Oconomowoc
High School

DISTRICT PURPOSE & MISSION STATEMENT

Purpose Statement

The Oconomowoc Area School District, in partnership with the community, demonstrates its commitment to excellence by challenging students with a visionary innovative curriculum in a positive learning environment so that each student develops lifelong learning skills, values, and knowledge to become a self-reliant, positive contributor to our community, democratic society, and the world.

Strategic Plan

“QUALITY SCHOOLS FOR A GROWING FUTURE”

Goal: Provide Quality and Innovative Programming
Goal: Grow and Manage Resources
Goal: Strengthen, Maintain, and Promote a Healthy Organization
PRINCIPAL’S MESSAGE

This student handbook and agenda serves as our contract with families on how we will conduct the operations of the school. Please take the time to review it as students and parents. It will explain everything you will need to understand about the school and our policies. We will operate as a school with the understanding that you have read this document, understand it, and reference it.

These are important years and a successful high school experience is one that includes taking part in the many things that the school has to offer. Find ways to indulge your interests by participating in as many aspects of high school life as your time will allow. Study hard and focus on learning from the beginning of your experience so that you do not fall behind. Seek help from the staff to assist you with the questions you develop along the way. We are here for and because of you. We have a sincere wish to make your experience with us a great one. If we can assist you, please let us know. If there is anything that we can do to help you during your years at OHS please do not hesitate to contact us.

Have a great year!

Mr. Joseph Moylan
Principal
Oconomowoc High School
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SCHOOL INFORMATION
Dr. Roger Rindo, Superintendent
Joseph Moylan, Principal
Melissa Anders, Associate Principal
Todd Irvine, Associate Principal
Scott Raduka, Associate Principal/Athletic Director

<table>
<thead>
<tr>
<th>Academic Resource</th>
<th>Foreign Language</th>
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<tr>
<td>Stephanie Dorn</td>
<td>Danielle Chaussee</td>
<td>TBD</td>
<td>Kelly Holtzman</td>
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<tr>
<td>Jen Kollath</td>
<td>Jennifer Eldridge</td>
<td>Hollie Bandt</td>
<td>Aaron Huebner</td>
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<td>Agriculture</td>
<td>Cynthia Kinnear</td>
<td>Mitch Bruns</td>
<td>Lucas Jensen</td>
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<tr>
<td>Margaret Waite</td>
<td>Carrie Schultz</td>
<td>Tina Cook</td>
<td>Chuck Olson</td>
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<td>Art</td>
<td>Christele Schwerer</td>
<td>Jason Dahl</td>
<td>William Stout</td>
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<tr>
<td>Paula Keene</td>
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<td>Julie Kiedrowski</td>
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<td>Leah Robertson</td>
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<td>Daniel Kolesari</td>
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<td>Business Education</td>
<td>IB/Gifted Talented</td>
<td>Kevin Krenz</td>
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<tr>
<td>Rebecca Kitt</td>
<td>Carrie Schultz</td>
<td>Anthony Weirick</td>
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<tr>
<td>Jennifer Starke-White</td>
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<tr>
<td>Kyla Stefan</td>
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<td>Special Education</td>
<td>Language Arts</td>
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<tr>
<td>Jon Andersen SLD</td>
<td>Erin Kisley</td>
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<tr>
<td>Megan Bernhardt,CD</td>
<td>Tom Klubertanz</td>
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<tr>
<td>Michael Bizjak, SLD</td>
<td>Ashlee Kuhry-Larsen</td>
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<td>Katie Donahugh, SLD</td>
<td>Kurt Melton</td>
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<td>Matt Larsen, SLD</td>
<td>Richard Meyers</td>
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<td>Alica Lenoach, Speech</td>
<td>Aileen Ryan-Lofy</td>
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<td>Mary-Lou Wille, CD</td>
<td>Charles Sherry</td>
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<tr>
<td>Mary Woytich, SLD</td>
<td>Krista Wilcox</td>
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<tr>
<td>Instructional Technology Coach</td>
<td>Holly Myhre</td>
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| Music                       |                      |                  |                    |
| Robert Ignaszak             |                      |                  |                    |
| Michael Krofta              |                      |                  |                    |
| Sherman Leatherberry        |                      |                  |                    |

| Physical Education/Health   | Arno Kirchenwitz     |                  |                    |
| Ryan McMillen               | Tom Roman            |                  |                    |
| Dee Sindberg                |                      |                  |                    |

| Science                     | Matthew Andringa     |                  |                    |
|                            | Steve Behrendt       |                  |                    |
|                            | Marilyn Capperino    |                  |                    |

| Technology Education        | Robert Blersch       |                  |                    |
|                            | Mark Jappinen        |                  |                    |
|                            | Steve Olson          |                  |                    |
|                            | Patrick Stinnett     |                  |                    |

SCHOOL BOARD MEMBERS
Don Wiemer, President

John Griswold, Vice President
Lisa Arenas
Mike Bickler, Clerk

Sandy Schick, Treasurer
Steve Zimmer
Dave Guckenberger
# Oconomowoc Area School District
## 2013-2014 School Year Calendar

### Revised 4/9/13

**First Day of School: September 3**

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Notes</th>
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<tbody>
<tr>
<td>1st Term</td>
<td>9/3</td>
<td>10/28</td>
<td>45 days</td>
</tr>
<tr>
<td>2nd Term</td>
<td>10/29</td>
<td>12/20</td>
<td>44 days</td>
</tr>
<tr>
<td>3rd Term</td>
<td>12/23</td>
<td>3/28</td>
<td>46 days</td>
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</tbody>
</table>

**Total Student Days:** 180

**Winter Holiday Break:**
- **12/23** to **1/3**

**OHS Graduation:** 5/17

**Labor Day Holiday:** 9/2

**All State Activity Break:** 3/24

**Teacher Prep Day & Staff Photo:** 9/27

**School Start Date:** 9/9

**Homecoming Week:** 9/22-28

**SIT Day - 10/2** (student early release)
- All School Last Day of Academic Intensity Week - 10/1

**OHS Parent/Teacher Conference - 10/9**
- 4:30 PM - 6:00 PM

**Non School Day:** 10/26

**Thanksgiving Holiday Break:**
- 11/22 to 11/26

**OHS Parent/Teacher Conference - 12/5**
- 4:30 PM - 6:00 PM

**Senior Project Submission Deadline:** Dec 12

**Winter Holiday Break:**
- 12/23 to 1/3

**Spring Break:**
- 4/18 to 4/27

**St. Patrick's Day:**
- 3/17

**OHS Parent/Teacher Conference - 5/7**
- 4:30 PM - 6:00 PM

**Memorial Day Holiday:** 5/26

**Independence Day:**
- 7/4

**Independence Day:**
- 7/4

### Approved by BOE 10-16-12

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**Notes:**
- **Students will attend ¾ day on June 4 with ½ day for teacher grading.**
- **Graduation:** 5/17
- **Last Day of Summer School 2014:** 6/16
PEOPLE WHO CAN HELP - TELEPHONE NUMBERS

(262) 560-Ext.

Principal – Mr. Moylan .................. 3105
Associate Principal - Mr. Raduka ... 3111
Associate Principal – Mrs. Anders ... 3114
Associate Principal – Mr. Irvine ... 3114
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School Resource Officer ............... 3118
Psychologist ............................... 3128
School Closing .............. 560-3100 Ext 8
Social Worker ............................ 3126

Special Education:
ED ........................................... 560-3100 Ext 3292
LD ........................................... 560-3100 Ext 3324
CD ........................................ 560-3100 Ext 3113
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Student Activities/Athletics ......... 3111
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OHS Web Site:  www.oasd.k12.wi.us/OHS/index.oasd
Twitter Accounts: @OCONCLASSOF2014
                  @OCONCLASSOF2015
                  @OCONCLASSOF2016
                  @OCONCLASSOF2017
                  @OCONATHLETICS
                  @OHSCOLLEGEVISIT
2013-2014

**DAILY CLASS SCHEDULE**

**MONDAY - FRIDAY**

<table>
<thead>
<tr>
<th>Block A</th>
<th>Block B</th>
<th>Lunch</th>
<th>Block C</th>
<th>Block D</th>
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<tr>
<td>Half-Block 1</td>
<td>Half-Block 2</td>
<td>Half-Block 3</td>
<td>Half-Block 4</td>
<td>Half-Block 5</td>
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<tr>
<td></td>
<td></td>
<td></td>
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<td>11:29 - 12:14</td>
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<td>12:18 - 1:02</td>
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<td>1:07 - 1:51</td>
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<td>1:55 - 2:40</td>
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93-minute blocks
44/45-minute skinnies

Passing time:
4 minutes between skinnies
5 minutes between blocks

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**S.I.T. SCHEDULE**

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<th>Block B</th>
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**LUNCH**

12:10 - 12:40

Early Dismissal (Students)

12:40

S.I.T. Staff

1:00 - 3:00
EDUCATIONAL SERVICES

ADVANCED PLACEMENT PROGRAM (AP)
The Advanced Placement Program, endorsed by the College Board, is a college-level program offered to high school students. Oconomowoc High School offers Advanced Placement courses in English, Science, Social Studies, and Math. Students who enroll in any Advanced Placement course(s) are required to take the examination, which is scheduled throughout the month of May. Advanced Placement exams are approximately $89.00 per exam, which is automatically added to the student’s fees. This fee is subject to change.

In late July, an AP Grade Report is sent to each student, the high school, and if the student requests it, to a college/university of his/her choice. Each college/university decides which AP examination grades it will accept. The great majority of colleges accepts grades of 3 or better and grants the student credit as if that person had taken one or more basic college courses in the subject area tested. In some cases, college/university credit is not granted, but the requirement of taking basic courses is waived and the student begins the program of study on an advanced level. Some colleges/universities accept grades of 2 or better and over 200 colleges give automatic sophomore standing to students who present creditable scores on three or more AP examinations so that a student can qualify for a degree sooner or take many more elective courses.

INTERNATIONAL BACCALAUREATE PROGRAMME (IB)
Oconomowoc High School is an International Baccalaureate school.

The International Baccalaureate Organization’s Diploma Programme is a demanding pre-university course of study that leads to examinations; it is designed for highly motivated students in grades 11 and 12. The programme has earned a reputation for rigorous assessment, giving IB Diploma holders access to the world’s leading universities. The IBO has shown that the IB Diploma Programme students are well prepared for university work. Successful IB Diploma students can earn university credits while attending high school.

The goal of the IBO is to provide students with the values and opportunities that will enable them to develop sound judgment make wise choices, and respect others in the global community. Students study six subjects selected from six subject groups, concurrently over two years, as well as the core elements of the programme (Theory of Knowledge, the extended essay, and creativity, action and service). The six subject groups represent the major domains of learning across all subject disciplines of a curriculum including language, foreign language, social sciences, experimental sciences, mathematics, and the arts.

PROJECT LEAD THE WAY (PLTW)
The PLTW, Pre-Engineering Program is a sequence of six courses that focus on mathematics, science, and technology. When combined with mathematics and science courses in high school, the PLTW program helps students explore engineering careers and successfully prepare for two or four year college programs. Each course uses state of the art technology and is taught in modern technology education labs. Course activities include; projects, guest speakers, and field trip activities. Classes focus on problem solving strategies and applications of mathematical and scientific concepts to real world problems. Students successfully completing PLTW courses may earn college credit or advanced standing through special agreements with local and state colleges.

INTERNATIONAL BACCALAUREATE & PROJECT LEAD THE WAY CAREER CERTIFICATE (IBCC)
This course of study allows students to experience a specifically designed PLTW core while recognizing IB values and the needs of pre-engineering students.

In addition to the courses required for graduation, students will complete…

- **Three PLTW courses** – tailored to address a student’s specific engineering focus area
- **A minimum of two Diploma Programme subjects** – studied at the higher level (HL) or standard level (SL)
- **A community and service program** – emphasizing partnership and the principles of service learning
A World Language Course
An approaches to learning course – emphasizing the development of transferrable skills
A reflective project – based on exploring the ethical dimensions associated with an issue related to the student’s career related studies.

PREP Courses
Most “honors” courses are now labeled as PREP courses. The components of these courses are covered at an accelerated pace and a greater depth than regular classes. The PREP courses typically cover additional topics within a particular course and there is a definite increased focus on higher-level critical thinking skills such as analysis, application, synthesis, and evaluation. These courses will serve as foundational for any student who plans to pursue the Advanced Placement or International Baccalaureate programs. They are not required in order take IB or AP courses but they are strongly recommended.

HYBRID & FULLY ON LINE (FOL) COURSES
In our effort to meet the needs of digital learners, Oconomowoc High School offers fully online and hybrid course choices for students. Hybrid and fully online courses customized to the needs of the learner capitalize on the promise of anytime, anywhere learning. Merging challenging, engaging curriculum with motivational technologies in a personalized, mobile learning environment has a solid research basis. The research suggests students can realize success in both increased achievement and future preparedness.

ALL SCHOOL TEST DAY
All School Test Days are designed to assist our students in preparation for the high stakes tests (ACT and SAT) that will impact post secondary educational opportunities, and will assist our students with the career exploration process. Student assessment data will also be utilized in conjunction with classroom performance as a diagnostic tool to make instructional decisions to meet the needs of students.

STUDENT SERVICES
The Student Services Department provides assistance to students and their parents in educational planning, career exploration, and personal counseling. Students are assigned to a counselor by the first letter of their last name. There are catalogs, brochures, books, and computers in the Career Center located in the Student Services department for parent and student use.

<table>
<thead>
<tr>
<th>COUNSELORS</th>
<th>STUDENTS WITH LAST NAMES</th>
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<tbody>
<tr>
<td>Scott Bakkum</td>
<td>A-Fo</td>
</tr>
<tr>
<td>Angela Fisher</td>
<td>Fr-Le</td>
</tr>
<tr>
<td>Susan Verhagen</td>
<td>Lf-Ro</td>
</tr>
<tr>
<td>TBD</td>
<td>Ru-Z</td>
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SCHOOL PSYCHOLOGICAL SERVICES
A licensed school psychologist is available for consultation and help for students presenting learning and behavioral problems. Referrals are usually made through the student’s counselor or teacher. This service provides diagnostic testing in such areas as intelligence, achievement, personality, and vocations for the purpose of identifying problems which are preventing satisfactory academic and social adjustment. Parents and students are invited to discuss the results and to jointly plan corrective procedures with the staff. School personnel, students, or parents may initiate a request for services by contacting the Student Services office at 560-3130.

SCHOOL SOCIAL WORKER SERVICES
The school social worker offers a program of prevention, support, and crisis intervention to students and families. The prevention aspect of the program involves groups to help students build skills in areas such as stress management, assertiveness, and self-esteem. Supportive services are offered to students on an individual basis as well. Crisis intervention is offered to students experiencing severe depression or stress, suicidal behavior/thoughts, or potential runaways. School personnel, students, or parents may initiate a request for services by contacting the Student Services office at 560-3130.

EARLY GRADUATION
Board policy states that a student may be permitted to finish at the end of a term in which he/she has satisfactorily completed all graduation requirements. Mid-year completion requires the senior to submit the “Request for Early Graduation” form available from his/her counselor by October 31. The Principal presents this form to the School Board for approval. Since the Oconomowoc schools do not have a January ceremony, mid-year graduates are invited to participate in the June graduation ceremony. It is the student’s responsibility to make arrangements for the cap and gown, announcements, scholarships, and accumulated detentions, etc. with the senior Associate Principal. Final decisions await approval given by the Oconomowoc Board of Education by December 31 and are contingent upon the student fulfilling all graduation and course requirements.

FAMILY ACCESS
Family Access (FA) is a web-based application that allows parents and students to view attendance, class schedule, missing homework, grades, and more. If you are a parent or legal guardian of a current Oconomowoc student, you can sign up for FA by completing and signing the FA registration form found on our website: http://www.oasd.k12.wi.us/index.oasd To view grades you will need Family Access.

RESPONSE TO INTERVENTION (RTI)
RTI is grounded in the belief that ALL students can learn and achieve high standards when provided with effective teaching, research-based instruction, and access to a standards-based curriculum. Using a comprehensive tiered intervention system (gifted to remedial), OHS staff will collaborate to provide students with academic or behavioral interventions, as needed. In efforts to provide a systematic approach to student servicing the major components of RTI include core programming, collaborative practices, a balanced assessment system, culturally responsive practices, leadership and support, and family involvement.

EQUAL EDUCATIONAL OPPORTUNITIES (BOARD POLICY 411)
The Oconomowoc Area School District is committed and dedicated to the task of providing the best education possible for every student in the District.

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs, activities or opportunities shall not be abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap. Specifically, the Oconomowoc Area School District prohibits staff, students and volunteers from discriminating against others based on any of these characteristics.
Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services and/or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

This policy prohibiting discrimination also applies to the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons.

This policy does not prohibit the District from placing a student in a school, class, program or activity based on objective standards of individual performance or need. In addition, this policy does not prohibit the use of special testing or counseling materials or techniques to meet the individual needs of students. Furthermore this policy does not prohibit separate locker rooms, showers and toilets for males and females, although the District will maintain comparable separate facilities. Finally this policy does not prohibit separate programs in interscholastic athletics for males and females while comparable programs will be available in type, scope and District support.

Complaints regarding the interpretation or application of this policy shall be referred to the Director of Student Services and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the District's official newspaper and posted in each school building in the District. In addition, a student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

GIFTED & TALENTED

The philosophy of the Oconomowoc Area School District is to provide a challenging and rigorous experience for our gifted and talented students through differentiation of the curriculum within the regular education classroom.

• What is differentiated instruction?

In differentiated classrooms, teachers provide different avenues to acquire content, to process or make sense of ideas, and to develop products. Teachers select appropriate teaching methods to match an individual child’s learning strategies within a group situation. Differentiated instruction is beneficial for all students.

Existing curriculum, whenever possible, should meet the ongoing academic, intellectual, artistic, creative and social needs of all students. At Oconomowoc High School we understand that beyond the standard classroom, children need and deserve access to educational opportunities that enhance their achievement.

With help from the Gifted and Talented Resource Coordinator, classroom teachers at Oconomowoc High School provide curricular options outlined in their course syllabi. These options provide avenues for appropriate programming services that meet the extended needs of individual students. Options such as acceleration, independent learning, higher-level questioning on assessments, and out-of-classroom enrichment
are examples of some of the methods made available through our teachers. Students looking to extend their learning are encouraged to take advantage of these opportunities.

The Gifted and Talented Resource Teacher works with students to develop programming plans based on the unique needs of each student. Parents and students can expect programming updates related to the child’s area(s) of identified giftedness. Enrichment opportunities including job shadowing, access to specific workshop/seminars and coursework outside of the high school are made available through the Gifted and Talented Resource Teacher.

Gifted and Talented students should strongly consider taking PREP, International Baccalaureate or Advanced Placement courses in their academic career.

GRADE POINT VALUES

<table>
<thead>
<tr>
<th>Grade</th>
<th>Weighted</th>
<th>Non-Weighted</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>5.3</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>4.7</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>4.3</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>3.7</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>3.3</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>2.7</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>2.3</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>D-</td>
<td>1.7</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Other Letters That May Appear On The Report Card Include:

- I - Incomplete
- M - Medical
- S - Satisfactory
- U - Unsatisfactory
- T - Audit
- R - Repeated

If any of the letters above (except audit) appear on a student’s report card, it is the student’s responsibility to work with their teacher so they receive a letter grade (A-F) on their report card.

OHS Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>% Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98 - 100</td>
</tr>
<tr>
<td>A</td>
<td>93 - 97</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72</td>
</tr>
<tr>
<td>D+</td>
<td>67 - 69</td>
</tr>
<tr>
<td>D</td>
<td>63 - 66</td>
</tr>
<tr>
<td>D-</td>
<td>60 - 62</td>
</tr>
<tr>
<td>F</td>
<td>59</td>
</tr>
</tbody>
</table>

WCTC Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>% Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 - 100</td>
</tr>
<tr>
<td>A-</td>
<td>93 - 94</td>
</tr>
<tr>
<td>B+</td>
<td>91 - 92</td>
</tr>
<tr>
<td>B</td>
<td>87 - 90</td>
</tr>
<tr>
<td>B-</td>
<td>85 - 86</td>
</tr>
<tr>
<td>C+</td>
<td>83 - 84</td>
</tr>
<tr>
<td>C</td>
<td>79 - 82</td>
</tr>
<tr>
<td>C-</td>
<td>77 - 78</td>
</tr>
<tr>
<td>D+</td>
<td>75 - 76</td>
</tr>
<tr>
<td>D</td>
<td>72 - 74</td>
</tr>
<tr>
<td>D-</td>
<td>70 - 71</td>
</tr>
<tr>
<td>F</td>
<td>69</td>
</tr>
</tbody>
</table>

REQUIREMENTS

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>Speech (.5)</td>
</tr>
<tr>
<td>Health</td>
<td>.5</td>
</tr>
<tr>
<td>Math</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>Completion of Algebra I or Algebra B is required, this is typically completed in Grade 8</td>
</tr>
<tr>
<td>Physical Ed.</td>
<td>1.5</td>
</tr>
<tr>
<td>Science</td>
<td>3.0 (Biology) and 1.0 (Physical Science)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>Citizenship (.5)</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>.5 (Select from Art, Music, Dance, or Drama)</td>
</tr>
<tr>
<td>Voc. Ed.</td>
<td>.5 (Select from Business, Tech, Engineering, Family &amp; Consumer Ed.)</td>
</tr>
<tr>
<td>World Language</td>
<td>Not required of OASD</td>
</tr>
<tr>
<td></td>
<td>Check with post secondary option if required.</td>
</tr>
<tr>
<td>Total</td>
<td>26 (average of 6.5 per year)</td>
</tr>
</tbody>
</table>
HONOR ROLL

Honor roll is calculated after each term, using term grades on the standard grading scale (see below). Students must earn a grade in at least three courses. For purposes of honor roll, the student must achieve a B+ average or a 3.3 using the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3 **</td>
</tr>
<tr>
<td>A</td>
<td>4.0 **</td>
</tr>
<tr>
<td>A-</td>
<td>3.7 **</td>
</tr>
<tr>
<td>B+</td>
<td>3.3*</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>.7</td>
</tr>
</tbody>
</table>

CALCULATION OF CLASS STANDING (Top 10% of Class)

The calculation of the top ten (10%) percent of the graduating class will be calculated at the end of the fifteen (15) quarters of study of that year’s graduating class. Currently enrolled, full time students at Oconomowoc High School will be determined as part of this calculation. Students who are enrolled part-time, are in special programs, or other types of high school completion programs will not be considered as part of this calculation.

INCOMPLETE GRADES

Only students who have an excused absence and require additional time to complete missed work are given an incomplete grade. It is then the responsibility of the student to contact the teacher for make-up work and complete it within the required time period. Incomplete grades are to be made up no later than two weeks after a grading period ends. Students who have been unable to complete make-up work in the two week time allotted due to a family or medical emergency may be given additional time to complete the work upon approval from his/her guidance counselor, teacher, and administrator.

LIBRARY MEDIA CENTER

The purpose of the Library Media Center is to provide resources for student assignments and recreational reading. The library provides a comprehensive collection of resource materials to support the curriculum and encourage cultural enrichment. Students are encouraged to use the library and to ask the library staff for help whenever necessary. The library staff is available to assist students in locating appropriate materials and guiding them through the process of utilizing the wide variety of information sources available. The librarian is also responsible for the selection and organization of the materials to meet the students’ curricular and recreational needs. Individual teachers may bring whole classes to the library for library instruction or research. Electronic devices are allowed in the library as long as they are not disruptive to the student or to other library users. The library is open to students and faculty from 7:00 a.m. to 3:00 p.m. Monday thru Friday. The library is open during One Lunch but it should be a place where students come to do school work and not simply to socialize. This policy helps to ensure that all students have access to resources, including computers and Internet, which are needed to be successful at OHS. Please present your school ID to the library staff member when using the library during One Lunch.

Attendance Procedures

1. Students are expected to bring all necessary study materials with them. Backpacks will not be allowed in the library and must be kept in a student’s locker.
2. Students may choose to come to the library for study hall, but only one 45-minute skinny per day. Students coming to the library during study halls must first check into study hall and have their attendance taken.
3. Due to library seating limitations, the number of students admitted from study halls will be limited by the library staff and may be eliminated when classes are using the library.
4. Any student wishing to enter the library after the passing bell must have a classroom pass. Anyone wishing to leave, due to an emergency only, must sign out. Students are expected to stay in the library for the entire period.
5. Students who abuse library privileges through inappropriate actions; using electronic devices, loud talking, eating, drinking, or habitual wasting of time, etc. will be asked to leave the library and return to their assigned study hall or academic class. Chronic violators will have library privileges withdrawn for longer periods of time depending upon severity.
**Behavioral Expectations**

1. Students can expect the library staff to help them with all information needs but priority will be given to class assignments. When asking for assistance, students should be ready to explain the steps they have already taken in their information quest. Our goal is to teach effective research skills as well as provide information.
2. Students are expected to be busy, quietly studying, or reading for the entire period.
3. All conduct and behavior regulations of the school, in general, are honored and enforced in the library.
4. The “no food, candy, or beverage” rule is observed. Do not bring these into the library.
5. Students are expected to leave the study areas as clean as they found them.

**Borrowing Procedures**

1. Students will be asked to provide a student ID when checking out library materials.
2. Overdue notices will be emailed to students monthly.
3. Students who carelessly damage or willfully mutilate library property are subject to a fine and possible suspension of library privileges.
4. Since loan periods and procedures vary for different materials, please ask a library staff person for answers to specific questions.
5. Students must remember that library materials are to be shared and should be available to everyone. Students are asked to return or renew items promptly.

**Printing**

Students may print schoolwork to the black and white copier in the library. Printing from the color printer should be for school-related purposes only. The cost is $0.25 per page.

**SCHOOL RESOURCE OFFICER**

An officer of the Oconomowoc Police Department has been assigned to the Oconomowoc High School to handle complaints, police referrals, and incidents requiring police intervention. The officer acts as a liaison to work with students, administrators, and staff of Oconomowoc High School. This officer will be available to meet with students during regular school hours or by appointment. Contact Police Liaison in Room 168 or call 262-560-3118. Conflict resolution forms are available in the Administrative Office, Room 136.

**PROGRAM PLANNING GUIDE**

The Program Planning Guide contains pertinent information for developing the high school educational plan. It contains graduation, counseling, and course information. The planning guide is available in January for students to make decisions for the following year schedule. The Program Planning Guide can be found by logging in to www.oasd.k12.wi.us. Click on “High School”.

**RANK IN CLASS**

Each semester, all students at Oconomowoc High School are compared to other students in his/her grade by ranking them according to their cumulative grade point average. Grade point average is computed by adding the grade points earned in all courses and dividing that total by the number of attempted credits. This option gives students the opportunity to report ranking information in the most positive manner available. This option will not be available when Oconomowoc High School is asked to provide comparative data for the purposes of identifying students for an award or recognition. In these instances the weighted scale will be utilized. (For the class of 2008 and beyond, only college level courses taught at Oconomowoc High School will be weighted.)

**REPEATING CLASSES**

A student may repeat a class if he/she previously earned a “D+” or “F” grade. However, credit for that class may not be earned more than once. OHS encourages students to earn the highest grade possible. The decision to repeat a class should be preceded by discussion and approval of the parent and guidance counselor.
RETAKING COURSES AND REPLACING LOW GRADES

1. When a student fails a **course and retakes that course, the semester passing grade will be recorded and the "F" grade replaced by an “R” indicating repeat. The student will get a 1/2 credit when the course is successfully completed. This will positively affect the student's rank in class.

2. If a student passes a semester course with a “D” grade but wishes to repeat the course because of lack of understanding or to improve the grade, that course can be repeated. The lower of the two grades will be erased from the record. The student will receive a credit only once under these circumstances. Rank will be recomputed based on the higher grade.

** Please note: If the course title is the same but the grouping (Honors, Standard) is different, this policy still applies.

STUDENT EXPECTATIONS AND GUIDELINES

ACADEMIC DISHONESTY

The Administration and Staff of Oconomowoc High School believe that a student's commitment to his/her own learning is an asset and an integral step toward a good education. It is expected that a student's own integrity requires that he/she do his/her class work independently. A variety of methods (cooperative learning, peer helper, etc.) and assistance (exceptional education support, academic resource rooms) are available to support a student in his/her learning. Such nurturing facilitates one's own individual performance; it does not replace individual initiative and task completion.

Academic dishonesty is any form of cheating or misrepresentation of one's work and includes but is not limited to the following:

* sharing, copying, or receiving of questions/answers on tests, homework assignments, and projects
* using a source specifically not allowed for school assignment, quiz, test, or examination
* copying student work, written information or works of art or music without giving credit for the source (Plagiarism)
* one who submits another's work, as his/her own

The use of kits or commercially produced projects, unless specifically approved by the teacher, is forbidden. Credit for group projects will be granted only when sanctioned by the classroom teacher.

Communication of this policy through this handbook is considered a warning. Students found to have participated in academic dishonesty will receive disciplinary consequences. The first offense will include one or more of the following consequences: loss of credit on the assignment, opportunity to redo the assignment for partial credit, detentions, or suspensions. If there is a second or subsequent offense, the student(s) involved will fail the course. Course failure, when invoked, will be failure of the semester in which the academic dishonesty occurred.

ALCOHOL, CONTROLLED SUBSTANCES, AND PARAPHERNALIA

The possession, solicitation, distribution, and/or use of alcoholic beverages, controlled substances, or look-alikes by students, staff, and visitors in school buildings and on all school properties, or as part of school-sponsored activities, is prohibited at all times. (Board Policy No. 5324.1) Students using, preparing, distributing, possessing or soliciting drugs, intoxicants, or drug related paraphernalia would, at the minimum, be suspended from school, referred to AODA program, and referred to legal authorities. Additionally, students are not to be in possession of any medication during the school day (See page 30 “Health Room” for guidelines). Activities code violations are referred to the Director of Athletics. Recommendation to the School Board for expulsion may occur due to violations of this policy. Oconomowoc High School follows approved guidelines regarding suspected student use of alcohol or controlled substance during the school day and/or at any school sponsored events. Students who are suspected of having consumed or in possession of alcohol/drugs may be asked to submit to a search, Breathalyzer, and/or field test. If a student refuses to submit to such a test or search, school authorities will immediately contact the police and parents and a suspension for insubordination may occur. See also "Searches".
ASSEMBLY BEHAVIOR EXPECTATIONS

1. Students are required to attend assemblies; they do not have the option of not attending.
2. Students are expected to follow reasonable instructions of teacher/staff and to sit in their assigned areas.
3. At pep assemblies, appropriate display of school spirit is acceptable; however, disrespect toward participants or others, or behavior which is improper, is not acceptable.
4. Students are expected to be courteous and respectful toward speakers, students, and staff during assemblies such as award assemblies and special presentations.
5. Any incident that endangers safety or shows disrespect to participants or members of the audience will not be tolerated.
6. Students may be denied assembly privileges for neglecting to follow these guidelines.

CARE OF THE BUILDING

Our experience with Oconomowoc High School students has been that they respond as intelligent young adults to any and all reasonable requests. We have found that a reminder in the case of thoughtless behavior on the part of an individual or group is usually all that is necessary for corrective action. We all are all proud to be a part of a fine high school.

Respect for property marks an individual as intelligent, responsible, and deserving of similar consideration. A student’s behavior in public places reflects their training and attitudes. OHS staff believes that every student, as well as every faculty member, will do his/her utmost to promote excellent care for our building, its equipment, furnishings, and campus. This includes being responsible for keeping our campus free from litter and graffiti.

The OHS staff sincerely trusts that there will NEVER be an occasion for corrective action because of lack of respect for the rights and property of our school community. Persons responsible for damage to district property shall make proper restitution as determined by the Principal or Superintendent. Where the minor does not make restitution, the parent or legal guardian shall be held liable. Per city ordinance 9.14, littering is a $121.60 fine.

CLASSROOM CONDUCT

Students are to follow teacher direction and instruction. Students need to be respectful, cooperative, and respect the rights of others. It is the student's responsibility when he/she is absent to ask teachers for make-up work and to complete it by teacher determined deadlines. If a student is having any difficulty with a course, he/she should ask for assistance from the teacher and/or counselor. Any items, which are determined to be disruptive to class, may be confiscated by teachers and given to the appropriate administrator. Such items include, but are not limited to squirt guns, electronic games, radios, firecrackers, cards, dice, smoke bombs, cell phones and I-pods, laser pointers, etc.

CONSEQUENCES FOR NON-COMPLIANCE WITH SCHOOL EXPECTATIONS

Students are expected to follow school rules. Failure to do so will result in necessary action to hold students accountable for their behavior. Parents may be notified and may be requested to participate in conferences. Students have the right to a full and impartial review of disciplinary action taken against them for code violations. The first step is between the student and the teacher and/or respective Associate Principal. The next steps may proceed through the Principal, Superintendent or designee, and Board of Education. The appeal must be initiated within five days of the occurrence. Consequences include but are not limited to:

- A warning by staff member and/or administrator.
- An administrative detention: detentions are served after school beginning at 2:50 p.m. Students must be on time and bring study materials.
- Citations may be issued for truancy, disruptive behavior, vandalism, or any lewd act.
- Serious or repeated violations may result in an out-of-school suspension for up to five days. Students may not be on or near campus during the time of the suspension and may not participate in school-sponsored activities. If the length of the suspension includes the weekend, students are not allowed to participate in weekend school activities. A suspended student and his/her parents may have a conference with the Superintendent or designee within five school days of a suspension. The purpose is to review facts surrounding the suspension. If it is determined that the suspension was unfair, unjust, or inappropriate, references to the suspension will be removed from the student’s record.
• Expulsion is the most serious behavioral consequence. The School Board may expel, after proper investigation, any chronically disobedient or disorderly student who endangers the health, safety, or property of others. Students have the right to due process including a written notice of the grounds, a hearing, and an appeal process.

CUTTING CLASS
Being absent from a class or any part of a class without proper permission is an unexcused absence and is an act of truancy. There is no legitimate reason for cutting or skipping, including any "skip day". Cutting or skipping any portion of a class is a cause for at least one of the following disciplinary measures: detention, loss of school and activity privileges, parent conference, municipal citations for truancy, and/or court referrals may occur. Severity of the discipline will depend on the record of the student and the frequency of the offense.

DISCRIMINATION
The Board of Education of the Oconomowoc Area School District is committed to a policy of nondiscrimination in employment and in implementation of instructional programs. The Board accepts its responsibility to develop, implement, and monitor procedures such that no discrimination takes place on the basis of sex, race, color, religion, age, handicap, sexual orientation, or marital or parental status.

The Oconomowoc Area School District provides assurance that no student is discriminated against because of the student’s sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

DISTURBANCES AND DEMONSTRATIONS
Disorder and disruption of the educational process will not be tolerated. Persons initiating or participating in such actions will be held accountable. It is the responsibility of the school to protect students and staff. Student protests (i.e. walk-outs, sit-ins) without prior authorization, will be treated as truancy as well as disorderly conduct, and will be handled accordingly. We will take any and all action necessary, including the enforcement of school rules and possible involvement of law enforcement professionals to deter disturbances.

DRESS GUIDELINES
The following guidelines are intended to be of assistance to students and parents in determining suitable and appropriate forms of dress and grooming for school attendance. Our concern for both school safety and an appropriate learning environment require that we enact some specific guidelines:

• Backpacks are to be kept in students’ assigned locker and will not be allowed in classrooms. Be advised that traditional backpacks are not allowed in classrooms. Any bag brought into a classroom must fit in a student’s desk rack. Desk racks accommodate bags that are estimated at sixteen (16) inches by fourteen (14) inches in size. This is generally recognized as the size of a string bag.

• Clothing, jewelry, pocket chains, or footwear that may damage school property or cause injury may not be worn. Clothing which disrupts the educational process is strictly prohibited. Examples of such clothing are that that display obscenities, sexual innuendos, or advertises/promotes the use of alcohol, tobacco products, or controlled substances.

• Clothing that brings inappropriate attention to the wearer is not allowed. Examples would include tops that reveal cleavage, have no shoulder straps or straps that are less than 2 inches wide, halter tops, cutouts that reveal undergarments, the midriff, or back; garments (pants and shorts) that are worn far below the waist line, and shorts or skirts so short that either the buttocks show or are covered by the length of a long shirt.

• Coats and outer jackets should not be worn in the building and are to be placed in the student's locker between 7:20 a.m. and 2:40 p.m. Extreme temperature variations may result in exceptions to this guideline. Students participating in a school-sponsored activity may, on the day of an event, wear school issued warm-up apparel. Uniform hats may not be worn. Headgear and hoods are not to be worn in school from 7:20 a.m. – 2:40 p.m. Headgear includes, but is not limited to hats, caps, bandanas, and headbands. Refusal to allow a staff member to confiscate an item will be treated as insubordination with consequences assigned by Administration accordingly. If confiscated for the first time, headgear will be returned to the
student at the end of the school day and can be picked up at the Administration Office. The second and third times that items are confiscated will require a parental pick up in the Administration Office. Fourth and multiple times of confiscation will result in the headgear remaining in the Administration office until the end of the school year and could lead to detentions or suspensions.

Physical education classes require appropriate clothing to ensure student safety. Acceptable clothing includes a T-shirt and soccer-type shorts (elastic waist and above the knee) or sweatshirt and sweatpants. Athletic shoes are necessary for all activities. Failure to follow guidelines may result in student being asked to change attire. If a student is non-compliant, consequences can be issued.

The Oconomowoc School Board by State Statute 120.13(1) has the ability to make rules pertaining to conduct and dress of students in order to maintain good decorum and favorable academic atmosphere.

EXPLOSIVES

Students may not possess or use explosives on school property, school busses, or at any school related event. Explosives are defined as smoke bombs, firecrackers, chemicals, ammunition, or other devices which may explode, create fire, cause bodily harm, or which may cause property damage. (Board Policy No. 5455)

EXPULSIONS

Reasons for an immediate expulsion recommendation include:
   a. Weapons in student's possession, schoolbag, car, or locker.
   b. Death threats to a student or staff member.
   c. Attempt or alleged attempt being made to destroy school property by means of explosives.

Reasons for a possible expulsion recommendation include but are not limited to:
   a. Physical or verbal threats, i.e. student claiming that he or she will harm student or staff member. (This is an example, but is not limited to this.)
   b. Aggressive behavior, i.e. pushing, shoving, intimidating, or fighting.
   c. Students using, preparing, distributing, possessing or soliciting drugs, intoxicants, drug related paraphernalia, drug look alikes, or be in possession of prescription drugs without a prescription.
   d. Repeated disciplinary referrals, refusal, or repeated neglect to obey the rules of the school or district.
   e. Endangering the property, health, or safety of any employee or School Board member of the school district in which the student is enrolled, regardless of whether the student’s conduct takes place at school, or under the supervision of a school authority.
   f. Sexual or lewd acts during school hours, on school property, or school sponsored event.

FIELD TRIP BEHAVIOR

A field trip is an extension of the school day. All OHS behavior guidelines and expectations are in effect during field trips. Administration has the right to deny field trips for any student who is not in good discipline or academic standing. Students not attending field trips may be assigned an alternative assignment.

FIGHTING

It is the responsibility of the school to provide a safe environment for students and staff. High school students are expected to act in a responsible, mature manner in school and on campus. The use of violence is never acceptable. Persons initiating or participating in any form of intimidation or physical aggression will be held accountable. Consequences for not following these guidelines include suspension, possible recommendation to the School Board for expulsion, and referral to law enforcement authorities.

FOOD AND DRINK

Food and drink in the library and all computer labs are strictly prohibited. The individual teacher determines classroom policy on food and drink.
FORGERY

Forgery defined as fraudulent imitation of a signature and/or document, is unacceptable and will result in disciplinary consequences.

GANG AFFILIATION

Behavior, dress, jewelry, or other forms of expression that depict or reflect gang affiliation or support has the potential for disrupting the school environment and threatening the safety of individual students and staff. Any gang action by students, whether overt or subtle, will not be tolerated. The school will take whatever action is necessary to prohibit such activity. Students violating these guidelines can expect to, at a minimum, be suspended with potential expulsion for repeated offenses. Local police will be notified. Students share a responsibility to report suspected gang activity to a school official.

HALL BEHAVIOR

Students are expected to respectfully comply with staff requests. Students are expected to refrain from inappropriate public displays of affection in halls and classrooms.

1. Students are to refrain from overt displays of affection that may be interpreted by others as improper decorum in a school setting.
2. Disruptions will not be tolerated.
3. Students are not to be in the halls while classes are in session unless they have a pass.
4. Students must have a classroom pass if given permission in an emergency to go to a locker or other location. They should proceed quietly and quickly to and from the destination. They must sign out and sign in upon returning to class.
5. Students should not congregate in areas (such as hallway on North near the stairs) of heavy traffic.
6. Skateboarding and rollerblading are prohibited inside the school building. This equipment may be confiscated until the end of the year.
7. Students are to refrain from eating in the hallways.

INSUBORDINATION

Students are expected to comply with staff requests. Acts of disobedience or defiance will not be tolerated. Staff/Teachers may appropriately consequence students or refer incidents to the appropriate administrator.

LOCKERS

1. Oconomowoc High School will continue to replace lockers for the 2012-2013 school year with locker sizes that will accommodate coats, backpacks, books, etc. It is the expectation that students will use them to store all personal items including, but not limited to, coats, backpacks, bags, purses, electronic devices, etc.
2. School and gym lockers are the property of Oconomowoc Area School District. At no time does the Oconomowoc School District relinquish its exclusive control of lockers and/or storage areas provided for the convenience of students. This statement is "prior notice" of locker and personal searches on school property. Any unauthorized items found may be confiscated and disciplinary action taken.
3. A student assumes all responsibility for the contents of his/her locker. Never leave a locker unlocked, reveal the combination, or share the locker with another student. Students must use the locker assigned to them and the lock purchased at registration. Unauthorized locks will be removed. No locks will be permitted on unassigned or unused lockers.

LOITERING

AN ORDINANCE PROHIBITING LOITERING IN OR ABOUT SCHOOLS IN THE CITY OF OCONOMOWOC SECTION 1, SECTION 9.07(5)

No person in official attendance at any school and assigned to a specific class, classroom, study hall or any other designated place shall congregate, loiter, wander, stroll, stand, or play in any school building or hallway other than in the area to which assigned, or on any school premises or in or about any area adjacent thereto in the city without having written permission in his/her possession from the administrative staff of that school or
designated representative. A warning, letter, police referral, and/or suspension could result. Students are not to congregate in cars or in the school parking lot.

The school day ends at 2:40 p.m. and students are expected to be out of the building by 3:00 p.m. unless they are involved in an active sport, extracurricular activity, serving a detention (they should be in designated area), or they have special permission from staff to be here. If students need to wait for a ride, they should do so in the main entrance area only.

ACCEPTABLE USE OF MOBILE ELECTRONIC DEVICES (CELL PHONES, SMART PHONES, IPADS, IPODS, Laptops, ETC)

The District permits approved use of mobile technology devices by students and employees in support of teaching and learning, managing resources, and connecting with stakeholders. Use of personal devices is permitted for legitimate educational use. Mobile technology devices may include laptop computers, portable digital assistants (PDA), cell phones, gaming devices, iPods/MP3 players, wireless access points, wireless devices, digital cameras, video cameras, storage devices, and other electronics that may be carried on a person. The District is not liable for the loss, damage, or misuse of any personal mobile technology devices while on District property or while attending school sponsored activities. The District also reserves the right to examine any device at any time to ensure policy compliance.

The policy sets forth guidelines for safe and acceptable use of mobile devices. Improper use may result in loss of network privileges, device confiscation, disciplinary action and/or criminal charges, depending on the severity of the infractions.

Student Use
Students will abide by the following terms when using mobile technology devices. All terms are consistent with the Student Handbook at each school.

1. Students who are issued devices by the District will abide by the following terms:
   a. Users assume primary responsibility for the safety and security of the device and content.
   b. Users are not permitted to install software or make significant configuration changes to devices without expressed, written permission from District network personnel.

2. Users of personal devices on school property is permitted. In such instances, students will abide by the following terms:
   a. Students MAY use personal devices during non-instructional times and in locations as approved by the building administrator.
   b. Students MAY use personal devices during instructional time to enhance the instruction. However, messaging during instruction is not appropriate.
   c. Students MAY use personal devices to take photographs or to record audio or video while on District property or while a student is engaged in school-sponsored activities. However, “no person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person or in the locker room” or restroom. Wis. Stat 175.22 (2)(d) (2010).
   d. Students MAY NOT use personal devices to obtain, create, send, or share inappropriate content.
   e. Students MAY NOT use personal devices to compromise the integrity of the instruction or assessment program.
Consequences for Inappropriate Use of Mobile Electronic Devices

Failure to follow the procedures and may result in the loss of the right to mobile technology devices, loss of access to network resources, and/or device confiscation. When a device is confiscated for the first time, the student may retrieve the device at the end of the school day. The second time, parents or guardians will be contacted regarding the student’s inappropriate use. If there is a third occurrence, a parent or guardian is required to retrieve the device from the main office. Students who continue to abuse this policy are subject to additional consequences. In the event that the inappropriate use is highly negligent or puts other students at risk, site administrators reserve the right to assign alternative consequences.
OCONOMOWOC
AREA SCHOOL DISTRICT

SIGNATURE PAGE
Information Technology and Network Use Agreement

The Oconomowoc Area School District provides employees and students access to its Information Technology and Network (ITN) resources for educational and other school-related purposes. ITN resources include, but are not limited to, computers, software, mobile devices (e.g., laptops, iPads/MP3, cell phones, etc.), e-mail, and Internet access. These resources are available in each school and, in some cases, via remote access. Use is a privilege and users agree to comply with all provisions of the Information Technology and Network Use Policy.

As a user of District ITN resources, I recognize and understand that these resources are the exclusive property of Oconomowoc Area School District. I agree not to use ITN resources in a way that is disruptive, offensive, or harmful to others or to the District. Further, I agree not to use a password that has not been disclosed to the District. I agree not to use pass codes, access a file or retrieve any stored communication, other than where authorized, unless there has been prior clearance by a teacher or District administrator. I agree not to copy, send or receive copyrighted or confidential materials without permission.

I am aware that the District reserves, and will exercise the right, to review, audit, intercept, access, and, if necessary, disclose all matters on the District's ITN resources when legitimate purposes require it. I am aware that the District may exercise these rights with or without notice. I am aware that use of a password or code does not guarantee confidentiality or privacy or restrict the District's right to access electronic communications.

▼ STUDENT / STAFF: ▼
I understand and will abide by the Information Technology and Network Use Policy. Should I commit any violation, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

Name (please print): ___________________________ Grade: ___________________________
Signature: ___________________________ Date: ___________________________

▼ PARENT OR GUARDIAN: ▼
As the parent or guardian of this student, I have read the Information Technology and Network Use Policy. I understand that access to these resources is for educational and school-related purposes. I recognize that it is impossible for the Oconomowoc Area School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. I hereby give permission to issue accounts for my child and certify that the information contained in this form is correct.

Parent or Guardian's Name (please print): ______________________________________
Signature: ___________________________ Date: ___________________________

Final Approved: July 10, 2001 Regular Board of Education Meeting
Reviewed: March 20, 2007 Regular Board of Education Meeting
Revised: December 18, 2012 Regular Board of Education Meeting
OBSCENE AND/OR DISRESPECTFUL EXPRESSION

Obscene or disrespectful language, whether directed at anyone or indirectly stated, will result in disciplinary action. Consequences range from detention to out-of-school suspension, depending on the severity of the incident and the number of prior incidents. Police referral may also occur.
PEPPER SPRAY
The use or possession of pepper spray by students, staff members, or the public, is prohibited within any school facility or at any school sponsored event. The Oconomowoc Area School District explicitly classifies pepper spray as a weapon and prohibits its possession by students on school property or at any school related event as provided by Board Policy No. 5455.

SENIOR PLAN
Students who have Senior Plan are not allowed on school campus during their scheduled Senior Plan time without prior administrative approval. Violations of this section will result in a disciplinary action, including a possible police referral. Students must maintain a 2.5 GPA in order to keep Senior Plan.

STUDENT EXPRESSION
While OHS Administration respects the right of student expression, substantial disruption of the learning environment will not be allowed. Students in violation can expect appropriate disciplinary action to be taken. Without prior written permission of the principal, or his designee, prohibited forms of expression include but are not limited to:
1. Distribution of literature.
2. Sale of any goods or written material.
3. Posting of written materials or pictures throughout the building.

The Activities Director must approve all posters, flyers, and other information. Outside-of-school events are not to be advertised in school unless the Principal grants permission. These advertisements will only be posted on our “public” bulletin boards referred to as the North and South bulletin boards.

School journalists may report on, and editorialize about, controversial and crucial events in the school, community, nation and world. However, school editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and news media. Thus, school journalists must refrain from publication of material which is obscene, libelous or which disrupts the normal operation of the school and infringes upon the rights of others.

The constitutional right of freedom of expression guarantees the freedom of public school students to publish newspapers other than those sanctioned by the school. Such publications, however, are subject to the same restrictions as the official school publications.

RIGHTS AND RESPONSIBILITIES
The educational process involves the coordination and cooperation of the Oconomowoc Area School District staff, parents, and students. You, as a parent, are an important and essential part of the educational team. Therefore, it is important that you be aware of your rights and responsibilities so that your child has the best opportunity to achieve extraordinary things. It is important for you to understand that culture is unique to each school district. It defines what we believe and sets a standard for excellence. Our culture sets us apart from others. Each day the activities of staff, students, and parents promote and represent the principles upon which the school district operates.

PARENT RIGHTS
Each parent has a right to:
- A school setting supportive of student-focused activities that promote learning.
- Safe and orderly schools.
- Relationships with school personnel that is receptive, open, honest and caring.
- Confidentiality and privacy.
- Information about the school district and to ask questions about his/her child’s educational experience.
- Sensitivity to language, cultural differences, and viewpoints.
- Regular interaction with the child’s teacher, administrator or counselor.
• Communications and/or meetings with appropriate school officials in a timely manner to discuss
  matters of concern.
• A reply to phone calls, emails, etc. from school staff within one business day.
• Honest and non-defensive answers to all questions without reprisal.
• School and district governance participation.

PARENT RESPONSIBILITIES
Each parent has a responsibility to:
• Promote learning, support school activities, projects, and seek opportunities to be involved.
• Provide the school district with accurate and complete information.
• Cooperate with the school district by communicating with the child’s teacher, administrator and/or
  counselor on a consistent basis.
• Work in partnership with the school in a constructive manner and honor commitments.
• Share his/her views in a respectful, appropriate manner.
• Respect the confidentiality and privacy of others.
• Communicate first with the staff member involved when questions arise.
• Seek out appropriate strategies for resolving conflicts.
• Seek factual information before addressing a perceived problem.
• Ensure a nurturing, healthy, safe home environment for children.
• Support and reinforce school rules and policies.

STUDENT RIGHTS
Each student has a right to:
• Learn and be challenged.
• Feel safe.
• Have someone speak in his/her language whenever possible.
• Always be told what is happening to him/her and to have his/her questions answered honestly in
  words he/she can understand.
• Be called by name and be treated kindly.
• Be listened to and talked to in a caring way.
• Be included in conversations about him/her when appropriate.
• Have problems resolved.

STUDENT RESPONSIBILITIES
Each child has a responsibility to:
• Come to school ready to learn.
• Make responsible choices.
• Treat every person like he/she wants to be treated.
• Be considerate and respectful of people and property.
• Practice constructive problem solving.
• Talk out problems with appropriate people in a respectful way.
• Listen and speak in a positive manner.
• Follow school rules.

PARENT RIGHTS AND DISTRICT PROGRAMS/ACTIVITIES (Student Privacy)
BOARD POLICY 333
Parents may request a change in or exemption to their child’s participation in certain District educational programs or activities in accordance with state and federal laws. The laws also grant parents and guardians the right to inspect certain materials that are part of the District’s curriculum and other activities.

1. The parent of a student may, upon request, opt their child out of participation in:
   a. Instruction in human growth and development;
   b. Instruction in certain health-related subjects (physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body);
   c. Any state-mandated achievement examinations in grades 4, 8 and 10, and in any other grades authorized by the Board and allowed by the Wisconsin Department of Public Instruction.
   d. Participation in any District programs or activities funded under the federal Safe and Drug-Free Schools and Communities Act.

2. The District shall provide to the parent of each affected student advance notice of the District’s intent to engage any of the following activities (including notice of the scheduled or approximate date of the activity), and the parent shall have, at a minimum, the right to opt their child out of participation in each such activity:
   a. Any activity involving the collection, disclosure of use of personal information collected from students for the purpose of marketing, or otherwise providing that information to others for that purpose.
   b. Any non-emergency, invasive physical examination or screening that is: a) required as a condition of attendance, b) administered by the school and scheduled by the school in advance, and c) not necessary to protect the immediate health and safety of the student or of other students; except that this paragraph shall not be interpreted to apply to any examination or screening that is required or expressly authorized by state law.
   c. Any survey that contains or reveals information concerning any of the following:
      - Political affiliations or beliefs of the student or the student’s parent;
      - Mental or psychological problems of the student or the student’s family;
      - Sex behavior or attitudes;
      - Illegal, anti-social, self-incriminating or demeaning behavior;
      - Critical appraisals of other individuals with whom students have close family relationships;
      - Legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
      - Religious practices, affiliations or beliefs of the student or student’s parent; or
      - Income, other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such a program.

   If the District intends to require students to participate in any survey, analysis or evaluation that would reveal information concerning any of the eight protected information categories above, and if the activity in question is funded in whole or in part by any program of the US Dept. of Education, then the District shall first obtain the affirmative, written consent of a parent for the student’s participation (or, for an adult student, the advance, affirmative consent of the adult student).

   District staff shall take additional precautions to protect student privacy when engaging in any of the above-mentioned activities. All student responses to such surveys shall be anonymous, unless parents were given express notice that the survey would not be anonymous and students shall be informed that their participation is voluntary.

3. Upon request to the District, the parent of a student may inspect:
a. Any instrument used in the collection of personal information from students for the purpose of marketing, or otherwise providing that information to others for that purpose.
b. Any survey the District intends to administer or distribute to students that contains or that would reveal any information in any of the eight protected-information categories listed above.
c. Any survey created by a third party (regardless of content) before the survey is administered or distributed by a school to a student.
d. Any instructional materials (exclusive of tests or assessments) used as part of the educational curriculum for the student, i.e. the curriculum and instructional materials used in any human growth and development instructional program and the instructional materials used in connection with any survey, analysis or evaluation (including any research or experimentation program or project designed to explore new or unproven teaching methods) that is funded in whole or in part by any US Dept. of Education program.

Parents shall make any of the above requests regarding inspection of materials or student participation in certain activities in writing to the applicable building principals or his/her designee. Other parent requests dealing with student participation in other curricular, instructional or programmatic activities that are not expressly identified in this policy may be made in the same manner. All requests will be judged individually and shall be based upon any applicable state or federal requirements or guidelines. The principal or his/her designee shall respond to such requests in a timely manner.

For the purposes of this policy, the terms “survey,” “parent,” “invasive physical examination,” and “personal information for the purpose of marketing” shall be defined as identified in the federal Protection of Pupil Rights Amendment (PPRA).

The District shall inform parents of this policy and related procedures annually at the beginning of each school year.

SMOKING/CHEWING TOBACCO

Smoking/chewing tobacco is hazardous to one's health and detracts from the environment necessary for the type of education offered at Oconomowoc High School. State Law and City Ordinance 9.24(3)(e) of the municipal code of the City of Oconomowoc prohibit tobacco use on premises owned by the Oconomowoc Area School District. Any student in possession of tobacco, electronic cigarettes of any variety, or any student who smokes on school premises, at any school-sponsored function, or on school transportation will be subject to disciplinary action and police referral. Tobacco products in a student's possession will be confiscated, and a citation may be issued. Possession of a tobacco product is a violation of the OHS Activities Code. (Board Policy No. 1337)

PROJECTILES

Students are cautioned not to throw snowballs, or any other object, on school grounds. Serious accidents may be caused by this seemingly harmless act. Students who choose not to comply with this guideline will be subject to disciplinary action including, but not limited to, suspension for endangering safety, and/or police referral. Students who are on school grounds before and after school or during lunch hours are expected to follow all school rules and behave in a respectful manner.

STUDENT PROPERTY SEARCHES

Illegal contraband found on a student or in his/her locker poses an immediate threat to the order of the school or the safety and welfare of other students. The principal, associate principal or authorized police officer may conduct a reasonable search of a student on the school premises or at a school sponsored event. Likewise, school officials may conduct a reasonable search of a student’s locker, backpack, purse, or vehicle parked on school premises when there is reasonable suspicion to believe that the student has in his/her possession or in such locker, backpack, purse, or vehicle an item the possession of which is considered contraband under the law, or any item that would tend to endanger the health or safety of the school population. This search may include the use of drug dogs within our school, parking lot, or school grounds. “Contraband” is an article which
is not subject to lawful possession. It includes such potentially dangerous or disruptive items as weapons, gambling devices, burglary tools, and drugs/alcohol articles that constitute a public nuisance or a threat to public safety. Any confiscated property shall be turned over to the proper civil authorities to be disposed of according to law.

STUDENT RIGHTS

Students have the responsibility to become acquainted with all school rules and policies. Each student will have access to a copy of the Student Handbook. Students will be given reasonable notice to be heard in the event of a charge of violating a rule or policy.

THEFT

Taking property belonging to the school or any individual or group, and/or having in one's possession property obtained without prior permission, will result in disciplinary action and referral to the Oconomowoc Police Department. Oconomowoc High School is not responsible for items lost or stolen from school lockers, backpacks, purses, or vehicles.

VANDALISM

Any defacing of school property or actions taken that interfere with the normal operation of school will not be tolerated. Disciplinary action and restitution will occur. All vandalism and theft will be reported to the Oconomowoc Police Department.

WEAPONS

Students may not possess, use, sell, or transport a weapon on school property, school busses, or at any school-related event. A weapon is defined as any object, such as a gun, knife, laser pointers, metal knuckles, karate sticks, ammunition, certain look-alikes, or any other object which by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or which may cause property damage.

Any student who falls under reasonable suspicion for being in possession of a weapon or explosive device may be subject to a search, which includes backpacks, purses, and vehicles.

Students who possess or use weapons or explosives will be reported to their parents/guardians, be subject to disciplinary action which may include suspension and recommendation to the School Board for expulsion, and result in immediate notification to law enforcement officials.

STUDENT ATTENDANCE POLICIES

Attendance Policy:

Oconomowoc High School encourages a strong partnership between the home and school. It also recognizes that there is a positive relationship between good school attendance and success in school. The responsibility for children to be present each day in school rests with the child and his or her parents. School Board Policy #431 and Wisconsin Statutes 118.15 and 118.6 require school attendance of all children beginning with those are enrolled in a five-year-old kindergarten program up to those who are 18 years of age unless the child: (1) is excused, (2) has graduated, or (3) is enrolled in an alternative education program. It is the responsibility of the parent(s)/guardian(s) to have their child attend school. Parents will be notified of excessive absences.

The following reasons will be considered as acceptable absence [School Board Policy #431 and WI Statute 118.16(4)(a)]:

1. a personal illness (verification may be required)
2. severe illness or a death in the family
3. religious observance
4. required court appearance
5. health appointments (verification may be required)
6. disciplinary suspension from school
(7) special cases of an emergency nature at the discretion of the principal

Consequences for Unexcused Absences:
Include but not limited to…
(1) warning emailed home
(2) 60 minute after school detention
(3) 90 minute after school detention
(4) 2 hour after school detention
(5+) detentions, citations, truancy meetings, truancy petition filed with student’s county of residence (if 5 unexcused absences occur in one semester), revocation of privileges, etc. Failure to serve a consequence for truancy will result in a higher consequence being applied.

Attending FlexConnect/Virtual Courses:
Attendance within virtual courses is vital to student success. Teachers will monitor attendance via student logins, participation in discussions, frequency of communication, as well as in-progress and completed work. Students must meet educational timelines and have regular communication with their teachers to be considered “present”. A complete attendance and truancy policy will be available via the OASD and FlexConnect websites.

A designated work area equipped with computers/Internet access is available for students taking FlexConnect/virtual courses (hybrid or fully online). Due to space limitations, the area is restricted to students who are enrolled in FlexConnect/virtual courses at OASD. Virtual course instructors will communicate the room location and hours of operation during the first week of class.

Pre-Arranged Absences:
A parent may excuse pre-arranged absences for a student from school for part or all of, but not more than, ten (10) days per school year [WI Statute 118.15(3)(c)]. A Special Absence Request Form may be obtained in the school office. Form completion must be done three days before pre-arranged absence. A schedule for work or assessments missed should be developed with each teacher immediately upon return. It is the responsibility of the student and parent to make arrangements for all missed work. Students and parents need to be aware that many classroom activities cannot be replicated.

It is the responsibility of the parent(s)/guardian(s) to provide reasons for their child’s absence,
1) Parent(s)/guardian(s) are to call the school by noon on the day of the absence to explain the reason for their child’s absence. Contact the High School Attendance Office at (262) 560-3102. This number is available 24 hours a day; please be sure to leave your child’s first and last name, as well as the reason for the absence.

2) A maximum of two school days (48 hours) will be allowed to excuse an absence. If the absence is not cleared by a parent/guardian within two school days, the unexcused absence will be considered truancy. Once an unexcused absence becomes truancy, it may not be excused and consequences will be assigned.

3) Consequences for truancy include, but are not limited to:
   (a) warning emailed home
   (b) 60 minute after school detention
   (c) 90 minute after school detention
   (d) 2 hour after school detention
   (e) detentions, citations, truancy meetings, truancy petition filed with
student’s county of residence (if 5 unexcused absences occur in one semester), revocation of privileges, etc. Failure to serve a consequence for truancy will result in a higher consequence being applied.

4) Absences beyond the ten excused absences allowed by the state will require additional verification such as prior approval of the principal, associate principal, or a written statement from a registered physician.

The following guidelines apply to students who need to leave or return to school during the school day:

1) Students who become ill while in school MUST REPORT to the school health room to obtain parental and school permission to leave school as an excused absence. All students must have permission from school administration, the attendance office, or health room assistant to leave the building at all times.

2) Students who leave the building before dismissal time MUST SIGN OUT of school through the Attendance Office after having secured parental and school authorization. Failure to secure this authorization will result in the absence being marked unexcused and disciplinary action may be taken.

MAKE UP POLICY FOR ABSENCES

1) Excused – It is the student’s responsibility to request work and to see that the work is completed and submitted at a reasonable time as determined by his/her teacher. Requests for homework will be granted on the second day of absence by contacting his/her teachers through Family Access.

2) Unexcused –
   a. A zero is recorded for daily work missed for each day a student is truant. Students are required to make arrangements with his/her teachers to make up missed work.
   b. A student must fulfill all course requirements to pass a course.
   c. The school may not deny a student credit in a course based solely on a student’s unexcused absences.

3) Suspension – A suspended student shall not be denied the opportunity to take any assessments, either formative or summative, which were missed during a suspension, or to make up missed work. It is the student’s responsibility to make arrangements with his/her teachers.

4) Field Trips – Students will be allowed to make up work when absent due to a field trip. It is the student’s responsibility to make arrangements for make-up work prior to the field trip.

STUDENT TARDINESS

Fostering student punctuality is a shared responsibility between parents and the school. It is an important factor in the individual student’s character development and future success in postsecondary educational and career opportunities. Student tardiness is disruptive to the teacher and other students in the classroom, as well as detrimental to the individual student’s educational progress.

Students who arrive after the school day begins must sign in at the Attendance Office. A student who is more than 15 minutes late for a class will be considered absent and will be marked unexcused for that class period. Students who are less than 15 minutes late to class are considered tardy. The classroom teacher is required to mark a student tardy if that student is not ready to work when the bell sounds. The classroom tardiness policy will be posted in every room. Tardy counts do start over each term. If a student is in the building and supposed to be in class and is marked absent unexcused from class for more than 5 minutes by the teachers estimation, that student may be marked as an unexcused absence. In this circumstance parents will not be allowed to excuse a student’s unexcused absence.

The high school tardiness policy is as follows:
Tardy 1 – 3  |  Posted classroom rules will be enforced  
Tardy 4 – 6+  |  Administrative detention assigned  
Tardy 7 – 9  |  Loss of privilege (work permit, dances, commencement, etc.)  
Tardy 10+  |  Parent/Student/Teacher conference  
Tardy 11+  |  Consequences assigned as a result of conference

**SCHOOL ATTENDANCE AND EXTRACURRICULAR PARTICIPATION**

The privilege of extracurricular participation is first dependent upon meeting the requirements and expectations of academic performance and attendance. A student is expected to be in attendance for each class period, including study halls, in order to participate in after-school extracurricular rehearsals, practices, contests or performances. The following guidelines will be used to determine a student’s eligibility to participate in after-school activities on any given day.

1) A student may have no unexcused absences. An unexcused absence in any class period, including study halls, will make the student ineligible to participate in any after-school rehearsal, practice, contest or performance that day.

2) A student who is excused by a parent or guardian as ill, will be ineligible to participate in any after-school practices, rehearsals, contests or performances that day unless the student is either (a) in attendance from the beginning of Block B through the end of the day even if any of those periods are study halls, or (b) provides a physician’s excuse for missing school.

3) A student who has a pre-planned, excused absence may participate in after-school extracurricular activities that day. The absence must meet state and district guidelines for excused absences including appropriately checking out through the Attendance Office/Health Room/Athletic Director’s Office.

4) Participation in extracurricular activities should not prohibit a student from making a commitment to attend all of his/her classes, including the day following a late contest or performance. If participation in the activity interferes with the student’s ability to attend classes, the student should reconsider his/her participation in that activity. Excessive absences, excused and unexcused, will be monitored and discussed with the student, parent, advisor, coach, Athletic Director, and Activities Director.

5) In cases where interscholastic athletic competition is involved, participation by an ineligible student may result in forfeiting a contest. Therefore, the administration or coach may decide to withhold a student from a contest in cases where an absence cannot be clearly determined as excused or unexcused. Students can avoid this conflict by attending all classes.

LEGAL REF: Wisconsin Statutes, Sections 115.28 (8), 118.14, 118.15, and 118.16

**POLICIES**

**ANNOUNCEMENTS**

Students should listen to the PA system, follow school Twitter accounts, check the bulletin boards in the classrooms, or the OHS web site for the daily announcements. Announcements need to have administrative approval.

**CHANGE OF ADDRESS/PHONE NUMBER/EMAIL**

Students and parent(s)/guardian(s) must inform the Student Services if a change in address, telephone number, or email address occurs. If a student moves out of the school district at any time, including the summer, he/she must advise the school immediately.

**COMMUNICABLE DISEASES**
The Board of Education for the Oconomowoc Area School District is committed to programs that will reduce, wherever possible, the exposure of staff and students to communicable diseases. To that end, the Board directs the Superintendent of Schools to develop and implement procedures and programs for the control of communicable diseases in the schools which conform to the guidelines provided by the Center for Disease Control, Department of Health and Social Services, the Department of Public Instruction, and local health officials.

COMPLAINT PROCEDURE

Students with a complaint or concern about a student or staff member are to contact his/her Associate Principal. Students will be asked to complete a written statement explaining the concern. The Associate Principal will review and take action following investigation. Also see “Hazing/Harassment/Bullying”

COMPUTER, INTERNAL NETWORK, ELECTRONIC MAIL, & INTERNET SAFETY POLICY

Students are expected to abide by the District’s COMPUTER, INTERNAL NETWORK, ELECTRONIC MAIL, AND INTERNET SAFETY POLICY (Policy No. 363.2). The complete policy is available on the OASD web site at www.oasd.k12.wi.us or by request from the school office.

Oconomowoc High School provides equipment, software, and personal computers, including laptops, for student use. School computers/equipment are for school related projects only. Students are not permitted to use computers for personal work or any other non-school related functions. The school district maintains the right to search computer files. Proper use and respect for equipment is essential. Damage or abuse to any equipment will result in disciplinary action and payment of damages. In certain situations, referrals may be made to the Oconomowoc Police Department. All students using computer equipment are responsible for knowing and complying with the Oconomowoc Area School District Computer Use Policy.

Computer Lab Guidelines: Computer labs allow teachers to provide computer technology access for students who are engaged in course related study. Teachers are responsible for reserving computer lab time, and assisting/supervising his/her students in the lab. Students who have a signed “Network Use Agreement” will be given the ability to access the District Computer Network unless the agreement is violated. Students are not permitted to work in any unsupervised computer lab.

  Behavioral Expectations:
  1. Compliance with the terms of the network use agreement.
  2. Seek out the Technology Integrator if additional assistance is needed.
  3. Noise and talking limited to that which promotes an academic environment.
  4. No eating or drinking (including water) in the computer labs.
  5. Leave the computer labs as clean as they were found.

DANCE POLICY

It is a privilege for students to attend dances. Only Oconomowoc High School students, grades 9-12, are eligible to attend dances. To be eligible as a member of any court, students must be in “good standing” (good attendance, passing grades and no behavior issues). Students who have been suspended for any reason since the previous dance will not be eligible for Court. Court members are subject to the “Activities Code” guidelines, and can be denied participation in court if they are not in “good standing”.

High school dances are not nightclub environments. Students are discouraged from dancing in such a way that makes other students or adults uncomfortable. Sexually suggestive dancing will result in the student being removed from the event and sent home. Parents will be notified of the removal, and administrative discipline will occur upon returning to school. By purchasing dance tickets, students are indicating that they fully understand the expectations for behaviors and the consequences for violating these expectations.

Should an OHS student wish to bring someone other than another OHS student to a dance, a guest information sheet must be filled out and receive approval from administration PRIOR to the purchase of any tickets. Guests must be at least a freshman in high school and cannot have graduated prior to the previous school year. No guest 21 years of age or older will be allowed to attend. OHS administration reserves the right to deny any student entry into the dance. (Guest Dance forms may be picked up in the Main Office or printed.

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from the OHS web site). Students who are suspended from school, who are classified as habitual truants, or who have discipline records may be subject to exclusion from dances.

HAZING/HARASSMENT/BULLYING POLICY

It is the policy of Oconomowoc High School to provide a work and learning environment free from all forms of hazing, humiliation, ridicule, criticism, bullying, harassment, and discrimination including incidents of sexual or physical harassment or intimidation. No employee or student shall be subjected to unsolicited and unwelcome verbal or physical harassment. Oconomowoc High School will not tolerate any form of sexual harassment. Any student who violates this policy is subject to disciplinary action and possible police referral. (Board Policy No. 0410).

A student who believes he or she has been subjected to harassment by anyone should immediately report the harassment to the Principal, a guidance counselor, or any other adult employee.

Examples of Harassment: (Harassment is not limited to these examples)

1. Verbal harassment or verbal abuse.
2. Repeated remarks to a person using inappropriate language or jokes.
3. Pushing, shoving, intimidating, or physical struggles.
4. Inappropriate gestures or touching.
5. Repeated display of offensive graphic materials.
6. Repeated commentaries about a person’s body.
7. Propositions of a sexual nature.
8. Multiple episodes of bulling/harassing behavior directed at other student(s).

Procedure:

1. Complaint to Principal/guidance counselor or other adult employee.
2. Oral complaints will be handled informally by the administration.
3. A written form will be provided to report the incident by administration.
4. An administrative investigation will take place.
5. Due process will be utilized.
6. Upon the findings of the investigation, a conference will be held between student, administrator, and/or counselor.

Consequences:

1. Warning and behavioral contract initiated.
2. Counseling provided to change behavior.
3. Conference with student and parent.
4. Suspension.
5. Expulsion.
6. Police referral.

Any harassment covered by law may be referred to the proper authorities.

STUDENT HARASSMENT (BOARD POLICY 411.1)

The Oconomowoc Area School Board seeks to provide a safe and positive learning environment for all students. Harassment disrupts both a student’s ability to learn and the school’s ability to educate its students in a safe environment. Therefore, the Board will not tolerate student harassment in any form.

For purposes of this policy, “harassment” is defined as any behavior towards students based, in whole or in part, sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap that interferes with a student’s school performance or creates an intimidating, hostile or offensive school environment.

Examples of acts of harassment include physical intimidation, force or assault, humiliation, unwelcome sexual advances, subtle or express pressure for sexual activity, sexual or racist remarks, extortion, verbal or written threats, taunting, put downs, name calling, threatening looks or gestures, spreading cruel rumors, social exclusion, sending or posting inappropriate or insulting messages or images via any means including electronic
communication systems like the Internet or cellular telephones, or any other behavior that substantially interferes with a student’s school performance or creates an intimidating, hostile or offensive school environment.

All staff members must be alert to and aware of the signs of harassment and intervene promptly and firmly against it. The District shall provide staff with the necessary information and training to be able to carry out this responsibility.

Any person who believes that a student has been the subject of harassment, including the student him/herself, shall report the incident to the site administrator or a student services staff member for investigation and action. If a student is not comfortable with making a complaint to the principal or staff member, the complaint may be made to any other adult employee. The employee will then report the complaint to the appropriate principal or student services staff member. All reports of harassment shall be taken seriously, treated fairly and properly and thoroughly investigated. There shall be no retaliation against individuals for filing complaints under this policy or assisting in the investigation of such complaints.

School officials shall take all appropriate and necessary action to eliminate student harassment, up to and including positive behavioral interventions and support, disciplinary action towards offenders, and/or referral to law enforcement officials. In situations in which the alleged harassment originated off school property, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day-to-day operations of the school.

Site Administrators shall be responsible for informing students, parents and guardians, and staff of this policy annually and for overseeing its proper implementation.

STUDENT HARASSMENT COMPLAINT PROCEDURES (BOARD POLICY 411-RULE)

For purposes of this policy and procedure, “harassment” is defined as any behavior towards students based, in whole or in part, sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap that interferes with a student’s school performance or creates an intimidating, hostile or offensive school environment.

If any person believes that harassment has occurred, he/she may bring forward a complaint to the Director of Student Services at his/her office.

INFORMAL PROCEDURE

The person who believes s/he has a valid basis for complaint shall discuss the concern with the site administrator, who shall in turn investigate the complaint and reply to the complainant in writing within 5 school/business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps. If more time is needed for investigation or review, the number of days may be extended, with mutual agreement of the complainant and principal.

FORMAL COMPLAINT PROCEDURES

Step 1: A written statement of the complaint shall be prepared by the complainant, signed and presented to the Director of Student Services. The Director shall further investigate the matters of the complaint and reply in writing to the complainant within 10 school/business days.

Step 2: If the complainant wishes to appeal this decision of the Director, s/he may submit a signed statement of appeal to the Superintendent. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within 10 school/business days.
Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the School Board. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives at the next regular Board meeting or within 15 school/business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within 10 school/business days of this meeting. The decision of the Board shall include a notice to the complainant of his/her right to appeal the determination to the State Superintendent of Public Instruction.

Step 4: If, at this point, the complaint has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction, P.O. Box 7841, Madison, WI 53707.

DISSEMINATION OF HARASSMENT COMPLAINT PROCEDURES

The discrimination complaint procedures shall be disseminated to students, parents and guardians, employees and others to inform them about the proper process for making a complaint. Appropriate information shall be published in student, parent and staff handbooks and posted in guidance offices and administrator offices of each school.

MAINTENANCE OF COMPLAINT RECORDS

Records shall be kept of all formal and informal complaints for the purpose of documenting compliance and past practices. Such records shall be housed in the Principal’s Office at each school or in the Office of the Student Services Director at District Office. Records shall be kept for a minimum of 5 years and include information on all levels of the complaint and any appeals.

The records should include:

1. The name of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

STUDENT HARASSMENT COMPLAINT FORM (BOARD POLICY 411.1-EXHIBIT)

This form should be submitted to the Site Administrator or the Director of Student Services at District Office.

Name_________________________________________ Date__________________

Address________________________________________

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Statement of Complaint

Date of alleged incident(s): ________________________________________________________________

Name of person you believe harassed you: ________________________________________________

Names of those who witnessed the incident(s): __________________________________________

Description of the incident(s):

If information is attached, please indicate number of pages and initial here___________  # of pages_____

This complaint is filed based on my honest belief that _____________________________ has harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Signature of Complainant: __________________________________________________________________

Date complaint filed: ____________________________________________________________________
IMMUNIZATIONS

State Law requires that all public and private school students present evidence of immunization against certain diseases within 30 school days of admission. These requirements can be waived only if a properly signed health, religious or personal conviction waiver is filed with the school. Form DOH4020, which is the STUDENT IMMUNIZATION RECORD, contains all necessary information relative to waivers and the age/grade specific requirements. These forms are available at every school office, health room, on the website, and at the District Office.

NON-DISCRIMINATION POLICY

The Board of Education for the Oconomowoc Public School District is committed to a policy of non-discrimination in employment and in implementation of instructional program. The Board accepts its responsibility to develop, implement, and monitor procedures such that no discrimination can take place on the basis of sex, race, color, religion, age, handicap, sexual orientation, or national origin in its curricular and instructional programming and employment practices.

No. 6128
Policies and Bylaws
Oconomowoc Public School
The Title IX Equity Officers for the Oconomowoc Area School District are Roger Rindo and Lisa Dawes at Meadow View, Administrative Offices.

Students are to have free, equal, and nondiscriminatory treatment in regard to participation in any course in the curriculum, school-sponsored organizations, extracurricular program, occupational training, any educational program, or activity operated by the school without restrictions based on sex, race, religion, ethnic origin, economic status, physical condition, developmental disability, or for any other reason except as provided by law or by requirements reasonably related to the purpose of the activity.

Students should avoid entry into activities for which they are not reasonably qualified.

STUDENT DISCRIMINATION COMPLAINT PROCEDURES (BOARD POLICY 411-RULE)

If any person believes that the Oconomowoc Area School District has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or the Americans with Disabilities Act or in some way discriminates on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap, he/she may bring forward a complaint to the Director of Student Services at his/her office.
INFORMAL PROCEDURE

The person who believes s/he has a valid basis for complaint shall discuss the concern with the building principal, who shall in turn investigate the complaint and reply to the complainant in writing within 5 school/business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps. If more time is needed for investigation or review, the number of days may be extended, with mutual agreement of the complainant and principal.

FORMAL COMPLAINT PROCEDURES

Step 1: A written statement of the complaint shall be prepared by the complainant, signed and presented to the Director of Student Services. The Director shall further investigate the matters of the complaint and reply in writing to the complainant within 10 school/business days.

Step 2: If the complainant wishes to appeal this decision of the Director, s/he may submit a signed statement of appeal to the Superintendent. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within 10 school/business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the School Board. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives at the next regular Board meeting or within 15 school/business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within 10 school/business days of this meeting. The decision of the Board shall include a notice to the complainant of his/her right to appeal the determination to the State Superintendent of Public Instruction.

Step 4: If, at this point, the complaint has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison, WI 53707.

Written acknowledgement of a complaint shall be provided to the complainant within 45 days of receipt of a written complaint and a determination of the complaint shall be made within 90 days of receipt of the written complaint unless the parties agree to an extension of time.

A complaint or appeal may also be made on some of the above bases (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the U.S. Office for Civil Rights – Region V in Chicago.

COMPLAINT PROCEDURE - SPECIAL EDUCATION

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a disability shall be processed in accordance with established appeal procedures outlined in the District's Special Education Handbook.

COMPLAINT PROCEDURE - FEDERAL PROGRAMS

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

DISSEMINATION OF DISCRIMINATION COMPLAINT PROCEDURES
The discrimination complaint procedures shall be disseminated to students, parents and guardians, employees and others to inform them about the proper process for making a complaint. The information shall be published in student, parent and staff handbooks, news articles before the start of school and other appropriate times, Board policies posted in staff lounges and guidance offices, and course offering booklets/curriculum guides.

MAINTENANCE OF COMPLAINT RECORDS

Records shall be kept of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

DISCRIMINATION COMPLAINT FORM (BOARD POLICY 411-EXHIBIT)

To be submitted to the Site Administrator or Director of Student Services at the District Office.

Name_________________________________________________ Date______________________

Address______________________________________________________________________________
_______________________________________________________________________________________

Telephone  _________________________________(Alt. Phone)__________________________

Status of person filing complaint: _____Student   _____Parent of Guardian

   _____Other:____________________________________________________________________

Filing complaint alleging discrimination on the basis of:

   _____ Sex   _____ Race   _____ Religion
Statement of Complaint (include type of discrimination charged and explain the specific incident(s)).

If information is attached, please indicate number of pages and initial here ________  # of pages____

Signature of Complainant: ____________________________________________________________

Date complaint filed:______________________________________________________________

Person receiving complaint (printed):________________________________________________

Signature of person receiving complaint:____________________________________________

Title: __________________________ Date received: ___________________

STUDENT RECORDS
All student records maintained by a public school are confidential.

Academic Reports
A student or the parent/guardian, shall upon request, be shown and provided with a copy of the student’s academic report. Academic reports include the list of courses taken, attendance, grades received, and record of extracurricular activities. All physical records are kept for one year after graduation. Transcripts are kept indefinitely.

**Behavioral Reports**

A student or the parent/guardian, shall upon written request, be shown in the presence of a qualified person to explain and interpret the student’s behavioral records. Behavioral records include results of psychological tests, personality evaluations, achievement test scores, physical health records, and awards received. The school maintains these for one year after the student graduates or leaves the school, unless the student specifies in writing that these records may be maintained for a longer period of time.

A student and his/her parent/guardian have a right to challenge any materials in the student’s cumulative, confidential, or health records and to present evidence or argument that such material should be changed or removed. If they elect to do so, the adult student and/or parent have the right to insert into the record a written explanation respecting the contents of these records. The Principal shall decide whether challenged materials are to be changed or removed. That decision is subject to appeal to the Superintendent of Schools.

A student who has reached the age of 18, or a younger student with written permission of his/her parents, must give written permission to the school before the school can provide student records to employers, colleges, and other persons outside the school system. School records will also be transferred to another school district upon receipt of notification of enrollment from the other school.

**STUDY HALL**

Study hall will be a quiet, calm, productive environment in which students can complete homework, read, or study.

Partner and group work is permitted with prior permission and under the direction of the supervisors. However, this privilege may be revoked if it is abused.

**Each student is expected to:**

1. Report on time to his or her study hall each day.
2. Take responsibility for his or her own attendance—he or she needs to sign in without being reminded about this procedure (on the day of attendance or afterward).
3. Remain in his or her seat for the entire study hall period without reminders.
4. Ask permission to work at the supervisor-designated partner/group worktables.
5. Move back to his or her assigned seat if the supervisor asks him or her to (because he or she is abusing the privilege to work with someone else).
6. Remain in the library for the entire period if he or she has earned the privilege to go there for the hour.
7. Understand that one “skinny” period per day may be spent in library (not an entire block if he or she has an entire block of study hall.
8. Follow the rules while in the library and study halls, including but not limited to: non study related activities, no food; snacks; or candy of any kind. Also, ONLY regular water is permitted. Additionally, Propel and flavored waters are prohibited. (These items must be left at the desk upon entry in the library).
9. Follow the rules while in the Little Theater (if this is the assignment for his or her study hall). The food and drink rules are the same ones explained in number 8.
10. Follow the rules in all settings (cafeteria, library, and Little Theater) in regards to electronic devices. No cell phones, iPods, iPhones, handheld gaming devices, headphones, etc. should be used without the study hall supervisor’s permission.
11. Bring a magazine or book with him or her, if he or she has no homework or studying to complete.

**Consequences if rules are not followed:**

- If a student refuses to sit in his or her designated seat, he or she will earn a detention that accompanies an administrative referral.
- If a student disrupts other study hall students, his or her supervisor will write a referral to the administration.
- Confiscated electronic devices will be turned over to the administration. Student handbook rules will be followed in regards to these devices.
- One tardy warning will be given, and upon earning a second tardy, student will serve a 60-minute administrative detention for each consequent tardy.
- If a student is late more than 15 minutes into the period, then the absence will be marked as unexcused FOR THE ENTIRE PERIOD.
- Removal from study hall (with possible re-assignment into a class) is possible if student proves he or she cannot follow the behavioral expectation in study hall.
- If a student has difficulty following the rules for study hall, his or her placement in another one during a later term may be jeopardized.

**Disruptive behavior is defined as the following:**
Refusal to sit in assigned seat; talking, insubordination/refusal to follow rules, disrespect toward supervisors or peers, and/or chronic disregard of school rules.

**VISITOR POLICY**
Our effort to maintain an orderly environment and ensure the safety of our students necessitates the prohibiting of student visitors in our school during the school day. Parents or other adult visitors who have legitimate business at Oconomowoc High School must identify themselves to the receptionist, located in the main reception area, and receive a visitor's badge, which is to be visibly worn while in the building. Unauthorized persons will be considered to be trespassing and will be referred to school officials for appropriate action. Oconomowoc High School students may not trespass on other school property such as the Oconomowoc intermediate schools or elementary schools during school hours.

**Students wishing to shadow an OHS student during the school day must have prior administrative approval by filling out the Visitor Shadow Permission Form.**

**WITHDRAWAL FROM SCHOOL**
The state law requires attendance in school until the student reaches the age of 18 years or unless the student has graduated from high school, has a legal excuse, or with School Board and parental permission is exempted from school through placement in an alternative program leading to a high school diploma or its equivalence.

If you are considering the possibility of leaving school, see your counselor in Student Services as soon as possible. You must complete the sign-out process, which includes:

1. Parent(s)/guardian(s) must obtain a withdrawal form from the registrar in Student Services, reasons for withdrawal, as well as parent and student signatures. The withdrawal form must be returned to the registrar for official withdrawal to take place.
2. All books and materials must be returned to the student’s present teachers.
3. All outstanding fees and fines must be paid before official withdrawal can take place and the student is urged to satisfactorily resolve obligations before the withdrawal date.

Re-admission during a semester will be based on whether or not there is a reasonable chance that a student can succeed and ensures that there is a minimal amount of disruption to the school program.

**STUDENT INFORMATION**

**BUS TRANSPORTATION**
The privilege of riding the school bus may be denied or withdrawn only by designated school authorities. Students refusing to accept or conform to necessary rules and regulations relating to bus safety and considerate behavior toward others will be referred to administration and may not be allowed to ride the bus.

**CLOSED CAMPUS/OPEN LUNCH PRIVILEGES**
Oconomowoc High School is a closed campus with open lunch privileges for seniors only. **Seniors may leave campus ONLY during lunch and/or if they have a scheduled “Senior Plan”**. If parents prefer to have their student remain on campus, they should discuss the issue with their child. OHS students who are not scheduled to be in classes, or individuals not currently registered as OHS students, are not to be on school property at any time. Any student who invites the guest onto school property, without alerting school personnel, will be held responsible. Additionally, only seniors are allowed in the parking lot during lunch. No skating or biking will be allowed on school property during lunch.

**EMERGENCIES**

1. **Injuries** - All injuries, even of a minor nature, must be reported to the health room by the injured person(s) or an adult supervisor as soon as possible, but not later than the end of the next regular school day.
2. **Student Insurance Coverage** - The School District does not provide student insurance coverage for accidents or injuries that occur during the school day or during athletics. No claim will be paid by the School District.
3. **Fire Drill** - When the fire alarm announces a fire drill, all students should wait for instructions from their teacher as to which way to leave the building. Follow directions posted near the exit of the classroom. All windows and doors should be closed before leaving. If a fire drill occurs while students are passing between classes or while they are at lunch or involved in any activity other than normal classroom activities, they should immediately go to the nearest exit and remain outside in an approved area until the “all clear” announcement is made. The procedure is as follows:
   a. Upon hearing the fire alarm, all students will leave the classroom and proceed to the area designated by the teacher. The teacher should be the last person to leave the room, but stay with his/her group of students. Students must stay with the group.
   b. The first persons leaving the building should go as far into the safe areas as possible to eliminate any congestion in the outer areas of the exits. All students should be at least fifty feet away from the building.
   c. The all-clear signal will be given. Immediately return to the room which you left and resume your schedule of classes.
4. **Tornado** - When danger of a tornado is present, a verbal warning over the PA will be given. You are to follow the teacher’s directions for taking cover.

In the case of an emergency situation at the high school, parents will be alerted with an e-mail and information on the website by clicking on the emergency button.

**FIELD TRIPS**

Students are to adhere to all school rules when participating in a field trip.

**HEALTH ROOM**

*All medication must be supplied by the parent/guardian. Under no circumstances can the school provide any type of over the counter medication to students. School medication policy is directed and in accordance with the State of Wisconsin Senate Bill 414.*

**Health Care Plan:**

If your child suffers from a health condition such as asthma, severe allergies, diabetes, seizures, migraines, or any other health concern, please obtain a health care plan from the health room, or online. You may also contact the district nurse to discuss your child’s health needs. We would appreciate having a health plan on file for any of the above mentioned conditions to ensure safety and promote a healthy learning environment.

**Prescribed Medications:**

School officials will only dispense prescribed medication if the prescription drug is supplied by the parent/guardian in the original pharmacy-labeled package/bottle, and it must specify the pupil’s name, the prescriber’s name, name of the medication, dose, the effective date, and the directions for use. A physician medication consent form is filled out and faxed to the physician for any dosage changes made by the physician throughout the school year. A parent medication consent form is also required for school staff to administer medication to the student. Emergency medications such as Epi-pens, glucagon, inhalers, or diastat may be carried by the student only if both the parent and physician consent forms are completed and the physician
deems it safe for the student to self-administer. *Note: If your child has a signed health care plan (see below) that lists the medication, you do NOT need to provide additional consent plans. The health plan is sufficient.

Over the Counter Medications:
A parent consent form is all that is necessary for school staff to administer any over the counter medication to the student. For example, Tylenol, ibuprofen, Benadryl, cough medication, etc… For the safety of all students, medication should be brought and stored in the health room for proper dispensing. All over the counter medications must be supplied by the student’s parent or guardian in the original manufacturer’s package and the package must list the ingredients and recommended therapeutic dose. A student may be administered an over the counter medication in a dosage other than the recommended therapeutic dose only with the written approval of the student’s health care provider. All medication consent forms can be obtained on our school website under family resources – forms, or in the office/health room.

Health Care Plans:
If your child suffers from a health condition such as asthma, severe allergies, diabetes, seizures, migraines, or any other health concern, please obtain a health care plan from the health room, or online. You may also contact the district nurse for one, or to discuss your child’s health needs. We would appreciate having a health plan on file for any of the above mentioned conditions.
District Nurse – Kate Thomas RN, BSN 560-2104
Kate.Thomas@mail.oasd.k12.wi.us

HOMEWORK
Students are expected to do homework as a regular part of classes. Check each teacher’s specific course syllabus for homework guidelines.

HOMEWORK REQUESTS
1. Parents or students may email teachers directly for homework requests by going to Family Access.
2. If email is not an option, parents need to call homework requests in before 9:00 a.m. 560-3114 to ensure the homework will be ready after school.
3. Parents may leave a voice mail message in Administration Office (262) 560-3114, stating clearly the student’s first and last name, grade, and how many days the student has been or will be absent.
4. Homework will be ready for pickup between 2:30-3:30 p.m. in the main office if the request was made by 9 a.m.

ID CARD/PRIVILEGE CARD
Students will receive a Photo ID card at registration. ID cards may be used to scan into attendance upon late arrivals and into study halls. This identification card is also a privilege card. It will allow students free access to sporting events, participation in early release programs, and for seniors to leave campus. Seniors who do not present their school ID when leaving campus at lunch will not be allowed to leave. Students should also be prepared to present their school ID card for identification at any time. It must be displayed upon request of a staff member. Any refusal to provide student information will be considered an act of insubordination and can result in disciplinary action. If a student ID is lost, there is a reasonable replacement fee. Students can obtain a replacement ID from the main office, additional time may be required until a replacement ID can be provided.

JOBS/WORK PERMITS
All contacts from employers for part-time jobs are posted in Student Services. Work permits are required for all persons under the age of 18; to obtain one, the following is needed:
1. Birth certificate, baptismal certificate, or drivers license
2. Letter from the employer with the following information:
   a. Name of business
   b. Business address
3. Parental permission in writing (for our files)
4. Social Security Card
5. $10.00 - to be reimbursed by the employer
6. Student's home address

This information can be dropped off before school at the front office. STUDENTS must pick up the work permit because a student's signature is required on the form. The permit will be completed in 48 hours. **SCHOOL ADMINISTRATION MAY PULL WORK PERMITS FOR STUDENTS WHO ARE HABITUALLY TRUANT, PER DWD 270.16.**

**LOCKER LOCATION**

<table>
<thead>
<tr>
<th>North Wing</th>
<th>South Wing</th>
<th>Upper West</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower North 1001-1254</td>
<td>Lower South 1255-1506</td>
<td>3281-3356</td>
</tr>
<tr>
<td>Upper North 3001-3280</td>
<td>Upper South 3357-3642</td>
<td>3281-3356</td>
</tr>
</tbody>
</table>

**LOST AND FOUND**

The lost and found is located in the front office. Students should not bring valuables or excessive amounts of money to school at any time. If you must bring money or valuables to school, please bring them to the office for safekeeping.

**LUNCH PROGRAM**

For the benefit of all students and teachers, OHS has adopted a One Lunch program. This program provides students the opportunity to get help from teachers, participate in extracurricular or intramural athletics, receive tutoring or a host of other activities. Students are encouraged to engage in one of these activities during this time, and in some cases, may be required to do so.

The basic lunch menu and food court menu are posted in the cafeteria and listed on the Oconomowoc High School web site prior to the week it will be served. There are a variety of alternatives offered in the cafeteria each day that may be purchased as complete meal or as à la carte choice. Examples of à la carte choices include sandwiches, salads, granola bars, cookies, crackers, fruit cups, yogurt, chips, ice cream, juices, sports drinks, bottled water, milk and other beverages. The students may also bring his/her own bag lunch.

Students are encouraged to keep food and beverages in the cafeteria, which is equipped with tables and chairs. Any food or drink taken outside of this area should be done so with caution, and cannot be consumed in the hallways. Students are expected to properly dispose of litter; failure to do so will result in disciplinary consequences, which may include a municipal citation for littering. Per city ordinance 9.14, littering is a $121.60 fine.

**SECURITY**

Security Assistants are available to welcome visitors, staff and students to the high school, monitor closed campus/open lunch, and inform administrators of safety concerns. They will also assist in monitoring student behavior and reporting offenses to school administration. **The only door that will remain open during the day will be the main-west Entrance #1. If students arrive late or if parents enter during the day, this will be the only door that will be opened.** Students should respect OHS closed campus and building security policy. Locked doors should not be opened for students or visitors wanting to enter the building.

**STUDENT PARKING**

Students must have a parking permit and are to park in either the north or south lots. Parking permit forms can be obtained at the fees window in Room 130. **There is a $125 fee for a permit that must be displayed on your rear view mirror.** The price will be reduced to $62.50 after first semester. The police department checks for parking tags/stickers and issue citations if tags are not on the rear view mirror. Upon arrival to school, students
are allowed to sign in five times per semester without consequence. Students are advised to keep their cars locked and may not loiter in the parking lot or sit in cars at any time. Students who park their cars, bikes, or motorcycles on school property do so at their own risk. The Oconomowoc Area School District is not liable for any losses or any damages incurred. A replacement fee of $62.50 for first semester and $31.25 for second semester will be charged for lost or stolen parking permit tags. Parking permits are non-transferable. Students violating parking or specific Student Handbook guidelines including students who are habitually tardy or truant, will be subject to temporary or permanent loss of parking privileges with no refunds. Violation of parking rules is subject to tickets and/or towing of the vehicle. Student parking is not allowed in the faculty lot (behind building) or in any visitor parking spot (violators will be ticketed). Parking lots are off limits during the school day (7:20 a.m. – 2:40 p.m.).

SEVERE WEATHER INFORMATION

In the event of severe weather, emails and phone recordings will be sent via Alert Now Messaging System. Please also listen to the following radio stations for information about school closings:

<table>
<thead>
<tr>
<th>AM</th>
<th>FM</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTMJ (Major Station)</td>
<td>620</td>
</tr>
<tr>
<td>WTKM</td>
<td>1550</td>
</tr>
<tr>
<td>WTTN</td>
<td>1580</td>
</tr>
<tr>
<td>WMLW</td>
<td>94.1</td>
</tr>
<tr>
<td>WKTI</td>
<td>94.5</td>
</tr>
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</table>

STUDENT FEES

<table>
<thead>
<tr>
<th>Student Fees</th>
<th>Grades 9 – 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Fess</td>
<td>$95.00</td>
</tr>
<tr>
<td>Activities Pass</td>
<td>$30.00</td>
</tr>
<tr>
<td>Total Annual Fees</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extra Fees</th>
<th>Grades 9 – 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Athletic Fee</td>
<td>$120.00</td>
</tr>
<tr>
<td>Student Parking</td>
<td>$125.00</td>
</tr>
<tr>
<td>Instrument Rental</td>
<td>$150.00</td>
</tr>
<tr>
<td>HS Transcript Fee</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

Fees subject to change based on School Board final approval of budget for 2013-2014 school year.

* The athletic fee is the same, regardless of whether the student plays one, two, or three sports.

STUDENT REGISTRATION

All students are required to have a current completed “Registration” and “Health” form on file in the office. A late registration fee may be assessed.

ATHLETICS

The Oconomowoc Area School District’s Athletic Purpose is to:

- Enhance academic experience
- Instill sportsmanship and respect
- Build strong character
- Promote physical, mental and spiritual fitness
- Develop competitive individual achievement that fosters team success
- Strengthen school and community pride

**FALL SPORTS - BOYS**
1. Cross Country - Varsity, Jr. Varsity, Freshmen
2. Football - Varsity, Jr. Varsity, Freshmen
3. Soccer - Varsity, Jr. Varsity, Freshmen

**FALL SPORTS - GIRLS**
1. Cross Country - Varsity, Jr. Varsity, Freshmen
2. Golf - Varsity, Jr. Varsity, Freshmen
3. Volleyball - Varsity, Jr. Varsity, Freshmen
4. Swimming - Varsity, Jr. Varsity, Freshmen
5. Tennis - Varsity, Jr. Varsity, Freshmen
6. Cheerleading
7. Poms

**WINTER SPORTS - BOYS**
1. Basketball - Varsity, Jr. Varsity, Freshmen
2. Hockey - Varsity, Jr. Varsity
3. Wrestling - Varsity, Jr. Varsity

**WINTER SPORTS - GIRLS**
1. Basketball - Varsity, Jr. Varsity, Freshmen
2. Gymnastics - Varsity, Jr. Varsity
3. Cheerleading
4. Poms

**SPRING SPORTS - BOYS**
1. Baseball – Varsity, Jr. Varsity, Freshmen
2. Golf – Varsity, Jr. Varsity, Freshmen
3. Tennis – Varsity, Jr. Varsity
4. Track – Varsity, Jr. Varsity

**SPRING SPORTS - GIRLS**
1. Soccer – Varsity, Jr. Varsity, Freshmen
2. Softball – Varsity, Jr. Varsity, Freshmen
3. Track – Varsity, Jr. Varsity, Freshmen

**ATHLETIC CLUBS**

**FALL**
1. Sailing (Boys/Girls)

**WINTER**
1. Bowling (Boys/Girls)
2. Downhill Ski Racing (Boys/Girls)

**SPRING**
1. Lacrosse (Girls)
2. Sailing (Boys/Girls)

**OCONOMOWOC SECONDARY SCHOOLS ACTIVITIES CODE**
Parents and students may obtain a copy of the Activities Code from the high school office or web page. Please contact either the Athletic Director or the Activities Director with any questions.

**PARENT INVOLVEMENT**
*Oconomowoc High School is committed to involving key stakeholders in our decision-making processes. If you are interested in becoming involved, call 560-3109 for information.*

**BAND AIDS**
Band Aids is the parent support group for the three high school bands. Membership is comprised of the parents of band students. The function of the group is to assist the directors with fundraising, chaperoning, trip
preparations, and handling the finances of the bands. Monthly meetings are held in the band room during the school year.

OCONOMOWOC SPORTS BOOSTER CLUB
The Booster Club is an adult organization dedicated to the support of interscholastic sports competition. The mission of the club is to enhance all sports at OHS, NHI, SLI and encourage young people to participate in these activities. Working with the Athletic Director, the Booster Club provides financial support to help provide additional coaches, programs and equipment that would not be available through the normal budget process. The Booster Club also provides volunteer help at meets, tournaments, and the concession stand whenever needed. The Oconomowoc Sports Booster Club encourages school spirit and good sportsmanship at all athletic events. Parent groups give support to each individual team and the coaches by means of a Booster Club Team Representative who serves as a liaison between the sport and the club. The Booster Club publishes a Sports Program Guide each sports season (fall, winter, spring). This publication contains pictures and information about our student athletes and serves as a history of sport activities at OHS. The club is headed by a fourteen member Board of Directors that meets monthly. Most meetings are held at the high school and the annual family membership fee is $10.00. The club also receives financial support from local businesses. An annual meeting is held in May to elect officers and board members for the next year. All interested adults/parents are encouraged to attend meetings and become involved!

OCONOMOWOC ORCHESTRA PARENTS ASSOCIATION
Oconomowoc Orchestra Parents Association is comprised of orchestra parents who raise funds for special orchestra functions and trips.

OCONOMOWOC WRESTLING CLUB
Over the years the club has produced many State and National Champions. Parental involvement includes coaching, helping at our youth tournament, participating as either an officer of the club or on the Board of Directors, helping with fundraising, or assisting the school at the WIAA regional or sectional meets as scorers and timers. During the years, the OWC has purchased and resurfaced wrestling mats and have donated a wide variety of other equipment to outfit our wrestling teams. In addition, we provide assistance for teams to travel and participate in many tournaments.

OCONOMOWOC GRIDIRON CLUB
The OGC’s purpose is to find ways to help support and improve the Oconomowoc Football Program. This organization has various committees that parents are encouraged to volunteer for; examples include team dinners, banquets, fund-raising support, senior programming, etc. Sign-up for the various committees are held each year at the annual OHS football parent meeting at the end of May. This non-profit club works to ensure that efforts, whether monetary or service in nature, will touch the lives of the players in some way, shape, or form. Get involved and help to make the Oconomowoc Football Program something that all past, present, and future Oconomowoc football players can look forward to and be proud of!

OHS PTO, Inc.
The purpose of the OHS PTO is to promote and encourage a strong school spirit and connection between the students, their parents/guardians, and the community. Currently, this is done by coordinating and facilitating safe and fun entertainment after Prom and by organizing a Senior meal gathering after graduation practice. Check out our website: ohspto.com for more information and volunteer opportunities.

Oconomowoc High School