

**ONEIDA HIGH SCHOOL  
372 NORTH MAIN STREET  
ONEIDA, TN 37841**



**2018-2019 STUDENT HANDBOOK**

## **ONEIDA SPECIAL SCHOOL DISTRICT MISSION STATEMENT**

The mission of the school district is to produce graduates with unlimited capacity to compete in a superior manner in any challenge they undertake by guaranteeing each individual a customized, all-inclusive learning experience, integrating the unique resources available to us.

## **ONEIDA HIGH SCHOOL MISSION STATEMENT**

All students will be given the opportunity and be encouraged to succeed in personal, educational and community challenges. Our goal is success, one student at a time. Excuses are unacceptable and failure is not an option.

## **ONEIDA HIGH SCHOOL GOALS**

1. To assist the student in the achievement of sound mental and physical health by instilling the concept of self-worth.
2. To provide learning experiences in the fundamental tools of learning and communication to better prepare the student to live in a rapidly changing society.
3. To challenge students to think critically.
4. To establish patterns of discriminative learning that will encourage student learning beyond graduation.
5. To teach the principles of democracy and provide experiences for developing good citizenship.
6. To provide the knowledge and skills that enable students to make informed career decisions.
7. To encourage each student to learn to reach intelligent decisions and accept responsibility for his or her actions and learn to live with others.
8. To contribute to the aesthetic and ethical development of the individual.
9. To develop an understanding of conditions conducive to worthy home membership and to successful family life.
10. To aid and encourage students to make wise use of leisure time.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of the Oneida Special School District not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or its employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to Special Education Supervisor of the Oneida Special School District, 110 Bank Street, Oneida, Tennessee, 37841, or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

## ONEIDA HIGH SCHOOL ADMINISTRATION

Director of Schools  
Supervisor of Instruction  
Board of Education

Principal  
Assistant Principal  
School Counselor  
Technology Coordinator  
Indian Academy Coordinator  
Special Education Coordinator  
School Health Coordinator

Dr. Jeanny Hatfield  
Mr. Zacch Brown  
Dr. Nancy Williamson, Chairperson  
Dr. Danny Cross  
Mr. Mark Matthews  
Mr. Brom Shoemaker  
Ms. Dorothy Watson  
Mr. Kevin Byrd  
Mrs. Leigh Culver  
Mrs. Brittany Martin  
Mrs. Lori Marcum  
Mr. Heath Sexton  
Mrs. Kimberly Burress  
Ms. Melinda McCartt

## ONEIDA HIGH SCHOOL TEACHERS

Barnes, Stacie  
Barnhart, Billy  
Bishop, Kevin  
Bridges, Michelle  
Burchfield, Jim  
Buttram, Tina  
Chambers, Wendy  
Culver, Leigh  
Davis, Rhonda  
Delk, Lisa  
Duncan, Stephanie  
Goins, LeAnn  
Green, Jodie  
Hoffman, Carter  
Jeffers, Jodi  
Jeffers, Jobe  
Jones, Miranda  
Lambert, Tony  
Love, Stacy  
Lovely, Sandra  
Marlar, Stacy  
May, Jimmy  
Overton, Susan  
Phillips, Debbie

Special Education  
Personal Finance  
Aviation  
Math  
Social Studies  
Special Education  
Special Education  
Science  
English  
Science  
English  
English  
Special Education  
Band  
Math  
Math  
Social Studies  
Wellness/Physical Education  
Fine Arts  
Spanish  
Math  
Science  
JTG  
Library/Yearbook

Ross, Mary  
Shepard, Haley  
Smith, Brandi  
West, Marv  
West, Patty  
West, Shawn  
Wright, Robert

Art  
CTE/Personal Finance  
English  
Wellness/Physical Education  
Family and Consumer Science  
Science  
Social Studies

## **ONEIDA HIGH SCHOOL SUPPORT STAFF**

### **Office and Assistants**

Jones, April  
Palfreyman, Kim  
Chambers, Kody  
Bell, Catherine  
Taylor, Barbara  
West, Dean  
Fox, Micah  
Day, Cathy

### **Transportation**

Bowling, Louise  
Jeffers, Debbie  
Slaven, Joe  
Walters, Rhonda  
Young, Paul

### **Cafeteria**

Bowling, Stacy  
Boyatt, Doris  
Brawner, Danielle  
Chambers, Tammy  
Crabtree, Cindy  
Harness, Sharon  
Terry, Debby  
Terry, Joan

### **Maintenance**

Byrd, Richard  
Lowe, Paul

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# ONEIDA HIGH SCHOOL 2018-2019 STUDENT HANDBOOK

## **ATHLETICS**

Oneida High School is a member of the Tennessee Secondary Schools Athletic Association (TSSAA) and offers the following sports:

Baseball (boys)	Basketball (girls & boys)
Cheerleading	Football
Soccer (girls & boys)	Softball (girls)
Golf (girls & boys)	Track/Cross Country (girls & boys)

**NOTE:** All students involved in athletics must meet eligibility standards of the Tennessee Secondary Schools Athletic Association and Oneida High School. Eligibility at Oneida High School for the 2018-2019 school year will include drug testing.

## ATHLETIC ACADEMIC REQUIREMENTS

TSSAA athletic academic requirements may be accessed by clicking [here](#) and scrolling to page 11.

## ATHLETIC/EXTRACURRICULAR DISCIPLINE

Since athletes/students represent Oneida High School, when a student who is involved in an extracurricular activity has an unexcused absence on the day of a game or extracurricular event, participation will not be permitted. Any student involved in extracurricular activities and is deemed by the school administrators as the aggressor of a physical altercation or leaves school grounds without permission for any length of time (including lunch) will be withheld from the next extracurricular activity.

## ACADEMIC ELIGIBILITY REQUIREMENTS FOR COLLEGE ATHLETES

NAIA freshmen eligibility requirements may be accessed by clicking [here](#).  
NCAA freshmen eligibility requirements may be accessed by clicking [here](#).

## **ATTENDANCE POLICY & PROCEDURES**

The Board of Education believes that attendance is a key factor in student achievement, and therefore, all students are expected to be present and on time each day school is in session. Likewise, according to the law (TCA 49-6-30001), every parent or guardian is required to send his/her child to public or private school from age 6 to 17.

## ABSENCE OF STUDENT

Parents should notify the school when their child is absent by calling either 569-8818 or 569-9292 by 8:30 each morning. If a student misses two or more consecutive days, he/she may request that the office collect missed classroom work.

## RETURN TO SCHOOL

Upon returning to school, students must present a written account for the absence including the reason and date for the absence(s) signed by the student's parent/guardian along with the parent/guardian's phone number to the Attendance Office between 8:00-8:15 am.

Parent/Doctor Notes should be presented to the Attendance Office the day of the student's return. Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee and recorded in Skyward. Sign-In and Sign-Outs are also considered as parent notes. Every day of absences equals one parent note.

## EXCUSED ABSENCES

Absences may be excused for the following reasons:

1. Personal illness
2. Illness of immediate family
3. Death in family or others (as approved by principal)
4. Extreme weather conditions
5. Religious observances
6. Illness in family
7. Doctor's appointments (Faxes are only accepted from the Doctor's Office fax line)
8. Court appearances or legal mandates
9. School sponsored events
10. Circumstances, which in the judgment of the Principal or his designee create emergencies over which the student has no control

**It is important to remember that even if the absence is recognized as being excused; the student must still attend Time-for-Time if they have been absent from any of their classes more than six (6) times per semester.**

## UNEXCUSED ABSENCES

Absences that do not meet any of the criteria listed above in items 1-10 will be considered unexcused; along with over (6) six absences per class period. Parents/Guardians of students who are absent five (5) unexcused days per semester (1<sup>st</sup> Semester: August-December and 2<sup>nd</sup> Semester: January-May) will receive written notification in the form of a letter of the student's absences. After five (5) UNEXCUSED absences the student and parent must make a personal appearance before the Attendance Officer. Upon eight (8) unexcused absences, a referral will be made to the Attendance Supervisor. The Attendance Supervisor will then contact the parent(s)/guardian(s) to schedule a meeting with the Truancy Board in an attempt to avoid a truancy petition in Scott County Juvenile Court System.

## ATTENDANCE PROCEDURES

Oneida High School students are required to maintain a minimum attendance rate of 93% in each of their scheduled classes during the 90-day block semester term. In order to meet the requirement, students will be allowed to make-up class work regardless of the reason for their absences. The student is permitted to miss up to a **maximum of six (6) absences per**

**class in the 90-day block semester term.** Students who exceed (6) absences (regardless of the reason) in any class will receive no credit for that class at the end of the semester **UNLESS** the student has completed Time-for-Time administered through after-school sessions. No make-up work will be assigned or accepted by teachers in whose class the student has missed more than **six (6) days**; unless the make-up work is completed during Time-for-Time. Time-for-Time should be completed **within (3) three school days** of the unexcused and/or excessive absence.

If a student experiences serious health problems which prevent him/her from attending school for two or more consecutive weeks, the parent or guardian should immediately contact the Guidance Department to request homebound services for their child. In order for a student to receive homebound services, a physician must complete a form (provided by the Guidance Department) which identifies the health problem and specifies how long the student will require homebound services. Homebound instruction is counted as regular school attendance; thus, the student is not penalized when he/she returns to regular classes.

A student's failure to comply with the attendance policy due to unforeseen circumstances beyond his/her control may be resolved through a decision by the school administration and school attendance committee. Initially, any Oneida High School attendance decision may be appealed by the parent and student to the Attendance Committee. If the decision is unsatisfactory, the decision may be appealed to the Director of Schools; along with the Oneida Special School District Board of Education.

#### TIME-FOR-TIME

Students who have exceeded six (6) absences in a class period/block must make-up any work/assignments in Time-for-Time after-school. One (1) class period can be made up in each after-school session which is 90 minutes. Time-for-Time is from 3:15 p.m.-4:45 p.m. All class work and attendance make-up must be completed prior to the end of the 90 day period. However, students should begin Time-for-Time sessions **IMMEDIATELY** after they have missed more than six (6) days in any of their classes. **It is the responsibility of the student to retrieve the Time-for-Time form from the office/teacher and ask for make-up assignments from the teacher(s) within three (3) school days of the unexcused/excessive absence.**

#### FAILURE TO COMPLETE TIME-FOR-TIME

Students who fail to complete the required Time-for-Time will face several ramifications.

1. The parents/guardians of student will receive notification of the non-compliance of the student.
  - a. Parents may be required to attend Parenting Classes provided by the Oneida Family Resource Center
2. The student will receive a 69 grade in each class that he/she has exceeded absences and has failed to complete the Time-for-Time. A 69 is a failing grade for classes at Oneida High School.

3. Students will be referred to the District Attendance Officer and/or Juvenile court if the unexcused days exceed (8) eight school days.
4. Students can lose privileges such as:
  - a. Drivers' License
  - b. Parking Privileges
  - c. Prom Admission
  - d. Participation in Clubs, Sports Teams, and other school sponsored activities.
5. The sponsors/coaches of students who participate in Clubs, Sports Teams, and etc. will also be notified of the non-compliance of the student.

### FAMILY TRIPS

The school calendar provides several opportunities for families to take family trips/vacations. **Should a trip occur that the calendar would not accommodate, the trip would be considered unexcused.** If the student has accumulated over (6) six absences via the Family Trip and other absences, he/she must follow the attendance protocols of Time-for-Time to make the absence.

### TARDINESS

Tardiness is defined as a child being signed in or signed out and late arrivals to each class period. In order for a tardy to be excused, its reason must match one of the reasons listed above in the attendance section as Excused Absences. **A student who is late (tardy) for school/class three (3) times within the same class period, UNEXCUSED, will be assigned one (1) After-School/Time-for-Time. An additional After-School/Time-for-Time will be assigned for each one (1) tardy after the initial three (3) tardies.**

### SIGN-IN/SIGNING OUT

When it is necessary for a student to arrive after the school bell has rung to start the school day, the student must sign-in at the front office and receive an admission ticket. A student can be considered truant if they are on school grounds during the school hours if they have not properly signed into the office. If a student needs to leave school before the end of the school day, a parent, guardian, or one of the additional persons listed on the student's office card must come to the school office and sign the student out **before** he/she leaves campus. For the safety of our students, unauthorized persons may not sign out students. Any student who fails to be signed out before leaving campus will be considered truant. Additionally, an excuse is still required to validate the reason for the absence from school, and the student is responsible for completing any missed work. **Absences due to students being signed in/out will count as a full absence if the student misses over half the class period.**

### TRUANCY

Truancy is defined as an absence for an entire school day, a major portion of the school day, or the major portion of any class, or activity during the school day for which the student is scheduled. When an aggregate of 5 days absence without excuse has been reached, the attendance officer will send the parent a written notice that attendance is required. If the

parent fails to comply with the attendance laws within three days after receiving the notice, an attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist verifying that the student has met attendance requirement that will allow him/her to pass the course or be promoted. This compliance also includes the student's compliance with Time-for-Time. Parents will be notified of the hearing and expected to attend. Parent failure to attend the hearing will result in a home visit made by the attendance officer. The occurrence of five (5) excused or unexcused absences per semester may render a student ineligible for promotion to the next grade and/or to receive credit toward graduation absent the finding of extenuating circumstances. Students who have more than ten (10) days of unexcused absences or a total of fifteen (15) days of excused or unexcused absences shall be reported to the attendance officer and a court petition will be filed in Juvenile Court.

For more information regarding the Oneida Special School District's board policy on school attendance, click [here](#).

### **BELL SCHEDULE**

1 <sup>st</sup> Bell	8:15
1 <sup>st</sup> Period	8:20 - 9:35
Second Chance Breakfast	9:35 – 9:45
2 <sup>nd</sup> Period	9:45 - 11:00
3 <sup>rd</sup> Period	11:05 – 12:55
First Lunch	11:05 – 11:35
Second Lunch	11:35 – 12:05
Skinny Block	1:00 – 1:45
4 <sup>th</sup> Period	1:50 - 3:15

### **BUILDING HOURS**

Students may go to locker areas if arriving before the building is officially opened at 8:00 a.m. The first bell rings at 8:15, and classes begins promptly at 8:20. After 3:15 our efforts are directed toward cleaning the building. Students are to go to lockers immediately after school, if necessary, and then clear the building. Students waiting for the last bus ride are to wait in assigned area outside the front office.

### **BUS CONDUCT AND TRANSPORTATION**

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. Students waiting for the bus after school must stay in the appointed area until the bus arrives. Those students who are not waiting for a bus or transportation should leave campus as soon as school is over. **Students are not to be dropped off in front of**

**school or picked up until after 3:30 as a safety precaution.**

The school bus driver will report incidents of misbehavior in writing to the school administration. Offenses will carry the same punishment as similar offenses at school. Serious misbehavior on the bus may lead to withdrawal of bus riding privilege and/or suspension from school.

### **CAFETERIA/FOOD SERVICES**

The school cafeteria is for the convenience of all students and teachers. All food is to be eaten in the cafeteria or assigned area, with the exception of in-school suspension students who will eat in their classroom. Students should help keep the cafeteria clean by returning trays and throwing away trash. Any student caught throwing food will be required to serve detention time in the cafeteria assisting our staff with clean up/service details or any other disciplinary action deemed necessary by the principal or his designee.

Students are not allowed to leave school grounds for off-campus lunch.

### **BREAKFAST**

Breakfast is available from 7:45 a.m. to 8:15 a.m. each morning.

Full-Paid Student Price	\$1.50	Student Reduced Price	\$ .30
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### **LUNCH**

There are two lunch periods: 1<sup>st</sup> lunch 11:00 am-11:30 am, 2<sup>nd</sup> lunch 11:30 am-12:00 pm. Students will be assigned a lunch period based on their second period teacher. After eating lunch, students may walk in the gym or visit the library. Students will not be allowed in the commons areas during lunch.

Full-Paid Student Price	\$2.50	Student Reduced Price	\$ .40
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### **CHARGES**

Student cafeteria charges are limited to \$5, after which students will be given an alternative lunch. If the student does not have a signed Cafeteria Parental Permission Form on file, no charges will be allowed.

### **FREE AND REDUCED-PRICE MEALS**

Each student must have a Free & Reduced Lunch Form, which is included in the registration materials, turned in no later than 30 days after the start of school. If not turned in before the 30 days are up, the student will be required to pay the full price for breakfast & lunch regardless of the student's previous status. All free and reduced-price meal information is confidential and no discrimination is made among students paying full price and those receiving free or reduced rates.

## CELL PHONES AND OTHER ELECTRONIC DEVICES

### Oneida Special School District/Oneida High School

Personal Communication Devices and Personal Electronic Devices Policy Acknowledgement  
2018-2019

#### OSSD Board Policy 6.312

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may also grant a student permission to use such a device at his/her discretion. Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action.

**Oneida High School Policy** Upon entering a teacher's classroom the device must be placed in the cell phone caddy. *It CANNOT be kept in the pocket of pants, coats, etc.* During the school day (defined as being from the time a student arrives on campus each morning until school is dismissed for the day), these devices also must be turned off and may not be used by students. Not only are these devices a potential distraction to the classroom learning environment and potentially disruptive to the school climate, but the technology available makes it possible for students to photograph and send copies of tests to other students, and otherwise compromise the integrity of our teachers' assessments and grading of student learning. At OHS the policy has been expanded to include iPods, iPads, smart watches, MP3 players, personal laptop computers, etc. because so many telecommunication devices combine these features with those of a cell phone.

There is no reason that a student should need to use a cell phone during the regular school day. In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone.

The only reasons for school personnel to ask a student to surrender a cell phone, etc. would be:

1. if the cell phone rang or vibrated (which would mean that the phone was turned on, and in violation of the policy), or
2. if school personnel saw the cell phone, etc. (which would mean that the device was visible or on the student's person, and in violation of the policy).

If a student is found to be in violation of the Cell Phone Policy, the device (cell phone, etc.) will be confiscated by school personnel. Refusal by a student to surrender the device is not an option. Cell phones, etc. confiscated as a result of a **first violation** will be returned only to a parent/guardian at the end of the school day. The **second violation** will result in the confiscation of the device and will be returned only to the parent/guardian. Student will be assigned (2) Two After-Schools/Time-for-Time. Devices confiscated as a result of **further violations** will result in an unruly court petition for repeated

violations of the school policy and the student will no longer be able to possess a device on school property. These consequences will be enforced regardless of contracts, monthly payments, difficulty of circumstances, etc. and will be returned only to a parent/guardian.

### **Student Refusal to Surrender a Device:**

**Level 1:** If a student is found to be in violation of the Cell Phone Policy, he/she will be asked by school personnel to surrender the device. If he/she does so, and it's the **first offense**, the device will be returned to a parent/guardian at the end of the school day. If it is the **second violation**, the device will be returned to only the parent/guardian. The student will be assigned (2) Two After-Schools/Time-for-Time. Devices confiscated as a result of **further violations** will result in an unruly court petition for repeated violations of the school policy and the student will no longer be able to possess a device on school property. These consequences will be enforced regardless of contracts, monthly payments, difficulty of circumstances, etc. and will be returned only to a parent/guardian.

**Level 2:** If the student refuses to surrender the device immediately, a campus supervisor of an administrator will be called to assist, and the student will be taken to the office of an administrator. The administrator will attempt to convince the student to surrender the device. **If a student does so, the device will be returned to a parent/guardian. As a result of refusing to surrender the device immediately, the student will serve 3 days of After-School/Time-for-Time and will lose his/her cell phone privileges for the remainder of the school year.**

**Level 3:** If a student refuses to surrender the device to the administrator, an attempt will be made to contact a parent/guardian to obtain assistance in convincing the student to surrender the device. If the student does so, the device will be returned to the parent/guardian. As a result of having to call a parent to bring about compliance with the administrator's request, the student will serve 5 days of After-School/Time-for-Time and will lose his/her cell phone privileges for the remainder of the year.

**Level 4a:** If the student still refuses to surrender the device after parent intervention, he/she will be suspended from school pending an expulsion hearing with the discipline committee. Recommendation for an expulsion hearing also carries loss of cell phone privileges for the year and an unruly court petition in juvenile court.

**Level 4b:** If the administrator is unable to contact a parent/guardian, the student will be suspended from school pending an expulsion hearing with the discipline committee and taken to In-School Suspension for the remainder of the school day. Recommendation for an expulsion hearing also carries loss of cell phone privileges for the year and an unruly court petition in juvenile court

### **CHEATING / PLAGIARISM**

In order to help promote both equitable and consistent evaluation, every teacher and administrator should establish a learning atmosphere inherently conducive to responsible student scholarship. In this regard, teachers should fully explain their own particular academic expectations to each class the first day of each grading period (as well as any other time that seems appropriate), be stationed in their classrooms and circulate among students at all times during tests and examinations, and exert realistic preventive measures to reduce the possibility of unethical student conduct.

If a teacher observes a suspected case of cheating or plagiarism, the teacher and accused student shall seek to resolve the issue, document the occurrence, and document the resolution. If both parties can agree upon no reasonable solution, the principal will ultimately make the final determination in the matter. The principal reserves the right to involve parents, guidance counselors, and others when appropriate. A second offense will automatically result in administrative involvement with appropriate disciplinary action.

**Oneida High School subscribes to turnitin.com, an online product that helps detect and prevent plagiarism.** This program checks a student's papers against other students' papers as well as Internet sources. All English teachers require students to submit assignments to this program. Additionally, other teachers of any subject area may require students to submit work from their classes. Any student who chooses not to submit his/her paper(s), as directed by his/her teachers, will receive a "0" for the assignment regardless of the quality of the work.

As a general "rule of thumb," if a student has had any help or done something that he/she would not want the teacher to know about, then he/she has probably plagiarized. **A student's status with the National Honor Society may be affected if they are caught cheating or plagiarizing.**

#### **CLUBS AND ACTIVITIES**

Clubs and activities are part of our program at Oneida High School. Students are encouraged to become involved in extracurricular activities.

#### **COLLEGE VISITATION DAY (FOR SENIORS ONLY)**

College visits must be scheduled with the school counselor and attendance officer. Forms are available in the school counseling office and must be turned in to the school counseling office the day prior to the visit. College visits are not permitted during End-of-Course test weeks. Participation forms must be completed as with any other field trips. Verification forms signed by the college/institution must be returned to the attendance officers the day following the visit in order for the day to be excused. **College Visitation Days are encouraged, however the student taking the College Day must be aware that College Day will be counted as an absence.**

#### **COMPUTER AND INTERNET POLICIES**

Computer usage by students is for educational purposes and is a privilege. Students are not to buy or sell products on-line or download programs to the school's computers without permission of the technology coordinator. Any abuse of these policies will result in disciplinary action and forfeiture of the student's right to use school computers. School personnel will determine what software students shall have access to. Student work, such as essays, are accessible for inspection by school personnel, that student, and that student's guardians. Any teacher that suspects a student of visiting inappropriate sites or

of being off task during a class has the right to view the student's history on his/her computer. Unauthorized access by students to other persons' work and/or hacking - unauthorized access to programs and/or other data - will be treated as illegal entry, theft, and/or vandalism. Consequences include the possibility of the involvement of law enforcement personnel.

### INTERNET RULES AND POLICIES

Internet access is available to students and teachers in the Oneida Special School District offering vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Students and teachers have access to many and varied sources of information. With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in to the context of the school's setting. The Oneida Special School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial and/or inappropriate materials. The Oneida Special School District believes that the valuable information and interaction far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

### INTERNET TERMS AND CONDITION OF USE

1. Acceptable Use – The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The user of an account on the Internet must be in support of education and research and consistent with the educational objectives of the Oneida Special School District. Use of other organizations' networks or competing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to copyrighted materials, threatening or obscene material, or material protected by trade secret.
2. Privileges – The use of the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The system administrator will deem what is inappropriate use, and his/her decision is final. Also, the system administrator may close an account at any time as required. The administration, faculty, and the staff of the Oneida Special School District may request the administrator to deny, revoke, or suspend specific users.
3. Network Etiquette – The user is expected to abide by these generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - Be polite. Do not be abusive in your messages to others.
  - Use appropriate language. Do not swear, use vulgarities, or any other

inappropriate language. Illegal activities are strictly forbidden.

- Do not reveal your personal address or phone number or those of students and colleagues.
  - Electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - Do not use the network in such a way that would disrupt the use of the network by other users.
  - All communication and information accessible via the network would be assumed to be private property.
  - Abide by generally accepted rules of network etiquette.
4. Security – Security on any computer system is a high priority, especially when the system involves many users. If a student feels he/she can identify a security problem on the Internet or the system network, he/she must notify a system administrator or the Technology Coordinator. Do not demonstrate the problem to other users. Do not use any other individual's account without written permission from that person. Attempts to log on the Internet as a system administrator will result in cancellation of user privileges. Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
  5. Vandalism/Harassment - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of compute viruses. Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail.
  6. Penalties – Automatic notification will be made to the parent or guardian of any infraction. Any user violating these provisions, applicable state and federal laws or posted classroom and district rules is subject to loss of network privileges and any other applicable school disciplinary options, including criminal prosecution. School and district administrator will make the final determination as to what constitutes unacceptable use and their decision is final.

The Oneida Special School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its own negligence or a student's errors of omissions. Use of any information obtained via the Internet is at the student's own risk. The Oneida Special School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## CYBERBULLYING POLICY

Cyberbullying, usually defined as sending or posting “cruel, vicious, and sometimes threatening messages” on the Internet, including text messages, is an issue that Oneida High School takes seriously. Actions may include involving local law enforcement to assist in resolving issues between persons involved. Although many times these actions occur outside of school hours, students and parents need to be aware that if problems such as these are brought into the school and deemed “a disruption to the school environment or specific fear of substantial disruption” or “substantial interference with the educational process,” the school system will become involved and handle as a disciplinary offense. Always remember, **anything transmitted via Internet is monitored and regulated with federal policies.** Any inappropriate use (inside or outside of school hours) of social networking on the internet, Facebook, YouTube, Twitter, Instagram, cell phone pictures or videos which are forwarded to or can be accessed on other cell phones, etc., that results in the disruption of the educational process may be disciplined by school personnel and/or local law enforcement.

## **DISCIPLINE**

**The principal reserves the right to address disciplinary issues in any manner deemed appropriate regardless of OHS discipline guidelines.**

## ASSERTIVE DISCIPLINE AT ONEIDA HIGH SCHOOL

The authority to establish a disciplinary system is derived from state law and Oneida Special School District Board of Education policies. Oneida High School will operate under an "assertive discipline" system. Assertive discipline is based on the proposition that teachers have a right to teach and students have a right to learn. The system is designed to provide prompt and effective negative consequences for students who choose to interfere with the rights of either teachers or other students. In an assertive discipline program, the behaviors that are expected of the students in the school are clearly communicated to students and to their parents at the beginning of the year. The behavior responsibilities of the classroom system include not only negative consequences of improper behavior but also include positive consequences to reward those who behave properly. There is nothing in the system which is not in students' best interests or which would harm them. In summary, an assertive discipline program attempts to establish a climate at Oneida High School supportive of a well-disciplined school operation that is free to concentrate on academic tasks. The system requires that students, teachers, administrators, and parents cooperate to maintain this atmosphere.

**In order to march in graduation exercises, Seniors shall have discharged all disciplinary actions.**

## BEHAVIOR GUIDELINES

- The Oneida School System believes that acceptable behavior is an essential part of

effective education programs. We expect students to conduct themselves in such a manner as to reflect favorably upon themselves, their families, their community, and our school. The professional staff is expected to ensure student conduct that allows for an acceptable learning atmosphere both in and outside the classroom and to help students develop self-discipline and self-direction.

- To this end, the staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control any student's conduct while under the supervision of the school district. This authority to control student shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions, and all other activities under school sponsorship and direction. Cameras may be used for general monitoring of school properties to help ensure safety, proper conduct, and property protection. All behavioral and disciplinary policies are in effect at extracurricular activities.

### DISCIPLINE PROCEDURES

The Oneida Special School Board has developed Discipline Procedures to protect all members of the educational community. These procedures may be found by clicking [here](#). In accordance with the policy, an assessment of the circumstances and seriousness of the misbehavior will determine appropriate corrective actions for the student. Most offenses are minor and can be handled by an individual staff member; however, more serious offenses that pose a threat to the safety of others in the school require administrative actions which may result in the immediate removal of a student from the school, the intervention of law enforcement, and action by the board. Additionally, should a student accrue enough instances of inappropriate behavior, he/she will be referred to the Discipline Committee and possibly to juvenile court.

### **DRESS CODE**

The following expectations for student dress have been established to promote a safe and optimum learning environment. Apparel or appearance, which tends to draw attention to an individual rather than to a learning situation, must be avoided.

The following is a list of infractions concerning students' dress which are considered in violation of the student dress code.

1. See-through clothing.
2. Bare midriff or back.
3. Shorts and miniskirts that are revealing in nature.
4. Alcoholic, drug advertisements, or profanities.
5. Hats, caps, beanies, or toboggans worn inside the building.
6. Tank tops with less than 3-inch shoulders or large arm holes.
7. Clothing that reveals undergarments.
8. Inappropriately ripped and/or torn clothing.

9. Low cut shirts revealing in nature.
10. Sleepwear, pajamas, and/or blankets.

Any student not attired in accordance with the foregoing policy shall be subject to the following consequences:

- Correct the violation or parent contact/be sent home.
- Repeat offenders shall be subject to additional measures that include but are not limited to parent conferences, after-school detention, and/or referral to discipline committee.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty.

### **DRIVING AND PARKING ON CAMPUS**

All students who drive to school must have a parking permit. Parking on school property is a privilege, not a right, afforded to the students. The requirements for obtaining parking permits are as follows:

1. Meet drug-testing requirements through S.T.A.N.D.
2. Present valid driver's license.
3. Provide proof of insurance.
4. Pay \$10 parking permit fee.

### **PARKING SPACES DISTRIBUTION**

Parking spaces will be assigned using the following guidelines:

1. Seniors
2. Juniors
3. Sophomores
4. Freshmen

If space is not available for all applications, a waiting list will be developed.

### **OBTAINING A DRIVER'S LICENSE**

Information regarding how to get your driver's license can be found at

<http://www.dmv.org/tn-tennessee/teen-drivers.php>.

Before going to the driver's license office, you will need to get a Compulsory Attendance form completed by the attendance office to take with you to the DMV.

### **CONDITIONS FOR PARKING ON CAMPUS**

1. Student must have valid driver's license.
2. Student must have proof of insurance.
3. Students are to observe 5 mph limit on campus.
4. Students are to leave the assigned parking lot and go into the building immediately upon arrival. Students are to leave school grounds as soon as school is over in the afternoon. (No loitering in parking areas).

5. Parking lots are off limits to students who are not transported by car.
6. Parking lots are off-limits during school hours except with permission by administration.
7. Students are to keep the parking lot free of litter.
8. Students are not to leave school grounds for any reason without permission.
9. Students must display parking tag on rear view mirror and park in assigned spot.

Any student violating the requirements and/or conditions for driving and parking on campus will face disciplinary action(s).

The gravel parking lot is school property; therefore, the same requirements and conditions as set forth above apply.

Oneida High School is not responsible for lost, stolen, or damaged properties. Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia, or dangerous weapons.

### **DROP / ADD CLASSES**

Due to the restrictions of the Block scheduling, students wishing to drop/add a course may be granted permission under the following conditions:

- To correct deficiencies
- To adjust for core vs. elective hours
- To correct an error in placement
- To correct obvious errors in scheduling
- To assure credits for graduation
- To accommodate teacher recommended due to requirements

Please see your counselor to discuss a change during the specific scheduled date for your grade. All schedule changes must be approved by the principal after the first 2 school days in a term. No schedule changes will be allowed after the first 2 school days unless under extreme circumstance and with approval by the school counselor and principal.

After the first week of class for a dual-enrollment class or Tennessee College of Applied Science class, students are committed to complete the term. A request for change will be denied.

### **DUAL CREDIT**

Seniors and Juniors will have the opportunity to receive Dual Credit through Roane State Community College. There will be academic pre-requisites for these classes including ACT scores. The ACT Policy is in accordance to Roane State Community College's admission policy, and the Oneida High School cannot make exceptions to these.

By taking classes that count as high school and college credit, our students should be better able to meet their academic goals. Planned Dual Credit courses through Roane State are English 12 (Composition I & II), Calculus, Pre-Calculus, College Algebra, and Psychology.

The availability of these classes is based on available faculty and enrollment numbers. Due recent changes, students can **ONLY** be enrolled in the Dual-Credit Classes if they have qualifying ACT Scores **before** the class begins.

Students and parents should be aware that not all Roane State Community College classes will transfer to all Universities and/or Colleges. It is the responsibility of the student and parent correlate with the correct college of their choice.

**Dual-Credit/Roane State classes are used to calculate grade point averages. Students are required to give written permission for Oneida High School to have access to the educational college records. If permission is NOT given, the student's grade point average will be negatively affected by the missing grade.**

## **DUE PROCESS**

All students shall be treated with fairness. Before school authorities shall administer disciplinary measures, inquiry shall be made to determine the truth of what happened. The nature of an inquiry will vary in degree with the seriousness of the offense and consequence thereof. For minor offenses typically administered by the classroom teacher, no formal procedure is required. An inquiry into the incident will be conducted to ensure that the offender is accurately identified and that he/she understands the nature of the offense and that he or she was on notice as to the consequences of the offense. In case of severe offenses where there is possibility of suspension, the student shall be advised of the nature of the misconduct, questioned about it, and allowed to give an explanation. In the event the principal/discipline officer determines that the offense is of such a nature that would warrant removal from school, he/she shall refer the case to the Discipline Committee, and they shall take action or refer the case to the Board of Education which shall hold a hearing at the earliest practical time.

## **FIELD TRIPS**

Students are to meet the required criteria before they may participate in field trips. Also, if any two teachers **or one teacher and the attendance/discipline officer** believe the student should not participate, for reasons such as poor attendance, missed assignments or academic deficiencies, the student will remain at school.

## **FIGHTING (PHYSICAL ALTERCATIONS)**

Oneida High School strives to be a peaceable school; however, should school safety be ignored by our students, administration will react in a responsible manner. The process

may include one or more of the following actions but not limited to: call local Law Enforcement, call parents, interview witnesses, suspension from school, file charges of assault, in-school suspension, court appearance which includes a court fee, probation, Juvenile Detention, court assigned Crisis Intervention Team, Anger Management Classes, community service, or criminal prosecution. Please make the right choices, and always let the staff know of any potential fights or arguments so no one gets hurt.

### **FINANCIAL AID PLANNING FOR COLLEGE**

Financing post-secondary education is a major investment for families. Students and parents should develop a financial plan prior to their senior year. Valuable financial information can be obtained while visiting representatives during the College Fair and conducting college searches. Early planning and communication with the financial aid offices of the schools that are being considered is also important. Students may visit the guidance office at school or call (423) 569-8818 to get assistance with their college applications and financial aid.

### FINANCIAL AID INFORMATION WORKSHOP

The guidance office hosts a Financial Aid Information Workshop in the fall for seniors and their families. During this session, a representative from TSAC (Tennessee Student Assistance Corporation) discusses FAFSA, scholarships, grants, deadlines, etc. **The FAFSA should be completed on January 1 of each year!**

### LOCAL SCHOLARSHIPS

The Oneida High School Local Scholarships are available online at the OHS Guidance page or by clicking on the link below.

### HOPE (LOTTERY) SCHOLARSHIP

The HOPE Scholarship, also known as the Lottery Scholarship, is funded by the Tennessee Education Lottery Scholarship (TELS) Program. To receive TELS funding, students must file the Free Application for Federal Student Aid (FAFSA) each year. For more information about this scholarship, click [here](#).

### IMPORTANT LINKS

[Tennessee Student Assistance Corporation](#) (TSAC)

[Federal Student Aid](#) (FAFSA)

[Hope Scholarship](#) (Lottery Scholarship)

[Local Oneida Scholarships](#)

### **GRADE POINT AVERAGES (GPA) AND SENIOR HONORS**

Seniors' GPAs and rankings will be calculated after the first block of their Senior year. Students' grades are taken from the preceding seven (7) semesters. All classes that the student has taken will be used to calculate the G.P.A. Students may earn an unlimited number of Carnegie units. **Grade Point Averages cannot be rounded-up or altered in**

**any form. Seniors will be given a ranking G.P.A. at the end of the 1<sup>st</sup> Block and the FINAL G.P.A. used for Lottery and State Scholarships at the end of the 2<sup>nd</sup> Block.**

Dual-Credit (DC) classes are a part of the curriculum at Oneida High School. These classes will have a different grade scale and value than do regular courses. The effect of these courses and their weighted value will impact the determination the Valedictorian, Salutatorian, and Honor Graduates only if they are offered to all students. Those students taking a class earlier or later than norm will not have the class count for weighted value if the class was not offered to the students the year it is usually offered.

Dual-Credit students should be aware that classes taken on-campus at Oneida High School and the off-campus classes of Physical Education of Walking and Basketball are used to calculate GPAs. If a Senior wishes to take an off-campus RSCC class to fulfill a graduation and GPA slot, the principal and high school counselor must give permission first. Students cannot selectively choose which classes they wish to be used in the GPA process.

Quality points will be awarded as follows: Weighted Dual-Credit classes will award quality points on a 5-point scale:

- A - 5 points
- B - 4 points
- C - 3 points
- D - 2 points
- F - 0 points

All other classes including regular high school classes, other Dual-Credit Classes not listed, night classes, summer school and correspondence courses will receive award credit on a 4—point scale, as follows:

- A - 4 points
- B - 3 points
- C - 2 points
- D - 1 point
- F - 0 points

### GRADING SCALE

The following grading scale is in effect for Oneida High School based on State Lottery Uniformity Plan:

A+ = 100	C+ = 84	*Roane State classes
A = 94 – 99	C = 76-83	use a different
A- = 93	C - = 75	grading scale.
B+ = 92	D+ = 74	
B = 86-91	D = 71-73	
B = 85	D - = 70	

## HONOR GRADUATES

According to the Oneida School Board Policy, to be recognized as an honor graduate, a student must rank in the Top Ten of the graduating class **or** have a minimum of a 4.0 for the previous seven (7) blocks. If ten students do not have a 4.0 or greater, students will be selected based on the next highest G.P.A. until a maximum total of ten students have been selected.

To become valedictorian or salutatorian, a student must be enrolled full time and for the whole year in the high school for Freshmen Year, Sophomore Year, Junior Year and 1 Block of Senior Year preceding the final semester. The final semester will not be used in determining class standing. For the graduating class of 2021, and beyond: If a tie occurs among student GPA's the students' highest composite ACT score will be used as a tie breaker to determine valedictorian and salutatorian.

It is truly an honor to be an Honor Graduate at Oneida High School. Proper Decorum for this type of public recognition mandates formal senior pictures. Formal or casual pictures may be used for the annual. However, formal pictures are required for such publications as Honor Graduates and Newspapers.

## **GRADUATION REQUIREMENTS CLASS of 2018-2019**

### UNIVERSITY TRACK

Language Arts	4 credits
Mathematics	4 credits
(Algebra 1, Geometry, Algebra 2, and a higher-level math)	
Science	3 credits
(Biology, Chemistry or Physical Science)	
Social Studies	3 credits
(World History, US History, Government, and Economics)	
Foreign Language (Spanish)	2 credits
Fine Arts	1 credit
Wellness and Physical Education	2 credits
Personal Finance	1 credit
Electives	8 credits
Total:	28 credits

### TECHNICAL TRACK

The technical track requirements are the same except that students are not required to take foreign language or fine arts. As a result, students must earn 3 additional elective credits.

## **GUIDANCE DEPARTMENT**

The guidance office provides personal, career, and educational counseling. These are offered to all students. Students may visit the guidance office or call (423)569-4041 with questions and/or concerns.

## **HALL PASSES AND CONDUCT**

Students are not to go to lockers during class period without permission from teachers, and they must sign the hall pass record that is posted in the classroom. Excessive noise, loitering in hall, horseplay, and running is forbidden. Any student in the halls without a pass will be subject to disciplinary action and will be returned to his/her classroom. Hall pass privileges may be rescinded as a result of disciplinary action.

## **HEAD LICE**

If a student is found to have lice, the school nurse will contact the parents. The student will be allowed to return to school upon submission of proof of treatment and examination by school nurse.

## **HOMEBOUND**

Homebound is available to students who meet the criteria. Homebound applications are reviewed and determined by the 504 Coordinator and if accepted are reviewed every thirty (30) days. Homebound students must have a medical justification provided by a physician and will be renewed only with physician documentation.

## **INJURY & ILLNESS AT SCHOOL**

If a student is injured, either in class or on campus, the attending teachers should call the principal's office immediately for assistance. In the event a teacher is not present, a student should contact or notify the principal's office immediately.

If a student is injured or becomes very ill, he/she should report the problem to nearest teacher or go directly to the principal's office and notify either the secretary or principal. The school nurse will be contacted. The secretary or principal will consult the student's emergency card and call his/her parents or guardian.

The student should not go to the restroom and stay or leave the school building/grounds if he/she is ill or injured. Students should not take medication from anyone; teachers cannot give aspirin or any other types of medication.

## **LIBRARY MEDIA CENTER**

The Oneida High/Middle School Library Media Center serves students in grades 6-12. While the library is open from 8 a.m. to 3:30 p.m., high school students may visit the library during school hours as their teachers allow as well as during their lunch period. The library has 24 student computers with productivity software, Internet access, and

printing capabilities. Students may also check out print books and/or ebooks.

## **LOCKERS**

Lockers are the property of Oneida High School and are provided as a service to the students. Students may go to their lockers before school, between classes, and after school. Students must use only their assigned lockers and must go through official channels to change lockers. Lockers offer a minimum security, and items of value should not be placed in them. It is the student's responsibility to provide his/her own lock, and combination or extra key should be filed in the school office. School officials reserve the right to inspect lockers or any other storage area provided by the school at any time (TCA 4964204).

## **LOST & FOUND**

The Lost and Found Department is located in the main office. If a student has lost articles, he/she should check with the secretary. In the event a textbook or library book is lost, it will be the responsibility of the student or his parents/guardians to locate and return the book or pay for it before another book will be issued.

## **Media Release**

I, as the parent/guardian of an OHS student, hereby give Oneida Special School District and its employees, representatives and authorized media organizations permission to photograph, interview and record my child and his/her likeness for use in audio, video, film or other electronic, digital and printed media. I also give Oneida Special School District permission to release photos or recordings of any type to news media outlets including, but not limited to, newspapers and television stations.

I understand that neither Oneida Special School District nor the news media has any obligation to use or be compensated for such rights. I am also aware that I will not receive monetary compensation for my child's participation, and I waive any right to inspect or approve final use of materials.

I agree to release and hold harmless Oneida Special School District, its staff, the Board of Education and assignees from any liability or claims of damage, known or unknown, related to such use.

Please note if you opt out of the media release form, your child's photograph will still be included in yearbook and classroom publications as part of directory information unless you notify the district otherwise. Additionally, if at any time you wish to withdraw your consent, you may contact the school where your child presently attends; however, any prior photos or recordings of your child will remain part of the district's archive.

## **MEDICATION GUIDELINES**

The Oneida School System will not provide over-the-counter medicines, such as Tylenol, cough drops, Tums, etc. However, if a parent provides the non-prescription medication, the child will be assisted with self-administration, if a signed medication administration form is on file.

If a student child takes a medicine that must be administered during the day, please check with the student's physician to adjust the time the medication is to be given to avoid giving it at school, unless specific times are extremely crucial. If, however, under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations:

### **MEDICATION ADMINISTRATION GUIDELINES**

- All prescription and non-prescription medicines are to be brought to school by the parent.
- The prescription medicine must be in the original pharmacy labeled container and must contain the following: child's name, medication name and dosage, date, licensed transcriber's name, pharmacy name, address, and phone number.
- The non-prescription medicine must be in a manufacturer's original container with the ingredients listed. The child's name must also be attached to the container. These medicines will be administered according to the package directions unless otherwise ordered by a physician.
- Non-prescription medications will be limited to pain relievers and cough drops.
- Special forms may be obtained at the school office for medication administration.

This policy is uniform for all schools in the Oneida Special School District. For more information contact the school nurse at 569-3303.

## **MESSAGES TO STUDENTS**

Arrangements for routine matters such as rides to and from school, car and house key delivery and pick-up, job times, meeting places, etc., should be made before students arrive at school. In order to protect instruction time, OHS staff will not deliver messages to students during class times except in cases of an emergency. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Non-emergency messages will be delivered during lunch or just before school dismissal.

## **MILITARY RECRUITING / MAILING LIST**

All military recruiting will be referred through the guidance office. Parents may request that their child not be contacted by a recruiter during school hours. Additionally, parents have the right to request that their child's name, address, and telephone number not be released to a military recruiter. A "Military Recruiting Mailing List" form will be provided each year in the registration packet. Parents may also contact the guidance office at (423) 569-4041 with questions.

## **MONEY AND VALUABLE ARTICLES**

Students should not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school CANNOT accept responsibility for stolen money or other articles.

## **NATIONAL BETA CLUB**

To qualify for the National Beta Club students must meet the following guidelines:

- Senior or Junior
- Sophomores are invited after the 2<sup>nd</sup> semester of the Sophomore Year
- 3.2 or higher Grade Point Average (unweighted)
- Must maintain a 3.0 Grade Point Average (unweighted) or higher

## **NATIONAL HONOR SOCIETY**

The purposes for this organization shall be to create enthusiasm for academics, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Oneida High School. To qualify for the National Honor Society students must be Seniors and meet the following guidelines:

- 3.5 or higher Grade Point Average (unweighted)
- Up to date on service learning hours
- Teacher recommendation that meets minimum teacher rating average
- Documented verification of some form of leadership position served in the school, community, and/or church

## **PARENT CONFERENCES**

The administration of Oneida High School feels strongly that cooperation and communication among teachers, students, and parents are necessary for a good academic performance and effective discipline. However, a parent or guardian may request a conference with a counselor or teacher at any point in the school term by calling and scheduling an appointment in the Guidance Department at (423) 569-4041. The teacher or guidance counselor may also request a conference with the parents. We do encourage parent and teacher communication as a first priority before involving the counselor or higher administration.

In order to better serve our students, we reserve the right to decline walk-in meetings with the administration including the counselor, vice principal, and principal unless deemed an emergency. If a parent wishes to meet with the principal, guidance counselor or attendance/discipline personnel, he/she should call in advance to schedule an appointment in order to ensure that those involved will be available to meet with the parent.

### **POSTERS AND ANNOUNCEMENTS**

All posters/announcements to be displayed at Oneida High School must first be approved by an administrator. The individual posting the poster/announcement is responsible for removing it.

### **PROGRESS REPORTS**

Oneida High School continually monitors academic progress. Parents are encouraged to use the Skyward Parent Portal to monitor their child's progress throughout the school year. Skyward Parent Portal has an option that you can have daily/weekly/monthly progress reports emailed to you at home. In addition, a paper progress report will be sent home every 4.5 weeks. Grade cards will be sent home after each Block grading period including the end of December/first of January and end of May/first of June. If a student does not bring his/her progress reports home, please ask your child about the report. If parents need further assistance, please contact the school counseling department at 569-4041.

### **SAFETY**

Oneida High School is dedicated to ensuring safe and supportive learning environments, thereby increasing academic success for all students.

### DRILLS

Throughout the school year, drills will occur in order to prepare for emergency situations. Drills practices through out the school year are Emergency Drill, Fire Drill, Tornado Drill, and Lockdown Drill. The number of these drills varies according to the law, but Oneida High School schedules the number needed for each type drill throughout the school year and documents each occurrence.

### SCHOOL SAFETY PLAN

A safe environment is essential to the well-being of our students and our staff; therefore, Oneida High School in cooperation with Oneida Middle School have developed an All Hazards Plan that covers both the middle school and the high school since these schools share so much common space as well as teachers. Every attempt has been made to prepare as best as possible for any emergency that might occur.

### SURVEILLANCE

Oneida High School's video surveillance may be used for disciplinary action in addition to serving as a safety measure. In cooperation with the Oneida Police Department, we have officers on the school grounds daily to assist in providing a safe and secure environment.

### **PROHIBITED ITEMS**

Students are not permitted to bring firearms, knives, or other deadly weapons on to school property. Laser pointers or other such devices that do irreparable damage to the eye are not permitted. Lighters or other such devices that do damage to the skin or school facilities are also not permitted.

### **SCHOOL FACILITIES & PROPERTY**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students are expected to use facilities properly, keeping halls free of paper and litter. They are asked to keep all school facilities in a clean, neat, and orderly manner. Lockers are to be neat and clean, with no posters, stickers, etc., inside or outside on lockers. Opened food is not allowed in lockers. Students who disfigure or vandalize school or personal property will be required to either pay for the damage that is done or replace the item and may be subject to disciplinary action.

### **SERVICE LEARNING**

All students are required to complete 10 hours of service learning per school year, resulting in 40 total hours, in order to graduate from Oneida High School. All forms needed to receive credit for service learning experiences can be found by clicking [here](#).

### **SEXUAL HARASSMENT / HAZING / BULLYING / INTIMIDATION**

Oneida High School is a place for teaching and learning, and as a result sexual harassment, hazing, bullying, and/or intimidation will not be tolerated. Any student, teacher, staff, volunteer, etc., in the school who feels that he or she is being harassed or hazed, should inform a teacher, guidance counselor, or other school official so that an investigation and intervention may begin.

For more information on these topics, click on one of the links below.

[OSSD Board Policy on Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying](#)

[Tennessee Department of Education Bullying & Harassment Safe Schools Tennessee](#)

### **SKYWARD**

Skyward is a user-friendly, student management program used by teachers and administration to post grades, attendance, discipline, and a variety of information. Skyward Parent Portal allows parents to login and check grades, discipline, and attendance reports at anytime. To obtain Skyward Parent Portal Login, please call the

guidance office at (423) 569-4041. Additionally, parents should contact the teacher, guidance department, or administration if they fail to receive the requested reports. The link to Skyward may be found on the district's homepage or by clicking [here](#).

### **STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

Decisions made by school personnel which students believe are unfair or violate Board policy or individual school rules may be appealed to the school principal. For more information regarding this procedures, click [here](#).

Additionally, it is the Tennessee Department of Education's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (over 40), sex, pregnancy, religion, creed, disability or any other category protected by state and/or federal law. If you feel your rights have been violated please contact: Elizabeth Taylor, Director, Office for Civil Rights, Tennessee Department of Education, 710 James Robertson Parkway, 6th Floor, Nashville, Tennessee 37243-0383 Tel. (615) 741-2921.

### **STUDENT DEBT**

Students are to have all fees, debts, and other obligations settled in order to receive grade card or diploma.

### **STUDENT RELATIONSHIPS BETWEEN STUDENTS**

Displays of affection will be limited to holding hands. Any further display, which tends to destroy reputations and embarrass others, will not be tolerated and will result in disciplinary action.

### **WITH SCHOOL, STAFF, INTERNS, & STUDENT TEACHERS**

Students are expected to obey instructions from all school employees who are in the performance of meeting his/her duty and to address all staff members with respectful words and tone. Students are responsible to all school personnel at all times.

### **WITH FELLOW STUDENTS**

Each student is expected to show respect for the rights and feelings of his fellow students. Courteous treatment of others is encouraged. Pushing, shoving, fighting, and other types of misbehavior are not allowed.

### **WITH OFFICIAL VISITORS**

Official visitors, whether observers, speakers or entertainers, are considered to be honored guests and will be treated with courtesy and respect.

### **WITH SUBSTITUTE TEACHERS**

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with according to discipline procedures.

If a student encounters problems dealing with other students or teachers, it is recommended that he/she consult a teacher, administrator, or guidance counselor to help resolve the problem.

## **SUBSTANCE USE AND ABUSE & S.T.A.N.D.**

### ALCOHOL AND DRUGS

Any possession, consumption, use, distribution or sale of drugs or alcoholic beverages on school grounds or in school buildings, at school-sponsored functions or activities whether on or off school grounds, or on school vehicles or buses is prohibited at all times. This also includes abuse of inhalants and/or prescription drugs. Local law enforcement will be involved, and disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation programs will be made available through the school office.

### TOBACCO

Students shall not use or have in their possession tobacco products in any form on school premises, on school buses, or at any school activity. This includes but is not limited to cigarettes, cigars, smokeless tobacco, and electronic cigarettes. Tobacco and/or tobacco products in the possession of any student will be confiscated and will count as tobacco use. Violators of this policy shall be subject to disciplinary action including but not limited to school and community service, juvenile detention and a court appearance.

### S.T.A.N.D.

The OSSD board partners with the S.T.A.N.D. (Schools Together Allowing No Drugs) program. This approach employs the drug testing of students, which the Board views as one of several essential tools necessary to detect and deter substance use and enable early identification, assistance, education and counsel to students who are experimenting with or regularly using tobacco, drugs, or alcohol. This policy was established to be an anti-tobacco, anti-alcohol and anti-drug program that encourages, recruits and coordinates the involvement of parents, teachers, school administration, counselors, and the community as a whole, with its focus being on providing support, education and counseling for students confidentially identified with drug use. Its primary message to the students is to encourage them to abstain and be free from tobacco, alcohol and drugs because it is a healthy, honorable, and productive lifestyle. This policy will include and address the more serious gravamen of violations including drug use and possession on school property, in vehicles, and at school activities; “zero tolerance” sanctions; and the health

and welfare of the students demanding it. For more information about the S.T.A.N.D. Drug Program, contact the S.T.A.N.D. office at 286-9925.

### S.T.A.N.D. CONSENT FORM

The S.T.A.N.D. form will be provided in each student's registration packet and is to be signed and returned. Additionally, students who wish to park on school campus or participate in any extracurricular activities (including sports, band, prom, etc.) must participate in drug testing. Students who are randomly selected from the database must provide a urine specimen by the end of the school day. If a student cannot, he/she must either go to a physician's office on the same day and take a drug test or attend the drug counseling program which is 2 days a week from 3:15 to 4:15 for 8 weeks.

### **TELEPHONE**

If a student needs to use the telephone during the day, he/she should go to the front office and ask school personnel for permission. Students may not use the phone during class time except in case of an emergency or for official school business.

### **TENNESSEE COLLEGE OF APPLIED TECHNOLOGY (TCAT)**

Through an agreement with TCAT of Oneida/Huntsville, Oneida High School juniors and seniors are eligible to dual enroll in career programs offered at the Oneida/Huntsville campuses. For more information about these programs, visit [www.tcatoneida.edu](http://www.tcatoneida.edu).

### RULES FOR HOURS & COURSE COMPLETION

Any vocational student who has a deficit of hours for course completion must make up hours during fall/spring breaks.

### TRANSPORTATION

TCAT students will be transported by bus to the TCAT facilities. Occasionally, special circumstances may arise requiring a student to drive. In such cases, prior approval must be obtained. All vocational students are expected to check out with the assigned teaching assistant. Any student who fails to follow this policy, including drivers as well as bus riders, will be subject to disciplinary action.

If a student drives without permission or rides with another student to or from Vocational school, driving privileges will be revoked and/or other disciplinary actions will be administered for the driver as well as the passenger.

### **TENNESSEE SCHOLARS**

Tennessee Scholars is a workforce development program designed to communicate to students the requirements for success in post-secondary education and the workforce. The curriculum is based on the existing higher education system in Tennessee, which includes all Tennessee post-secondary institutions. It also fully considers the manufacturing and service industries in Tennessee and the trainable workforce needed for continuing their operations or

for attracting new industry. The Tennessee Scholars curriculum gives students the greatest number of options to pursue academic excellence, to enter post-secondary education, the military, or the workforce. The benefits for graduating as a Tennessee Scholar are full tuition to any Tennessee College of Applied Technology and scholarships to many two year and four Tennessee post-secondary schools. It guarantees increased job potential, recognition, and rewards. “Scholar’s” designation is recognized on job applications in more than twenty states.

### REQUIREMENTS

- 4 English Courses
- 4 Mathematics Courses (Algebra I, Algebra 2, Geometry, and one higher level math). Bridge math will not count toward Tennessee Scholars requirements.
- 3 Laboratory Science Courses (Biology and Chemistry are required and one additional lab science, Physics strongly preferred)
- 3 Social Studies (Must meet requirements of the Tennessee Diploma Project)
- Personal Finance as required by the State of Tennessee
- Must meet State requirements for health and / or physical education
- 1 Fine Arts
- 2 Foreign Language courses in the same language

### ADDITIONAL CRITERIA

Choose at least two credits from the following: (These courses can be a combination of two of the following or two in the same category). These additional courses cannot count toward other requirements for Tennessee Scholars.

- Career Technical Education
- Fine arts (Such as music, art, dance, drama, production, etc.)
- AP courses which are not already used for basic requirements
- Dual credit / dual enrollment courses which are not already used for basic requirements
- International Baccalaureate courses not used for basic requirements
- Online not used for basic requirements

### WORKFORCE DEVELOPMENT SKILLS REQUIREMENTS

- 80 hours of Volunteer Service to the Community (See website for non approved Volunteer hours)
- Maintain a “C” Average minimum in all Tennessee Scholars courses
- 95% Attendance Required. (Cannot miss more than 36 total days in 4 years of high school)
- No out-of-school suspensions

For more information on Tennessee Scholars, visit [www.tennesseescholars.org](http://www.tennesseescholars.org).

## **TESTING**

As a student there will be some standardized tests which students are required to take along with some standardized tests that students may want to take. Check with the guidance office for a calendar showing testing dates.

Oneida High School provides free access to [Learning Express College Preparation Center](#) through the Tennessee Electronic Library.

### ACT

The ACT is a national college admissions examination that consists of subject area tests in English, mathematics, reading, and science. Most colleges in our area require the ACT. All juniors are required by the State of Tennessee to take the ACT that is given in the spring of their junior year. However, students may take this test at other times as well. For a description of this test, test dates and deadlines, and registration information, please visit <http://www.actstudent.org>.

### ASVAB

The Armed Services Vocational Aptitude Battery is a multiple-choice test that helps identify which Army jobs (Military Occupational Specialties) are best for individual students. If a student is interested in taking the ASVAB, he/she should contact the counseling office for more information or visit <http://www.goarmy.com>.

### END OF COURSE TESTING

End of Course exams will be administered, in the following subjects: English 9, English 10, English 11, Algebra I, Algebra II, Biology I, Chemistry, and U. S. History.

### PSAT

The PSAT will focus on the knowledge and skills that current research shows are most essential for college and career readiness and success. Scores from the PSAT are used by several organizations to identify candidates for their awards or recognition programs. Sophomores are strongly urged to take this test for practice. Juniors can qualify for National Merit Scholarships and other scholarships if they produce outstanding scores on this exam. The PSAT consists of verbal, writing, and mathematics sections. The PSAT is given each year in October. For more information, visit <https://collegereadiness.collegeboard.org/>.

### SAT AND SAT SUBJECT TESTS

The SAT and SAT Subject Tests are designed to assess your academic readiness for college. These exams provide a path to opportunities, financial support, and scholarships, in a way that's fair to all students. The SAT and SAT Subject Tests keep pace with what colleges are looking for today, measuring the skills required for success in the 21st

century. For a description of this test, test dates and deadlines, and registration information, please visit <https://sat.collegeboard.org/home>.

### TENNESSEE WRITING ASSESSMENT

The Writing Assessment is a state mandated test given to juniors in February. The assessment uses holistic scoring.

### **TRANSCRIPTS**

Current or former students may request transcripts by visiting the guidance office or calling (423) 569-4041.

### **TRANSFERS**

Students will be allowed to transfer between the Oneida and Scott County school systems and Landmark Christian School only once during the first five days of the first block of school with the approval of the building principal (TCA 49-6-3001).

Students under suspension or other disciplinary action will be unable to transfer. Transferring students must be on track to graduate on time. Oneida High School students must have a total of 20 credits to be classified as a senior.

If transferring in as a freshman, all students are required to fulfill our graduation requirement of 40 hours of community service (within the specifications of the staff). Any student transferring in with less than 5 credits will be considered a freshman and will have the same graduation requirements as that year's freshman class.

### **TUTORING**

OHS will provide academic tutoring in Math and English during the school year, after regular school hours. Those days and hours will be determined at the beginning of each school year and announced to teachers, students, and parents. Additionally, students can make up work or tests, due to absences, in our after school program. Those days and hours will be determined at the beginning of each school year and announced to teachers, students, and parents.

### **VISITORS**

For safety reasons, Oneida High School is a "closed campus" (all doors are locked to outside entrance except the Main Street entrance) and under constant video surveillance. Visitors are permitted for official reasons only and may only enter the building at the Main Street entrance and must register at the main office immediately upon entering the building (TCA 49-2-303).

Parents are welcome to visit, but they must enter on the Main Street entrance and register in the main office. Parents are **REQUIRED** to call ahead for an appointment with the administrator, teacher, or counselor with whom a parent wants to meet to ensure they are

available. Parents who DO NOT check into the office and appear in a teacher's classroom unannounced will be considered in violation of the school's safety procedure. Parents who violate the safety procedure will be subject to trespassing rules and legal action. Teachers and School Administration have the right to request a parent and/or guardian to leave the school facility if they become uncooperative and threatening in any way (TCA-49-2-303).

Visitation for friends/family of students must be done with prior written notice. The parent of the Oneida student will assume liability and responsibility of visitor. In some cases visitation may not be appropriate for such instances as end of course testing, semester tests, reviewing for semester tests, etc. Boyfriends and/or girlfriends from other schools are not appropriate visitors because of safety concern.

### **WITHDRAWAL FROM SCHOOL**

A student who finds it necessary to withdraw from Oneida High School should notify the guidance counselor as soon as possible. Students must clear their records (return books and other school property, pay fines, etc.) before withdrawal is complete. School records will be released when all books, fees, and other items belonging to the Oneida High School are resolved. If a records' request is not received by the School Guidance Office within ten (10) days of withdrawing/transferring, Oneida High School will notify the State Attendance Office for failure to enroll.

### **ZERO TOLERANCE**

In an effort to maintain safety for all students, Oneida High School will follow Zero Tolerance guidelines set forth by T.C.A. 49-6-4216.