

## TABLE OF CONTENTS

Academic Honesty Policy .....	6, 7
Administration Members .....	1
Alma Mater .....	2
Anti-Discrimination/Hazing/Harassment Policy .....	8, 9
Attendance Policy .....	18, 19, 20
Behavior Expectations at Co/Extra-Curricular and Sporting Events.....	24, 25, 26
Bell Schedule .....	3
College & Career Center.....	11
Classroom Behavior Standards .....	5
Closed Campus.....	17
Complaint Procedures.....	28
Counseling Office .....	3
Dance Code Policy.....	25, 26
Dance Dress Code .....	26, 27
Detention, Saturday Study Session, In House Suspension .....	16
Distribution of Inappropriate Text or Images Policy.....	8, 9
Dress Code .....	22, 23
Dress Code Violation .....	23
Electronic Devices .....	14
Eligibility for Athletics .....	7
Four Year Educational Plan .....	10
Graduation Requirements.....	10
Grounds for Suspension .....	17, 18
Honor Code .....	5
Identification (ID) Cards .....	12
Library .....	15
Lockers .....	16
Lunch Area Eating .....	17
Mission Statement .....	1
Rules for the Use of Computers and Networks.....	13
School Motto.....	4
School Telephone Numbers .....	1
Senior Expectations.....	7
Skateboards/Scooters/Bicycles .....	16
Sportsmanship Expectations .....	25
Smoking/Smoking Paraphernalia .....	16
Student Government .....	12
Student Rights.....	2
Tardy Policy .....	21
Threatening or Physically Injuring an Employee .....	16
Trojan Wellness Center .....	8, 9
Vehicles/Parking.....	12

**OAK RIDGE HIGH SCHOOL  
TROJAN PLANNER  
2020 - 2021**

Oak Ridge High School is a comprehensive 9-12 grade school located in the El Dorado Union High School District.

<b>Address</b>	1120 Harvard Way, El Dorado Hill, CA 95762
<b>School Colors</b>	Navy Blue and Gold
<b>School Mascot</b>	Trojan

<b>Telephone</b>	(916) 933-6980	<b>Front Desk</b>	x 3015
	(530) 677-4402	<b>Assistant Principals</b>	x 3020
<b>Fax</b>	(916) 933-6987	<b>Principal's Office</b>	x 3010
<b>Library</b>	(916) 933-6982	<b>Attendance</b>	x 3080
		<b>Counseling</b>	x 3050

<b>Web Page</b>	orhs.eduhsd.k12.ca.us
<b>Facebook</b>	www.facebook.com/oakridgehighschool
<b>Twitter</b>	ORHSEDH

**OAK RIDGE HIGH SCHOOL  
ADMINISTRATION and MANAGEMENT**

Aaron Palm, Principal

Don Azevada,	Assistant Principal	Jon Pratt,	Director of Guidance
Kimberly Doyle,	Assistant Principal	Darsy Arburn,	Counselor
Alison Lishman,	Assistant Principal	Jenisse Bovo,	Counselor
Steve White,	Athletics Director	Kim Cerutti,	Counselor
Jennifer Slinger,	Activities Director	Amanda Fiedler,	Counselor
		Jill Howard,	Counselor

**Oak Ridge Mission Statement**

The mission of Oak Ridge High School is to provide a purposeful teaching and learning environment which challenges our students to achieve academic, artistic, personal and civic excellence.

## ALMA MATER

Our strong bond can ne'er be broken formed at Oak Ridge High,  
Far surpassing wealth unspoken, Sealed by friendship's tie

Raise the chorus, Speed it onward

'Til the hills reply:

Hail to thee, our Alma Mater

Hail to Oak Ridge High

When in future years we're turning leaves of memory, then we'll find our hearts  
returning,  
Oak Ridge High to thee

## STUDENT RIGHTS

Students have rights, as do all citizens, under the constitution, as well as State Law and District Policy. Their rights include:

1. The right to be heard. Students are encouraged to voice constructive criticism through student government, student advisory committees, counselors, administrators, and any other channels of communication as long as that process does not disrupt the orderly operation of the school. (Education Code 48907)
2. The right of education in a safe, clean environment.
3. The right to full use of class time for receiving instruction and learning.
4. The right to fair, consistent and respectful treatment by staff members and other students.
5. The right to a hearing as established under Education Code 48900.
6. The right to seek redress of grievances through the District grievance procedure.

## COUNSELING OFFICE

The Counseling Office provides assistance and information with academic planning, career options, and personal concerns. Career exploration is provided in conjunction with the College & Career Center. Specific student services include student registration, student withdrawals, transcript requests, academic records, test data, college catalogs and resources, scholarship resources, academic support, personal/emotional support, and community resources. Parents are encouraged to contact teachers regarding questions about their student. After teacher contact, if a meeting is desired with all teachers, please contact your student’s counselor.

### BELL SCHEDULE

Monday			Tuesday & Thursday			Wednesday & Friday		
PERIOD	START TIME	END TIME	PERIOD	START TIME	END TIME	PERIOD	START TIME	END TIME
Collaboration	7:45 AM	8:45 AM	1	8:30 AM	9:27 AM	1	8:30 AM	9:27 AM
2	8:50 AM	9:41 AM	2	9:32 AM	11:03 AM	3	9:32 AM	11:03 AM
3	9:46 AM	10:37 AM	Tutorial	11:08 AM	11:38 AM	Tutorial	11:08 AM	11:38 AM
Nutrition	10:37 AM	10:46 AM						
4	10:51 AM	11:42 AM	Lunch	11:38 AM	12:08 PM	Lunch	11:38 AM	12:08 PM
5	11:47 AM	12:38 PM	4	12:13 PM	1:44 PM	5	12:13 PM	1:44 PM
Lunch	12:38 PM	1:08 PM	Nutrition Break	1:44 PM	1:54 PM	Nutrition Break	1:44 PM	1:54 PM
6	1:13 PM	2:04 PM						
7	2:09 PM	3:00 PM	6	1:59 PM	3:30 PM	7	1:59 PM	3:30 PM

**BE REAL  
DARE TO QUESTION  
CARE FOR OTHERS  
FIND BALANCE**

**VALUES**

**SCHOOL**

- Balanced Lives
- Respect
- Growth Mindset
- Collaboration
- Creativity
- Inquiry
- Integrity/Authenticity
- Compassion/Empathy
- Teamwork

**MOTTO**

**BE REAL  
DARE TO QUESTION  
CARE FOR OTHERS  
FIND BALANCE**

**NORMS**

**OAK RIDGE**

**TOGETHER WE:**

- Display warmth, humor, compassion & collegiality toward others
- Are quick to give credit and slow to assign blame
- Put people above results
- Strictly protect confidential information
- Address problems and concerns directly with the people involved

**WORKING TOGETHER:**

- Our meetings start and end on time with a stated purpose and productive outcomes
- We listen. We disagree. We are open to compromise
- We speak our minds but support team decisions
- We strive to improve but recognize that success and failure help us grow
- We follow through on our commitments
- We commit to clear and timely communication
- We strictly protect confidential information

# **OAK RIDGE HIGH SCHOOL HONOR CODE**

## **Mission and Vision**

Honor is about academic integrity, moral and ethical conduct, and pride of membership in a community that values academic achievement and individual responsibility. Cultivating honor lays the foundation for lifelong integrity, developing in each of us the courage and insight to make difficult choices and accept responsibility for actions and their consequences, even at personal cost.

The Oak Ridge High school Honor Code represents the integrity of its learning community and consists of persons who are:

- Honest
- Responsible for personal actions
- Respectful of the rights and property of others
- Respectful of school property and the environment

## **Purpose of the Code**

The goal of the Honor Code is for all members of the Oak Ridge High School learning community to live by the code as opposed to merely abstain from wrong doing, thus securing an environment where academic integrity, and the resulting behavior, can flourish. The Honor Code recognizes the importance of honesty, trust, fairness, respect, and responsibility and wishes these principles to be a defining part of the Oak Ridge High School campus.

## **CLASSROOM BEHAVIOR STANDARDS**

All students should behave appropriately in class. Disruption of the learning process will not be tolerated.

1. Show respect for others by being considerate and courteous.
2. Be on time to class with appropriate materials.
3. Enter the classroom and take your seat quietly. Remain in your seat unless otherwise instructed by the teacher.
4. Stay on task for the assigned time. Follow directions.
5. Keep hands, feet and objects to yourself.
6. Class will begin and be dismissed by the instructor, not the bell.
7. Work stations are to be kept neat, safe, and clean.
8. An additional consequence may result for disruption or defiance when a substitute is present.

## **ACADEMIC HONESTY POLICY**

### **El Dorado Union High School District Board Policy**

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize, and knowingly allow others to copy work, or commit other acts of academic dishonesty.

Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules which includes failing the assignment and receiving progressive discipline consequences.

### **Oak Ridge High School Breach of Academic Honesty Policy**

Breach of the ORHS Honor Code may result in disciplinary consequences. The Assertive Discipline Record of each student is cumulative. Each infraction (including all classes) will result in incremental discipline / consequences:

First Incident	Teacher contacts parents/guardians. Student fails assignment, student receives Saturday School Session, and student behavior is noted in the Assertive Discipline Record.
Second Incident	Teacher contacts parents/guardians. Student fails assignment, student will receive two Saturday Schools and/or other disciplinary consequences, and student behavior is noted in Assertive Discipline Record. Administrator will conduct a phone or personal conference with parent.
Third Incident	Teacher contacts parents/guardians. Student will continue to receive fails on assignments and incremental discipline/consequences will follow. Guidance Counselor will call a meeting.

Specific infractions not intended to be inclusive of all breach of academic honesty infractions:

- Copying from another student or knowingly allowing another to copy
- Using unauthorized materials and/or technologies.
- Plagiarizing work, which is the appropriation of any work that is not original to the writer without acknowledging/citing said work as such by student and submitting, said work for credit.
- Knowingly obtaining, possessing, photographing, providing, using, buying, selling, or soliciting in part or whole the contents of an examination/test/quiz/lab.
- Intentionally disadvantaging other students by tainting lab results, destroying the work/project of another, erasing another person's work/project or program, etc.
- Forging
- Using online translators inappropriately
- Sharing work that results in academic dishonesty

## ACADEMIC INTEGRITY DISPUTE RESOLUTION

Should the Breach of Honesty not be resolved after parent/teacher contact, the student will present the case to his/her Assistant Principal. The Assistant Principal will review the case and take the appropriate course of action.

### ELIGIBILITY FOR ATHLETICS

Minimum academic requirements for participation in all extra- curricular activities established by the CIF are summarized as follows:

1. Students in grades 9 (other than first quarter), 10, 11, and 12 shall have a grade point average of C (2.0) at quarter or semester grading period immediately preceding and/or during the extra-curricular activity season.
2. All 9<sup>th</sup> grade students shall be eligible to participate in extra-curricular activities until their grades are reviewed at the end of the first quarter.
3. Students must be currently enrolled in at least 20 semester credits of work.
4. A transfer student is eligible to participate if he/she was eligible at his/her previous school and by CIF or other organization requirements.

**Further details are available from the Director of Athletics.**

### EXPECTATIONS FOR GRADUATING SENIORS

Participation in the graduation ceremony and related Senior activities is a privilege, not a right. Any senior who commits a suspendable offense or has excessive absences of any kind during the fourth quarter of the senior year may not be allowed to participate in the graduation ceremony or the senior activities. Vandalism to the school or property on school ground constitutes grounds for suspension.

**Seniors will be required to sign a notification of expectations during the second semester detailing the specifics of what is required in order to participate in graduation.**



## **Anti-Discrimination/Hazing/Harassment/Distribution of Inappropriate Text or Images Policy/Trojan Wellness Center**

Discrimination, hazing, harassment and distribution of inappropriate posts, texts, tweets or images are **abusive** and **illegal** behaviors. The El Dorado Union School District's Board policy prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation or bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The District also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation or bullying.

### **Policy:**

Any student that *participates* in one or more discriminatory, hazing, harassment or intimidation behaviors or *conspires* to engage in discrimination, hazing, harassment or intimidation behavior of any means including electronic transmission or social media will face **immediate consequences** up to and including

- Suspension
- Expulsion
- Detention
- Saturday School
- Counseling
- Exclusion and loss of participation in school activities such as:
  - Dances
  - Rallies
  - Sports
  - Senior activities
- In addition, participating in these actions may result in being referred to appropriate law enforcement

Students that fail to prevent these actions or students that encourage these actions may be subject to the disciplinary consequences above.

# Anti-Discrimination/Hazing/Harassment/Distribution of Inappropriate Text or Images Policy/Trojan Wellness Center

(continued)

Ways to report these actions:

- Contact an administrator by phone, email or in person
  - (916) 933-6980 x 3020 for Assistant Principals office
  - (916) 933-6980 x 3010 for Principal's office
  - STOPit App code: ORHS

If you are a victim of these abusive and illegal behaviors please consider using the help available to you:

- Mental Health Crisis Line (530) 622-3345
- New Morning Youth Services (530) 626-4190
- EDUHSD website at [www.eduhsd.k12.ca.us](http://www.eduhsd.k12.ca.us)
- Request a copy of Board Policy 5145.3 and Administrative Regulation 5145.3 from ORHS administration

## Trojan Wellness Center

The Trojan Wellness Center staff may be reached using the following email address, or, you may use the following general telephone number to access the Wellness Centers: (530) 280-2009 or [trojanwellness@eduhsd.k12.ca.us](mailto:trojanwellness@eduhsd.k12.ca.us).

EDUHSD WELLNESS CENTER WEBSITE:  
<https://www.scfswellnesscenters.org>

## FOUR YEAR EDUCATIONAL PLAN

The Four Year Educational Plan is designed to help students and parents plan a successful high school education program. The plan can record graduation requirements, competency results, units earned, educational plans, career path choices, and a projected four-year course of study during high school. Counselors meet with all students through English and Social Science classes to discuss high school graduation and post-secondary options.

### CURRENT GRADUATION REQUIREMENTS

SUBJECT REQUIREMENTS	YRS	UNITS
English	3	30
World History	1	10
U.S. History / Geog.	1	10
American Govt.	0.5	5
Civics Economics	0.5	5
Math (10 units min. for Algebra I)	2	20
Physical Science	1	10
Biological Science	1	10
Health Education	0.5	5
ICT Foundations	0.5	5
Visual & Performing Arts / Foreign Language / CTE	1	10
Physical Education: Life Fitness I & II	2	20
Elective Units		80
<b>Units Required to Graduate</b>		<b>220</b>
<b>ADDITIONAL REQUIREMENTS:</b> Demonstrate mastery by passing the six standards of the Computer Literacy test.		

Students must have a total of 220 credits to graduate from high school.  
College Entrance Testing: Students applying to 4-year colleges may take the ACT and/or SAT tests.

**OAK RIDGE COLLEGE & CAREER CENTER**  
**Location-Room A1**

**Resources for Students and Parents**

***Monday – Friday 8:00 AM to 4:00 PM Drop in or by Appointment***  
***Parents/Guardians must check in at the main office***

**Available Resources**

- College & Career Resources/Information
- *California Career Zone* support
- Grade Level Planning Handouts
- PSAT, SAT, ACT registration, information, course info & study guides
- College Representative Visits
- Financial Aid Information
- Military Information
- Resume & Interview Guidance
- ROP (Regional Occupation Program) Information
- Scholarship Application Information & Assistance
- Technical/Vocational School Information
- Work Permits
- Community Service/Volunteer Listings
- Letter of Recommendation Request Packets
- Self-Directed Search – Career Assessment
- Summer Enrichment Listings
- Promotion of Outside Events & Workshops that Support College & Career Planning
- Student Computers Available

**Workshops and Events**

- ASVAB Testing
- College Admissions Panel
- EDUHSD College Fair
- PSAT
- Community College Information Night, Application and Registration Workshops
- Financial Aid Info Night
- Scholarship Workshops
- Military Academies Info Night
- Athletic Recruiting Info Night
- EDUHSD Career Expo
- SAT & ACT Practice
- Scholarship Awards Night

## OAK RIDGE HIGH SCHOOL IDENTIFICATION (ID) CARDS

ID pictures of all students are taken in August. All students will be issued a free photo ID card. Students are expected to carry this card on campus at all times and be prepared to present it at the request of any staff member. ID cards are necessary to check out books and materials from the Library, to be admitted to any ORHS sponsored dances or other activities, and to purchase or pick up items from the Finance Office. In addition to the identification card, students may purchase an ASB (Associated Student Body) card in August. This ASB option provides discounts to dances, plays, and free entry to home athletic games with the exception of Playoffs and Tournaments. Replacement cost for a lost ID card is \$5.00 for students without ASB; replacement is free for those with ASB. For safety reasons, students are not to disguise or alter their appearance in any way for student identification pictures.

## STUDENT GOVERNMENT

The purpose of student government at Oak Ridge High School is to direct and coordinate the activities of the Associated Student Body and to promote the interests and uphold the standards of Oak Ridge High School.

### CLASS OFFICERS

Each of the four classes will elect students to serve as class officers: President, and Vice President. These positions will ensure equitable representation for important votes on issues that are vital to each class. The eligibility for these officers is the same as for the Associated Student Body Offices except that each class officer must be a member of the class which he/she hopes to represent, and the required grade point average for all officers is 3.0.

### VEHICLES/PARKING

All student vehicles parked on the ORHS campus during school hours must be registered with the Assistant Principals office and must display the placard issued at the time of that registration. Unregistered vehicles are subject to school consequences and towing at the owners expense. Students may not park in spaces marked “reserved” or “visitor”. All California Vehicle Code rules apply while on campus. Driving or parking inappropriately on the campus will result in disciplinary consequences issued by ORHS and may result in the revocation of parking privileges. Students may also be cited by law enforcement for campus driving or parking infractions. Ride sharing is encouraged due to limited availability of student parking. Students may not park in the Rolling Hills parking lot.

**Students are not permitted to access their cars or parking areas during the school day.**

## RULES FOR THE USE OF COMPUTERS AND NETWORKS

When you use school computers or electronic devices you agree to follow the directions of teachers and staff; rules of the school and district; and rules of the computer networks you access. Do not produce, distribute, access, use or store information which is unlawful; private or confidential; copyright protected; harmful, threatening, abusive or denigrating to others; obscene, pornographic, or contains inappropriate language; interferes with or disrupts the work of others; or causes congestion or damage to systems including large files such as movies without relevance to curriculum. Protect your password. Do not allow anyone else to use your password, and do not use anyone else's password.

Anyone "hacking into the system", altering grades or school websites, planning, planting, or launching a virus on the network will be held financially responsible and issued appropriate consequences. Individuals who provide or use another person's username and password will be considered in violation of the ORHS Honor Code and will receive a referral for a breach of integrity. The Student Resource Officer will be immediately notified of any student that impersonates a peer or staff member online or via other electronic devices.

The following are additional guidelines / rules for use of technology on the ORHS campus:

- Be polite. Do not write or send abusive messages, images or photos.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges and disciplinary consequences.
- Do not reveal the personal address or phone number of yourself or other students.
- Do not communicate any credit card number, bank account number, or any other financial information.
- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges and disciplinary consequences.
- Use of personal data or equipment will not be allowed without prior approval.
- Report any misuse of the network to the system administrator.

Any action performed by a student on-line or through social media that disrupts the school day may result in disciplinary consequences. In addition, any student found to be in possession of indecent or otherwise inappropriate content for school will have their phone handed over to law enforcement.

## ELECTRONIC DEVICES

Students may possess appropriate electronic devices on the Oak Ridge High School campus and during school/district-sponsored activities. Such devices include laptops and cellular telephones. Use of these devices may not interfere with the learning process.

Students shall turn off, not use, and keep out of sight electronic devices during a time and place of instruction, or during any period of the day when classes are in session, in areas such as a classroom or other instructional location, hallways, bathroom, etc. They shall also be turned off, not used, and out of sight while in the school library or while attending a school assembly. Teachers will inform students if and when it may be appropriate to use a cell phone during instructional time.

Students may use their device during non-instructional times such as before and after school, nutrition break, and lunchtime.

Students who violate this regulation shall be subject to disciplinary procedures as a willful defiance of school rules. The device will be confiscated by school administration and discipline consequences may result from repeated or extremely serious violations.

The principal or administrative designee may institute further restrictions as needed.

ORHS will not assume any liability for any personal electronic devices lost, damaged or stolen on the Oak Ridge Campus.

**The following consequences** (in accordance with the EDUHSD Progressive Discipline Policies) will be issued if a student violates the ORHS Electronic Device Policy:

**1<sup>st</sup> violation:** Warning

**2<sup>nd</sup> violation:** Device will be confiscated. Two detentions will be issued. Student may retrieve device from the Attendance office at the end of the day.

**3<sup>rd</sup> violation:** Device will be confiscated. Student will be assigned Saturday School. Parent must retrieve device from the Attendance Office at their convenience. Parent conference.

**4<sup>th</sup> violation:** Device will be confiscated. Student will be assigned two Saturday Schools and/or additional discipline consequences. Parent must retrieve device from the Attendance Office at their convenience.

## LIBRARY

The Oak Ridge Library is open for student use Monday from 8:00 a.m.-2:15 p.m. and Tuesday-Friday from 8:00a.m.-3:45 p.m.

The Oak Ridge Library is also available online any time, via the ORHS Home Page. Click on the **Library** tab and explore the following areas on our web page:

- Destiny Catalog
- Subscription Databases
- Assignment Pathfinders
- Student Resources
- Curriculum Links

### **Oak Ridge High School Library Student Code of Conduct**

#### **Students Behavior, Expectations and Consequences**

*In addition to all school rules, the following are specific expectations that apply to the library:*

- If visiting the library from a scheduled class, students are required to have a pass.
- Quiet conversation only. Volume must be kept low.
- No food or drinks are allowed.
- All textbooks and supplies must be returned to the appropriate shelves.
- No game-playing is allowed on Library Computers
- In the library there are 106 seats. Students who are not engaged in school related tasks will be asked to give up their seats for students needing to complete their school assignments or research.

**Violation of the Library Student Code of Conduct will follow the progressive discipline policy below:**

#### **1<sup>st</sup> violation:**

- The student will be given a verbal warning and reminder of the Library Code of Conduct.

#### **2<sup>nd</sup> violation:**

- The student in violation will be placed on probation from the library for two weeks from the date of the infraction. While on probation, the student will be unable to use the library during nutrition break and lunch. During the probationary period, the student will be permitted to use the library before and after school. The student will be asked to sign the Library Student Code of Conduct and a phone call will be placed to their parent/guardian from the Librarian.

#### **3<sup>rd</sup> violation:**

- The student in violation will be placed on library probation for four weeks from the date of the infraction. While on probation, the student will be unable to use the library during nutrition break and lunch. During the probationary period, the student will be permitted to use the library before and after school. Additionally, the student will be referred to an Assistant Principal for disciplinary consequences.



## LOCKERS

Most lockers are not enclosed or secured at night or on weekends. Students will select a locker partner with whom they share the locker prior to locker assignment. Please be aware of the following information regarding lockers:

1. **DO NOT** give your combination to other students.
2. Students use lockers at their own risk. The student is responsible for lost, damaged, and/or stolen items, including textbooks.
3. **NEVER** leave valuables in your locker at night or on weekends.
4. Locker problems should be reported to the **Counseling Office**.
5. Vandalism/Writing on lockers is not permitted.
6. Lockers are issued at the beginning of the school year by the counseling office. Due to pupil locker ratio, it is not possible to change lockers once they have been issued.
7. Lockers are school property and subject to search at any time.

## DETENTION, SATURDAY SCHOOL AND IN HOUSE SUSPENSION

Detention is to be served after school or during lunch, if offered. It is the expectation of the school that students will serve all assigned detentions, Saturday School, and/or In-House suspensions unless they are rescheduled by prior arrangements. (Detentions may be served Mon – Thurs). Failure to serve any of the above consequences will result in additional disciplinary action. Students will not be permitted to attend school dances if they have unserved detentions, Saturday School or fines.

## THREATENING OR PHYSICALLY INJURING AN EMPLOYEE

Any student who causes, attempts to cause, or threatens to cause physical injury to an employee shall be recommended for expulsion from the district.

## SMOKING / SMOKING PARAPHERNALIA

Tobacco and/or vapor/e-cigarette related substances and devices are injurious to a student's health and are banned from possession or use on campus.

## SKATEBOARDS/HOVERBOARDS / SCOOTERS / BICYCLES

Bicycling, skateboarding, and use of hoverboards and scooters are prohibited on the campus of Oak Ridge High School.

## CLOSED CAMPUS

***Oak Ridge High School is a closed campus.*** Students are not allowed to leave campus or be out of bounds during their school day (including lunch). Students are to check in/out through the Attendance Office if they are going to be released early or arrive late. Upon returning to the campus, students must sign in at the Attendance Office. Failure to sign out, even for a verified absence, will result in disciplinary action.

### LUNCH AREA EATING

Students may not leave campus during lunch, unless checked out or having completed their school day. The following parts of the campus are off limits to students during the school day:

- Harvard Way and Silva Valley Parkway
- All Parking Lots
- Playing Fields
- Indoor and outdoor basketball courts
- Classrooms, except by special permission
- Any area beyond the marked blue line around the campus

### GROUNDS FOR SUSPENSION, EXPULSION, AND INVOLUNTARY TRANSFER

According to Education Code sections 48900 et.seq. a student who commits any offense related to school activities or attendance involving the following acts or offenses may be removed from his/her school setting through suspensions, expulsion, or involuntary transfer to a continuation school, opportunity program or county community school.

This includes but is not limited to:

- Physical injury to another person
- Tobacco use
- Extortion (or attempts)
- Obscene acts or profanity
- Hate motivated behavior
- Gang behavior
- Drug or alcohol offense
- Weapons possession
- Disruptions/defiance
- Sexual harassment
- Theft
- Robbery (or attempts)
- Receipt of stolen property
- Bullying

## GROUNDS FOR SUSPENSION, EXPULSION, AND INVOLUNTARY TRANSFER (continued)

A student may be suspended or expelled for acts listed previously if the action was related to a school activity or attendance. This includes, but is not limited to, any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period, whether on or off campus
- During, or while going to or coming from, a school sponsored activity.

### ATTENDANCE POLICY

Students are expected to attend all of their classes every day.

Absence from class is considered excused for:

- Illness
- Injury
- Medical/Dental appointments
- Funeral services for a member of the immediate family
- Quarantine

Other absences, which are acceptable, ***with prior approval***, include:

- Required Court appearance
- Funeral for other than the immediate family
- Observance of religious holiday/ceremony/retreat
- Prospective College visits

Absences, which are ***not acceptable***, include:

- Working
- Vacation
- Baby-sitting
- Personal business
- Unverified illness

Consequences for violations will be administered. Parents may not excuse students to leave the classroom except for a valid appointment.

## Absence Verification

Reasons for student absences are to be verified by a phone call (916) 933-6980, ext. 3080, ext. 3070, or a note brought to the Attendance Office or by responding to the Parent Square notice within 48 hours of the absence. Parents, doctors, or school officials may verify absences. Students, who have attained the age of eighteen years may verify their own absences. **The school may request additional verification when deemed necessary.** Absence verification should include the following information: **first and last name of the student, date(s) absent, reason for the absence, and the name and relationship of the person verifying the absence.**

## Makeup Work

Two (2) school days will be allowed to make up each day's excused absence. Students absent for school-sponsored activities may be required by the teacher to make up the work before the absence. A student absent on the day of a test may be required to take the test on the day of his/her return. If the absence falls on the day an assignment is due, and the student had prior knowledge of the assignment, the student may be required to submit that assignment upon the day of his/her return. If sufficient make-up time is not possible prior to the grading period, the teacher may issue and "I" (Incomplete) grade until such time as the work is completed. A maximum of four weeks after the grading period is allowed for such make-up work. The student is responsible for arranging the makeup work. Families are encouraged to contact teachers via e-mail for specifics regarding make-up work.

## Truancy

When a student has repeated absences for unacceptable reasons, the student will be considered a "habitual truant". This may result in a referral to the Student Attendance Review Board (SARB), or the filing of an application for petition with the El Dorado County Probation Department, or a complaint may be filed against the parent in the Justice Court. Habitual truancy constitutes grounds for an involuntary transfer to an alternative school.

## Minimum Attendance

Positive attendance is a prerequisite to satisfactory job performance. The same holds true for school. Class time missed cannot be fully replaced with make-up assignments. Students who are absent, for any reason, more than 10 percent of the time should not expect to pass the class.

## ATTENDANCE POLICY

(continued)

### Home & Hospital Teaching

Students who will be unable to attend school due to an illness or accident for an extended period of time (usually in excess of two weeks) should contact the Counseling Department to arrange for a home/hospital teacher.

### Early Dismissal/Late Arrival

If your student needs to be dismissed early, please send a note with your student using his/her **NAME, GRADE, TIME, DATE and REASON** for arrival/dismissal.

**Checking In:** Upon arrival, your student needs to check in at the attendance office for a pass to class.

**Checking Out:** When checking out, your student needs to come to the Attendance Office with his/her note, before school, during Nutrition Break, or at lunch to obtain a pass.

**Every student must check out with the Attendance Office before leaving school for any reason.**

Failing to check out properly will result in a referral with an assigned detention. After obtaining a pass, the student is considered to be “checked out” and can then leave campus at the time shown on the pass. Parents do not need to come to the Attendance Office if they have called or sent the student with a note.

If your student feels ill they should go the Health office to be evaluated. The District Nurse or Heath Technician will make arrangements for the student to go home if appropriate.

### Emergency Checkout

For an emergency checkout, please call the Attendance Office (916) 933-6980 ext. 3080.

## **TARDY POLICY**

Students are expected to arrive to class on time in order to maximize the opportunity for learning and minimize disruptions to the learning environment. Teachers and school officials may issue consequences for students who are tardy to class.

**1<sup>st</sup> tardy** in a class:

Teacher conference with student

**2<sup>nd</sup> tardy** in a class (per semester):

Teacher conference with student, parent will be informed

**3<sup>rd</sup> tardy** in a class (per semester):

Teacher conference with student and electronic referral submitted

**All tardies beyond 3<sup>rd</sup> tardy** (per semester): Teacher conference with student, parent informed, electronic referrals submitted

### **Consequences (Tardies per semester)**

<b>3<sup>rd</sup> Tardy</b>	1 hour of detention
<b>4<sup>th</sup> Tardy</b>	1 hour of detention
<b>5<sup>th</sup> Tardy</b>	2 hours of detention
<b>6<sup>th</sup> Tardy</b>	3 hours of detention
<b>7<sup>th</sup> Tardy</b>	Saturday Study Session
<b>8<sup>th</sup> Tardy</b>	2 Saturday Study Sessions

**Students with excessive absences, excused or unexcused,  
may not be offered a period one class.**

### **10.725 Chronic Excused Tardies:**

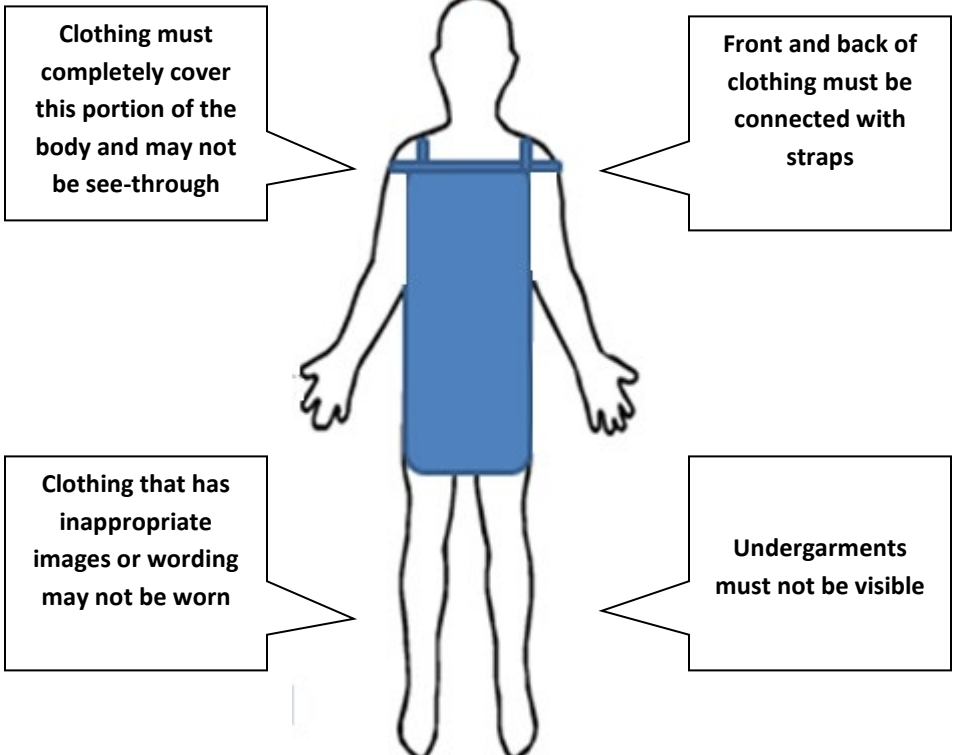
Once students have 10 excused/unexcused tardies for the school year, they will need a doctor's note to excuse their tardies. If need be, families can have a chronic absence form completed by a doctor to excuse their student's tardiness.

## OAK RIDGE HIGH SCHOOL DRESS CODE

Oak Ridge High School expects all students will dress in a way that is appropriate for the school day or for any school sponsored event. The primary responsibility for a student's attire resides with the student and parents or guardians. The school is responsible for seeing that student attire does not interfere with the health and safety of any student. Student attire cannot contribute to an environment that is hostile or intimidating. The dress code enforcement will not reinforce or increase marginalization or oppression of any group based on race, sex, ethnicity, gender identity, gender expression, sexual orientation, religion, or cultural observance.

### VALUES:

- Student dress codes should support equitable educational access.
- All students and staff should understand that they are responsible for managing their own personal distraction without regulating student clothing/self-expression.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.



## OAK RIDGE HIGH SCHOOL DRESS CODE

(continued)

### Basic Principles:

- Clothing must be worn in a way such that genitals, buttocks, and nipples are covered.
- Items that obscure the face may not be worn at any time (except as religious observance).
- Clothes that depict alcohol, tobacco, or other drugs may not be worn at any time.
- Clothing with inappropriate images (including profanity, hate speech and pornography) may not be worn at any time.
- Clothing that poses a safety risk to others may not be worn at any time (spikes, etc.).
- Clothing that expose the entire back or sides of torso may not be worn.
- Strapless tops may not be worn.
- Swim wear may only be worn in physical education classes and athletic practices (swim).
- Foot wear is required at all times.
- Dress code is enforced at all dances, sports events and all school activities.

### Violation of Dress Code

The emphasis is to return students to the learning environment as expeditiously as possible.

### First Offense:

1. Students exchange their out of compliance clothing with a school issued article of clothing.
2. Students exchange the school issued clothing for theirs at the end of the school day.
3. Warning issued by Assistant Principal's Secretary

### Second Offense:

1. Students exchange their out of compliance clothing with a school issued article of clothing.
2. Students exchange the school issued clothing for theirs at the end of the school day.
3. Two Detentions issued by the student's Assistant Principal/AP Secretary (home notified)

### Third Offense:

1. Students exchange their out of compliance clothing with a school issued article of clothing.
2. Students exchange the school issued clothing for theirs at the end of the school day.
3. Saturday School issued by the student's Assistant Principal (home notified)
  - a. For every additional offense a Saturday School will be issued



## **STUDENT BEHAVIOR EXPECTATIONS FOR EXTRA/OR CO-CURRICULAR DANCE/EVENT/GAME**

Oak Ridge High School subscribes to the principles of good sportsmanship and behavior based on respect. Our school will not tolerate rude, discourteous, or offensive behavior by students at extracurricular events some of which are outlined in the “Anti-Discrimination, Harassment, Distribution of Inappropriate Text or Images” section of this handbook (on pgs. 8, 9; BP 5145.3). When attending or participating in extracurricular &/or co-curricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or co-curricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

When students are denied access to or removed from games or events, parents will be contacted to insure they are aware of their student’s disciplinary consequence(s) and any defiance of the given consequences will be grounds for suspension.

If you participate in any actions, verbal or physical, deemed objectionable by the supervising administration, at home or away activities such as performances, games, and/or dances you will:

- Be removed from the event without refund
- In addition to school consequences, you will not be allowed to attend another like game or event, at home or away, for the rest of the season, or for the next like-event, as deemed appropriate by Oak Ridge School Administration.

These policy expectations serve as a warning that any violations will dictate the actions as indicated above.

## SPORTSMANSHIP EXPECTATIONS

Oak Ridge and all schools belonging to the CIF are committed to providing a sportsmanlike environment for students, coaches and spectators. To that end, the CIF Federated Council has adopted the following sportsmanship and crowd control recommendations. Each member school has committed itself to the following:

- **Positive** participation & cheering is the key to good sportsmanship
- There will be NO negative signs or posters at games/events
- No berating of opposing team players, officials or fans
- No obscene cheers or gestures

High school athletics should be fun for everyone, including players, officials and fans. Please support the Trojans, but under no circumstances, is any Oak Ridge student to act disrespectfully or derogatorily to any adult (including coaches, game officials, High school athletics should be fun for everyone, including players, officials and fans.

Please support the Trojans, but under no circumstances, is any Oak Ridge student to act disrespectfully or derogatorily to any adult (including coaches, game officials, administrators, teachers, parents) or students, including players, from the opposing team or school. While many of our extra or co-curricular events are family friendly we would encourage spectators to immediately report any inappropriate and/or questionable behaviors to supervising staff members.

## GENERAL INFORMATION REGARDING ORHS DANCES

**PURCHASING A TICKET** (*All fees/fines must be cleared prior to purchasing a ticket and all detentions/Saturday Schools must be served.*)

- To purchase a dance ticket, ORHS students **must** show their current student ID card (copies will not be accepted). Students may not purchase tickets for other students. Tickets for ORHS students may be purchased online at the ORHS web store: orhsonline.com

**GUEST PASSES** (Applications may be obtained in the Attendance Office)

- Any student who brings a guest is responsible for their behavior.
- The application must be submitted by the due date indicated on application.
- The approved guest pass must be presented when purchasing the guest ticket.
- To be a guest at an ORHS dance, guests must be of high school age and no older than 20.

## DANCE CODE POLICY

The dance code policy is designed to promote an environment in which all students and adults feel safe and comfortable.

**Violation of any school rules** including, but not limited to, inappropriate dance behavior will result in the following:

**1<sup>st</sup> offense:** Warning to student; or immediate removal depending on severity of behavior, as deemed appropriate by Oak Ridge High School Administration and/or supervising staff.

**2<sup>nd</sup> offense:** Immediate removal from the dance; Parents/guardians notified. School consequences will be assigned: minimum of Saturday Study Session. Student(s) will be prohibited from attending the next dance

### **Reminders:**

- Any student who brings a guest is responsible for the behavior of the guest. Inappropriate behavior of the guest may result in discipline consequences to the hosting ORHS student. See guest pass contract for specifics.
- All school rules apply at the dance as well as to and from the dance.
- The ORHS student's current school ID card is required to gain entrance. Guests (when permitted to attend) must show valid photo ID at entrance.
- Valid ticket required (student name must appear on the list) to gain entrance.

### **Guidelines for Appropriate Dancing:**

In an effort to maintain proper dance etiquette and maintain a safe, positive atmosphere at our school dances, please read the following restrictions carefully:

- No 'leg wrapping'
- No body parts on the floor except your feet
- Do not engage in dance behavior where your body touches a person's private area
- No break dancing without permission from an adult supervisor
- No lifting dance partner off the floor
- Partners may slow dance provided it does not extend beyond hugging
- No grinding or sexually explicit dancing
- No removal of clothing (taking off or unbuttoning shirts to the bearing of chest and underclothing is prohibited)
- No jumping into or bouncing off of other dancers

## **DANCE DRESS CODE**

Enforcement of the ORHS Dance/Dress Code is at the discretion of the supervising ORHS staff. Students in violation of the dress code will not be allowed to enter the dance.

Students found to be in violation following entrance to the dance, will be removed from the dance and assigned a Saturday Study Session. The most current, specific guidelines for the ORHS dress code may be found at our school website: [orhs.eduhsd.k12.ca.us](http://orhs.eduhsd.k12.ca.us)

### **Semi-Formal Dances (Homecoming)**

- Collared dress shirt, tie; slacks; no jeans; suit, or shirt with vest is optional
- Mid-thigh to ankle length dress; strapless okay; no plunging neckline; covered midriff; backless may not go beyond center side, or lower than the waistline; slits in dresses no higher than mid-thigh

### **Formal Dances (Prom)**

- Tuxedo, suit, collared dress shirt, tie; appropriate dress shoes; hat (those deemed appropriate for formal attire, must be 'clean'-no baseball caps)
- Floor or tea length dress; strapless okay; no plunging neckline, or extreme cleavage; covered midriff; backless may not go beyond center side, nor lower than the waistline; slits in dresses no higher than mid-thigh; no see-through fabrics; appropriate dress shoes

## COMPLAINT PROCEDURES

The Uniform Complaint Procedure applies to the filing, investigation, and resolution of complaints regarding alleged violations of federal or state laws or regulations. Complaints filed pursuant to this procedure should be sent to:

EDUHSD Superintendent  
4675 Missouri Flat Road  
Placerville, CA 95667

Administrative Regulation 1312.5 (related to the Uniform Complaint Procedure) may be obtained by request of the school administration or the Director of Administrative Services at the El Dorado Union High School District Office, (530) 622-5081, ext. 224.

Complaints alleging unlawful discrimination must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

Other types of issues may be resolved by procedures found in this notice or by means found in Administrative Regulation 1312.5.

If, after following the District procedures, a complainant is dissatisfied with the District's decision, they may appeal in writing to the California Department of Education.

A complainant may choose to consult with an attorney to determine legal rights that may be pursued by available civil law remedies.

Legal Services for Northern California  
Legal Aid Office  
Sacramento, CA  
(916) 551-2150

Protection Advocacy, Inc.  
100 Howe Avenue, Suite 135N  
Sacramento, CA 95825  
(800) 776-5746 or (916) 488-9950