

# Student Handbook

2025-26



# TROJANS

**Website:** [www.orhs.eduhsd.k12.ca.us](http://www.orhs.eduhsd.k12.ca.us)

**Facebook:** [www.facebook.com/oakridgehighschool](https://www.facebook.com/oakridgehighschool)

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**OAK RIDGE HIGH SCHOOL  
TROJAN PLANNER  
2025 - 2026**

**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



# The Oak Ridge Way

## Motto

- **Be Real:** Be authentic, be honest with yourself, be yourself, be reflective
- **Dare to Question:** Intellectually curious, think outside the box, inquisitive
- **Care for Others:** Lift up those around them, don't stand for bullying
- **Find Balance:** Understand their limitations and focus on leading a healthy and balanced life

## Values

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

## Norms

How staff and students work together

Being Together

1. We display warmth, humor, compassion and collegiality toward others.
2. We are quick to give credit and slow to assign blame.
3. We put people above results.
4. We strictly protect confidential information.
5. We address problems and concerns directly with the people involved.

Working Together

6. Our meetings start and end on time, have a stated purpose and productive outcomes.
7. We listen. We sometimes disagree. We are open to compromise.
8. We speak our minds but support team decisions once they are made.
9. We strive to improve, recognizing that success *and* failure help us grow.
10. We follow through on our commitments.
11. We commit to clear and timely communication

# ADMINISTRATION/ MANAGEMENT/SUPPORT STAFF

## Contact Information

Main Office: 916-933-6980

Fax 916-933-6987

Administrative Team	Name	Extension
Principal	Aaron Palm	3010
Asst. Principal	Carrie Foster (Per-Z)	3021
Asst. Principal	Rob Slinger (A-Gr)	3072
Asst. Principal	Amber Carrion (Gu-O)	3063
Dean of Students	Logan Taxdal (On Campus Fridays Only)	3071
Office Support Staff		
Principal Administrative Asst.	Sarah Phillips	3010
Asst. Principal Admin Asst.	Jen Taylor	3020
Administrative Main Office	Maria Eyrisch	3015
Attendance	Nicole Trevino	3080
Attendance	Diane Hall	3070
Finance Office		
Finance Manager	Judy Hsu	3040
Counseling Office		
Counseling Support	Sherry Butler	3050
Counseling Support	Alyce Rogers	3060
Registrar	Stacia Peterson	3054
Counselor	Darsy Arburn (Per- Sor)	3052
Counselor	Clara Hawkins (Sot-Z)	3055
Counselor	Kim Cerutti (Gre-Ku)	3310
Counselor	LeeAnn Galbraith (Ku-Pen)	3057
Counselor	Jill Howard (Ch-Gra)	3053
Director of Guidance/Counselor	Jon Pratt (A-Ce)	3051
Special Education Services		
School Psychologist	Haley Rodriguez	3036
Speech and Language Pathologist	Brianne Jones	3046
Workability Coordinator	Mary Prather	3068
EDCOE Program Teacher	John Mook	3074
Health Office		
Registered Nurse	Amber Uber	7114
Health Technician	Deanna Yates	3030
Library		
Librarian	Donna Martin	3085
College and Career Center		
Career & College Center Tech	Jessie McLain	3065
School Resource Officer		
School SRO	Deputy Rude	3075
Athletics		
Athletic Director	Eric Cavaliere	3044
Athletics Administrative Asst.	Jessica Womack	3044
Activities		
Activities Director/ASB Advisor	Jen Slinger	3204
Wellness Center		
	Main Desk	3091



# OAK RIDGE

## BELL SCHEDULE

2025 - 2026

Regular Weekly Bell Schedule								
Oak Ridge High School								
Monday			Tuesday & Thursday			Wednesday & Friday		
Period	Start Time	End Time	Period	Start Time	End Time	Period	Start Time	End Time
1	8:50 AM	9:41 AM	1	8:30 AM	10:01 AM	2	8:30 AM	10:01 AM
2	9:46 AM	10:37 AM	Flex	10:06 AM	10:36 AM	Flex	10:06 AM	10:36 AM
Nutrition Break	10:37 AM	10:46 AM	Nutrition Break	10:36 AM	10:46 AM	Nutrition Break	10:36 AM	10:46 AM
3	10:51 AM	11:42 AM	3	10:51 AM	12:22 PM	4	10:51 AM	12:22 PM
4	11:47 AM	12:38 PM	Lunch	12:22 PM	12:52 PM	Lunch	12:22 PM	12:52 PM
Lunch	12:38 PM	1:08 PM						
5	1:13 PM	2:04 PM	7	2:33 PM	3:30 PM	7	2:33 PM	3:30 PM
6	2:09 PM	3:00 PM						

**Please visit the ORHS website ([www.orhs.eduhsd.k12.ca.us](http://www.orhs.eduhsd.k12.ca.us)) for alternate bell schedules.**

# Attendance

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

## 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/guardians, doctors, or school officials may verify 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.**

Excused Absence:

- Illness
- Injury
- Medical/Dental appointments

Other absences, ***with prior approval***, include:

- Required Court appearance
- Funeral
- Religious holiday/ceremony/retreat
- Prospective College visits

Unexcused Absences, 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.

## 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

## Leaving School

**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 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 to the Health office to be evaluated. The site Health 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.

## **Excused Absences**

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 complete assignments 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 an "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 for Incomplete Grades. The student is responsible for arranging the makeup work. Families are encouraged to contact teachers via e-mail for specifics regarding make-up work.

## **Unexcused Absences: (BP 5113.1)**

If a student misses class for an unexcused reason and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed upon returning from the absence, the teacher may lower the student's grade for nonperformance.

When a student has repeated absences for unexcused reasons, the student will be considered a "habitual truant". This may result in a referral to the Oak Ridge Student Attendance Review Team (SART). Continued unexcused absences 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.

## **Class Cuts**

Teachers are not required to provide work or accept late work for class cuts. If a student is absent from class without parent verification within 48 hours then the student will receive an hour detention for each class period missed. Parents will receive a notification and the student will be issued 1-3 lunch detentions on the first documented cut/truancy. On the second documented cut/truancy the parent will receive a notification and the student will be issued a Saturday School. If a student has further cuts/truancies the parent will receive notifications and a meeting with Dean/ Parent/Guardian and student will be scheduled. A SART contract may be initiated.

## **Excessive Excused Absences**

After a student reaches nine excused absences and/or reaches excused absences that equal 10% of the semester, parents will lose the ability to excuse their student without a medical note and the absence will be marked as unexcused.

## **Home & Hospital Instruction**

Students who will be unable to attend school due to an illness or accident for an extended period of time and have a medical note from a physician (usually in excess of two weeks) should contact the Counseling Department to discuss Home and Hospital Instruction.

## Short Term ISP

Students and/or parents can request short term independent study for prearranged absences longer than 3 days and no more than 15 total days for the school year. Requests must be made through the attendance office at least 10 school days prior to the first day of the absence. Short term independent study may not be requested for the first two weeks of school or the last two weeks of school.

## Tardy Policy

When a student reaches **5 tardies** across classes in a SEMESTER, the student will be assigned one lunch detention and parent will be notified via phone call/email

When a student reaches **10 tardies** across all classes in a SEMESTER, the student will be assigned 3 lunch detentions and parent will be notified via phone call/email

When a student reaches **15 tardies** across all classes in a SEMESTER, the student will participate in an admin/parent conference & will be assigned Saturday School

**Continued tardiness** will result in progressive disciplinary action for defiance and students will be assigned Social Probation & may be referred to the Student Attendance Review Team (SART) and/or Student Attendance Review Board (SARB).

## 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 have an appointment and check in at the main office to visit**

### Available Resources

- College & Career Resources/Information
- *California Career Zone* support
- Grade Level Planning Handouts
- PSAT, SAT, ACT registration & information
- College Representative Visits
- Financial Aid Information
- Military Information
- Resume & Interview Guidance
- ROP(RegionalOccupation Program) Information
- Scholarship Application and Assistance
- Technical/Vocational School Information
- Work Permit Processing
- Community Service/Volunteer/Job Listings
- Letter of Recommendation Request Packets
- Career Interest Assessments
- Summer Enrichment Listings
- Promotion of Outside Events & Workshops that Support College & Career Planning
- Student Computers Available

### Workshops and Events

- ASVAB/Career Exploration Program Testing
- College Admission Presentations
- EDUHSD College Fair
- PSAT/NMSQT
- Financial Aid Info Night Scholarship Workshops
- Military Academies Info Night
- Athletic Recruiting Info Night
- EDUHSD Career Expo
- SAT & ACT Practice Tests
- Scholarship Awards Night
- Community College Information Night and Application and Registration Workshop

## Contacting Teachers

Parents and students can contact teachers by email or voicemail if you have questions or concerns regarding grades, assignments or classroom concerns. Email addresses for the teacher(s) you wish to contact can be found under the department tabs on the ORHS website. Click on the department tab located at the top of the webpage and then click on the name of the department/subject area that the teacher works in. Locate the name of the teacher and click on the Email Teacher link located under their picture/name. If you wish to leave a voicemail for a teacher please dial the school's direct line and follow the prompts to leave a voicemail for a specific teacher. Please note that teachers' phones will not ring in the classroom during school hours and your call will go to their voicemail. Teachers are allowed 48 hours or 2 school days to respond to emails and/or voicemails.

## 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. You can also visit the Oak Ridge High School Counseling Office website at [www.orhs.eduhsd.k12.ca.us/Counseling--College--Career-Center](http://www.orhs.eduhsd.k12.ca.us/Counseling--College--Career-Center).

## Trojan Wellness Center

The Trojan Wellness Center is available to all students and staff Monday through Friday. For an initial referral to the Wellness Center, please stop by the Counseling Office or contact your Counselor directly. The Wellness Center staff may also be reached directly by calling (530) 280-2009 or emailing [trojanwellness@eduhsd.k12.ca.us](mailto:trojanwellness@eduhsd.k12.ca.us).

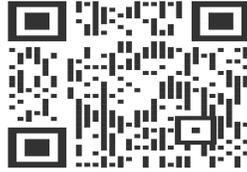
- EDUHSD WELLNESS CENTER WEBSITE: <https://www.scfswellnesscenters.org>

## Advisory/Flex Period

Students will be assigned an Advisory teacher at the beginning of their freshman year that they may keep for all four years that they attend Oak Ridge High School. Advisory periods are scheduled throughout the school year and will be utilized to provide important information to students, during rally days and for state testing. Flex is the intervention period in which students can receive extra academic support, make up tests and assignments as needed. Flex periods are scheduled on Tuesdays, Wednesdays, Thursdays and Fridays. Students can choose the teacher and/or subject area that they need support in by signing up in the RTI scheduling app 24 hours prior to the flex period. Students who don't sign up by the time deadline could receive disciplinary consequences or will be placed by an administrator/intervention coordinator into a tutoring flex period. A teacher may also pull a student who needs extra support into their flex class.

# 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. Please use the QR code below to access the Four Year Educational Plan that corresponds with your student's graduation year.



## LIBRARY

The Oak Ridge Library is open for student use Monday from 8:30 a.m.-3:15 p.m. and Tuesday-Friday from 8:00 a.m.-3:45 p.m.

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

- Destiny Book Catalog
- Research Databases
- Assignment Pathfinders
- Technology Tools
- Reading Resources

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

#### **Student's 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 143 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 be asked to sign 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 unless directed by a teacher. A phone call will be placed to their parent/guardian from the Librarian. Additionally, the student will be referred to an Assistant Principal for disciplinary consequences.

#### **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 unless directed by a teacher.

# Activities and Athletics

## 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.

### 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 9th 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.

5. **Students must have all fines paid and all disciplinary consequences served before and during the season.**

### 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, 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.

Students **may** not be permitted to attend extra-curricular activities if they have unserved detentions, Saturday School, or fines.

## Student Identification (ID) Cards

ID pictures of all students are taken in August. All student ID cards are now digital. Students have their student ID card on the Minga app. Students have to present their ID card to any staff member when requested. Their digital ID card will be required to get into certain events such as dances.

## Minga/Digital Hall Passes

Oak Ridge uses digital hall passes. Students can access the digital hall pass through the Minga Digital Hall Pass app. Students check out of class through the Minga system that can be initiated through a student device or classroom device. No students can be out of class unless they have their teacher's permission and they have checked out in this system. Students who are out of class without either their teacher's permission and checking out in the digital hall pass system may receive discipline consequences. Students are expected to leave their cell phones in the classroom while on a bathroom hall pass. Students may have their cell phones confiscated and/or receive a discipline referral if they are out of class on a hall pass with their phones.

# Campus Rules and Policies

## Students Rights

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

- 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)
- The right of education in a safe, clean environment.
- The right to full use of class time for receiving instruction and learning.
- The right to fair, consistent and respectful treatment by staff members and other students.
- The right to a hearing as established under Education Code 48900.
- The right to seek redress of grievances through the District grievance procedure.

## 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 by staff.
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.
9. Follow all teacher rules and direction

## 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. Students

leaving campus without permission, who return on the same day, are subject to search. Oak Ridge High School does not accept deliveries to students from Door Dash, Grub Hub and other meal delivery services. Deliveries will be turned away and deliveries will be confiscated.

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 break and lunch:

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

## **Vehicles and Parking**

All student vehicles parked on the ORHS campus during school hours must be registered with the Assistant Principal's office and must display the placard issued at the time of that registration. Unregistered vehicles are subject to school consequences and towing at the owner's expense. Students may *not* park in spaces marked "Staff" or "Visitor". All California Vehicle Code rules apply while on campus. Driving or parking inappropriately on 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 without permission from the Administration.**

## **Skateboards, Scooters, and Bicycles**

Bicycling, skateboarding, and the use of scooters are prohibited on the campus of Oak Ridge High School. Items must be securely locked. Oak Ridge High School is not responsible for damaged or lost items.

## **Search and Seizure (BP/AR 5145.12)**

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property, **their vehicle** and/or district property under their control, and may seize illegal, unsafe, and prohibited items.

School officials may search any individual student, his/her property, and district property under his/her control when there is reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Parents/Guardians are not required to be notified prior to a student being searched. The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

## Hall 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. A student keeps their locker for all four years.
7. Lockers are school property and are subject to search at any time.

## PE Lockers/Locker Room

Students who are enrolled in a PE class will be assigned a locker and will need to provide a lock for their PE locker. If a student loses a lock or a lock is broken they will have to replace the lock. Locks can be purchased through the finance office. The student will be provided a receipt which they will bring to the PE teacher who will then give them a lock. Students are responsible for their locks, lockers and belongings. It is the students' responsibility to:

1. Do not share your combination with other students.
2. Students are not to share their lockers with other students.
3. Check that your belongings are secured in the locker and that the lock is locked before leaving the locker room.
4. Lockers are school property and are subject to search at any time.
5. The school is not responsible for lost, stolen or damaged items, including textbooks.
6. Students are not allowed to be in the locker room without the proper permission and/or without supervision.
7. Students who use lockers that are not assigned to them and/or using a locker without a lock may have their belongings removed and disciplinary consequences will be assigned.

## Electronic Device & Network Policies

When you use school computers or electronic devices you agree to follow the directions of teachers and staff; the rules of the school and district; and the 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 the 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 who 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, or 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.
- Students are responsible for all actions tied to their accounts.

Any action performed by a student online 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 illegal content will have their phone confiscated by law enforcement.

### **Cell Phone Policy**

Cell phone rules are in effect while students are on campus or at school sponsored events. Cell phone usage during instructional time is managed by each teacher according to their class needs. The school supports the use of students putting their cell phones in a holder for the class period. The school will support a teacher who desires all cell phones to be away and not a distraction in class. The school consequences for violating a teacher and/or school cell phone policy is: (Cell phone offenses are cumulative across all classes.)

- First Offense: Warning noted in their file
- Second Offense: 1 Hour of Detention
- Third Offense: 2 Hours of Detention

Students cannot use their cell phone during class time when they are out of class on a pass. Students who use their cell phone while on a pass will receive consequences and their phone may be confiscated.

Students can use their cell phone without school permission before and after school, during nutrition break, lunch, and passing periods.

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

Discrimination, hazing, harassment, and distribution of inappropriate posts, texts, tweets, or images are abusive and can be illegal behaviors. The El Dorado Union High School District prohibits unlawful discrimination, harassment, intimidation, or bullying of any student based on the student's actual or perceived 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 at any district school or school activity.

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.

Any student who takes part in racist and/or discriminatory language or actions of any kind will receive school consequences. Any student who is a victim of racism, discrimination, or any form of hazing or harassment is asked to immediately report the incident. Students can report the incident to an administrator in the main office, counselor, teacher, or office personnel in person. Students can also email their Assistant Principal or use the Stop It app to report an incident. All reported incidents will be investigated.

Students who are the victim of any form of hazing, harassment, and/or discrimination are entitled to support from the Wellness Center.

## Consequences for Hazing, Harassment, and/or any form of Discrimination:

Offense	Consequence <i>(varies based on the severity of the event)</i>
First Offense	<ul style="list-style-type: none"><li>• 2 Saturday School to 5 Days of Suspension</li><li>• Restorative Steps</li></ul>
Second Offense	<ul style="list-style-type: none"><li>• 1 Day to 5 Days of Suspension</li><li>• Restorative Steps</li></ul>
Third Offense	<ul style="list-style-type: none"><li>• Expulsion</li></ul>

## Dress Code Policy

### Dress Code Philosophy:

Oak Ridge High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. While it is the school's responsibility to ensure that attire does not interfere with the health and safety of students, the primary responsibility for a student's attire resides with the student and parents or guardians.

### Basic Principles:

- Clothing must be worn in a way such that genitals, buttocks, and nipples are covered. Garments may not be sheer.
- Clothing should cover, at minimum, all areas that would be covered by undergarments from all angles. Undergarments are not a substitute for clothing.
- 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.).
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE) may not be worn at any time.
- Swimwear may only be worn in physical education classes (swim unit) and as part of an athletic uniform (swim/water polo).
- Footwear is required at all times.
- Dress code is enforced at all dances, athletic events, and all school activities.

### Dress Code Purpose:

- Establish a safe learning environment in classes where protective or supportive clothing is needed
- Allow students to wear comfortable clothing of their choice that expresses their self-identified gender
- Allow students to wear religious attire without fear of discipline or discrimination
- Prevent students from wearing clothing or accessories with offensive images or language (including profanity, hate speech, and pornography), that denote, suggest, display or reference alcohol, drugs, or related paraphernalia or other illegal conduct or activities, or that can reasonably be construed as being or including content that is racist, lewd, vulgar or obscene
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

**Enforcement:**

- Students shall be dress coded in private, one-on-one conversations or by use of an online referral form to respect the privacy and dignity of the individual
- Students will be expected to change into school appropriate attire before returning to class.
- Dress code violations and referrals should take as little time away as possible from a student's instructional time
  - (Dress code violations and enforcement should not result in unnecessary barriers to school attendance)
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
  - Kneeling or bending over to check attire fit;
  - Measuring straps or skirt/short length
  - Asking student to account for their attire in the classroom or in hallways in front of others
  - Call out students in spaces about perceived dress code violations in front of others.
  - Accusing students of "distracting" other students with their clothing

## **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. 16,17, BP 5145.3). When attending or participating in extracurricular and/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 ensure 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 or culturally insensitive, 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.

Students will not be permitted to attend extra-curricular activities if they have unserved detentions, Saturday School, or fines.

## 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 Minga student ID (copies will not be accepted). Students may not purchase tickets for other students unless they have a signed and approved guest pass. Tickets for ORHS students may be purchased online at the ORHS web store or in person at the finance window.
- **GUEST PASSES** (Applications may be obtained in the Assistant Principal's Office)
- Any student who brings a guest is responsible for their behavior.
- **The application must be completed and submitted by the due date indicated on application. Guest passes that are not submitted by the end of the school day on the due date will not be approved.**
- 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.
- Students will not be permitted to attend extra-curricular activities if they have unserved detentions, Saturday School, or fines.

### **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. Student(s) may 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

# Seniors

## 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 senior year may not be allowed to participate in the graduation ceremony or the senior activities. Vandalism to the school or property on school grounds 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 the graduation ceremony**

## Academic Integrity 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 Integrity Policy

A Breach of Academic Integrity 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 receives zero credit for the assignment or Saturday School. Infraction is noted in the Assertive Discipline Record. A teacher may, at their discretion, allow the student to redo the assignment. In this case, Saturday School will be assigned.

**Second Incident** Teacher contacts parents/guardians. The student receives a zero on the assignment, and the student will receive one Saturday School. The infraction is noted in the Assertive Discipline Record. The administrator will conduct a phone or personal conference with the parent.

**Third Incident** Teacher contacts parents/guardians. Students will continue to receive zeros on assignments and incremental discipline/consequences will follow.

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, including AI.
- Plagiarizing work, which is the appropriation of any work that is not original to the writer without acknowledging/citing said work as such by the 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 Academic Integrity 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.

## **Grade Appeal Policy for Final Grades**

### **Communication with the Instructor**

1. Any request for a grade change must first be made in writing to the classroom teacher who assigned the grade. A parent must make the request to the teacher within the first four weeks of the following semester. This request must reference how the teacher's grading of the pupil reflects a (1) mistake, (2) fraud, (3) bad faith, or (4) incompetency in assigning the final grade. The parent must present any relevant information in writing to support their request.
2. If the teacher agrees that evidence shows one of the four conditions above has been met, the teacher shall notify the parents in writing of the new grade and the change shall be made in the student's official records.
3. If the teacher does not agree the evidence provided warrants a change to the grade, the teacher shall notify the parent and the appropriate Administrator of the teacher's decision, in writing. The teacher shall forward a copy of the written request and decision to the principal at the same time as the decision is provided to the parent.

### **Communication with the Appropriate Administrator**

1. The parent may appeal the teacher's decision to the appropriate Administrator. A parent must make the written request on the Grade Appeal form.
2. The parent's written appeal shall specifically allege how the teacher's grading of the pupil reflects a mistake, fraud, bad faith, or incompetency in assigning the final grade. The parent, pupil, and teacher shall have the right to submit or present relevant documentation.
3. The administrator shall schedule a meeting with the parent.
4. Following the meeting with the Administrator, the Administrator will discuss the appeal with the teacher. The Administrator shall inform the parent of the outcome of their appeal in writing.

## **Grade Appeal Definitions**

**Bad Faith** – A finding of Bad Faith should be supported by evidence that the instructor harbored ill-will or discriminatory intent, which motivated the instructor to assign a student a grade lower than the grade the student should have earned based on objective criteria.

**Mistake** – A finding of Mistake should be supported by evidence that the final grade assigned by the instructor was derived from a miscalculation while compiling the final grade.

**Fraud** – A finding of Fraud should be supported by evidence that the instructor deliberately sought to misrepresent the truth or a fact used to determine the final grade.

**Incompetence** – A finding of Incompetence should be supported by evidence that the instructor be found in lack of ability, qualification, fitness, or performance.

## **Relevant California Education Code: Section 49066**

(a) When grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final.

(b) The governing board of the school district and the superintendent of such district shall not order a pupil's grade to be changed unless the teacher who determined such grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which such grade was given and is, to the extent practicable, included in all discussions relating to the changing of such grade.

## **Semester Grade Change Appeals Process**

Under Education Code section 49066, parents have a right to request a change of a pupil's grade on the following grounds:

- Mistake
- Fraud
- Bad faith
- Incompetency in assigning the grade

When grades are earned for any course of instruction taught in public schools, the grade earned by each pupil shall be the grade determined by the teacher of the course. In the absence of any of the grounds listed above, the grade shall be final.

Any request for a grade change must start with the classroom teacher via email. Parents must supply the teacher with their evidence for a change. The next step, if not resolved with the teacher, is a written request to the school administrator assigned to that department. At each step, the parent has the right to present information in support of the request. If you would like additional information, please ask your principal or request a copy of the ***Grade Change Appeal Form*** and the ***Procedure for Contesting a Final Grade***.

## **THREATENING OR PHYSICALLY INJURING AN EMPLOYEE**

Any student who causes, attempts to cause, or threatens to cause physical injury, directly or indirectly towards an employee will be suspended and/or recommended for expulsion from the district per Ed Code 48900.4 Student may also be cited by law enforcement and subject to a connections plan and a teacher/schedule change.

## **ALCOHOL/DRUGS/VAPE/DRUG PARAPHERNALIA**

Students shall not possess, use, share or sell alcohol or other drugs and related paraphernalia on school grounds or at school-sponsored activities. Any student found to be selling a controlled substance listed in Health and Safety Code 11053-11058 shall be expelled in accordance with BP/AR 5144.1 - Suspension and Expulsion/Due Process. A student found to have committed a drug or alcohol offense, including possession or intoxication, shall be referred to appropriate behavioral interventions or student assistance programs, and may be subject to discipline. Students may be cited by law enforcement.

## **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. Failure to serve any of the above consequences will result in additional disciplinary action. Students will not be permitted to attend extra-curricular activities if they have unserved detentions, Saturday School, or fines.

## **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
- Threats directly or indirectly made to staff or students
- 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

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

# 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 Superintendent's Office at the El Dorado Union High School District Office, (530) 622-5081.

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