principal. Please allow 48 hours for the completion of this process.

Any student needing to renew his/her driver's license or applying for his/her first driver's license during the summer should request the VOE from his/her Assistant Principal's the last week of the spring semester (DPS accepts the VOE in June, July & early August if received from the high school the last week of the previous school year.)

Every year until the student's eighteenth birthday, the student must obtain the VOE in order to renew his/her license. The student must sign the document in the presence of the school official.

Students denied credit due to excessive absences will not be issued a PPE-043 form. (students are only allowed 5 absences per semester without the risk of being denied credit) A student must meet the following two requirements to be eligible to receive an instruction permit and/or a Texas Driver's license to operate a motor vehicle:

1. The student has been enrolled for at least 45 days and is currently enrolled in a program to prepare to pass the high school equivalency exam (GED).
2. The student is enrolled in a public or private school for at least 80 days in the fall or spring semester preceding the date of application.

Visitors

ORHS is a closed campus. Students may not have visitors during the school day, including lunch time. Persons visiting any CISD campus must check in at the Front Office at either building and secure a visitor pass. A picture I.D. is required of all visitors. While on campus, a visitor must wear the pass in clear view at all times. Anyone on campus without a visitor badge will be escorted to the front office. Campus police may be notified if it is determined that the individual is trespassing or is non-compliant with procedures.