

# Orange Park High School



## 2017-2018 Student Handbook and Planner

Principal: Clayton Anderson  
Vice Principal: Anthony Bradley  
Assistant Principals:  
Justin Faulkner  
Christy Fowler

Website: [oph.oneclay.net](http://oph.oneclay.net)

“Non-discrimination and diversity are foundation principles of the School Board. It is School Board policy to hire and promote the best qualified candidate measured against the requirements of the job and to provide equal employment and advancement opportunity for all individuals without discrimination because of race, color, gender, religion, age, national origin, disability, veteran, marital status or any other protected status, and provides equal access to the Boy Scouts and other designated patriotic groups.”

## Telephone Directory

<b>Main Office</b>	336-8675	<b>FAX</b>	336-8677
Principal	<i>Clayton Anderson</i>		336-8675
Vice Principal	<i>Anthony Bradley</i>		336-8675
Assistant Principal	<i>Justin Faulkner</i>		336-8675
Assistant Principal	<i>Christy Fowler</i>		336-8675
Athletic Director	<i>Michael Harrison</i>		336-8610
Guidance Director	<i>Melissa McCrosky</i>		336-8591
	Collegiate High School, Last Names A-C		
Guidance Counselor	<i>Dana Wilhelm</i>		336-8591
	12th Grade: Last Names Rh-Z		
Guidance Counselor	<i>Tiffany Goolsby</i>		336-8591
	Last Names D-K		
Guidance Counselor	<i>Kami Melfa</i>		336-8591
	Last Names L-Re		
Registrar/Records	336-8590	<b>FAX</b>	336-8678
Guidance/Transcripts	336-8591	<b>FAX</b>	336-8678
<b>Attendance/Checkout</b>	336-8520	<b>FAX</b>	336-8681
<b>Clinic</b>	336-8607	<b>FAX</b>	336-8680
Adult Ed			336-4450
Cafeteria			336-8670
<b>ESE Secretary</b>	336-8710	<b>FAX</b>	336-8683
Kampus Kids			336-8676
Deputy			336-8589
Media Center	336-8600	<b>FAX</b>	336-8679

**[FOCUS Parent Portal](#)** - The online program for student's attendance, discipline and grades.



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## **ATHLETICS**

Required Documentation:

- Physical examination done on Current FHSAA Physical Exam forms are good for 365 days from the date of the physician's signature but must be turned in prior to participation.
- Current FHSAA Medical Release Forms must be on file with the Athletic Director's office before an athlete can participate in practices or games.
- Copy of medical insurance card/coverage.
- Parent/Guardian's signed permission.
- A Valid Birth Certificate must be on file with the Registrar. This must be done at least ten days prior to participation in the first game. Once a Birth Certificate has been received, it will not need to be turned in again during the three years of high school eligibility.

## **ELIGIBILITY**

An incoming ninth grader must have been regularly promoted from the eighth grade according to the school's Pupil Progression Plan to be eligible during the fall semester. A student must maintain a cumulative unweighted 2.0 grade point average on a 4.0 scale, or its equivalent, in all courses he/she takes to be eligible each semester.

"Additionally, a student must maintain satisfactory conduct and if a student is convicted of, or is found to have committed a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic, extracurricular activities is contingent upon established and published School Board Policy." F.S. 232.425.

## **ATTENDANCE POLICIES**

Administrators are responsible to assure that teachers and staff keep accurate daily attendance records. Record all student absences as excused (E), unexcused (U), out of school suspension (O), guidance (G), field trip (F), school sports (S), In School Suspension (I), Work Detail (W), tardy (T), unexcused tardy (TC).

School attendance can be followed by checking the student's interim reports and/or report cards or when in doubt, a parent/guardian can call the school to check on present or past attendance. The Student's attendance is ultimately the parent and student's responsibility.

It is the responsibility of the teachers to report to the Principal or designee that a child may be exhibiting a pattern of non-attendance. Students with five or more unexcused absences in a month or ten unexcused absences in 90 calendar days must be referred to the school's Attendance Office, and the school will attempt to set up a meeting with the parent or guardian to resolve the attendance problem.

If a student is under the age of 16, the Clay County school social worker will be asked to investigate. The School Board of Clay County, Florida expects that each child's right to attend school will be protected and that the Compulsory School Attendance Child Welfare Law will be vigorously enforced.

The following policies regarding attendance are in effect county-wide:

- Schools will contact a parent or guardian, whenever possible, to notify them of an absence.
- Following an absence, a note must be received from the parent/guardian or doctor no later than the **third day following return to school**. Notes will not be accepted after the third day and the absences will be considered unexcused.

### **Tardy to School/Class**

The administration and faculty at OPHS view punctuality as an important aspect of the educational process. Students need to be in classrooms on time so interruptions will be kept to a minimum. A doctor's statement will excuse the absence (if any) and the tardy, while oversleeping is considered an unexcused tardy/absence.

Students who arrive after the tardy bell (excused or unexcused) will report to the Attendance Office and check in with the Attendance Secretary. Students will not be allowed to enter class late without a pass. (Tardies due to late busses are excused.) No referral will be given for the first five tardies of each quarter.

The following procedure has been adopted for classroom tardies. For every 6 tardies accrued, in any class, an unexcused absence will be placed in a student's attendance file.

### **Early Dismissal/Check-Out**

The following procedures have been adopted for early dismissal. A student must bring a note to the Attendance Office between 6:30 am and 7:10 am requesting dismissal. Notes must include the following information:

- Reason for dismissal.
- Method of travel (drive, walk, etc.)
- Name of person authorized to sign out student.
- Parent's phone numbers (home, work, cell, etc.).
- Time of dismissal.

If the parent/guardian is unable to come into the Attendance Office to sign out the student, an attempt will be made to call the parent or guardian to authorize the early dismissal. During state testing days (i.e., FSA and semester exams) parents must come to the Attendance Office to sign out students. Students will not be allowed to check out prior to FSA testing or at the end of semester exams.

Doctor and dentist appointments should be scheduled after school when possible. Parents or authorized persons must come into the school's Attendance Office to sign out the student. Otherwise, an Off-Campus Pass will be issued to students leaving the campus who are not accompanied by their parent or guardian. Once on campus, students must remain on school grounds unless they check out through proper procedure.

### **Lunch**

Students are **not permitted** to leave campus during lunch. This is a form skipping and disciplinary action will be given to those involved. Food deliveries of any kind, including those from parents, are not permitted. If a parent/guardian wishes to have lunch with their student, they must check in through the front office and receive a visitor's pass.

## **ABSENCES**

IT IS THE PARENT OR GUARDIAN'S RESPONSIBILITY TO MAINTAIN ACCURATE RECORDS, DOCUMENTATION AND DATES OF THE STUDENT'S ABSENCE. Parents will want to keep a calendar to record dates of absence and the reason.

On the day of an absence, the parent will be notified via an automated telephone system. Notify the Guidance Office immediately of a change in telephone number at (904) 336-8591.

It is the responsibility of the parent/guardian to provide a written statement /doctor's note to the school explaining the absence within three school days following the return of the student to school. The note must include the student's full name, grade, and dates of absence, reason, parent's signature and telephone numbers. If a student is absent four or more consecutive days, medical documentation must be provided from a doctor. E-mails and telephone calls are not accepted to excuse an absence.

### **Attendance for Social Functions/Field Trips**

Students will not be allowed to participate in social functions primarily intended to reward students, including Prom, Grad Bash, school dances, and field trips, if they have:

- 10 or more unexcused absences from three or more class periods per day within a semester. If a student has accumulated 6 tardies to class it equals 1 unexcused absence.
- Below a 2.0 cumulative unweighted GPA
- Students may be prohibited from participating in extracurricular activities because of the number or severity of discipline referrals.
- Any fines or lost textbooks.

### **Make-up Work**

#### **Excused**

It is the responsibility of the student to go to the teacher to obtain and make up all work missed. The student has the equivalent of the number of days absent, plus one additional day, to obtain and submit work to the teachers. Example: three days absent equals four days for make up. Previously assigned work is due on the day you return to school.

#### **Unexcused**

For unexcused absences, including out of school suspension, work assigned or tests that cover instruction prior to the unexcused absence must be taken and graded for credit. Work assigned and due during the time of an unexcused absence may be accepted for credit at the discretion of the teacher. In all cases the student is responsible for arranging make up work with the teacher.

## **CLINIC**

### **Clinic Pass**

Students must obtain a Clinic Pass from the teacher before reporting to the Clinic. The Clinic nurse will determine the course of action to be taken. This may include signing/checking out.

### **Emergency Cards**

All students are expected to return a signed Emergency Medical Card to the Clinic nurse each year to update parent contact numbers and authorize other persons to be contacted when parents are not available. The cards are given out at the beginning of each school year.

### **Medical Condition**

Any student who has medical problems should have a letter on file in the Clinic and Guidance Office so we will be aware of any unusual problems.

### **Medication**

For each medication, the parent or guardian will fill out a medication form which allows the clinic staff to administer the medication at school. Students cannot carry any medications at school.

Over the counter drugs MUST be in their sealed containers and delivered by the parent or guardian when received by school personnel. Prescription drugs must be in a pharmacy prescription bottle with student's name, name of drug, prescription number and current date, along with administration information. ALL medications must be counted when received. Self-administration of ANY medication by the student requires a form provided by the Clinic nurse and signed by the doctor and parent. (Inhalers, Epipens)

No medications are to be transported via the school bus system. Only under unusual circumstances will a student be allowed to transport medication. This must be pre-approved by the school and the parent.

There shall be no liability of civil damages as a result of the administration of such medication where the person administering such medication acts as an ordinarily reasonable, prudent person would have acted under the same or similar circumstances.

## **DISCIPLINE**

By law, the Principal is charged with the responsibility of providing an educational atmosphere conducive to learning. To accomplish this objective, rules and regulations must be made and enforced. Our rules and regulations are based on Florida Statutes, State Board of Education Policies, Clay County School Board Policies, the Clay County Code of Student Conduct and OPHS administrative policies.



To enforce these rules and regulations, the Principal has designated Assistant Principals to work with disruptive students in various areas. These administrators are charged with the responsibility of making decisions regarding discipline that will be in the best interest of the individual student and the entire student body.

## **DISCIPLINE POLICIES**

Teacher Controlled Detention: Teachers may hold their own detention for classroom problems. This detention time (morning or afternoon) can be set at the teacher's discretion with 24 hour notice.

### **In School Suspension (ISS)**

Students are assigned to a supervised detention class for an entire school day. They will be expected to complete classroom assignments.

### **In School Work Detention (ISWD)**

Students will be assigned work detail during the school day for some infractions. They will be expected to complete classroom assignments.

### **Silent Lunch (SIL)**

Students are assigned to a silent lunch in a supervised separate location where they will eat lunch away from their peers.

### **Saturday School (SAT)**

Students are assigned Saturday school when they have accumulated a predetermined number of tardies to class. This is in lieu of the student missing any more instructional time in the classroom. If a student does not attend, further disciplinary action will be taken.

### **Out of School Suspension (OSS)**

Sometimes it becomes necessary to remove a student from the school for the benefit of other students and the school environment. However, suspension is a last resort on the part of OPHS. Students on suspension are NOT to be on campus or any school sponsored activity (dances, athletic events, etc.). Students on suspension will be considered trespassers if on the school grounds for any reason.

## **DISCIPLINE ISSUES**

### **Skipping Class**

Any student willfully absent from school or class without the consent of the parent, or absent from a class without the consent of the teacher to whom he/she is assigned that period, will receive a discipline referral. If the offense involves a car, driving privileges may also be suspended. Loss of parking decal (if applicable) will result if the student skips or leaves campus without proper authorization. If the sticker is revoked, there will be NO refund allotted.

### **Leaving Campus Without Permission**

Any student seen leaving school grounds, without parent permission and a pass from the Attendance office, will receive disciplinary action. If the offense involves a car, driving privileges may also be suspended as well as loss of parking decal (if applicable). If the sticker is revoked, there will be NO refund allotted.

### **Cell Phones and Electronic Devices**

Many electronic devices, **including cell phones**, constitute a disruption to the instructional environment. **Students may only use cell phones during transition between classes. Cell phones are not to be used during class time unless directed by a teacher to do so for instructional purposes.** A discipline referral will be issued to the student if the device is being used during class time. The item could also possibly be confiscated when found in use during school hours. The school is not responsible for any lost or stolen electronic devices.

### **Cheating**

Student receives a zero and teacher contacts parents.

### **Gambling**

Dice, playing cards, or any gambling items are not allowed on campus.

### **Student Access**

Computer/Network/Internet access is provided to all students unless parents or guardians submit a written request to the campus principal that access be denied. Student Internet access will be under the direction and guidance of a District staff member. Students may also be allowed to use the local network and Wi-Fi with campus permission.

### **Drugs and Alcohol**

Drugs and alcohol in any form are prohibited on school grounds at all times. Prescribed medication is covered in the Clinic section of this handbook. Students caught with drugs, drug paraphernalia, alcohol or under the influence of these, may be recommended to the School Board for expulsion from Clay County Schools.

### **Fighting**

***Fighting will not be tolerated at OPHS.*** Students are expected to take every opportunity to walk away from a fight. Except in rare instances, all parties involved in a fight will be suspended out of school. Some cases may be referred to the Sheriff's Department. School officials reserve the right to recommend a student for expulsion or placement at Bannerman Learning Center.

Students not involved in a fight could also be held accountable. Refusing to leave the scene when asked to do so, which hinder school officials, is considered a violation, and subject to any one of the penalties mentioned in this policy.

### **Fire Alarm System**

Any student tampering with a fire pull station or any firefighting equipment will receive a ten day suspension and/or a recommendation for expulsion.

### **Firearms/Weapons Violations**

Possession of firearms/weapons (real or artificial) is an automatic ten day suspension with a recommendation for expulsion.

### **Gang/Gang-Related Activities**

Gangs, groups or individuals who intimidate, advocate or promote activities which disrupt the learning environment, threaten the well-being of persons or property, or who "recruit" other students to participate in a non-school sanctioned group will be dealt with in a disciplinary manner.

No color, bandanas, articles of clothing or paraphernalia which promotes or identifies with a non-sanctioned group is acceptable. No recruiting, intimidating or hazing will be permitted on school property or functions. In addition, there will be no signs, symbols, gestures, songs, drawings or writings which show allegiance or affiliation with non-sanctioned groups. Tattoos, body carvings showing allegiance or affiliation with non-sanctioned groups must be covered at all times.

### **Inappropriate Contact**

Students are urged to maintain a proper sense of behavior while at school or school activities. It is the school's belief that kissing, excessive touching or contact should not be publicly displayed.

### **Profanity**

Profanity will not be tolerated. School Board officials are dedicated to the development of appropriate speech at the appropriate time. Students will be subjected to disciplinary action if a referral is written for profanity.

### **Property Destruction**

Any person who defaces School Board property will be required (by Florida Law) to replace the item(s) or pay for having it (them) replaced.

### **Smoking or Use of Tobacco**

In compliance with Clay County School Board Policy 4.16 (IV-25), smoking or use of tobacco products (including chewing tobacco, electronic nicotine device) by students on school property is prohibited. Teachers are authorized to confiscate tobacco products in student's possession and turn them into the office. Tobacco products will not be returned to students. Florida law now requires students 16 years and younger to be referred to the Youth Resource Officer or other officer. Penalty varies according to the number of offenses by the student.

## **SEARCHES**

Florida Statute 1006.09 (9) states "the Principal or other administrator may search a student's locker, automobile or other storage area if he/she has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the locker or storage area."

## **Sexual/Racial Harassment**

Clay County Schools prohibits any type of harassment of all employees and students at all times and during all occasions while at school, in the workplace or at any school event or function. Any act of harassment of students or employees by other students or employees, based upon the race of students or employees, shall result in prompt and appropriate discipline which may include suspension or termination of offending students or employees.

Harassing conduct may be physical, verbal, sexual, graphic or written or other types of conduct which may be considered to be racially motivated. Such conduct may include, but is not necessarily limited to, taunts, threats, slogans, slurs and comments of a demeaning nature, symbols, writings, displays or other conduct which is intimidating or creates a hostile environment.

## **UNAUTHORIZED PHOTOGRAPHY/VIDEO RECORDING**

Taking photographs or videos by any means whatsoever, while on school property or while on school transportation, is prohibited. The only exceptions to this prohibition are:

- 1) Taking photos for reproduction in a school sponsored publication
- 2) Taking photos during a school sponsored social event, sporting event, awards ceremony or other school sponsored activity or function at which photography is allowed and the photographs are images of activities which are reasonably considered to be part of the activity or event
- 3) Taking photographs with the permission of the school administration.

Publication on any internet site of any photographs, videos or images, taken in violation of the prohibitions listed above, is strictly prohibited and will be deemed disruptive to the order of the school and will be sufficient reason to impose disciplinary measures which may include, but not limited to, in school suspension, out of school suspension and recommendation for expulsion.

Student are not permitted to video any teacher, staff, or student without prior written authorization.

## **UNAUTHORIZED AREAS**

Parking lots, the stadium, softball and baseball dugouts and the Drivers Education area are off limits to students unless supervised. For the safety of students and their property, any student found in these areas without proper authorization is subject to suspension from school. It is hoped that this action will decrease theft and vandalism.

## Clay County School District Dress Code

In Clay County, we believe the dress and personal appearance of students should be a positive reflection on the family, student, school, and community. A good rule of thumb; if there is a question about whether an outfit would be acceptable, choose another. The following guidelines are to be followed:

### Permitted Apparel:

- Outfits are to be tailored in such a manner so as not to expose the body while in normal activity.
- Shorts, dresses or skirts should be **3 inches above the knee or longer. If leggings are worn, then the top MUST be the proper length of 3 inches above the knee or longer.**
- Pants and shorts should be **worn at the waistline** without the necessity of support whether a shirt is tucked in or out and fastened at the top closure. Belts will be buckled at all times if worn.
- Jeans/pants that have frays/holes above the knee must have something underneath them, such as leggings that cover the skin, so as not to expose skin or undergarments.
- Shirts must cover the shoulder and not expose undergarments in any manner or the midriff.
- The neckline of a shirt must limit exposure of the body.
- Footwear of some type must be worn at **ALL** times.

### Non-Permitted Apparel:

- Apparel with off-color remarks, pictures, or emblazoned with drug, alcohol or tobacco related slogans.
- Apparel displaying violent imagery.
- Apparel that is deemed to be tight fitting, such as yoga pants, spandex, skirts/dresses, leggings without proper length top, cheer shorts, etc. **YOGA Pants are not acceptable attire for school.**
- Sleepwear, such as bedroom slippers, pajamas, pajama pants, etc.
- Tank tops, halter tops, tube tops, spaghetti straps, mesh/see-through shirts.
- Muscle shirts.
- Hats, hoods, bandannas, and caps are not to be worn in class or the buildings unless approved by the administration or for special events.
- Any apparel or accessory determined by administration to present a safety hazard for the student or the school.

An administrator will determine the suitability of attire in question. Students found in violation of dress code policy have two options:

1. Call home for a change of clothing
2. ISS for the remainder of the day

Time missed from class as a result of dress code violation will be unexcused. Continued violation of dress code will result in disciplinary action.

## **BASIC DISCIPLINE GUIDELINES**

### **Cell Phone/Electronic Device**

- Rings, beeps, or makes any noise
  - ISS
- Texting, talking, using in any way during class
  - ISWD 1 Day (1<sup>st</sup> Offense)
  - OSS 1 day (2<sup>nd</sup> Offense)
- Use during State or District Testing
  - Invalidation of Test
  - ISS and/or
  - Phone call home

### **Skipping/Leaving Campus (including lunch)**

- ISS and/or
- Loss of Parking Permit

### **Tobacco/Electronic Nicotine Device**

- Possession
  - ISS and/or
  - Ticket issued by Clay County Sheriff
- Use
  - ISWD and/or
  - Ticket issued by Clay County Sheriff

### **Fighting**

- OSS

### **Profanity**

- To be Determined

### **Tardies**

- 6<sup>th</sup> thru 9<sup>th</sup>
  - ISS and/or
  - ISWD
- 10<sup>th</sup> and beyond
  - To Be Determined

### **Dress Code**

- Inappropriate Attire
  - Call home for change of clothes and/or
  - Change into clothing available and/or
  - ISS for the remainder of Day

### **Cheating**

- 1st Offense
  - Zero on assignment and
  - Teacher contacts parents
- 2nd Offense
  - Zero on assignment and
  - ISS
- 3rd Offense
  - Zero on assignment and
  - OSS

**ADMINISTRATION RESERVES THE RIGHT TO ASSIGN/ADJUST ADDITIONAL CONSEQUENCES TO THE ABOVE MENTIONED DISCIPLINE GUIDELINES PER THE CIRCUMSTANCES SURROUNDING THE DISCIPLINE INCIDENT**

### **FINES- CASH OR MONEY ORDER ONLY**

All school related fines or other financial obligations (uniform, library fines, lost book, ID badge fines, etc.) **MUST** be paid in order to attend any school- sponsored social function (Homecoming, dances, Prom, etc.). Seniors **MUST** have all fines paid before participating in graduation. All refunds must be accompanied by a receipt and given during the current school year.

### **IDENTIFICATION CARDS**

Students must have their Student ID in possession at all times. The first I.D. badge will be given to each student. A replacement badge will cost \$1.00.

### **LOCKERS**

Lockers are available to students at a cost of \$4.00. Physical Education lockers are \$3.00 per semester.

### **LOST/STOLEN PROPERTY**

All articles which are found should be taken to the Clinic. Lost or stolen items of value should be reported to the Sheriff's Youth Deputy in the Main Office. Unclaimed clothing left at the end of the nine weeks will be disposed of by the school. Articles left unclaimed will be donated to a worthy charity or organization.

### **MESSAGES/DELIVERIES FOR STUDENTS**

Messages to students are not allowed. However, parent **EMERGENCY** messages **ONLY** will be delivered. Deliveries (Floral, food deliveries, balloon, etc.) are **NOT ACCEPTED** for students at any time. Please do not leave cash in the front office for your student to pick up. Orange Park High School will not be responsible for lost monies.

### **PARKING PRIVILEGES**

Seniors and Juniors maintaining a 2.0 overall grade point average and have at least 12.0 credits, may drive automobiles or motorcycles to school. Parking spaces are limited and students must apply for allotted spaces. Violation of parking regulations may result in removal of the car (towing) at the owner's expense.

The following conditions must be met:

- Students can park only in designated areas.
- Cars must be locked while in the parking lot. OPHS is not responsible for lost or stolen items.
- Students are not to stay in cars after arriving or be in cars any time during the day.
- Students with current OPHS fines will not be allowed to purchase a parking space until the fines are paid.
- Temporary passes will be issued for one day and is good for that day only. Cost is \$1.00.
- Student caught using a vehicle to skip school will lose their parking pass and will be required to purchase a new parking permit at a time determined by administration.

Parking stickers are \$10.00 for the year. A valid driver's license, current vehicle registration and proof of insurance are required. Parking decals may be temporarily or permanently revoked at the discretion of the administration. Students violating parking rules risk losing their driving privileges and will need to purchase a new decal for \$10.00.

Sophomores, who meet the driving criteria, participate in an extracurricular activity, have at least 6.0 credits, and have a grade point average of at least 3.0 will be allowed to obtain a parking permit.

### **REPORT CARDS/GRADES**

Report cards will be issued at the end of each nine week grading period via parent portal.

### **SEMESTER EXAMS**

Students failing to take their semester exams will be given a ZERO and must make up the exam within one week. Exams are worth 10% of the semester grade. **No early exams will be given.**

### **VISITORS**

All visitors to OPHS are to check in at the Main Office, with proper identification. OPHS is a closed campus. Any unauthorized visitor on campus may be subject to questioning and detained by school and law officials. Anyone found on school grounds without permission will be considered a trespasser. A trespassing warning will take place and the visitor will be subject to arrest.

### **GUESTS**

Students are not permitted to bring guests to spend the day at school. Classroom visits must be approved by the principal in advance. You may visit your student for lunch as long as you are on their contact list.