

Student Name: _____

PAT Teacher: _____

My 2018-2019 Class Schedule

	<i>SEMESTER 1</i>							
	1st	2nd	3rd	PAT	4th	5th	6th	7th/ Early Day
Class								
Teacher								
	<i>SEMESTER 2</i>							
	1st	2nd	3rd	PAT	4th	5th	6th	7th/ Early Day
Class								
Teacher								

Important info for classes: _____

Name _____

Grade _____

Hall Passes

Date	To	Time Left	Time Returned	Teacher
1st 9 weeks				
2nd 9 weeks				

Codes for Destination: O= Office L= Locker LR= Library
 A= Attendance G= Guidance R= Restroom

Name _____

Grade _____

Hall Passes

Date	To	Time Left	Time Returned	Teacher
3rd 9 weeks				
4th 9 weeks				

Codes for Destination: O= Office L= Locker LR= Library
 A= Attendance G= Guidance R= Restroom



OAKLAND HIGH SCHOOL *Home of the Patriots*

**2225 Patriot Drive
Murfreesboro, TN 37130**

Phone: (615) 904-3780

Fax: (615) 904-3781

Web: www.ohs.rcschools.net

School Colors: Red, White, & Blue

International Baccalaureate School

Use of the Hall Pass:

In order to leave the classroom students are required to carry a signed and dated hall pass from the teacher.

No student should be in the hallway without a visible pass.

Office/Teacher aides must wear an identification badge. If a student leaves class without a hall pass, he or she will be subject to discipline as set by the administration.

Violations:

- 1st Offense: Verbal Warning
- 2nd Offense: 1 Day Lunch Detention
- 3rd Offense: Administrative Referral

Mission Statement:

The Oakland High School Mission is to provide appropriate academic opportunities for all students in a nurturing and safe learning environment using diverse, challenging, relevant programs and assessments that lead to the graduation of responsible and productive citizens of the world.

Alma Mater

Near our city's northern border,
reared against the sky, proudly
stands our alma mater, As the
years go by.

Forward ever be our watchword,
conquer and prevail,
hail to thee our alma mater,
Oakland High all hail!

Handbook:

This handbook is a supplement to all federal, state, and local codes and policies. It is not an exclusive document. **The administration and faculty of Oakland High School and the Rutherford County School System retain complete discretion to take any action, which ensures a positive and productive educational environment within the guidelines of the aforementioned codes, laws, and policies.**

No person shall face discrimination based on race, creed, ethnic origin or sex, or be excluded from participation in any activity, denied benefits, suffer treatment based on differences, or likewise face any discrimination based on involvement in any educational program, interscholastic activity, club, or intramural athletics offered by the Rutherford County Educational System.

2018-2019 Oakland High School Calendar

August 1, 2018	Administrative Day (no school for students)
August 2, 2018	In-service Day (no school for students)
August 3, 2018	In-service Day (no school for students)
August 6, 2018	First Day for students- abbreviated (2 hrs)
August 7, 2018	Teacher Work Day (no school for students)
August 8, 2018	First full day for students
September 3, 2018	Labor Day (school closed)
September 5-7, 2018	Progress Reports
September 13, 2018	Early Dismissal (3 hr., 15 min. day for students)
September 27, 2018	End of 1st nine weeks
October 1-5, 2018	Fall Break (school closed)
October 11, 2018	1st nine weeks Report Cards
October 18, 2018	Parent Teacher Conferences (9-12)
November 6, 2018	Election Day (Schools closed)
November 7-9, 2018	Progress Reports
November 15, 2018	Early Dismissal (3 hr., 15 min. day for students)
November 21-23, 2018	Thanksgiving Break (school closed)
December 20, 2018	Abbreviated day for students and teachers (2 hrs.) End of 2nd nine weeks
Dec. 21, 2018- Jan. 4, 2019	Winter Break (school closed)
January 7, 2019	In-service Day (no school for students)
January 8, 2019	Students Return from Winter Break
January 10, 2019	2nd nine weeks report cards
January 21, 2019	MLK Holiday (school closed)
January 31, 2019	Early Dismissal (3 hr., 15 min. day for students)
February 6-8, 2019	Progress Reports
February 18, 2019	President's Day (school closed)
March 7, 2019	Early Dismissal (3 hr., 15 min. day for students)
March 14, 2019	End of 3rd nine weeks
March 15, 2019	3rd nine weeks Report Cards
March 21, 2019	Parent Teacher Conferences (9-12)
March 25- March 29, 2019	Spring Break (school closed)
April 19, 2019	Good Friday (school closed)
May 27, 2019	Memorial Day (school closed)
May 28, 2019	Teacher work day (No school for students)
May 29, 2019	Last day of School, Abbreviated day (2 hrs.) End of 4th nine weeks & report cards

Attendance Policy:

Absences shall be classified as either excused or unexcused as determined by the principal or his designee. Out-of-school suspension days will be considered unexcused absences. Absences from class on block days count as two days absent from class. After five unexcused absences, the student will be referred to the county attendance office. **Court action against parents may result.**

Seniors who accumulate more than 10 unexcused absences will not participate in the graduation ceremony.

Excused Absences: (documentation is required)

The only excused absences are:

1. Doctor or dentist appointments (for student only)
2. A death in the immediate family (father, mother, brother, sister, uncle, aunt, or grandparent)
3. Personal illness or immediate family illness
4. Required court appearances
5. Religious observances
6. Administrator's discretion
7. Extreme weather conditions

Unexcused Absences:

1. Truancy
2. Car trouble, lack of transportation, or traffic
3. Out of School Suspension
4. Job interviews
5. Oversleeping
6. Working
7. Driver's license (*exemption- after 5th period: excused-makeup*)
8. Family vacations
9. Other events at determination of administration

Procedure to Receive an Excused Absence:

1. Take your note to the main or annex office between 7:50 and 8:10 a.m.
2. The attendance office will verify the excuse.
3. The above procedure must be completed within five days upon returning to school.

Make-Up Work Policy:

Instructional personnel will provide information on assignments, provide help, and permit the completion of work missed due to

absences. Special effort must be made **by the student** to see that missed work is made up. The teacher will specify a reasonable period of time to make up work (typically 5 school days from return). This includes only work assigned during student's absence. Any work due on the date of the absence will be due upon student's return to school. When a parent requests make-up work, teachers must be given at least a 24-hour notice before work is to be picked up. Requests should be made through the counseling department, Extension 23911.

Attendance Incentives:

1. Attendance break (extra lunch period) for perfect attendance and no tardies for each marking period
2. Final exam exemptions - see page 21
3. Special recognition for four years of perfect attendance

Student Arrival and Departure:

School doors open at 7:30 a.m. Car riders should be dropped off and picked up in front of the annex. Student drivers should enter and exit using Patriot Drive and DeJarnette Road. All students must be in their designated areas before and after school. Those not complying are subject to discipline.

Student Dismissal:

All students are released at 3:15 p.m. Students dismissed from classes in the annex at 3:15 p.m. must use the covered sidewalk to avoid disrupting traffic flow. Car riders must be picked up in front of the annex. Bus riders should report directly to the gym bus loading area. No transportation changes will be sent to students after 2:30 p.m.

Early Dismissal:

Students are not permitted to leave campus without signing out through the main office or annex office. Students will be allowed to sign out under the following conditions:

1. A parent/guardian with a photo ID signs out the student in person.
2. A written request is received in the attendance office **before first period begins**, the request must contain the student's name, grade level, phone number where the parent can be reached, and the reason for early dismissal.
3. Students 18 years old or older **MUST have written parent/guardian permission to leave school prior to dismissal hours.**

Automobile Regulations:

A student who does not comply with the parking regulations is subject to warnings, suspension of driving privileges, or other disciplinary action. The school is not responsible for loss or damage to vehicles or contents there of that may occur in the parking lot. Students should make sure vehicles are locked at all times. All vehicles are subject to search at any time. A student's parking privileges may be revoked if the following guidelines are not closely followed:

1. A 10-mile per hour speed limit on campus
2. All vehicles in any parking area (including over-flow and gravel lots behind the annex) **must** display a valid parking permit. These may be purchased from the Patriot Bank in the cafeteria. Students must park in the numbered space to which they have been assigned and within the lines. In addition to a permission slip signed by parent or guardian and a \$10.00 fee for the permit, a copy of the following must be provided:
 - *Student's Driver's License*
 - *Vehicle Registration*
 - *Automobile Insurance*
3. Student parking is provided in the parking lots beside the main building and gym on the Oakland Drive side of the campus only (*excluding the front row closest to the school and gym, which is reserved for faculty and staff*). Students may not park in any area designated faculty, staff, or visitor parking or any other area not authorized (*this includes all parking areas between the main building and the annex, behind the annex, in front of the softball field and field house, fenced area between L and K/M buildings, behind the gym, in front of the main building, and the first row of parking in the lots beside the main building and the gym*). Do not park on Patriot Drive, Oakland Drive, or the entrance/exit of the gravel parking lot (these areas are subject to school and city ticketing).
4. Illegally parked cars will be ticketed with a warning sticker. Repeat offenders will be punished with a defiance consequence and possible loss of on-campus parking/driving privileges. No refund for parking passes will be given.
5. Follow the traffic flow signs/markers and always yield to pedestrians.
6. Vehicles leaving campus at the end of the school day must yield the right of way to school buses. No vehicle traffic is allowed in the bus loading area (in front of the gym).
7. Vehicles parked in the band practice field (upper lot in the front of the gym) must be moved no later than 3:30 pm each day.
8. There will be no loitering in the parking lot or sitting in vehicles for any reason before, during, or after school hours.

9. Students leaving campus without permission will be suspended.
10. Music is not to be played in a loud, disruptive manner.
11. The Oakland High School administration reserves the right to deny on-campus driving privileges to any student who has driving or parking violations.

Attendance and Driving:

According to state law (TCA #49-6-3017) if a minor has been absent from school for ten (10) consecutive unexcused days or fifteen (15) total unexcused days in one semester or if a student fails to maintain satisfactory academic progress based on end of semester grading (must have passing grades in four classes), the Department of Safety shall deny or suspend a driver's license or learner's permit to such a person. Oakland High School will send certificate of Non-Compliance to a Driver's License Review Committee of the Rutherford County Board of Education every (20) days. Rutherford County will then notify the Department of Safety. When a student who is a minor applies for a driver's license, the student must take a Certificate of Compliance before a license will be issued. This certificate may be obtained in the attendance office at OHS.

Buses:

The rules for bus conduct are printed in the Rutherford County Student Handbook and Code of Behavior and Discipline booklet. It is given to each student at the beginning of the year and is signed by the student and parent/guardian. All rules in this booklet are strictly followed. (refer to p.16)

Any student who needs to ride a different bus must have a note from his/her parent/guardian stating this. **The note must be brought to the main office for verification in the morning to be signed.** No transportation changes will be sent to students after 2:30 p.m.

Student Behavior & Discipline:

The following regulations were developed to create a school environment that is safe and conducive to learning. A student who observes any infraction listed below should immediately contact school staff or administration.

1. Students are expected to follow instructions and cooperate with the school staff. A student who is disrespectful to any member of the school staff, refuses to accept disciplinary action, **fails to give his/her correct name when asked by any staff member**, engages in physical violence, obscene gestures, vulgarity, or makes threats will be subject to disciplinary action up to or including immediate suspension. **Any person participating in an altercation will be banned from any Oakland High School extracurricular activities for one semester, including away games. Students who video altercations will also be subject to discipline.**
2. Verbal altercations resulting in a disruption to the school day can result in disciplinary action up to OSS.
3. The exchange or taking of sexually explicit/nude pictures will not be permitted. Participation in this will result in minimum OSS up to possible remandment.
4. Anyone with a defiance, disrespect, or altercation will not be permitted to attend pep rallies.
5. Theft of any kind will result in an automatic suspension. The offending student will be held responsible for compensation of stolen property.
6. Hand-holding is permitted, but all other displays of affection are not allowed. Offending students will be disciplined.
7. A student who refuses to give any item to a principal or SRO when asked will be suspended.
8. Anyone caught littering will be subject to disciplinary action.

FIGHTING AMONG STUDENTS	
1st offense	Three days OSS (minimum) and referral to SRO for probable prosecution
2nd offense	Five days OSS (minimum) and referral to SRO for probable prosecution
VERBAL ALTERCATIONS	
Disciplinary action up to OSS	
VERBAL THREATS	
Administrator discretion	
LEAVING CAMPUS WITHOUT PERMISSION	
<i>*Students and automobiles are subject to be searched by administration and/or SRO upon return to campus.</i>	
1st offense	2 days ISS or extended day

2nd & subsequent offense	3 days ISS, extended day, Saturday school or OSS as administration deems necessary
Each subsequent offense	Turned over to Truant Officer
RESTRICTED AREAS	
Students in restricted areas (<i>before school, during school, after school and during lunch</i>) will be assigned ISS. Multiple offenses will be handled on an individual basis.	
VANDALISM	
Students marking on or defacing school property will be disciplined and must pay full price to repair or replace the property. Graffiti is considered vandalism. Prosecution may result. Students criminally charged with vandalism of school property over \$500 are subject to expulsion of not less than one calendar year.	
VAPOR, E-CIGARETTES, AND TOBACCO POLICY - POSSESSION, USE, OR DISTRIBUTION	
1st offense	2 days OSS
2nd and each subsequent offense	3 days OSS and possible citation
NOTE: Possession, use or distribution of Vapors or E-Cigarettes may be considered drug paraphernalia under the district zero tolerance policy.	

*OSS- out of school suspension

*ISS- in school suspension

*SRO- school resource officer

Skippping Class:

Remaining out of class (while on campus) without an authorized excuse note will be considered skipping. This includes remaining in the restroom, counseling office, SRO's office, library, cafeteria, gym or any other area.

1st offense	3 days restricted lunch
2nd offense	extended day or ISS
3rd offense	2 days ISS
4th & subsequent	Administrator's discretion

If you skip during special lunch activities, all other privileges will be taken from you for the remainder of the year.

Tardy to School (Rutherford County Policy):

Students are expected to be in their assigned classrooms when the 8:15 a.m. bell rings. Late students **MUST** sign in through the main office or annex immediately upon arrival to school. Students who do not sign in are subject to immediate suspension. The following list outlines the penalties assessed against students who are tardy (unexcused) to school (each semester):

1st tardy	Warning
2nd tardy	Warning and parent notification by teacher
3rd tardy	Restricted Lunch assigned by administration
4th tardy	1 day ISS or extended school day
5th tardy & up	Administrator discretion up to and including OSS & Saturday school

Tardy to Class:

Students are expected to be in their assigned classroom when the bell rings. **Count begins anew each semester.** The following list outlines the penalties assessed against students who are tardy to class (each semester):

1st tardy	Warning from teacher
2nd tardy	Warning & contact parent
3rd tardy	Restricted Lunch
4th tardy	1 day ISS or extended school day
5th tardy & up	Administrator discretion

Electronic Devices:

Students are prohibited from using cellular phones, electronic devices of any type, or headphones from 8:05 a.m. until the end of the instructional day (3:15 p.m.). Electronic devices will be permitted during students' assigned lunch periods while in the cafeteria or courtyard. Oakland High School administration and staff are not responsible for lost or stolen items.

Assemblies:

Students are expected to conduct themselves properly before, during, and after assemblies. Any student causing a disturbance during an assembly, including pep rallies, may face immediate suspension and may be prohibited from attending future assemblies and pep rallies.

Cafeteria:

Each student is asked to cooperate by cleaning his/her area and leaving it neat for the next person. Students who fail to clean their eating area will be subject to disciplinary action. Students are not to have food delivered to school. Food should be eaten in the cafeteria or outside in the courtyard.

Club Meetings/Activities:

Students will be dismissed to attend club meetings during PAT. Students must have appropriate pass or club card for meeting attendance. See pages 25 & 26 for clubs.

Discrimination/Hazing/Harassment/Bullying:

To promote and maintain the educational objectives of the school system, hazing, harassment, and discrimination of students will not be tolerated. Students violating these policies will be subject to disciplinary action up to and including expulsion from school. Coaches and other employees of the school system shall not encourage, permit, condone, or tolerate hazing activities as part of the athletic program (Policy 5-12,5). Rutherford County policies regarding these topics may be found in the Rutherford County School System's Code of Behavior and Discipline. Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. This includes cyber-bullying, a form of bullying undertaken using electronic devices. This includes, but is not limited to, telephones, cellular phones, or other wireless communication devices, text messaging, emails, social networking sites, instant messaging, videos, websites, or fake profiles. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding. Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager. The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. There will be no retaliation against any person who reports or participates in an investigation. However, any employee who refuses to cooperate or gives false information during any investigation may be subject to disciplinary action. An employee disciplined for violation of this policy may appeal the decision by contacting the director of schools.

Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures. This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination.

Dress Code:

Oakland High School students are expected to dress and be groomed in such a way as to reflect neatness, cleanliness, and good taste. Student dress should not distract or cause disruption in the education program or orderly operation of the school. School administrators will be responsible for determining dress code violations. Administration reserves the right to amend any provision that he/she deems to be in the best interest of the student or the educational process.

- Shirts must cover the entire waist, shoulders, chest, and back.
- Shirts with the neckline beginning below the crease of the armpits are determined inappropriate.
- Sheer clothing may be worn only if clothing beneath meets dress code requirements.
- Tank tops, spaghetti straps, muscle shirts, and off-the-shoulder tops are not permitted.
- Clothing and accessories containing inappropriate language; advertisement of drugs, tobacco, or sex; suggestive lettering or pictures advocating/glorifying death and/or violence; are prohibited.
- Pants, shorts, or skirts that do not remain at the natural waist are inappropriate (*i.e. if a student must hold his/her pants up to walk*). **NO SAGGING!**
- Pants, shorts, or skirts must extend from the natural waist beyond the fingertips of arms extended at the sides.
- No clothing with holes, tears, or rips above the student's fingertips will be permitted. There can be no exposed skin above student's fingertip. This includes pants with see through mesh.
- Form-fitting clothes (leotards, Spandex, Lycra, leggings, jeggings, yoga pants, etc.) **MUST** be covered appropriately. This includes clothing underneath sheer clothing.
- Pajama tops and bottoms, house shoes, and blankets are not school attire and should not be worn or brought to school.

- Hats, hoods/hoodies, hair rollers, picks, combs, and sunglasses may not be worn in any building. Headbands are acceptable however, anything that covers the crown is not permitted.
- Bandanas and clothing with bandana print are not allowed.
- Any clothing that causes a distraction or disruption will be seen by administration.

**All clothing should meet and stay within the above standards with undergarments, including gym and athletic shorts, remaining unseen during normal daily activities (walking, sitting, bending, etc.) with determination at administrator discretion.*

Disciplinary Action for dress code violations includes, but is not limited to:

1. The staff will refer to administration.
2. Student will be instructed to change into appropriate clothing.
3. Student will call the parent or guardian for proper clothing.
4. If appropriate clothing is not acquired, the student will be placed in ISS for the day.
5. Continued violation will result in further discipline.

Fines/Debts to School:

(RCBOE Policy # 6.709) Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment.

The grades, grade cards, diploma and/or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to a school **will be held until the student or the student's parent/guardian has paid for the damages.** When the student and parent/guardian are unable to pay the debt, the district shall provide a program of voluntary work for the minor. Upon completion of the work, the student's grades, diploma, and/or transcripts shall be released.

Failure to remit the cost of replacing or repairing such materials or to make satisfactory arrangements with the administration for payment may result in suspension of the student. If payment is not remitted, the matter will be referred to the Board for final disposition.

Textbooks are available for student use at no cost. Parent(s) will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s). The condition of each book and a book number shall be recorded by the teacher issuing it.

Charges for lost books will be the replacement price of the book. Damage fines will be based on the wear beyond that normally expected for one year.

Fines may be assessed for overdue, damaged, or lost library books. In no event will the fine exceed the current cost of replacing the book.

Forgery/Misrepresentation:

Forgery of a note and/or signature of another person (*i.e. school personnel, parent, doctor, or others*) will not be tolerated. Students practicing this behavior are subject to ISS, OSS, or other disciplinary action.

Fire, Tornado, & Earthquake:

Instructions for drills and emergencies are posted in each classroom.

When the National Weather Service issues a tornado watch, schools will bring in students from portables and other outside buildings. Classes will continue as usual. During a tornado watch, parents who wish to pick up their children early may do so, and the absence will be excused.

In most cases, tornado watches are only precautionary, and we recommend students remain at school because it's important for students to be in class. If a tornado warning is issued by the National Weather Service, all schools will go to a weather alert status, which means that students, employees, and visitors will be moved to safe zones within the school. Students can be dismissed to parents after the tornado warning has been lifted by the National Weather Service. In the meantime, we will ensure visitors have access to the schools, and there will be signs posted to direct them to a safe area.

Please be aware, we do not release students during a tornado warning for two reasons: it is generally safer for a student to be in a safe zone within a school than to be in a car during a tornado. Secondly, our office staff will also be in their safe zones, and unable to sign out students to parent/guardian.

Inclement Weather:

School may be closed due to inclement weather. Students and parents should listen to the radio, television, and school messenger to receive the latest information regarding the closing of schools. Information is also posted on the OHS and RCS web pages. Parents should use their own discretion about sending their children to school.

(RCBOE Policy # 1.8011) The Board authorizes the director of schools to close schools in the event of hazardous weather or any other emergency which presents a threat to the safety of students, staff members, or school property.

As soon as the decision to close schools is made, the director of schools will notify the public media and request that an announcement be made. If school is not in session or is dismissed early due to snow or inclement weather, all scheduled activities in which students are involved may be postponed or cancelled.

Counseling:

School counselors aid students with educational and career goals as well as assist with personal development. Counselors serve students by alphabet.

Lost & Found:

Oakland High School is not responsible for lost or stolen personal property. Students should not bring large amounts of money, or other valuables to school. Any student who finds a lost article should turn it in at the main office or annex office as soon as possible.

Lunch Time Restriction:

During his/her scheduled lunch period, a student may choose to eat in either the annex cafeteria, main cafeteria, or courtyard, but he/she may not move between eating areas during lunch. Restricted areas during all lunch periods include, but are not limited to the following: vehicles, parking lots, academic departments, hallways, K-L-M buildings, gym, and the front or sides of the main building. In addition to these areas, students may not sit or congregate at the entrances to the buildings.

Pep Rallies:

Students who have OSS or ISS for defiance, disrespect, or altercation will not be permitted to attend pep rallies. Students not participating must stay in designated areas under supervision. Students who choose to attend should observe the following guidelines.

1. Students must stand with their own class.
2. **No objects can be thrown.**
3. Students should stand respectfully during the Alma Mater.

*Students who do not go to pep rallies will need to report to the main or annex cafeteria.

Plagiarism:

Plagiarism is defined as taking another person's ideas, words, phraseology, or concepts and presenting them as his/her own. Plagiarism includes, but is not limited to, the following:

1. Copying or purchasing another's entire paper and claiming it as one's own.
2. Copying (cutting or pasting) a part of another's paper and claiming it as one's own.
3. Copying information from any source, including websites, and presenting that information as one's own.
4. Copying information from a source verbatim without putting quotation marks around those words even if the source is cited directly in the works cited portion of the paper.
5. Copying or paraphrasing information without providing an in-text citation even if the source is cited directly in the works cited portion of the paper.
6. Copying information correctly with quotation marks, including a proper in-text citation without citing in the works cited portion of the paper.
7. Turning in a paper used in another class or context without first seeking permission from ALL instructors or supervisors.

The following disciplinary action shall be taken, in whole or in part, against a student who has engaged in plagiarism:

1. Conference with the student, parent/guardian, and teacher.
2. Student will be required to re-write the paper within one week and will be eligible for a maximum grade of 80.
3. JROTC students are subject to honor board and possible dismissal from JROTC program.
4. Students in the IB program should refer to the IB academic honesty policy in the IB handbook.

Cheating:

Students who cheat on exams or other class work will receive a grade of zero, and the teacher will contact parent/guardian.

**Board policy ADM 2-7: Adapted from the Middle Tennessee State University Plagiarism Statement Permission to print granted by Dr. Trixie Smith, Middle Tennessee State University English Department.*

Schedule Change Request:

Requests for schedule changes must be completed within the first two weeks of the semester for one of the following reasons only:

1. Graduation requirements
2. Repeat Class
3. Errors in scheduling

Changes for any other reasons require a written request from the parent/guardian and administrative approval.

School Insurance:

Insurance is available for a small fee. Students enrolled in shop or laboratory courses are encouraged to have school insurance. The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the pupil at the school. The parent or guardian is responsible for such fees.

School Nurse:

A registered nurse is available to students in need of medical assistance. Students must have their hall pass signed by teacher to visit the nurse.

-MEDICATIONS

Students are not allowed to bring prescription or non-prescription medications to school or to carry them in backpacks, lockers, purses, etc. (Example: Tylenol, Midol, Excedrin, etc.) Students who use asthma inhalers or must take diabetic medications will be allowed to carry their medication with special permission. If a student must take medication while at school, the parent/guardian must obtain a Self-Administration of Medication form from the clinic. A parent or guardian **MUST** bring the medication to the clinic in the **ORIGINAL BOTTLE** or **PACKAGING** from the pharmacy. **ALL** medication must be kept in the school clinic or office and will be self-administered at the appropriate time under the direction of the school nurse or trained personnel. Any student not following school policy is subject to disciplinary action.

-MEDICAL TRANSPORTATION

If a student becomes ill or injured while on school grounds, it is the responsibility of the parent or guardian to provide transportation and care of the student. Temporary care will be given by personnel at Oakland until the arrival of the parent/guardian. Extreme emergencies will be referred to St. Thomas Rutherford Medical Center. Emergency service transportation expenses are the parent or guardian's responsibility.

Withdrawal from School:

Any student wishing to withdraw from school must have his/her parent/guardian visit the attendance secretary to sign and complete a withdrawal form. Records will not be released until books or other materials (i.e. uniforms) are returned and fees owed are cleared.

Exam Exemptions:

Eligibility for exam exemptions begins the first day of school. A student who has been suspended (ISS or OSS) is not eligible for exemptions. School related absences do not count as an absence toward exemptions. **No distinction is made between excused and unexcused absences. Absences from class on block days count as 2 days absent. Students may be given the opportunity to regain their exam exemption status through Saturday school (ISS/OSS only). Exams will not be administered early. Exemptions must be approved by administrator.**

Guidelines for Final Exam Exemptions:

Full Year Class		One Semester Class	
8 absences	A average	4 absences	A average
6 absences	B average	3 absences	B average
4 absences	C average	2 absences	C average
2 absences	D average	1 absence	D average

Mid-term, Final Exam Procedures:

Students with signed permission forms will be allowed to leave following exams on certain exam days. Students may not leave campus and return to ride a bus. Students will not be dismissed before a class period ends.

Grading Scale:

A	93-100
B	85-92
C	75-84
D	70-74
F	69 & below

Dates of Grading Periods:

Nine Weeks	Beginning	Progress Reports	Ending	Report Cards
1	8/6/18	9/5-9/7	9/27/18	10/11/18
2	9/28/18	11/7-11/9	12/20/18	1/10/19
3	1/8/19	2/6-2/8	3/7/19	3/14/19
4	3/8/19	4/10-4/12	5/29/19	5/29/19

2018-2019 Testing Dates:

ACT	SAT
September 8, 2018	August 25, 2018
October 27, 2018	October 6, 2018
December 8, 2018	November 3, 2018
February 9, 2019	December 1, 2018
April 13, 2019	March 9, 2019
June 8, 2019	May 4, 2019
July 13, 2019	June 1, 2019

**Juniors will take the ACT in March at Oakland High School.*

PSAT/NMSQT

October 2018

AP

www.collegeboard.com

AP exams take place over a two-week time span in the month of May each school year. *Results are posted in July. Failure to pay fees by the deadline will result in not being permitted to take the AP Exam.

SCHOOL EXPECTATIONS:

	To Be Prepared I will:	To Be Responsible I will:	To Be Respectful I Will:
Classroom/ Areas of Instruction	<ul style="list-style-type: none"> *Bring all supplies: books, paper, writing utensils, notebooks, and home work to class *Be on time. *Attend to personal needs (water, grooming, restroom) before class. 	<ul style="list-style-type: none"> *be an active participant in my own learning *use time wisely *be accountable for my own actions, gestures and words *maintain clean work areas *focus on present class *focus on directions given (verbal and/or written) *follow dress code policy 	<ul style="list-style-type: none"> *listen attentively to recognized speaker *use school and personal property appropriately *leave other's belongings alone *follow hands off policy *use appropriate vocabulary and gestures *conduct personal grooming outside of classroom time *be awake and alert at all times *follow dress code policy *refrain from horseplay
Courtyard/ Hallway	<ul style="list-style-type: none"> *have hall pass, except during class change *walk *plan scheduled locker stops to get needed supplies 	<ul style="list-style-type: none"> *avoid public displays of affection *be accountable for my physical movements and gestures *maintain volume level that is appropriate for area *only use the locker I am assigned *follow dress code policy 	<ul style="list-style-type: none"> *leave room for people to come and go safely down the hallway *follow hands off policy *pick up what I drop *pick up anything that needs to be picked up *keep moving to keep traffic flowing *respect artwork, posters, advertisements, etc., on walls *use appropriate non-offensive language and gestures *follow dress code policy *refrain from horseplay
Restroom	<ul style="list-style-type: none"> *go directly to and from the nearest restroom *use during class change or lunch *have hall pass if going during class (due to emergency only) 	<ul style="list-style-type: none"> *use facilities as intended *report any problems to staff 	<ul style="list-style-type: none"> *flush *use restrooms appropriately *use trash receptacles *be mindful of other people's privacy *use restroom for intended purposes only *use school and personal property appropriately *refrain from horseplay
Cafeteria	<ul style="list-style-type: none"> *stand and wait in appropriate line *have money and/or lunch number ready *get all items needed when I go through the line *clear table as soon as I finish eating or before bell rings 	<ul style="list-style-type: none"> *follow directions given by adults *stay in line until served *use non-offensive language or behaviors and/or gestures *maintain clean tables and eating areas *use time wisely *follow dress code policy 	<ul style="list-style-type: none"> *speak politely and at a conversational voice level *allow others to have their personal space *use good table manners *use school and personal property appropriately *put my trash away in trash receptacles *follow dress code policy *refrain from horseplay

	To Be Prepared I will:	To Be Responsible I will:	To Be Respectful I Will:
Gymnasium Expectations other than class time	<ul style="list-style-type: none"> * be aware of type of activity I am attending * know where to be * deposit food and drink in trash before entering 	<ul style="list-style-type: none"> * maintain equipment and materials * follow safe practices and regulations * report problems to staff * use appropriate noise levels for activities * follow given directions for entry and exiting the gym * follow dress code policy 	<ul style="list-style-type: none"> * refrain from horseplay * use school and personal property appropriately * have nothing on the floor that will scratch it, including soft-shoed shoes worn outdoors * use steps to move up and down bleachers * demonstrate good sportsmanship * listen and follow attentively to directions from teachers and/or administrators * follow dress code policy
Theatre/ Auditorium	<ul style="list-style-type: none"> * be aware of type of activity I am attending * know where to be * deposit food and drink in trash before entering 	<ul style="list-style-type: none"> * clean up after myself * report problems to staff * follow dress code policy 	<ul style="list-style-type: none"> * show good manners to presenters and performers * maintain zero or very low noise levels * follow hands off policy * use school property/ props appropriately * follow dress code policy * refrain from horseplay
Arrival/ Dismissal	<ul style="list-style-type: none"> * go directly to and from designated areas * remain in assigned areas before and after school * be in assigned areas for dismissal by bell * have all materials needed to go home (books, homework, book bags, etc.) 	<ul style="list-style-type: none"> * go directly to and from designated areas * remain in assigned areas before and after school * be in assigned areas for dismissal by bell * have all materials needed to go home (books, homework, book bags, etc.) 	<ul style="list-style-type: none"> * refrain from horseplay * walk * use a conversational voice level * remove hat/sunglasses while in a building * follow dress code policy * refrain from horseplay
Parking Lot	<ul style="list-style-type: none"> * bring in all needed materials before school starts * park in assigned parking spaces * purchase parking pass and properly display it 	<ul style="list-style-type: none"> * follow all parking, speed limit and other posted signs * depart with flow of traffic * walk * watch for moving vehicles * follow dress code policy 	<ul style="list-style-type: none"> * refrain from touching other people's vehicles * place litter in trash receptacles * follow dress code policy * refrain from horseplay
Bus	<ul style="list-style-type: none"> * know the bus rules * be on time * know my bus number * know my bus stop * know to follow bus driver's instructions 	<ul style="list-style-type: none"> * stay in assigned areas * wait on sidewalk areas in an orderly fashion * not hang out in the parking area * get on and off bus in an orderly fashion - waiting my turn * be aware of others needs * notify driver of any problems or changes in route * keep bus clean * follow dress code policy 	<ul style="list-style-type: none"> * maintain a conversational voice level * place litter in trash receptacles * treat property as was intended to be used * use appropriate non-offensive language or gestures * follow dress code policy * refrain from horseplay

	To Be Prepared I will:	To Be Responsible I will:	To Be Respectful I Will:
Private / Community	<ul style="list-style-type: none"> * keep noise to a reasonable level * place litter in trash receptacles * only enter private property by invitation 	<ul style="list-style-type: none"> * remain on school property during school hours or during school related activities * follow dress code policy 	<ul style="list-style-type: none"> * not trespass * remain on campus once on campus unless checked out or dismissed
Library	<ul style="list-style-type: none"> * have hall pass signed to go to Library * deposit all food, drink (including water) and gum in trash before entering * leave all book bags and coats in the area provided near the front door * when checking out books – have my check out card filled in with my first period teacher's name and my name 	<ul style="list-style-type: none"> * enter and exit quietly * keep voice level to a whisper * sit at tables closest to the front of the library * only 2 students per table * follow dress code policy * pay appropriate cost for copiers & printers 	<ul style="list-style-type: none"> * return books on time * pay all late fees before the end of each six weeks * acquire PAT pass from the library before 8:00 am that day. * enter and exit through the main entrances * present reading material to circulation desk when using library for casual reading * follow dress code policy * refrain from horseplay

GET INVOLVED!!

We encourage you to take advantage of the many programs we have available for you at OHS. Our curricular offerings are varied; there are many clubs, organizations, and athletic teams you may join. Your involvement and dedication will determine what you gain during your time here. Get involved...make a difference!

Athletics:

Sport	Head Coach	Sport	Head Coach
Archery (B&G)	Arnold Gaskins	Rugby	Randal Jones
Baseball	Mack Hawks	Soccer Boys	Jeffery Porter
Basketball Boys	Troy Bond	Soccer Girls	Jeff Boynton
Basketball Cheerleading	Kimberley Risner	Softball	Charlotte Peay
Basketball Girls	Jennifer Grandstaff	Step Team	Georgette Barnes
Bowling (B&G)	Kevin Wright	Swimming (B&G)	Art Yasso
Competition/Football Cheerleading	Allyson Lillis	Tennis	TBD
Cross Country (B&G)	J.Carroll	Track & Field (B&G)	J.Carroll
Dance Team	Pam Bohall	Trap Team (B&G)	Derry Wells
Football	Kevin Creasy	Volleyball	Kaitlyn Thornton
Golf (B&G)	Shayne Martin	Wrestling	Josh Harris
Marching Band	Ty Jessup		

Clubs & Organizations

Club	Sponsor	Club	Sponsor
Best Buddies	Bete Primm & Paul Alumbaugh	Mu Alpha Theta: Math Honor Society	Angela Schenck
Beta Club	LeAnn Hays & Gina Hausler	National Art Honor Society	Frank Baugh & Jonathon Griffith
Bible Study Club	Jenifer Dillman/Funk	National English Society	Tim Nance
Book Club	Kathryn Moisant	National Honor Society	Jim Klaus
DECA	Lisa Tate & Art Yasso	Quill & Scroll: International Journalism Honor Society	Jennifer Snow
Educator's Rising		Quiz Bowl Club	Randy McClellan
Excalibur	Nichol Vaden	Skills USA: Automotive	Phillip Vining
FCA	Josh Harris	Skills USA: Broadcasting	David Holt
FCCLA	LaDonna Damron, & Georgette Barnes	Skills USA: Carpentry	Derry Wells
FFA	TBD	Skills USA: Cosmetology	Kelly Russell
French	Alex Grammer	Skills USA: Graphic Communications	Jennifer Snow
HOSA	Suzanne Morrow	Spanish Club	TBD
IB Diploma Student Association	Randy McClellan & Tim Nance	Spanish National Honor Society	Minerva Lopez
Interact	Art Yasso	Spoken Word	Jim Gifford
International Thespian Society	TBD	Step Team	Georgette Barnes
JROTC	R.Rector/ M.Daniels	Student Council	LeAnn Hays & Kathryn Mallari
Key Club	Alice Brank	Tri-M Music Society	Ty Jessup
Math Club	Randy McClellan	YAWS	Lisa Geasley
Mechatronic Club	Leonard Ciletti	Yearbook	Jennifer Snow
Model United Nations	Jamie Huffman		

Patriot Bank

Sponsored by Wilson Bank & Trust

Hours: Monday, Wednesday, & Friday— during 4th Period

Services Offered:

1. Patriot Savings Account: \$5.00 opens an account. Account earns interest. Request a quote on rates.
2. Free Personal Check Cashing with a savings account: Personal checks may be written for any amount up to the balance of your savings account
3. Free check cashing on employee checks if you maintain a \$5.00 minimum savings account
4. Business checks cashed with a fee of \$.25 (twenty-five cents) If you do not have a savings account
5. Changing bills/coins
6. Patriot Certificate of Deposit: \$500 to open; Maximum CD = \$2,000
Request a quote on rates.

Schedule of Fees:

Patriot Savings: Savings account with no maintenance fee. If the average daily balance falls below \$5.00, there is a \$0.50 per month charge. A picture and thumbprint are taken when an account is opened. Thumb prints are required on checks deposited into savings account, checks cashed, and lunch loans.

Check Cashing Fees:

Employment Checks: This is a free (no fee) service if you have a minimum of \$5.00 savings account at Patriot Bank. If student does not have an account, a fee of \$0.25 per employment check will be charged. If employment check bounces, customer will be responsible for the check plus a \$5.00 service charge. The right thumb print and social security number will be required on all employment checks cashed.

Personal Checks: This is a free (no fee) service if up to the amount you have in a savings account at Patriot Bank. Auditors will not allow Patriot Bank to cash personal checks without funds in a savings account.

Returned Item Fee: \$5.00 plus whatever carrier bank charges.

Early Withdrawal Penalty for CD's: Forfeit all accrued interest.

Lunch Loans: *To Students:* Up to \$3.00 *To Teachers:* Up to \$5.00

(Note: All loans should be paid by the next business day with a minimum loan fee of \$0.10; otherwise, \$0.10 for each additional day. This may not exceed the maximum of \$10.00. Permanent records are marked if student defaults on lunch loan. If student or teacher defaults on loan, future loans will not be made. Only one lunch loan allowed outstanding. Detailed lunch loan rules are available. Permission form must be on file to take out a lunch loan.)

2018 Patriot Spirit Yearbook

Published by Balfour Yearbooks

To order: Go to <http://www.balfour.com/shop/high-school/yearbook/> or visit the yearbook page on the Oakland High School website for more information.

2018-2019 OHS Photo Schedule

Saturday, July TBA	Football Media Day
May 1st- October 5th, 2018 Photography	Senior Pictures at Paul Vaughn
Monday, August 6, 2018	Faculty, Staff, & Administration Pictures
Friday, August 30, 2018	Fall Student Pictures
September 7, 2018	Football Homecoming vs Republic
Wednesday and Thursday, September 12 & 13, 2018	Fall Sports
Wednesday & Thursday, September 26 & 27, 2018	Senior Portrait Make-ups
Friday, October 12, 2018	Fall Student Picture Make-ups
Wednesday & Thursday, October 31 & November 1, 2018	Organizations (groups)
Monday and Tuesday, November 20 & 21, 2018	All winter sports
Friday, January TBA, 2019	Basketball Homecoming
Monday & Tuesday, February 4 & 5, 2019	Senior Cap & Gown Shoot
Friday, April 5, 2019	Spring Student Pictures
Wednesday and Thursday, April 10 & 11, 2019	All Spring Sports
April 27, 2019	Prom
May TBA, 2019	Graduation

Action photos, superlative portraits, special events, Band, & JROTC are all still TBD

