

OHHS

Student PROCEDURES



2025-2026



OHHS STUDENT PROCEDURES



MORNING ARRIVAL

- Students will enter through the front door ONLY.
- Students will remove computers from their bag PRIOR to walking through the EVOLV system.
- Students will be SEATED at the cafeteria tables or in the gym. No standing in the cafeteria or along the walls.
- Students are not permitted to be in the hallways or any teacher classroom prior to the bell for dismissal.
- Students are not permitted to gather outside of the front restrooms, along the walls, or gather in groups in that area blocking the hallway.
- Students eating breakfast must do so in the cafeteria. After disposing of their trash, they are permitted to go to the gym.
- When the bell rings for dismissal to first period, students will place their cell phones in lockers where they will remain until evening dismissal.

OHHS

STUDENT PROCEDURES



Afternoon Dismissal

- Following 8th period, students will remove phones from their lockers and exit through the front doors ONLY.
- Parent pickup will report to the football field.
- Students on the first bus run will report promptly to their assigned bus.
- Student drivers will report to their vehicles, but no student drivers can exit until all buses have left the parking lot.
- Second run bus riders will report to the front of the school. Students are not permitted to be roaming the building waiting for the bus.



STUDENT PROCEDURES

Lunchtime

- Students are to enter the cafeteria and line up on the outside left or right-side wall for a hot lunch.
- Students will enter the last five digits of their WVEIS number at the Point-of-Sale table.
- Students will eat hot and cold lunches in the cafeteria or outside (weather permitting).
- Students will dispose of all trash and return all trays to the cafeteria window.
- Students are not permitted to stand in the cafeteria or gym during lunch. Students must remain seated.
- Students redeeming PBIS punch cards must line up at the cart and then return to their seats.

STUDENT PROCEDURES

Transition Between Classes

- Students will promptly move to their next class.
- Student will always walk on their right side of the hallway.
- Student will refrain from gathering in groups and block the hallways for others.
- Students will quickly transition from the restroom to be respectful of others.

STUDENT PROCEDURES

Auditorium Assemblies

- Students will enter from both sides of the auditorium.
- Students will begin filling the center row from front to back.
- Each row will be full before moving to the next row.
- When all the center section is full, students will begin to fill the outside row, again from front to back with each row full before moving to the next row.

OHHS

STUDENT PROCEDURES



E-Hall Pass Usage

- Student will create their pass (please do not create passes for students ;Restrictions do not apply with teacher created passes.)
- Teacher will approve pass in e-hall pass.
- Only one student out at a time.
- Backpacks must remain in the classroom.
- Upon returning to class, students will end their pass.

10-minute rule: Students are not permitted to be out of class the first 10 or last 10 minutes of class.

STUDENT PROCEDURES

Redeeming PBIS Cards

- Each student will be recognized for being OAK Strong with High-Five's in Intellispark.
- Student's will be acknowledged every Monday in Oak Flex for the previous week's High-Five's.
- Once a month, every student that receives a High-Five will be entered into a school-wide drawing.

OHHS

STUDENT PROCEDURES



Late To School

- Between 7:15 and 7:45, late to school students will enter through the main door at the front of the building.
- Students will stop and speak to the AP on duty. Any discipline will be entered at that time by the AP.
- At the 3rd late to school, students will serve lunch detention.
- At the 5th late to school, students will serve one day of ISS.
- Additional late to schools will result in additional ISS days and suspension.

****Late to school applies to 1st period only.****

OHHS

STUDENT PROCEDURES



OAK Flex

- Students will report to their assigned room DAILY. Hall monitors will be on duty to monitor student traffic and skipping.
- No bathroom passes during OAK FLEX
- Attendance will be taken every day.
- Student will complete the daily assignments/activities. Mondays - Must-Know Monday video, grade check, tech check, portfolio work, club sign up time. Club activities will take place on Tuesdays and Thursdays.

Students will be taught how to use Securly Flex

OHHS

STUDENT PROCEDURES



Dance Attendance

For the third year at OHHS, students will earn eligibility to attend dances at OHHS. Time periods are from August 15- Homecoming Dance, Homecoming Dance until Snowball, Snowball to Sweetheart, and Sweetheart until Prom.

- **Homecoming - no more than one uncoded absence.**
- **Snowball no more than five uncoded absences.**
- **Sweetheart - no more than 8 uncoded abs**
- **Prom, no more than 15 uncoded absences.**
- **Students have zero fights**
- **Students have clean discipline record (No OSS and no more than two days of ISS)**
- **Students are passing all classes**

OHHS

STUDENT PROCEDURES



Cell Phone Use

Grace period for cell phone rule is in effect from August 13 - end of day August 21. During this grace period, any phones seen from 6:45-2:35 will be confiscated, taken to the office, and must be picked up by a parent/guardian during school hours.

Starting Monday, August 24, 2026

- First offense - Office conference, parent contact, cell phone confiscated and parent/guardian must pick up during school hours.
- Second Offense - One day Out of School Suspension, cell phone taken until parent pick up.
- Third Offense - Three-day Out of School Suspension, cell phone taken until parent pick up.
- Fourth Offense - Five-day Out of School Suspension, cell phone taken until parent pick up.
- Fifth Offense - 10-day Out of School Suspension, referral for habitual violation of school policies, possible alternative school placement.

Teachers/staff have the right to take a student's cell phone if there is a cell phone violation. Any phones seen from the time students enter the building until they leave the building SHALL be taken. If student phone is taken, parents/guardians will have to pick up phone from school during school hours.

ALL students will be required to rent locks and lockers this year. No personal locks will be allowed. Total cost will be \$10. If student returns assigned lock undamaged, they will get \$5 back at the end of school. Lockers will be for sale starting Monday, August 17th during OAKFLEX.