

# Owen County High School

## Student Handbook



# **“Strive for Excellence, Nothing Less”**

***Please complete the Google Form on-line with your Homeroom Teacher. This will be your acknowledgement of the Handbook.***

***You can also access the Handbook on-line at [www.owen.kyschools.us](http://www.owen.kyschools.us)***



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# OWEN COUNTY HIGH SCHOOL MISSION STATEMENT

**At Owen County High School, our purpose is to provide opportunities and resources for students to develop perseverance and a passion for life-long learning.**

## Message from the Principal

Thank you for taking the time to read and familiarize yourself with the OCHS Student Handbook. We hope that you will find the information in this document helpful to you as we live, teach, and learn together this school year!

What is your “why”? If you have been in my office over the last few years, you have seen this sticky note hanging on my computer. The answer to the question “why are you here?” is simple for me. **YOU!** As you can read from the OCHS mission statement, we are committed to providing opportunities for students to make a positive impact on each of them. We will do so by focusing on developing leadership, personal growth, and career readiness and success. Therefore, the only thing left for you to do is show up and give your best effort. I ask that you come to school each day ready to learn and to work; come to school each day with goals that you want to achieve. If you do those things, we will help you do just that!

**Brian Gognat, Principal**

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## **2022 - 2023 School Calendar**

August 9 - 12	Teacher Professional Development
August 5	Teacher Planning
<b>August 16</b>	<b>Opening Day for Staff</b>
<b>August 17</b>	<b>First Day for Students</b>
<b>September 5</b>	<b>No School – Labor Day Holiday</b>
<b>October 3 - 7</b>	<b>No School – Fall Break</b>
<b>November 23 - 25</b>	<b>No School - Thanksgiving Holiday Break</b>
<b>December 19 – December 30</b>	<b>No School - Christmas Holiday Break</b>
<b>January 2</b>	<b>No School – Teacher Planning</b>
<b>January 16</b>	<b>No School - Martin Luther King Holiday</b>
<b>February 20</b>	<b>No School – Break</b>
<b>March 10</b>	<b>No School – Teacher Planning</b>
<b>April 3 - 7</b>	<b>No School - Spring Break</b>
<b>May 23</b>	<b>Last day for Students (Subject to Change)</b>
<b>May 24</b>	<b>Closing Day for Staff (Subject to Change)</b>

\*Curriculum Days may be used for professional learning, district or school-wide initiatives, and other activities

**Make-Up Days** – School Days missed due to illness, emergency or inclement weather, etc. will be made up in the following order: **May 24, 25, 26, 30, 31; June 1, 2, 5, 6, 7; February 20; June 8**

## **SCHOOL HOURS**

OCHS will be open to students from 7:25am to 3:15pm. Students must enter at the gym entrance and remain in either the gym or dining room until the 7:37am bell. No student is to be inside the building or on the grounds, at any other time, unless supervised by school personnel. Anyone waiting for a ride after school must quietly stay in the gym commons area or front lobby.

## **SCHOOL DISMISSAL DUE TO INCLEMENT WEATHER**

Any change in the regular school schedule will be announced on radio station WHAS, TV stations Louisville WAVE 3 and Lexington Chanel 18, or by phoning the inclement weather HOTLINE at 484-3000. The moment a decision is made, it will be announced to everyone via the radio, inclement weather HOTLINE and our website, [www.owen.kyschools.us](http://www.owen.kyschools.us).

# BELL SCHEDULES

## REGULAR SCHEDULE

(Tues., Wed., Thurs.)

1 <sup>st</sup> Period	7:45 – 8:45
2 <sup>nd</sup> Period	8:50 – 9:45
3 <sup>rd</sup> Period	9:50 – 10:45
4 <sup>th</sup> Period/Lunch	10:50 – 12:45
5 <sup>th</sup> Period	12:50 – 1:45
6 <sup>th</sup> Period	1:50 – 2:45

## HOMEROOM SCHEDULE

(Monday)

1 <sup>st</sup> Period	7:45 – 8:35
HOMEROOM	8:40 – 8:55
2 <sup>nd</sup> Period	9:00 – 9:50
3 <sup>rd</sup> Period	9:55 – 10:45
4 <sup>th</sup> Period/Lunch	10:50 – 12:45
5 <sup>th</sup> Period	12:50 – 1:45
6 <sup>th</sup> Period	1:50 – 2:45

## CLUB SCHEDULE

(Friday)

1 <sup>st</sup> Period	7:45 – 8:25
HOMEROOM/CLUBS	8:30 – 9:05
2 <sup>nd</sup> Period	9:10 – 9:55
3 <sup>rd</sup> Period	10:00 – 10:45
4 <sup>th</sup> Period/Lunch	10:50 – 12:45
5 <sup>th</sup> Period	12:50 – 1:45
6 <sup>th</sup> Period	1:50 – 2:45

## ONE HOUR DELAY SCHEDULE

1 <sup>st</sup> Period	8:45 – 9:25
2 <sup>nd</sup> Period	9:30 – 10:05
3 <sup>rd</sup> Period	10:10 – 10:45

Follow Regular Schedule

## TWO HOUR DELAY SCHEDULE

1 <sup>st</sup> Period	9:45 – 10:05
2 <sup>nd</sup> Period	10:10 – 10:25
3 <sup>rd</sup> Period	10:30 – 10:45

Follow Regular Schedule

## VOCATIONAL/iLEAD BUS SCHEDULE

### Morning Vocational/iLEAD

Buses leave at 7:45am

Return at 11:00am

(Students will sign-in at the Front Office immediately upon arrival and report to class).

### Afternoon Vocational Bus

Bus leaves at 11:20am and returns at 2:45pm.

(Students report to the cafeteria at 10:55am for lunch and go to front of line).

Any student that misses the bus, Morning or Afternoon, will be counted as tardy and sent to ISD for the remainder of the Vocational time period.

## TRAVEL TIME BETWEEN CLASSES

Students will have five (5) minutes of time between classes. During this time students should take care of all personal issues (restroom, locker, office issues). During class time students should not ask to leave, unless there is an emergency.

As a student at OCHS, you are required to have a HALL PASS if you are out of the classroom for emergency during instructional time.

## **2022-2023 SCHEDULE OF STUDENT FEES**

This school year, students will not be assessed any fees.

## ATTENDANCE POLICY

The Staff of Owen County High School believes that each student has the opportunity to receive an education that will prepare the student to meet his/her future challenges. The regular attendance of the student is necessary for the student to receive this education. There is a direct correlation between attendance and student achievement. We expect students, with the support of parents, to maintain good attendance during the entire school year.

**ABSENCES** - Students absences are divided into two kinds: excused and unexcused.

Students are **excused** from school for the following reasons:

1. When using one of ten (10) parent excuses during an academic year. Students who are 18 years old may write their own excuse notes and may sign themselves out from school. Parents may receive notification regarding their student's attendance if requested and approved by the student;
2. When presenting a doctor's (medical, dental or vision) excuse. Then (10) doctor's excuses are permitted before requiring completion of an additional doctor's verification form from each doctor-excused absence beyond the tenth one (*form is available in the Front Office or at [www.owen.kyschools.us](http://www.owen.kyschools.us)*) for each visit).
3. Death in the immediate family (up to 3 days is permitted). Documentation is REQUIRED.
4. When a student is required to be in court. Documentation from the court is REQUIRED.
5. When going for drivers permit or license. Documentation REQUIRED (student's permit/license will serve as documentation).
6. Students are excused for military induction or processing. Excuse is provided by military recruiter;
7. Armed Forces days, when a parent is in the armed forces and they are called to duty or are home on leave;
8. Educational Enhancement Opportunities (EHO). When students present opportunities provided outside of the school setting that have significant educational value. At principal's discretion;
9. Principal's excuses are permitted under extenuating circumstances not covered by the above. At principal's discretion.

Students should turn in absence documentation to the Attendance Clerk in the Front Office, and make arrangements with their teachers to make-up missed assignments.

Students will receive **unexcused** absences for any absence not covered by one of the above reasons.

### **TARDIES**

Students are allowed four (4) excused tardy-to-school parent notes and four (4) tardy-from-school parent notes each school year.

When students sign out of school and then return to the school building, they need an excused reason/documentation to re-enter the building.

Eight (8) unexcused tardies to school is considered one (1) unexcused absence.

### **TRUANCY**

Students with three (3) unexcused absences or tardies are considered truant by state law (KRS 159.150). The OCHS attendance clerk sends home notification letters at 3, 5 and 6 unexcused absences. After the fifth unexcused absence parents and students are invited to the next monthly truancy diversion parent meeting.

### **CONSEQUENCES FOR EXCESSIVE ABSENCES**

When students accrue six (6) or more unexcused absences or a combination of unexcused absences and tardies in a given school year, they will lose the following privileges for the remainder of that school year:

1. Students will not be permitted to attend the prom;
2. Students will not be permitted to drive and park on campus;
3. Students will not be permitted to attend field trips, and;
4. Senior students with 6 or more unexcused absences will not be permitted to walk in graduation ceremonies. If they earn a diploma, it will be mailed to them.

Students will be given opportunities to present excuses for absences throughout the year. It is the goal and hope of the SDBM, faculty and staff of OCHS that all students succeed in school and are able to take part in all of the opportunities offered to be successful students at Owen County High School.

## **APPEALS**

Parents who disagree with the determination of whether or not an absence is excused or unexcused by the Principal or Site-Based Decision Making Council/Appeals Committee may appeal the decision to the Director of Pupil Personnel located at the Board of Education.

## **SENIOR ATTENDANCE**

Senior students with six (6) or more unexcused absences (including suspensions) during the year, will not be permitted to walk in graduation ceremonies. If they earn a diploma, it will be mailed to them.

Eight (8) unexcused tardies to school is considered one (1) unexcused absence.

## **EXTRA-CURRICULAR ACTIVITIES WHEN ABSENT FROM SCHOOL**

Students participating in extra-curricular activities will not be allowed to participate in ANY activity on the day they are absent from school unless approved by administration or the athletic director. Any student that has received a suspension will not be permitted to attend any function sponsored by the school and shall not be allowed on school grounds until the suspension has been completed.

## **TARDIES TO SCHOOL/TO CLASS/LEAVING SCHOOL**

In order to provide a safe and orderly environment for your child, we have developed the following procedures for processing students to class.

1. When arriving to school after the tardy bell, all students must report to the office to sign in and receive an admit slip to class.
2. If a student must leave school early, he/she must be signed out by their parent/guardian or designee. Phone calls **WILL NOT** be accepted to allow students to leave school.
3. Students have a five minute passing time to get to class. Students are to arrive to each class on time. Unexcused tardies to class will be disciplined according to the consequences below.

## **CONSEQUENCES FOR TARDIES TO CLASS**

1<sup>st</sup> – 3<sup>rd</sup> Tardy = Warning

4<sup>th</sup> – 8<sup>th</sup> Tardy = Clean Cafeteria during 4<sup>th</sup> period

9<sup>th</sup> – 12<sup>th</sup> Tardy = Lunch Detention

13<sup>th</sup> + Tardy = ISD



# STUDENT EXPECTATIONS

All rules, regulations, and policies included in this manual are intended to conform to the School Board-Approved District Code of Acceptable Behavior and Discipline.

***GOLDEN RULE: Do unto others as you would have them do unto you.***

**STUDENT RESPONSIBILITIES:** Students at OCHS are expected to fulfill the following responsibilities:

1. **Participation:** Students have the responsibility to participate fully in their learning. Students must report to school and to all scheduled classes REGULARLY and ON-TIME, pay attention to instruction, complete assignments to the best of their ability and request help when it is needed. Students are expected to come to class with paper, pencil, and other required supplies as requested by the teacher.
2. **Behavior:** Respect for all school personnel: Students have the responsibility of showing respect for their knowledge and authority of all school personnel. Remember, any school employee has the authorization to correct a Student on the spot. Students should not defy authority; to do so will only lead to more severe consequences for behavior.

**Students MUST USE ACCEPTABLE and COURTEOUS LANGUAGE.** Rules for acceptable behavior within the individual classrooms will be carefully defined for students by individual teachers. It must be understood by students that teachers are individuals and therefore might expect different things and accept different types of behavior from their students. It is the students' responsibility to recognize differences and comply with them.

## **RESPECT FOR OTHER STUDENTS:**

Every student should have access to a safe, secure, and orderly environment that is conducive to learning. Students have the responsibility of recognizing the rights and human dignity of fellow students. For example, students must refrain from name calling, fighting, harassment, belittling or engaging in deliberate attempts to embarrass or harm another student.

## **DISRUPTING THE EDUCATIONAL PROCESS:**

Behavior that materially or substantially disrupts the educational process, whether on school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending pupil to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct which threatens the health, safety, or welfare of others.
2. Conduct which may damage public or private property, including the property of students or staff.
3. Illegal activity.
4. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities or
5. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

## **TOBACCO FREE CAMPUS**

Owen County School campus is a Tobacco Free campus. Please refrain from the use of tobacco products including e-cigarettes and vape devices.

## **CONSEQUENCES FOR VIOLATING OCHS EXPECTATIONS**

***(All discipline is subject to Administrator discretion)***

### **In-School Detention**

The ISD room will be used for students who violate school policy or whose behavior is unacceptable in the classroom. Students in ISD will have work assigned by their teachers, as well as community service, counseling, social emotional learning and be counted present at school. It is the ISD facilitator's responsibility to contact the students' teachers to acquire school work to do while in ISD. It is the student's responsibility to turn in all completed work for credit to the ISD facilitator. Assignments must be completed before a student may be released from ISD. Any student assigned ISD is not

allowed to participate in practice, games, or events during the time of the assignment. However, participation is allowed immediately after completion of the assigned amount of time to be served. Violation of ISD rules or disruptive behavior may result in suspension.

**Suspension:**

The School Administrator may suspend students from school and/or from riding the bus for violation of school rules. A suspended student will be prohibited from making up and receiving credit for daily work, daily quizzes or projects that are assigned and due during the period of suspension. Suspended students will receive credit for and allowed to 1) make up major work assignments made before the suspension and due during the suspension and 2) complete major tests and projects that are due during the suspension, but which cover materials that was addressed before the suspension began. Absences as a result of a suspension are unexcused absences from school. Suspended students may not attend school events or practices for school events.

**Beyond School Control**

After all efforts to improve identified behaviors have been exhausted, the Administrator reserves the right to file Beyond School Control charges with the Court Designed Worker for Level V behaviors and for habitually disruptive students.

**PROCEDURES**  
**Student Information**

**FIRE, TORNADO, AND EARTHQUAKE DRILLS**

Fire, tornado and earthquake drills are held at irregular intervals throughout the school year. Remember these basic rules:

- A. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of a fire.
- B. Walk, but move quickly and quietly to designated areas. NO TALKING.
- C. Take any alarm seriously and begin evacuation as stated by procedures unless immediately instructed otherwise.

**LOCKERS**

- A. Each student will be provided locker space and a locker.
- B. Student MUST use the locker space ASSIGNED to them.
- C. Student must keep their lockers properly closed and locked.
- D. Students are not permitted to place stickers/taped papers on lockers.
- E. Students must lock their lockers properly and keep combinations confidential to insure security of belongings.
- F. All lockers are the property of Owen County High School and may be searched at any time.

**PHONES**

- A. NO STUDENT is to use the office phone unless there is an emergency. An emergency constitutes when a student needs immediate assistance due to illness or anything that may cause student harm.
- B. No personal calls will be received in the classroom. If a call is received, teachers should immediately refer the caller to the main office.
- C. Calls made from classroom phones are made at the teachers' discretion. Teachers may deny access to their phone at any time. Students can be sent to the office to use the phone ONLY IN CASE OF EMERGENCY.

**POSSESSION/USE OF TELECOMMUNICATION DEVICES**

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law provided they observe the following conditions.

1. Devices shall not be used in a manner that disrupts the educational process. Telecommunication devices should not be visible during school hours unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise. Devices shall be turned off and operated only before and after the regular school day. When students violate this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, a staff member may confiscate the device, which shall only be returned to the student's parent/guardian.

## POSSESSION/USE OF TELECOMMUNICATION DEVICES – continued

2. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication devices.
  - 1<sup>st</sup> Offense** – Student will be asked to give the device to the teacher or Administrator, device will be returned at end of day.
  - 2<sup>nd</sup> Offense** – Student will be asked to give the device to the teacher or Administrator, device will be returned only to the parent.
  - 3<sup>rd</sup> + Offense** – Administrator discretion for consequences.

KRS 158.165 “Paging Device” means a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

## PORTABLE MUSIC DEVICES

While portable music devices are allowed, they may only be used before and after school and during lunch. **No headphones or ear buds** are to be used in any classroom or hallway. If a student is caught using headphones or ear buds in class, they will be given to the teacher immediately and the teacher will keep them until the end of the day. If a student refuses to give up these items, ISD will be assigned (one to three days) or suspension may occur. Punishment is up to the discretion of OCHS administration.

## CELL PHONE POLICY

Student may have their cell phone out and text, check messages or email in the cafeteria during breakfast and lunch. Also, students will be allowed to check their cell phones in between classes in the hallway. No student is allowed to talk or take pictures on their cell phone unless a staff member has given that permission.

**No cell phone usage is allowed in any classroom.** If a student is caught using or checking their cell phone in class, the phone will be given to the teacher immediately and they will keep it to the end of the day. If a student refuses to give up their cell phone, ISD will be assigned (one to three days) or suspension may occur. Punishment is up to the discretion of OCHS administration.

## WRONGFUL USE OF COMPUTER AND CONSEQUENCES

OCHS has fantastic technology, and it is to be used for educational purposes only. When students go to unauthorized web sites, download files not related to education, play games, or break our acceptable use policy, the student will lose internet and email privileges.

- 1<sup>st</sup> Offense** – Three Weeks Off
- 2<sup>nd</sup> Offense** – Nine Weeks Off
- 3<sup>rd</sup> Offense** – Off for the rest of year

Administrators have the right to ban a student from our computers for major infractions. Students will be taken off without notification. If the student is in a computer class, iclass, or any other class that requires a computer, it will be up to the student to get the work finished on a computer outside of the school system.

## TRAINED DOGS

Use of trained dogs to locate contraband (prohibited items) on school grounds shall be subject to the following conditions:

1. The dogs shall be certified as never having been trained as attack dogs.
2. The Principal or designee shall be present.
3. Searches involving dogs shall be conducted only when students are in classrooms or other designated safe areas.
4. All dogs shall be on a lease and will not be allowed to come in close proximity to any student.
5. During the time that the trained dogs are on the premises, **the building will be in lock-down mode. No one is permitted to enter or leave the building until the trained dogs are finished.**
6. The alert of a trained dog to an item or area shall qualify as reasonable grounds on which to base a search.

**PENALTY:** Violation of this policy may constitute reason for suspension or expulsion. In addition, if administration has reasonable belief that a violation has taken place on school property or at a school-sponsored function that involves student possession/use of controlled substances, they shall immediately report the offense to law enforcement officials.

### **USE OF CORRIDORS**

- A. Students are not to engage in horseplay, shouting, or fighting in halls.
  - B. Students are not to run in the halls at any time.
  - C. Students are not to congregate outside of classroom doors before the bell or during lunch.
  - D. During class, students are not to be in the halls, lockers or designated bathrooms without an approved pass from a teacher or administrator. It is the student's responsibility to obtain a pass before leaving the classroom or offices.
  - E. Students should not tamper with defibrillators, fire alarms, fire extinguishers or make emergency 911 calls.
- Inappropriate actions related to these items will result in charges and possible referral to the Board of Education.

### **CARE OF SCHOOL AND PERSONAL PROPERTY**

Pupils shall be held responsible for damage to school property. Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages, or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property. In addition, when reasonable belief exists that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property. For the purpose of determining when to make a report, damage to school property shall refer to instances involving:

1. Intentional harm.
2. Damage beyond minor loss or breakage, excluding normal wear and tear.

Any pupil, organization, or group of pupils who steal or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or expulsion from school. Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or steals the personal property of students shall be subject to disciplinary action. Parents shall be liable for property damage caused by their minor children.

### **VANDALISM AND PROPERTY DAMAGE**

Our school building and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary, as well as requiring restitution and/or police intervention.

### **OTHER EDUCATIONAL PLACEMENT**

Students who are assigned to continue their education at another location other than the OCHS campus for disciplinary reasons will not be eligible to attend or to participate in any extra-curricular activities, special events, organizations, practices or games during the school year.

### **SALES ON SCHOOL PROPERTY**

Any sale of goods to pupils or others for private enterprise may not be made on school property.

### **SCHOOL DANCES**

At various times during the school year, school connected organizations will sponsor dances. Owen County High School dances are open to presently enrolled OCHS students only. At least four adults will chaperone each dance, two of which will be faculty members. Students attending school sponsored dances will be expected to follow all school policies and regulations. *Exceptions include Sweetheart Dance/Winter Ball and Prom. Persons attending the Sweetheart Dance/Winter Ball or Prom must be under 21 years of age and show proof with a picture ID at the door, and **pre-approved by the Principal.***

### **EXPECTATIONS FOR EXTRA-CURRICULAR EVENTS (Prom/Dances, etc.)**

1. Passing 4 of 6 classes or 3 of 4 classes for Vocational and Credit Recovery Classes.
2. Not having six (6) or more unexcused absences (including suspensions)
3. Not considered habitually disruptive (to be determined by Administrator based on year-long behavior)
4. Must attend school on day of event or last day prior to event if event is not held on school day – Saturday, student must attend school Friday.

## **ASSEMBLIES**

At all times the students' behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at any assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, excess screaming, boisterousness, and talking during a program.

## **EXTRA-CURRICULAR ACTIVITIES WHEN ABSENT FROM SCHOOL**

Students participating in extra-curricular activities will not be allowed to participate in ANY activity on the day they are absent from school unless approved by administration or the athletic director. Any student that has received a suspension will not be permitted to attend any function sponsored by the school and shall not be allowed on school grounds until the suspension has been completed.

## **BUS RIDING REGULATIONS**

The school bus driver is in full charge of the bus. Students are expected to be respectful to their bus driver. Students' misconduct is expressly prohibited and shall be subject to disciplinary action. Any behavior creating a disruption to the bus driver, or any dangerous or distracting action which would endanger the safety and welfare or infringe upon the rights of others will be dealt with accordingly.

## **RIDING A DIFFERENT BUS**

A **BUS PASS** IS REQUIRED IN ORDER TO RIDE A BUS OTHER THAN THE ONE TO WHICH A STUDENT IS ASSIGNED. This requires a note from home with a guardian signature and a telephone number for verification. We also need the bus number and physical address where the student is going. **Notes must be left in the office before 8:00am** and will be available at the end of the school day. **Phone calls will not be accepted by office staff for a bus note.** No student will be allowed to permanently change a bus route without the permission of the Director of Transportation.

## **CAFETERIA RULES & REGULATIONS**

Teachers will take their students, as a group, to and from the dining room. All students must go to the dining room during lunch. Teachers will see that the lunch schedule is strictly enforced. Absolutely no food should be taken out of the dining room.

## **CAFETERIA**

- A. Use both sides of the food bar.
- B. Wait patiently in line, DO NOT cut in front of another student.
- C. Only purchase items for yourself.
- D. Sit wherever you wish, unless otherwise assigned.
- E. Keep the dining room area clean.
- F. Refrain from moving seats and placing chairs at tables.
- G. Leave as a group upon the end of your designated lunch time.
- H. Remain in dining room area unless you obtain permission from the dining room supervisor to leave.

# PROCEDURES

## Parent Information

### VISITORS

Visitors are allowed in the school buildings for academic purposes or support purposes as approved by the building administrator during the instructional day. Anyone needing to visit a school during this time must schedule an appointment with the school office. You must present a driver's license or state/government ID for our Raptor Log-In System when you are visiting.

### MESSAGES

- A. Only messages which indicate an emergency will be delivered immediately.
- B. Messages concerning transportation or other important and pertinent information will be accepted and delivered during lunch or at the end of the school day.
- C. No messages can be reasonably taken and delivered **after 2:30 pm**.

### BUS/TRANSPORTATION MESSAGES

- A. Messages concerning transportation (**BUS NOTES**). Bus notes must be hand written, emailed or faxed by the parent/guardian. (**Bus notes are not accepted over the phone**). The note must include the **physical address** where the student is getting off, **the Bus number** they will be riding, **the parent/guardian phone number for verification** and **parent/guardian signature**. **If student brings in a written note, it must be turned into the front office by 8:00am**).
- B. For the safety of your student, **all notes will be verified**. If the note **cannot** be verified by 2:30pm by the parent on the phone, the **note will not be honored** and the student will **ride their normal bus home**.
- C. No messages can be reasonably taken and delivered **after 2:00 pm**.

### OTHER EDUCATIONAL PLACEMENT

Students who are assigned to continue their education at another location other than the OCHS campus for disciplinary reasons will not be eligible to attend or to participate in any extra-curricular activities, special events, organizations, practices or games during the school year.

### COLLECTION OF DEBTS

Any debt to the school incurred by a student will be recorded as soon as the debt is incurred. Parents will be notified of debts by mail or phone. The records and certain privileges of a student will be held if the student has a debt to the school for lost or damaged textbooks, instructional materials, or equipment; lost or damaged library materials; lost or damaged athletic equipment; club or organization materials or fund-raising merchandise or money not turned in; damages to school property or buildings; fee money; or any other debts that are deemed legitimate by the Principal.

### WITHDRAWAL PROCEDURES

A student who must withdraw from OCHS during the school year should contact the counselor. Each student will be provided with an individual conference in order to complete the necessary details related to:

1. Verification of withdrawal
2. Return of textbooks
3. Clearance of charges and fees
4. Transfer of credits to another school
5. Transfer of health records to another school
6. Related Counseling

### RECORDS DISCLOSURE

Owen County Schools want to inform you that when a student attains the age of eighteen (18) years, the rights accorded to and the consent required of the parent transfer from the parent to the student. Your rights as a parent regarding review, inspection and disclosure of records will transfer to your child unless you provide the school district with evidence that there is a court order to legal document showing yourself as the youth's representative in educational matters. The district does not disclose educational records of a youth over the age of eighteen (18) to the parent or guardian without:

1. Youth's written consent
2. Court order
3. Proof that the youth is a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.

*If you have any questions or concerns regarding this information, please contact the Director of Pupil Personnel at 502-484-4009.*

## **RELEASE OF STUDENTS & STUDENT INFORMATION TO DIVORCED/SEPARATED/SINGLE PARENTS**

The Board of Owen County Schools shall release student or information concerning the student to parents, guardians, or individuals acting as a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters such as divorce, separation or custody, or a legally binding document which provides instruction to the contrary. Release of the student or information concerning the student coming from a single parent or a divorced/separated parent will be accomplished according to the following procedures. Unless the school has been given evidence of state law or court order concerning the status of the student:

1. both parents shall have equal access to any information concerning the student.
2. both parents shall have the right to release the student under their care.
3. students may not be released unless the appropriate paperwork is completed and on file in the Principals office.

## **STUDENT INSURANCE**

The accident coverage on all students during school and school activities is **no** cost to parent. No enrollment forms are necessary for this student accident coverage.

## **RENTAL/USE OF SCHOOL BUILDING**

Students are not to be in the building after school hours unless prior arrangements have been made through the principal. Students must be accompanied by a teacher or staff member. To rent/use school facilities, go to our website, [www.owen.kyschools.us](http://www.owen.kyschools.us) Click on Forms & Links, Facilities Rental Request. Complete and return form to appropriate school for approval. Forms are also available in the front office at OCHS.

## **ANNUAL NOTIFICATION OF PARENTS**

Please refer to the Owen County Schools Code of Acceptable Behavior and Discipline for the Annual Notification of Parents.

## **DRESS CODE**

**Our appearance matters, particularly as we prepare to take on responsibilities, careers and leadership roles in our communities. Owen County High School takes the appearance of its students and staff seriously and wants to offer a clear set of expectations regarding personal dress and appearance. The basic expectations for dress and appearance at OCHS are as follows:**

1. *Basic Principle: Certain body parts must be covered for all students at all times.*
  - Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.
2. *Students Must Wear\*, while following the basic principle of Section 1 above:*
  - A shirt (with fabric in the front, back, and on the sides under the arms), AND
  - Pants/jeans or equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
  - Shoes

\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. *Students May Wear, as long as these items do not violate Section 1 above:*
  - Hats
  - Religious headwear
  - Hoodie sweatshirts, though hoods may **not** be worn inside the school building
  - Fitted pants, including opaque leggings and yoga pants as long as the student's top is long enough to cover the buttocks
  - Ripped jeans, as long as underwear and buttocks are not exposed
  - Athletic attire; no Lycra or spandex shorts may be worn
4. *Students Cannot Wear:*
  - Violent language or images
  - Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity)

- Bullet proof vest, body armor, tactical gear, or facsimile
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidation environment based on any protected class or consistently marginalized groups. This includes the wearing or displaying of the Confederate flag.
- Any clothing that reveals visible undergarments
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face or ears (except as a religious observance or face mask used to deter COVID-19 pandemic spread).
- Tank tops, spaghetti straps and off the shoulder tops

Appearance should be held in high regard. Students should always dress appropriately. Use common sense when dressing for the school day. Should a student refuse to change, they will be sent home for the remainder of the day.

**The teacher or administrator is the sole determinant of appropriate or inappropriate dress.**

## **STUDENT DRIVING REGULATIONS**

### **OWEN COUNTY HIGH SCHOOL DRIVER'S CODE**

***Student's driving privileges may be denied if rules are not followed.***

1. Students need to have a completed registration form (*located in the Guidance Office*).
2. All student drivers must be passing five of six classes at the progress reporting interval at the end of each semester.
3. Students cannot have more than six (6) unexcused absences or six (6) unexcused tardies.
4. Students must park in designated parking area.
5. Students may not park in visitor parking spaces at any time.
6. Students are ***NOT*** allowed to return to their vehicle once the school day begins.
7. Students must adhere to a 10-mph speed limit and one-way areas at all times
8. An open lane must be maintained through the parking lot at all times.
9. Students should lock their cars. Owen County High School will not be responsible for loss of or damage to student property.
10. Students must enter the building upon arrival to school campus. ***NO*** loitering or cruising.
11. Student drivers should make every effort to give buses the right of way in the general vicinity of the school campus.
12. Student vehicles may not exhibit inappropriate language, stickers or pictures, or any type of flags or balloons.
13. Vehicles without current parking permit will be booted until paperwork is completed.
14. Participation in Owen County School's Random Drug Testing Program is required. Positive results will result in parking privileges being denied.

***\*Students are reminded that parking on campus is a privilege. Please act safely and appropriately behind the wheel at all times.***

### **NO PASS/NO DRIVE STATUTE**

The "No Pass/No Drive" Statute (KRS 159.051) became law on June 25, 2007 with implementation beginning August 1, 2007. This statute will involve every public and private school district across the commonwealth. The "No Pass/No Drive" Statute results in the denial or revocation of a student's driver's license for 1) academic deficiency, or 2) dropping out of school as a result of unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four (4) courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. Should you want to review the full text of this law, please use the Legislative Research Commission's website at the following address: [www.lrc.ky.gov/record/07RS/record.htm](http://www.lrc.ky.gov/record/07RS/record.htm) .



Beginning August 1, 2007, any sixteen (16) or seventeen (17) year old applying for a driver's license permit (Instruction Permit) will be required to have a completed school Compliance Verification Form. Basically, the form is verifying that the student is compliant with the components of the statute. If the student is not compliant, a form will not be issued. If a sixteen (16) or seventeen (17) year old student (with a driver's permit or license) accumulates nine (9) or more unexcused absences, the school will report the student as noncompliant via the web portal at the end of each semester or may be made earlier in the semester. Any absences due to suspension shall be unexcused absences. Additionally, if a sixteen (16) or seventeen (17) year old driver drops out of school, a report of noncompliance will be made via the web portal.

### **DRIVING PRIVILEGES FOR AREA TECHNOLOGY CENTER**

All career and technical students must seek prior approval to drive to vocational school from the Principal at Carroll County Area Technology Center. The Principal will give the student written permission that must also be signed by a guardian as well as by the OCHS Principal. We will not accept any phone calls from guardians. Failure to follow this guideline will result in action at the Administrator's discretion.

## **SEARCH AND SEIZURE**

**Purpose:** To maintain order and discipline in the schools and at school-sponsored activities and to protect the safety and welfare of students and school personnel. Authorized school personnel reserve the right to conduct a search of a student, locker, book bag, student possessions/belongings or vehicle if they have reasonable suspicions for a search. Such searches may result in seizure of any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in the school rules available beforehand to the student. As used in this policy, the term "student vehicle" means a vehicle over which a student exercises responsibility and/or control on school property or off school property, and at school sponsored activities. A student who operates or parks a vehicle on school property or attends school-sponsored activities gives implied consent for a search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

**Personal Searches:** A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school administrator or designee has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult of the same sex present unless the health or safety of students or school personnel will be endangered by the delay which might be caused by following the procedures.

**Locker Searches:** Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility of the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

**Student Vehicles:** Students are permitted to park on school premises as a matter of privilege, not of right. A student who operates or parks a vehicle on school property or attends school-sponsored activities gives implied consent for a search. When reasonable suspicion exists that a student's vehicle or the contents thereof pose a threat to student health, safety, or welfare, or of disruptions to the educational process, the school administration may refer the matter to law enforcement authorities.

**Seizure of Illegal Materials:** If a properly conducted search yield illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate dispositions.

**Breathalyzer or Other Tests:** Local Law enforcement officials may administer breathalyzer or other tests at the request of school officials to assist in investigations without prior notification or approval of parents/guardians.

### **WEAPONS AND DANGEROUS INSTRUMENTS INCLUDING KNIVES**

Carrying, bringing, using, or possessing any firearm or other deadly weapon or destructive devices or booby trap device or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. IN ADDITION, STUDENTS ARE PROHIBITED FROM POSSESSING A KNIFE OF ANY KIND OR

SIZE, INCLUDING, BUT NOT LIMITED TO, A POCKETKNIFE AND/OR HUNTING KNIFE, IN ANY SCHOOL BUILDING, ON SCHOOL GROUNDS, IN ANY SCHOOL VEHICLE, OR AT ANY SCHOOL-SPONSORED ACTIVITY. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of weapons on school property.

### **CRIMINAL VIOLATIONS**

Students are accountable for their schools in their roles as students as well as to the law in their capacities as citizens. The criminal laws of the Commonwealth of Kentucky and of the Federal Government apply to the conduct of all persons on school property. Violations should be dealt with according to these laws and local school board policy. When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, theft, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency and cooperate with the agency/agencies in investigating and prosecuting the offender. In cases of assault and/or battery on a student or school employee, it would be a personal option to press charges. The district shall give full support to the aggrieved individual.

## **HARASSMENT/DISCRIMINATION POLICY**

(Includes Sexual Harassment)

### **DEFINITION**

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing individuals.

### **PROHIBITION**

Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

### **DISCIPLINARY ACTION**

Students or employees who engage in harassment/discrimination of another employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary action, including but is not limited to law enforcement intervention, suspension, and/or expulsion.

### **PROCEDURES**

Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practical, inform their teacher, guidance counselor, or Principal of the incident.

### **NOTIFICATION OF PARENTS**

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

### **PROHIBITED CONDUCT**

Conduct and/or actions prohibited under this policy include but are not limited to:

1. Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability.
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors.
3. Sexual remarks in the context of the classroom and/or workplace.
4. Impeding the progress of a student in class or impeding the work of an employee by questioning the ability to do the required work based on the gender, race, color, religion, national origin, or disability of the student or employee.
5. Limiting access to educational tools based on the employee's or student's gender, race, color, religion, national origin, or disability.
6. Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

## **DISCIPLINE POLICY AGAINST FIGHTING**

Any student, who intimidates other students, engages in a fight, harasses other students, or creates major disturbances on the school grounds will be dealt with harshly. Fighting and violent behavior has become a major problem in schools. Therefore, the following rules are in effect for any student who intimidates other students, engages in a fight, harasses other students, or creates major disturbances on the school grounds.

1. Anyone engaging in fighting or any kind of violent behavior will be subject to school disciplinary procedure and may be reported to appropriate law enforcement personnel.
2. If a student can avoid fighting or violence and fails to do so, that student may be reported to appropriate law enforcement personnel.
3. Student fighting and other violent behavior may result in suspension and/or a hearing before the Board of Education. If a student is involved in a fight at school, in addition to penalties imposed by the school discipline code, the administration may report the incident and notify proper authorities with charges resulting from behavior. Law enforcement authorities may be contacted and may remove students when student behavior warrants such action.
4. The Principal or Assistant Principal will deal with all problems relating to such conduct, and such conduct will be dealt with harshly.

## **DISCIPLINE POLICY**

There are four levels of infraction articulated by the Owen County School Discipline handbook, taking any and all of the possible handbook infractions and dividing them into the levels based on severity. The administration reserves the right to vary consequences depending on specific circumstances surrounding a disciplinary event.

### **Level 1 Infractions:**

This level of infraction generally results in a warning or some kind of compensatory consequence like payment for damage, working in the school building to correct damage caused by the student, etc..

### **Level 2 Infractions:**

This level of infraction ranges from; disrespect, skipping class, and tobacco use. These infractions will be addressed by the following matrix that is determined by the number of administrative referrals a student has had in a given school year:

- 1<sup>st</sup> Offense: 1 day of ISD
- 2<sup>ND</sup> Offense: 2 days of ISD
- 3<sup>rd</sup> Offense: 3 days of ISD
- 4<sup>th</sup> Offense: OSS pending a parent conference
- 5<sup>th</sup> Offense: 1 day OSS; Activation of RTI for Behavior
- 6<sup>th</sup> Offense: 2 days OSS
- 7<sup>th</sup> Offense: 3 days OSS
- 8<sup>th</sup> Offense: Pre-expulsion hearing

\*The following categories are excluded from this matrix because they have their own set of consequences:

- Tardiness
- Not doing work in class
- Bus discipline

### **Level 3 Infractions:**

This level infraction results in an automatic suspension (fighting and first offense drug possession, for example), with the possibility of other disciplinary requirements, but without being referred to the school board for expulsion.

### **Level 4 Infractions:**

This level of infraction usually results in automatic suspension with a likely referral to the school board for a hearing to determine whether an expulsion is indicated.

## FOOD SERVICE INFORMATION

**COMMUNITY ELIGIBILITY PROVISION:** Owen County School District is continuing with the Community Eligibility Provision (CEP) program. The CEP program is designed to ensure that every student has access to a healthy breakfast and lunch, at no cost.

### **BREAKFAST**

YES! Breakfast is important – too important to leave to chance. Breakfast is the meal that fuels us with energy to start a new day. Without breakfast, we’re “running on empty” until lunch. Breakfast will be served between 7:25am and 7:40am.

#### **BREAKFAST PRICES**

Adult/Staff - \$3.00 (*Coffee purchased separately, \$2/cup*)

Students – CEP (no charge)

#### **LUNCH PRICES**

Adult/Staff - \$4.75

Students - CEP (no charge)

### **MEAL CHARGES**

A La Carte items and extras will be sold at an additional price. The goal of school food service is to provide healthy meals to all students on a daily basis. It is not the intent of school food service to deny a student a meal or embarrass a student due to cafeteria charges. Every effort will be made to help any family that is in need.

## YOUTH SERVICE CENTER

The Youth Service Center is a program for middle and high school students and their families. The purpose of the center is to provide services that will help all students to be more successful in school. Some of the services that are available include recreational activities; summer and part-time job development, employment counseling, training, and placement; drug and alcohol counseling; family crisis and mental health counseling; and referrals to health and social services. Students and parents are welcome 7:30 am until 3:30 pm every Monday through Friday. The center is located in the high school.

## GUIDANCE INFORMATION

**Doug Wainscott, Guidance Counselor**

**GUIDELINES FOR TAKING COLLEGE/DUAL CREDIT COURSES:** Please refer to the Course Description Book or see the Guidance Counselor.

**KEES SCHOLARSHIP:** This scholarship is available to all Kentucky high school students who plan to go to a Kentucky postsecondary institution after high school. This can be a career and technical school, two or four Year College, or any other trade school. This is based on your grade point average for each year. You can earn up to \$500.00/year, plus an ACT bonus during your junior and senior years. The money you earn will be available for 4 years after high school. See the counselor’s office for a brochure showing how much you can earn in high school.

## SENIORS

- It is your responsibility to consult with the counselor periodically throughout the year in regards to your plans for college and technical schools. You need to obtain a scholarship update from the guidance office and complete the forms promptly in accordance to the deadlines.
- It is strongly encouraged that FAFSA applications be completed the first week of October. Financial aid processing is completed first come first serve and based on need.
- Seniors need to provide all staff member’s one week notice for letter of recommendations. Pick up a recommendation form from the guidance office.

**COLLEGE/POSTSECONDARY INSTITUTION VISIT:** Visits to any College or postsecondary institution are excused absences. **You must submit documentation** of your visit (Attendance Certificate from the Admission's Office) for your absence to be excused. Absences/Visits without prior approval will be unexcused or use a parent note.

**SENIOR FEES:** Seniors will not be permitted to attend Prom or take part in Graduation exercises if the student owes the school fees. Students are expected to consult with the lunch room manger regarding lunch charges.

**SENIOR YEARBOOK PHOTOGRAPHS:** Any graduating senior that does not have his/her photograph taken by the school photographer WILL NOT be pictured as a senior in the OCHS yearbook. There is no cost for this picture to be taken.