

OCONTO FALLS HIGH SCHOOL

Home of the Panthers

210 N. FARM ROAD

P.O. BOX 988

OCONTO FALLS, WISCONSIN 54154

(920) 848-4467



STUDENT/PARENT HANDBOOK 2016-2017

The Oconto Falls School District shall not discriminate on the basis of race, religion, creed, political affiliation, physical, mental, emotional, or learning disabilities, handicap, gender, gender orientation, age, national origin, citizenship, marital, parental or pregnancy status, ancestry, color, or any other reason prohibited by state or federal law.

WELCOME

Welcome to Oconto Falls High School. The administration, faculty, and staff are looking forward to the opportunity to work with each and every student at OFHS. We sincerely hope this will be your best school year ever. We are extremely proud of our past accomplishments and look forward to continued success. The student body, faculty, and staff comprising OFHS are among the best in the state. However, as we are always seeking to improve as a school, we expect that each individual will contribute to the total operation of OFHS.

The student is an important part of OFHS and its programs. OFHS will provide students with many opportunities for learning and enjoyment during the coming year. We hope that each student will take advantage of the many opportunities present here to grow academically, socially, and emotionally. We expect each student to make the effort to take full advantage of the opportunities and education being offered and to make positive contributions to our school and community.

Welcome to a new and exciting school year!

"Nothing in this world can take the place of persistence. Talent will not; nothing is more common than unsuccessful men with talent. Genius will not; unrewarded genius is almost a proverb. . . Persistence and determination alone are omnipotent. The slogan 'press on' has solved and always will solve the problems of the human race." --Calvin Coolidge

INTRODUCTION

This Student Handbook/Agenda is designed to help you, the student, better understand OFHS and to assist you in meeting your obligations as a student. Responsibility, communication, respect, and safety are the foundations upon which the rules are based. You will share a school environment with many other people. Therefore, the rights of all must be preserved and the safety of no one placed in danger. Your actions must be

consistent with the rules. Rule violations will result in disciplinary action.

This handbook provides students and parents with the basic information concerning OFHS. It contains the basic rights, rules, responsibilities, and expectations governing students and behavior at OFHS. This information is for all students at OFHS. Students and parents are expected to familiarize themselves with the information.

The rules and information contained in this handbook are not all inclusive. For further information, students and parents are referred to the School Policy Manual for further clarification. Copies of this manual are on file in the L.M.C. and the high school office. The intent is to provide parents and students with the basic information, in a readable and understandable format, regarding the expectations of OFHS and the Oconto Falls Area School District.

The Oconto Falls High School has an exemplary teaching staff, and in alignment with the federal No Child Left Behind provisions has ensured that all of our teachers are considered highly qualified in the core academic subject areas. If there are questions regarding teaching certification please contact the district office.

SCHOOL AND OFFICE HOURS

Regular school hours are 7:45 A.M. to 3:45 P.M. Office hours are 7:30 A.M. to 4:00 P.M. Class times for all regular and special schedules can be found on page 7.

MISSION STATEMENT

The mission of Oconto Falls High School is to work with the home and community in providing each student with the people and resources necessary to enable that student to have the opportunities to develop his or her best self so he or she may function successfully as a responsible, productive member of our world.

BELIEFS

We Believe . . .

- All students can learn, achieve, and succeed.
- Respect for self, others, and property are essential to life and learning.
- In recognizing and meeting the individual needs of the student.
- Education is a responsibility shared by the student, the home, the school, and the community.
- Striving for excellence is worth the investment.
- Education is an invaluable opportunity.
- A quality school enhances the quality of our world.
- Our school is accountable to our community.
- Learning is a lifelong process.

ADDITIONS OR CORRECTIONS

Additions or corrections to the Student Handbook may occur at any time during the school year. These changes will be communicated to the student body through the morning announcements.

STUDENT CODE OF CONDUCT

The student code of conduct for OFHS places much of the responsibility for proper behavior upon the student. The high school student is on the verge of becoming an adult; hence the onus of behavior rests with the student. Student behavior is a vital part of an individual's education. Students need to develop the self-discipline necessary for success in their future, their careers, and their personal lives. If a student's behavior violates the basic rights and responsibilities set forth in this handbook, corrective measures will be taken. The Oconto Falls School District has adopted a Student Code of Conduct policy that allows for the temporary and/or permanent removal of a student from class. This can be done by teacher recommendation.

Everyone would agree that students of high school age can determine right from wrong and have the ability to choose the proper course of action. It is the desire of OFHS to avoid placing restrictions upon

the student body whenever possible and only when necessary for the common good. With this goal in mind, the following **Student Rights and Responsibilities** are established:

1. **You have the right to** expect that all of the rights enumerated in state and federal law and in school board policy will be granted within prescribed legal guidelines. **You have the responsibility to** obey school, city, state, and federal laws.
2. **You have the right to** be treated respectfully and with dignity by your fellow students, the teachers, and other school employees without regard for race, religion, sex, age, disability, or family situation. **You have the responsibility to** be respectful of yourself, others, and property and to respect the rights of fellow students, faculty, and school personnel.
3. **You have the right to** be treated as a unique individual with different needs, learning styles, and abilities than others. **You have the responsibility to** complete assignments to the best of your ability and to adapt to different teachers and teaching styles.
4. **You have the right to**, along with your parents, participate in decisions affecting your educational program. **You, with your parents, have the responsibility to** actively participate in conferences and meetings held on your behalf.
5. **You have the right to** a comprehensive curriculum. **You have the responsibility to** take full advantage of the curriculum being offered.
6. **You have the right to** expect a building environment that is safe, clean, and comfortable. **You have the responsibility to** treat the property of the school and fellow students with respect and to do your part in helping to maintain a clean, safe environment.
7. **You have the right to** attend classes where dedicated, caring teachers are well-prepared to teach. **You have a responsibility to** be punctual for school and classes, and to attend school regularly

and obey the rules of the school and classroom.

SCHOOL CLOSURE

When unusually bad weather conditions make it necessary to close school, this information will be broadcast on the following radio stations:

WOCO - Oconto (1260 AM or 107 FM)
WDUZ - Green Bay (1400 AM or 98.5 FM)
WMAM/WLST - Marinette (570 AM or 95 FM)
WGEE/WIXX - Green Bay (1360 AM or 101.1 FM)
WTCH/WOWN - Shawano (960 AM or 99.3 FM)
WNFL - Green Bay (1440 AM)
WOZZ - Green Bay (93.5 AM)
WHBY/WAPL (1150 AM)
WRVM - Suring (102.7 FM)

School closings will also be broadcast on the following television stations:

WBAY - Green Bay (Ch. 2)
WFRV - Green Bay (Ch. 5)
WLUK - Green Bay (Ch. 11)
WGBA - Green Bay (Ch. 26).

School closings will also be available on-line at the following address:

http://www.cancellations.com/visitors/org_list.php?zips=54124,54127,54137,54154,54139,54101&UserId=&afid=0

Please do not call the radio stations or television stations or the school to check on the situation! Listen to the radio or watch the television for information.

INCLEMENT WEATHER DAYS

With respect to inclement weather resulting in hazardous driving conditions, parents make the ultimate decision regarding their child's attendance at school. Absences due to inclement weather will be considered excused.

FEEs

\$ 20.00 Book Deposit, **Required** of all students (This is refundable upon clearing check-out.)
\$180.00 St. Norbert College tuition
\$ 60.00 St. Norbert College History text

\$ 92.00 Advanced Placement Test Fee
\$ 270.00 UW-Green Bay 3 credit Psych.
\$ 30.00 Woods 1, 2, 3, project costs
\$ 30.00 Intro to Construction
\$ 25.00 Electricity/Wiring
\$ 30.00 Metals I,
\$ 20.00 Metals II, Machine Tool Tech, and CAM project costs deposit
\$ 40.00 Welding I
\$ 20.00 Industrial Welder Training
\$ 40.00 Small Engines I
\$ 30.00 Motorcycle Fundamentals
\$ 5.00 Advanced Maintenance/Repair
\$ 8.00 Photography
\$ 10.00 Ceramics Fee (all classes)
\$ 20.00 Intro to Art, Applied Art, Arts & Crafts, Drawing & Painting
\$ 15.00 Aquaculture 1 & 2, Wildlife
\$ 10.00 Floriculture/Landscape, Food Science 1 & II, Food Science Careers
\$ 6.00 Safety Glasses Fee (All students must have approved safety glasses for all lab and science courses.)
\$ 10.00 Parking Permit fee
\$ 10.00 9th-11th grade class fees
\$110.00 12th grade class fees
NOTE: Senior class fees may fluctuate on a yearly basis depending upon the funds remaining from past years.
NOTE: Postage may be charged to students for personal correspondence to post secondary institutions and scholarship benefactors.

TRANSPORTATION

The Oconto Falls School District provides transportation for rural students free of charge. The Oconto Falls School District has some basic rules concerning riding privileges. These rules are provided to each family upon signing up for transportation. Please refer to these Rules and Regulations or School Policy for more information concerning these rules.

LATE TRANSPORTATION

The Oconto Falls School District is the only district in the area that offers late transportation to students for \$1.00 per trip. Therefore, students should consider

late transportation a privilege and not abuse its benefits.

ACTIVITY TRANSPORTATION

Students must use the mode of transportation provided by the district to and from all school sponsored activities as outlined in the Co-curricular Code. If an agreement has been reached between the coach/advisor and parents in writing in advance, students may travel home with their own parents and or legal guardian.

GENERAL GRIEVANCE PROCEDURES

In case of student or parent disagreement with a staff member, school policy, or other related issue, the following general procedures are outlined for resolution:

- 1) The student or parent must appeal in writing to the Principal within five (5) school days of the disagreement.
 - If the conflict involves any type of consequence that has been assigned to a student, the student is obligated to comply with the consequence pending his/her submission of this written appeal.
 - Once the written appeal has been received, the consequences will be placed on hold pending the outcome of the appeal. If the conflict is related to the Co-curricular code, that code will be followed and participation will be limited based upon it's recommendations. In cases of student suspension from school, an alternate placement may be assigned.
- 2) If disagreement still exists, the grievant(s) may request a meeting with the Superintendent. This request must be in writing and the meeting will be scheduled within three (3) school days following receipt of the written request.
- 3) If disagreement still exists, the grievant(s) may request a meeting with the School Board, whose decision is final.

IDEA REGULATIONS

The Oconto Falls School District has established and maintains procedural standards in compliance with IDEIA-2004.

TITLE IX REGULATIONS

The Oconto Falls Joint School District No. 2 is required by Title IX of the Educational Amendments of 1972 to refrain from discrimination on the basis of sex. The district will not discriminate on the basis of sex in the educational programs or activities that it operates. Non-discrimination requirements extend to employment.

Inquiries concerning the application of Title IX of the Educational Amendments of 1972 should be referred to:

Superintendent of Schools
200 Farm Road
Oconto Falls, WI 54154
(920) 848-4471

TITLE IX GRIEVANCE PROCEDURES

- 1) Any complaint alleging non-compliance with Title IX shall be in writing and shall include a statement of facts concerning the alleged non-compliance and shall be signed and dated.
- 2) The Superintendent of Schools shall be responsible for investigating student and employee Title IX complaints. Upon receiving a complaint, the Superintendent shall refer it to the lowest appropriate level that can provide prompt and equitable resolution of the complaint. If no resolution can be reached at this lowest level of resolution, the complaint shall be referred onto successive higher levels of resolution. If the Superintendent is unable to resolve the complaint, it shall be referred to the School Board.

DAILY BELL SCHEDULES

Regular Start

| | |
|----------------------|------------------------------|
| 8:06 | Warning Bell |
| 8:10 – 9:00 | 1 st Period |
| 9:04 – 9:49 | 2 nd Period |
| 9:53 – 10:38 | 3 rd Period |
| 10:42 – 11:27 | 4 th Period |
| 11:27 – 12:01 | Lunch |
| 12:01 – 12:46 | 5th Period |
| 11:31 – 12:16 | 5th Period |
| 12:16-12:50 | Lunch |
| 12:50 – 1:35 | 6 th Period |
| 1:39 – 2:24 | 7 th Period |
| 2:28 – 3:18 | 8 th Period |

Two-Hour Early Release

| | |
|---------------|------------------------|
| 8:06 | Warning Bell |
| 8:10 – 8:45 | 1 st Period |
| 8:49 – 9:19 | 2 nd Period |
| 9:23 – 9:53 | 3 rd Period |
| 9:57 – 10:27 | 4 th Period |
| 10:31 – 11:01 | 6 th Period |
| 11:01 – 11:36 | Lunch #1 |
| 11:36 – 12:10 | 5 th Period |
| 11:05-11:39 | 5 th Period |
| 11:39-12:14 | Lunch #2 |
| 12:14 – 12:44 | 7 th Period |
| 12:48 – 1:18 | 8 th Period |

Intervention Day Schedule

| | |
|-------------|---------------------|
| 8:06 | Warning Bell |
| 8:10-9:30 | 1st Block |
| 9:34-10:19 | Intervention Period |
| 10:23-11:43 | 2nd Block |
| 11:43-12:28 | Lunch |
| 12:28-1:48 | 3rd Block |
| 1:52-3:18 | 4th Block |

On late start days, classes will begin with regularly scheduled classes at 10:10 and will follow the normal bell schedule.

After the second late start of the year, if needed, the hours missed in the morning will be altered so that different hours are skipped.

Academic Information

REQUIREMENTS FOR GRADUATION

In order to graduate from OFHS, students must earn, at a minimum 26 credits.

Required course work includes the following:

- English - 4 credits
- Mathematics - 3 credits

(two of the three credits must include Algebra I or Algebra II, and Geometry. All three credits MUST be taken at the high school level after 8th grade).

- Science - 3 credits
- Social Studies - 3 credits (1 semester must be in economics)
- Physical Education – 1½ credits
- Health – ½ credit
- Electives – 11 credits

This coursework may be in the academics, fine arts, or vocational arts. Four credits of music may be applied to meeting the elective credit requirement for graduation. Students must take a minimum of six credits each year, not including health, physical education, or drivers' education. Subjects required for graduation must be taken at OFHS at least once. After that, off-campus credit deficiency programs are available.

NOTE: Algebra I taken at the middle school will count for credit on a student's transcript. The letter grade will be recorded, but will NOT count towards the cumulative GPA, or towards the 3 credit high school math requirement.

RECOMMENDED SEQUENCE

- **Freshmen:** Thirteen semesters of academic or vocational classes including Physical Education I, Freshmen English, High School Science, World History, Computer Literacy, and Algebra I (or another math).
- **Sophomores:** Thirteen semesters of academic or vocational classes including Speech, Literature II, Biology, American Government/U.S. History I, a second year of math, Physical Education II, one quarter credit of Dynamics of Work, and one quarter credit of Drivers' Education.
- **Juniors:** Thirteen semesters of academic or vocational classes including Physical Education III, Mass Communication, American

Literature, Health, and U.S. History II/Economics.

- Seniors: Thirteen semesters of academic or vocational classes including Senior Level English Class.

RECOMMENDED MINIMAL COLLEGE PREP PROGRAM

Four years of English, math, and science; three years of social studies; and two years of a foreign language are recommended for those students contemplating the pursuit of an advanced degree at an institution of higher education.

GRADUATION

All seniors must complete all the requirements for graduation to graduate or participate in the graduation ceremonies. The Board of Education has adopted an Early Graduation policy that makes it possible to complete the graduation requirements for high school in three or three and one-half years. See a guidance counselor for additional information.

Grade Placement

In order for a student to be considered a sophomore in standing, the student must have successfully completed **5** units of credit and be in at least their second year of attendance; to be considered a junior, the student must have successfully completed **12** units of credit and be in at least their third year of attendance; and to be considered a senior, the student must have successfully completed **18** units of credit and be in at least their fourth year of attendance at high school.

ADVANCED PLACEMENT COURSES

Advanced placement courses are offered in English, science, and math. In addition to high school credit, college credit can be earned upon satisfactorily completing the course and passing a college competency examination. AP credit will only be given if final test is taken with a final score of 3 or better.

YOUTH OPTIONS PROGRAM

The Youth Options program allows all public high school juniors and seniors

who meet certain requirements to take postsecondary courses at Wisconsin technical colleges or other institutions of higher education. An institution of higher education (IHE) includes UW System schools, tribally controlled colleges, and private, nonprofit institutions. If students and/or parents are interested in this program, please contact a guidance counselor or consult the website www.dpi.state.wi.us/dpi/dlsis/let/yobrochure for more information.

GENERAL REQUIREMENTS FOR COLLEGE ENTRANCE

Most colleges have rules for admitting only those high school graduates who rank scholastically in the upper one-half, one-third, or one-fourth of their class. This requirement varies from college to college, but all consider class ranking in making their determination for admission.

COLLEGE ADMISSIONS TESTING

Most colleges require that either the SAT of the College Entrance Examination Board or the ACT of the American College Testing program be taken by the student who wishes entrance. The score results must be forwarded to the intended university by the testing agency. Once again, colleges differ in their preference of test type, so be sure to check with your counselor.

REGISTRATION

Any deviation from the curriculum plan must be approved by the Principal. A normal class load consists of six classes plus physical education and one study hall each year. Students are encouraged to take as many classes as they can manage.

REPORT CARDS

Every effort will be made to give a complete report and interpretation of grades to each student and their parents. Report cards are distributed at the end of each quarter. **ONLY SEMESTER GRADES ARE COUNTED FOR HONORS AND RECORDED ON THE PERMANENT RECORD (TRANSCRIPT).** However, an "Honor Roll" will be published each quarter and semester.

PROGRESS REPORTS

At the end of the first five weeks of each grading period, "Progress Reports" will be available on-line to the parents of all students. Parental attendance at the annual fall and spring parent-teacher conferences is highly recommended.

SENIOR SCHOLASTIC HONORS

All seniors who have maintained an academic average of 3.00 to 3.49 throughout the four years of high school will graduate "cum laude"; seniors having a four-year GPA of at least 3.50 will graduate "magna cum laude"; any senior having only A's for their four years of high school will graduate "summa cum laude".

Each year, the outstanding senior in each department will be given recognition at the Senior Awards Assembly for his or her achievement.

HONOR ROLL

The Honor Roll will be published following each quarter and semester of the school year. The following scale will be used to determine Grade Point Average (GPA)

A = 4.00 A- = 3.67
B+ = 3.33 B = 3.00 B- = 2.67
C+ = 2.33 C = 2.00 C- = 1.67
D+ = 1.33 D = 1.00 D- = 0.67
F = 0.00

"High Honors" will be given to those students with a GPA of 3.50 or higher.

"Honors" will be given to those students with a GPA of 3.00 to 3.49. For the purpose of computing GPA, Drivers' Education will receive 1/4 credit. All other courses will receive 1/2 credit per semester.

STUDENT SERVICES PROGRAM (GUIDANCE)

The primary purpose for the pupil services program is to help students know themselves, appreciate their strengths and weaknesses, and to help them find satisfactory answers to questions they might have. To make it possible for our guidance department to help each student, the student's scholastic grades, scores on a variety of tests, information on health,

hobbies, strengths, weaknesses, and other information is all gathered in the individual's record folder.

Students are encouraged to visit the Student Services Office. This should be done during the student's study hall (the student should obtain a pass from a counselor or the study hall teacher). Some common reasons for conferences with counselors include the following: to discuss subjects and courses; to change a class schedule; to plan class schedules; to discuss college choices and entrance procedures; to inquire about scholarship information; to receive information and direction concerning vocational choices; to become informed about vocational-technical schools; to register for scheduled special examinations; to discuss personal problems; to secure test results; to meet representatives from various colleges or other organizations; and to withdraw from school.

Some of the pupil services programs available include the following.

Bellin Health Psychiatric Center – Behavioral Health Clinic

OFHS occasionally refers parents and students to Bellin Psychiatric Center, which provides outpatient mental health care services. Outpatient counseling is designed to help individuals and their family members manage personal or work related problems. Some of the problems people bring to counseling include the following:

- Depression
- Anxiety
- Parent/child conflict
- Marital conflicts
- Alcohol an/or drug abuse
- Work related problems
- Grief issues
- Stress
- Relationship concerns
- Family problems
- Communication problems.

Services offered include:

- Individual, family, and marital therapy
- Psychiatric Services – evaluation and medication management

- Intensive outpatient adolescent groups on anger management, alcohol and or other drug abuse, criminal thinking
- Parent/child groups focusing on trust building, communication, feelings management and self esteem building.

Crisis Intervention Team

The Crisis Intervention Team is a group of OFHS administrators, faculty, and staff who facilitate the implementation of the school crisis plan in times of emergency concerning school personnel and/or students.

SPECIAL EDUCATION REFERRAL POLICY

The Oconto Falls School District solicits and receives referrals of students who are suspected of having a disability which may require special education and related services. A referral may be made by anyone, including parents, grandparents, and other relatives, physicians, nurses, psychologists, social workers, or administrators of social agencies, who has reasonable cause to believe that a disability exists. Any person licensed by the department of public instruction must make a referral if they suspect that a disability exists. A referral form may be obtained by calling the office of special education. Any teacher, parent, or other concerned person wanting to make a referral will be asked to speak with the school psychologist or other special education district personnel so that pertinent information may be gathered at that time. A referral must be in writing. It must include the reasons for the referral and why the person making the referral believes the child may need special education and related services. Prior to making a referral, the person who submits the referral must inform the parents of their intent to make a referral. This may be done in writing, in a conference, or by telephone. The office of special education sends the parents of the child being referred a written notice of receipt of referral and a brochure outlining the

special education rights for parents and children.

FAILURE

A passing grade must be earned in each required subject, or that subject must be repeated in summer school. Failures in elective courses, unless sequential, need not be re-taken. This means a different course may be taken in its place. Students who fail a course will not be given preferential treatment if class loads cannot accommodate their repeating of the course. Unless special accommodations are addressed in an at-risk plan, students who accumulate more than 34 days of absences in a semester may not earn credit in that class.

CLASS CHANGE PROCESS

As a rule, students will not be allowed to change classes (add or drop a course) once school begins. The reason for this restriction is to prevent class changes after decisions about instructional programs and the ordering of textbooks and supplies have been completed. If class changes are necessary, the dropping of a class will result in the grade of W-F being recorded on the student's transcript for the class dropped for the semester. The addition of a class may result in no credit being allowed for the course work dependent upon the time of the class change. Schedule changes must be cleared through the guidance counselors and building administration in order to become official.

CHANGE OF ADDRESS

The parents of pupils who move during the school year are asked to notify the Office as soon as possible of any change of address.

WITHDRAWAL

Students, by law, must be enrolled in school until the end of the term, quarter, or semester in which they reach their eighteenth (18th) birthday. If a student plans to withdraw from school, the proper school forms must be signed and completed by all necessary parties before

the withdrawal becomes official. All obligations will be noted on this form.

GENERAL CLASSROOM GUIDELINES

Though specific rules and expectations will vary in different classrooms, depending upon the teacher, the following are some general guidelines that are universal for all classes:

- Students should be in their assigned seat, ready to work, when the bell rings.
- Students should have all the necessary materials with them. Backpacks, purses, and non-essential items **will** be left in the student's locker.
- Students should continue to study if the teacher is required to leave the classroom.
- Students should participate in class discussion cooperatively and give the discussion their undivided attention.
- Students should accept criticism and never make fun of other's errors.
- The bells are a signal for teachers to begin class and end class. Students should be ready to go when the first bell sounds and should not gather materials to leave until the bell to end class sounds.
- Students may leave the room when dismissed by the teacher.
- Students are also expected to learn and obey any rules as they pertain to the individual classrooms and teachers.

ATTENDANCE INFORMATION

In accordance with state law, all children between six and eighteen years of age must attend school full time until the end of the semester in which they become eighteen years of age unless they have a legal excuse, fall into one of the exceptions outlined in state law, or have graduated from high school.

Regular attendance is essential to success in one's studies. Many failures in school are a direct result of poor student attendance. Since class participation makes up a substantial part of the grade and learning in each subject, continued absence will consequently cause lower

grades. Parents are asked to consider the negative effect on the student when there is absence from school, and they are encouraged to avoid taking their child from school if at all possible. In situations involving excessive absences from school (35 days/semester) credit may be lost.

The staff and administration also reserves the right to limit the number of absences per semester that a student is released from class for school sponsored activities. Once a student accumulates a total of 15 days in which there is an absence from class (**for any reason**), the student will no longer be released for school activities that involve class time. This includes but is not limited to field trips, co-curricular activities, assisting teachers, fundraising, and or decorating for homecoming and/or prom. Extenuating circumstances, including those students on the honor roll, and all grades at a B or better, may be considered by the administration for exceptions to this rule.

ABSENCE REPORTING

If a student is absent for a day or any part of a day, the parent or guardian is asked to notify the high school office by calling 848-4467 ext. 1, by 9 AM on the day of the absence. A phone call alone will not excuse your child's absence. **Written notes should be turned into the office within two days of the absence from the parents for the absence to be excused.** If a note is turned in after an excessive period of time, administration will decide if the absence is excused or unexcused. Prompt attention to this matter will eliminate confusion and problems later concerning the absence. Changes to the stated reason will not be accepted after the fact. Any absence resulting in conflicting excuses will be considered unexcused. The note should state the reason for the absence and the date(s) of the absence and contain a parent/guardian signature. The parent/ guardian should write the entire excuse. School officials reserve the right to contact parents at home or at work.

TYPES OF ABSENCES

1. Pre-Excused Absences

According to Wisconsin Statute Act 239 and Wis.Stat. 118.15/16 parents may excuse their children for any reason if a written note from parent/guardian is received PRIOR to the absence. Days such as holidays, hunting, fishing, shopping etc. may be included in this category. A specific form is available from the main office for students to complete prior to the absence. This is the only method accepted for these types of reasons and will be limited per the statutes. These are limited to 10 days per year.

2. Excused Absences

Students attending appointments outlined below will be excused if documentation is submitted from the provider with appointment dates and times included. Local providers have been asked to give students the appropriate appointment cards confirming each visit. Students are expected to arrange appointments outside of the school day whenever possible. They are also expected to be in school before and after appointment times travel permitting. All other appointments will be considered unexcused unless special approval is given by the administration. These fall under:

- Documented medical, dental, and counseling appointments
- Documented medical conditions that preclude a student from attending school
- Documented legal commitments
- Funerals in the immediate family.

Other absences for illness will be excused on an individual basis providing a written note is received from the parents and follows all handbook guidelines. Once these accumulate to 10 dates per semester, formal documentation from the courts, medical personal etc. will be required to excuse all subsequent absences.

Students with **excused absences will be allowed/expected to make up the work missed, and no** other penalty shall be assessed against the student. They will be permitted to take any examinations

missed during their absence. The principal will establish a procedure that will ensure the student a fair and unbiased opportunity to take any examination missed within a period equal to one day for each day missed after returning to school.

3. Unexcused Absences

The following is a list of circumstances that will be classified as unexcused absences if they are not addressed in accordance to Act 239:

- Leaving school grounds without signing in or out from the office, including not returning from lunch without prior approval
- Missing class without valid reasons
- Shopping, haircuts, oversleeping, car trouble, missed bus, chores, or work.
- Any daily absence where a parent note for an excusable absence has not been received within the 2 day time requirement after an absence.
- Employment or work outside of school unless such employment is part of a school-sponsored program, an at-risk plan, or has received administrative approval because of extenuating circumstances.
- Personal reason or family emergency, unless excused by a building administrator.
- Any tardiness greater than 10 minutes to a class period.
- Any absence resulting in conflicting excuses will be considered unexcused.
- Absences which exceed Board or School Policy.

Detentions will be assigned for each unexcused absence accumulated. Refusal to serve detentions will result in further disciplinary steps which may include suspension from school. Senior students who are truant will not be allowed to participate in graduation ceremonies with their class.

4. Truancy

“Truancy” means any absence of part or all of one or more days from school during which the principal or teacher has

not been notified of the legal cause of such absence by the parent/guardian of the absent student. Notice of Habitual Truancy will be sent to either the municipal or county court system once a student accumulates 5 or more unexcused absences within a semester through the School Resource Officer. Notice of habitual truancy shall be sent to a student's parent or guardian in accordance with state law. The School District will make every effort to work with students and parents or guardians in promoting student attendance in school in these cases, a fine or imprisonment as provided by statute may be levied.

SCHOOL BUSINESS ABSENCE

Students who miss school as a result of a school activity will be credited with a school business absence. **A school business absence is NOT considered an absence from school.** Arrangements must be made in advance by a faculty or staff member for absences to be considered school business. Students are responsible for making up all work missed as a result of a school business absence.

TARDINESS

Students are expected to be in class on time. Students who arrive late to school (1st and 5th periods) should report to the Office to sign-in. Tardiness between classes is a matter that will be handled by the teacher unless this situation is chronic, in which case more serious disciplinary action may be taken. If a teacher is responsible for delaying a student's arrival to class, that teacher should issue a pass to the student providing admittance to the subsequent class.

COLLEGE VISITS

Students are encouraged to explore their post graduation options. As a result, students are allowed to visit institutions of higher learning. Generally, it is recommended that visits be arranged during school vacations. If arrangement cannot be made for these times, students should see the guidance office concerning the process for making a visit while

school is in session. With proper documentation returned from the university a student may be considered on school business up to two times their senior year. Other visits will be considered an absence from school.

RELIGIOUS HOLIDAYS

Students who are required to attend a religious service on a school day may be excused from class for this purpose if it is absolutely impossible to meet this obligation at any other time. Services are generally held at varied times to provide several opportunities to fulfill this obligation.

Any student wishing to be excused from school and classes to attend a religious service must clear this absence in advance of the day by having the parent or guardian contact the school. This contact should be made the day before the absence.

PHYSICAL EDUCATION EXCUSE

If a student is present at school but unable to participate in physical education class due to a medical condition (or if participation needs to be restricted due to medical reasons) a parent note will serve as an excuse. If the situation continues for two or more days, a physician's excuse must be on file with the Nurse. The teacher will then develop an alternative educational plan for the student.

MAKE-UP WORK

Students who have been absent are expected to make up all work missed. Obtaining the missed assignment is the responsibility of the student. Teachers will inform students as to the due date(s) for makeup work. Failure to make up work will result in a failing grade for that work. Students are encouraged whenever possible to complete all missing work within one school day for each day missed after returning to school.

LEAVING THE BUILDING

Students should remain in the building during school hours. **No student is permitted to leave the building without the prior permission of the Office.** Any

student who leaves school without first obtaining the permission from the Office will be considered unexcused during the time the student is away from the building. **Parental permission is required before a student will be allowed to leave school**

PASSES

No student should be in the halls during class time or meeting times unless under a pass from a staff member. Students violating this rule will be sent back to class and may face disciplinary action. **Ultimately teachers have the right to deny a student's request for a pass at their discretion and with reason.**

DISCIPLINARY INFORMATION

STUDENT CONDUCT AND DISCIPLINE

School cannot function effectively without the students, staff, faculty, and administration working together to achieve the same goals. The disruption of the learning process by acts of disobedience, violence, or behavior contrary to school rules and state or federal laws and statute cannot and will not be accepted. Each individual has the responsibility to behave in a way that will not infringe upon the rights of others. The Code of Student Behavior is governed by this obligation of the student and the school to the larger community.

The expectation of the Board of Education is for the school environment to be operated free from disruption and distraction. Within these expectations, the school administration is required to define rules and regulations to ensure this safe, structured school environment exists. The rules and regulations shall be designed to protect the rights of all students without deference to individual or preference. Within any organization, standards of conduct are needed to ensure a safe environment for all. As school is a place for serious academic and vocational pursuits, well-mannered behavior is expected and required.

COOPERATION

All students shall follow all school rules and regulations as established for the good of the school. Each member of the school staff - both faculty and support staff - is charged with the responsibility for the supervision and administration of all school rules and regulations.

School board policy states: "Refusal to follow a reasonable directive of a teacher or administrator will be considered insubordination and will result in suspension from school. The directives of a teacher or administrator shall be presumed reasonable and therefore, the burden of proving the directive unreasonable will be upon the student."

If a student disagrees with a staff member's request, then it is his/her responsibility to follow the General Grievance Procedure, outlined on p. 4, in order to show that the directive was unreasonable.

DISPLAYS OF AFFECTION

Physical displays of affection, such as kissing, hugging, and other types of amorous touching, are not appropriate in a school setting, as they distract from the learning environment. Students should refrain from engaging in physical displays of affection while at school or at school activities. Disciplinary steps will be taken if behavior is not corrected after the first offence.

DRESS

Appropriate attire is expected at all times. It has been shown there is a direct correlation between the dress and appearance of young people and their behavior. This does not mean that expensive clothing is necessary. It does mean, however, that clothing should be neat and clean, should fit properly, and should be worn properly. Clothing worn to school should not violate the rules of decency, offend others, promote unsafe or illegal activities, or detract from the educational process.

Students are not permitted to wear hats, caps, bandannas, and outdoor coats or jackets during the school day. These items must be stored in student lockers

upon arrival at school. Some examples of inappropriate clothing that should not be worn to school include, but are not limited to: clothing that promotes tobacco products, alcohol, illegal drugs or gangs (including Jerome, Seedless, Taylor Gang, Truk or YMCMB); clothing whose images are sexually explicit or violent; extremely low cut or revealing clothing; clothing that exposes the midriff; clothing that reveals undergarments; spaghetti strap tops. All shorts and skirts worn must reach at least fingertip length at the shortest point. Regardless of fingertip length, articles of clothing must fully cover the student so that undergarments or exposed skin are not displayed even while moving throughout the day. Other clothing with wording, sayings, or depictions that offend staff or other students (including “Hooters”, “Coed Naked”, “Big Johnson” and “rebel flags” shirts) are not permitted. Boys and girls must have sleeves on their shirts.

It should be noted that articles of clothing fit individuals differently. The school retains the right to rule on anything worn that might become disruptive or distracting to the educational processes of the school, with the final decisions resting with the building principal. A student whose appearance is not appropriate will be sent to the office. Students will be given an opportunity to get into compliance with the code and will then be sent back to class. Failure to do so will result in the student being sent home with a suspension.

LANGUAGE

Students are expected to use appropriate language at all times while at school or while involved in school activities. Language and/or gestures that are “violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly under circumstances in which the language/gestures tend to cause or provoke a disturbance” are considered inappropriate and will not be tolerated. Disciplinary steps ranging from detention to suspension will be enforced. Police may be called if the inappropriate language causes a disruption.

PLAGIARISM & CHEATING

The Oconto Falls High School regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of an individual student. All forms of academic dishonesty will make a student subject to disciplinary action. Further information as to what is considered Plagiarism is available at the end of this handbook and on the high school web site.

SOCIAL MEDIA

Student conduct on internet-based social media outlets (examples are: FaceBook, Twitter, MySpace, Youtube), when such conduct forms a sufficient connection to school or staff, is governed by the Student Handbook Code of Conduct.

TOBACCO USE

Possession and/or use of chewing tobacco, snuff, tobacco substitutes, e-cigarettes, or other tobacco items in the school, on school grounds, or at school activities is strictly forbidden. Violation of this policy will result in suspension from school and a possible police referral. If applicable, athletic code sanctions will be imposed on the student.

USE OF ALCOHOL & OTHER DRUGS

A student shall not possess, sell, use, transmit, distribute, or be under the influence of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, rush, or any other controlled substance of any type while on school premises or at school-sponsored activities. Possession of paraphernalia or the making of any item that resembles paraphernalia in or on school grounds (such as roach clips, roll paper, pipes, etc.) normally associated with the use of controlled substances is also expressly forbidden. Controlled substances may be possessed and used by a student who has a prescription for the substance, provided the substance remains in the container in which it was obtained from the pharmacist or physician and is held in the

Nurse's Office to be taken at the prescribed times under the supervision of a school official.

School authorities have the right to search a student when there is a reasonable suspicion that the student may be in possession of alcohol, controlled substances, or drug paraphernalia and to confiscate alcohol, controlled substances, and paraphernalia. Searches will be conducted with at least one other adult witness present. The district has the legal authority to require urine samples or other drug testing measures. The school will make every effort to contact the parent/guardian of the student prior to conducting such testing. School authorities may also search vehicles parked on school grounds if reasonable suspicion exists. Failure to comply with drug testing or to comply with a search upon request will be considered an admission of guilt.

Students who violate this policy shall be subject to disciplinary action, including a 5 day suspension and/or expulsion from school and referral to law enforcement officials. Students may also be required to obtain a drug/alcohol assessment prior to their return to school. A first offense of possession and/or any second offense will result in a mandatory expulsion hearing. Drug and alcohol offenses will be counted cumulatively over four years, not annually.

HARASSMENT

It is the policy of the Oconto Falls School District to maintain a learning and working environment that is free from any form of harassment or intimidation toward or between students and or employees. Therefore, the District will not tolerate harassment in any form and will take all necessary and appropriate action to prevent, remediate, and eliminate it, up to and including discipline of the offenders.

Harassment refers to physical or verbal conduct which interferes with a person's work or school performance, or which creates an intimidating, hostile, or offensive school or work environment. Examples of conduct prohibited under

this policy include, but are not limited to, the following:

- Physical or mental abuse
- Racial insults
- Ethnic slurs
- Other verbal comments or expressions which insult, degrade, offend, or stereotype any person or group because of sex, race, religion, national origin, color, disability, sexual orientation, or other protected status.
- Unwelcome sexual advances and touching
- Requests or demands for sexual favors
- Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual
- Display of offensive, sexually graphic materials
- Other unwelcome verbal or physical conduct of a sexual nature.

Anyone who believes they have been subjected to harassment or any parent or guardian who believes his or her child has been subjected to harassment should report the incident to a principal or guidance counselor. To insure consistency in handling complaints, teachers and other staff members receiving complaints will refer the complaints to a principal or guidance counselor. All complaints will be thoroughly investigated, appropriate action taken, and a response given to the complainant within 15 working days of the receipt of the complaint. If the complainant is not satisfied with the action taken, a written appeal may be filed with the District Administrator. Specific guidelines regarding this appeal process are available in the School Policy manual.

VIOLENCE/THREATS

The staff and administration of OFHS is committed to providing students with a safe environment at school, and acts of physical violence will not be tolerated. Incidents of serious physical violence will result in an automatic 5 day suspension from school for all participants and in a

referral being made to the police. Verbal threats, bullying, and other types of verbal intimidation will also not be tolerated and may result in detention, suspension and/or police referral. In chronic or severe cases of violence/intimidation, an expulsion referral may be made.

WEAPONS/FIREARMS

The Board of Education prohibits students from possessing, storing, making, or using a weapon, or any item that could be reasonably considered a weapon, in any setting that is under the control and supervision of the District without prior approval of the Administration.

Possession of such items, or possession of live ammunition, shall be subject to an immediate 5 day suspension and a possible recommendation for expulsion from school. Further, any student possessing or displaying a facsimile firearm (weapon) in a manner which could reasonably be expected to alarm, intimidate, threaten, or terrify another person will also be subject to the same disciplinary actions. Any student possessing a firearm on school property will be subject to an immediate referral for expulsion.

Theft

Theft is an act or instance of stealing. Any student involved in theft will result in a suspension and/or possible police referral.

PROGRESSIVE DISCIPLINE

The staff and administration at Oconto Falls High School actively utilize a progressive disciplinary system. Parents are informed at each step. In the classroom teachers are encouraged to rectify their own disciplinary issues. Steps taken by the teachers may include student conferences, lowering grades, assigning detentions, and parental contact. Once a referral has been made to the office a typical progression of discipline would include:

1. Conference with student, teacher, and administrator. Detentions or suspensions may be imposed.

2. Detentions and/or suspensions will be assigned
3. Students will be suspended from school.
4. Longer suspension, removal from class with a failing grade assigned, and/or expulsion may result.

DETENTION

Detention requires the student to put in time at school outside the "normal" school hours. Generally, detention is assigned as a consequence for truancy, tardiness, disrespectful or disruptive behavior, or acts of insubordination. Any student assigned a detention is responsible for reporting to the designated location at the specified time. **Failure to serve a detention as assigned will be considered insubordination.**

Consequence may include additional detention time being added, suspension, scholastic or social probation, and possible recommendation of expulsion.

Work is NOT an acceptable reason for failing to serve detention time. Any senior owing detention time will NOT be issued a diploma until the detention time has been served. Teachers can assign detention as a consequence for classroom misbehavior or incomplete assignments. Detention is to be served with the individual assigning the consequence unless prior arrangements have been made.

SUSPENSION

Suspension is the temporary exclusion of the student from school and activities. A suspension can be either in-school or out-of-school and cannot exceed five (5) days unless an expulsion hearing is pending. Students will be told the reason for the suspension and may appeal the suspension to the principal. Parents will be notified promptly of the suspension and the reason(s). A student who has been placed on out-of-school suspension will not be allowed in the school building or on school grounds. A student who has been placed on suspension will remain in the Office until arrangements have been made for the parents or guardians to pick

the student up or for the student to travel home. **Any student under suspension will not be allowed to participate in extracurricular events, either as a participant or spectator.** Any student refusing to act cooperatively with the administration will be turned over to the police.

EXPULSION

According to state law, the School Board may expel a student from school for the following offenses:

- Repeated refusal or neglect to obey school rules
- Knowingly communicated a threat to destroy school property by means of explosives
- Behavior at school or while under school supervision which endangers the property, health, or safety of others
- Behavior away from school that endangers the property, health, or safety of others either at school or under school supervision
- Behavior that endangers the property, health, or safety of any employee or school board member of the district in which the student is enrolled
- Repeated behavior by a student at least 16 years old that disrupts the ability of school authorities to maintain order or an educational atmosphere at school or at school supervised activities
- Possession of a firearm at school or while under the supervision of school authorities.

Expulsion cancels the right of the student to attend school or to participate in any school activities for an extended period.

STUDENT ACTIVITIES

HOMEROOM ADVISORS

Faculty members are assigned to each student as homeroom advisors. These advisors will remain with the student for the duration of the student's experience at high school. Homerooms will meet weekly to simplify various points of administration and to get information to students concerning class and school activities.

STUDENT COUNCIL

The purpose of the OFHS Student Council is to give students a voice in issues affecting them and the operation of the school. The Student Council consists of representatives from each class and each student club or organization. The Student Council President is elected at large by the student body as a whole and may not hold any other office in any class or organization. Other officers of Student Council include the Vice-president, Secretary, and Treasurer. The representatives of Student Council select these officers.

ATHLETICS

The following athletic activities are available to the young men of OFHS: baseball, basketball, cheerleading, cross-country, football, golf, track, and wrestling. For the young women, the following activities are available: basketball, cheerleading, cross-country, golf, pom poms, softball, track, volleyball, and wrestling.

Eligibility for athletics requires that the student pass all classes, as well as comply with the school's Co-curricular code. This code must be signed and on file in the Office before participation in athletics is permitted.

CO-CURRICULAR ACTIVITIES

OFHS offers a variety of co-curricular activities in which students may participate, including the following: Academic Decathlon, Archery Club, Art Club, Chess Club, Dramatic Arts Club, Forensics, French Club, FBLA, FFA, FHA-Hero, Future Teachers of America, Jazz Band, Jazz Choir, National Art Honor Society, National Honor Society, Pep Band, Pep Club, Photo Club, Spanish Club, SADD, Kimberly-Clark Hi-Q, Tech/Ag Basketball, and Varsity Club.

It is hoped that all students will participate in activities, as they can be a valuable part of a student's education. In order to maximize the opportunities available to all students, students are limited to holding no more than two offices (President, Vice-president,

Secretary, or Treasurer or their equivalent) during any one school year. Eligibility for all co-curricular activities requires that the student pass all classes, as well as comply with the school's co-curricular code of conduct. This code must be signed and on file in the Office before participation in a co-curricular activity is permitted.

Dues for the various clubs, activities, or classes are to be paid by the time annual pictures are taken. Membership and any awards received as a result of participation in athletics or other activities are listed on your permanent record.

A co-curricular group's faculty advisor must approve all meetings held by that group. Both the advisor and the principal must approve any activities planned by a co-curricular group.

ACTIVITIES AT SCHOOL

There should be no students in the building outside of school hours unless the students are staying with a teacher for additional help or are participating in a scheduled activity or practice and are under the direct supervision of an adult.

Under no conditions are students permitted in the building outside regular school hours unless under the supervision of a responsible adult.

According to the city curfew ordinance, all evening activities are expected to end by 10:00 P.M. Exceptions will be made only when prior arrangements have been made with the parents of the group involved and with the permission of the principal.

Students who come to OFHS at night are to report to the location where they are participating and not roam the halls. All activities must be supervised by a school employee/advisor for the entire time they are in session. Students present without supervision may be subject to disciplinary action by the school and/or legal consequences for trespassing.

School activities are an extension of the school day, and if a student wishes to attend, proper conduct is expected. School rules are in effect during all school functions, regardless of time, place, or day. If a student leaves the building

during a night event, he/she will not be allowed to return - "*once you leave, you're out*".

FIELD TRIPS

Field trips are activities that are planned by faculty members and are considered school activities. All school rules apply and will be enforced throughout the trip. There will be no field trips after May 01.

ASSEMBLIES

During a school year, various assembly programs may be scheduled. These programs constitute an element of the educational program of OFHS, and they are varied in content (informative, cultural, entertaining, etc.) to meet the interests of all. The clapping of hands is the only acceptable method of applause. Whispering, whistling, talking, or other unnecessary disturbances are considered impolite and will not be tolerated.

DANCES

All dances except homecoming and prom are for the students of OFHS and their guests only. Graduates and students from other high schools may attend these functions only as the guests of OFHS students. Guests must be registered in the Office before the dance. Any student leaving the building during a dance will not be readmitted.

Any group sponsoring a dance is required to obtain a dance permit from City Hall and arrange to have a police officer present during the dance. Weekend functions shall end no later than 11:30 P.M. Dances must be conducted according to school dance regulations. An advisor must be present at all times and is responsible for compliance to regulations. At least four (4) chaperones (school employees or parents) must be present. There must be representation of both genders - males and females. A faculty representative is also required.

MISCELLANEOUS INFORMATION

FRESHMAN ACADEMIC IMPERATIVE PROGRAM

A common problem that results in poor grades for students is the failure to complete homework assignments in a timely manner. The staff and administration at OFHS has developed this program to encourage student success, increase accountability, and to ensure that communication with students and their families remains strong. With timely feedback on a weekly basis we will work together to ensure that there are no missing assignments at each weeks end. If there is missing work, this work will be due to the office by 8:10 AM the following Monday morning or credit will be lost for that assignment. Students who are referred, will be required to spend time after school in a supervised setting/detention under the supervision of the high school administration. Students will not be allowed to participate in co-curricular activities if any assignments are outstanding. This level of communication and expectation of academic excellence will provide each student with the basis for continued success throughout high school.

ACCIDENT OR INJURIES

Every accident or injury in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the Office. Students enrolled in Technology Education classes must follow department rules for safety. Safety glasses must be worn at all times in the shop areas. Failure to do so will result in disciplinary steps. A first offense will result in removal from class for that class period. A grade of zero will be given for that day's work. Further incidents of non-compliance may result in permanent removal from class with loss of credit.

ANNOUNCEMENTS

Pertinent information is provided to students and staff daily through announcements that are read at the

beginning of 2nd period class. Anyone wanting to have an announcement included in the daily announcements must submit the announcement in writing to the Office by 8:00 A.M. on the day it is to be read. All announcements must have the approval of a faculty advisor or the principal. Printed copies of these announcements will be posted in the L.M.C., the window of the Student Services Office, and in the Cafeteria windows.

CARE OF SCHOOL PROPERTY

It is the hope of the administration and staff of OFHS that students will take pride in their school. Each individual is expected to treat the building, grounds, and contents with respect. Everyone needs to make the effort to keep our school neat and clean. If there is damage done to school property or the property of others, those responsible will be required to make restitution and may be subject to disciplinary action and/or legal sanctions.

DRIVING/PARKING

Student parking is provided in the west parking lot. Students are expected to drive in a safe, responsible manner at all times and to follow all school policies related to parking. Failure to do so will result in disciplinary action being taken, the denial of parking privileges for a specified period of time, and possible legal sanctions. Students who choose to park in the school lot are expected to follow the following guidelines:

- All vehicles must be registered with the Office. Once registered, a parking permit will be issued at the cost of \$10.00. Permits must be affixed to the rear-view mirror and must be visible.
- Permits are good for one school year.
- Vehicles with no visible permit will be ticketed and/or towed at owners' expense.
- Student parking is located in the lot to the west of the high school. A second lot reserved for staff members is located to the north of the school. Students may only park in the student lot in spaces marked by two yellow

- lines. Students should not park beyond the last yellow line in each row, as this narrows the traffic lanes.
- Visitor and handicapped parking is located along the northeast side of the student lot. In addition, the spaces along the west side of the school building (near the main office) are reserved for office staff. These spaces are clearly marked, and students may not park in these reserved spaces.
 - Parking in the school lot is first come, first serve. Once the student lot is full, students must park on Farm Road.
 - Any vehicle in the parking lot can be searched by the high school administration if there is reasonable suspicion that the vehicle contains an item prohibited under state or federal law or school policy. One of the ways in which reasonable suspicion can be established is to have a student locker or automobile parked on school property identified by a drug-detecting dog. If a search of a vehicle takes place, the student has the right to be present.

EMERGENCY INFORMATION

Emergency cards will be distributed to students early during the school year. These should be completed by parents and returned to the school immediately. **It is essential that the information on these cards be kept up-to-date.**

FIRE DRILLS

Fire drills are held on a monthly basis during the year to acquaint students with the proper procedures for leaving the building quickly and without panic. Silence should be observed throughout the drill so that if directions must be given, they will be heard and confusion avoided.

FOOD SERVICE

Breakfast and lunch are served daily at Oconto Falls High School. Free/Reduced applications are available at all school offices and will be sent out to each household in August. All students who

qualify for free or reduced lunches (one reimbursable meal per day per student) automatically qualify for free or reduced breakfast. An application needs to be filled out every year. Please return them as soon as possible.

Students have their choice of up to 3 entrees each day. Lunch consists of one entree, vegetable, fruit, 1/2 pint of milk and bread and butter. A second entrée can be purchased at the same time for an additional \$1.50. Milk for cold lunch or an extra milk with a meal is \$.35. Many snacks and ala carte items are also available priced from \$0.35 - \$2.00. These are not part of the meal, but can be purchased separately. Prices reflect the 2011-2012 school year and may increase due to rise in food and shipment costs.

DAILY BREAKFAST PRICES

(2015-2016 prices)

- \$1.95 all grades
- \$0.30 Reduced
- \$2.35 Adult

DAILY LUNCH PRICES

(2015-2016 prices)

- \$3.00 Paid Student
- \$0.40 Reduced
- \$4.00 Adult; also any second student lunch

Oconto Falls School District has a computerized prepayment system for our Food Service program. Students must have money in their accounts to purchase breakfast, lunch, extra milk or ala carte items that are only offered at the high school. If parents do not wish their student to buy snacks out of the family account, they are requested to notify Food Service in writing or by phone. Families need to prepay into their family account. We have many payment options available: cash, check, online credit/debit payments, online check payments. Cash and checks should be in an envelope and labeled with your child's name, grade and amount of money enclosed. Payments can be dropped off at any school office or drop box or mailed directly to:

Jennifer Faccio
Food Service Director
415 E. Marie Volk Dr.,

This is a pre-pay system and we request that you maintain a balance of \$10.00 in your family account. When your account falls below \$15.00 you will receive an automated phone message reminding you to make a payment. You can also view your account activity online or make online payments at www.ocontofalls.k12.wi.us. Purchases will not be allowed on any deficit accounts.

Students are issued one ID card at the beginning of the school year. Students may not use another student's ID card. If their ID card is damaged or lost, a replacement card will have to be purchased for a fee of \$5.00.

Family account balances at the end of a school year will be carried over to the next school year. Refunds may be requested in writing only if the youngest child in your family is graduating, or if your children will not be attending the Oconto Falls School District the following year. Refunds are only given for accounts over \$5.00. Deficit accounts from the previous year will be denied service until the balance is paid in full. If you have any questions please feel free to call:

Jennifer Faccio
Food Service Director
920-848-4476 ext. 4, 1

FUND RAISING ACTIVITIES

All fund raising activities conducted in or around school must be approved by the Building Administrator. This includes school and non-school groups. If the money to be raised is not for a specific purpose, permission will not be granted. Accounting and record keeping as prescribed by the District Office will be used during the year, and these books must be submitted at the end of the school year for audit. Fund raising activities are not to be conducted during the school day. This includes school and non-school affiliated groups.

ILLNESS

In case of illness, the student must inform the teacher, who will send the student to the Office. From there, the student will

either be taken to the Nurse's Office or sent home (with parent permission).

LIBRARY MEDIA CENTER (L.M.C.)

While in the LMC, students must observe the rule of quiet at all times. Only students who need to use the LMC and its materials should sign in. Students who wish to use the LMC facilities must be in the LMC and seated before the bell rings. They will then sign in on a study hall sheet that will be taken to the study hall teacher.

Regular circulated books, vertical file materials, and back issues of magazines are given a three-week checkout period. There will be a \$.10 charge per day on regular overdue materials. (**This fine accumulates during school days only**). Reference books and current magazines have an overnight checkout only. Overnight materials must be returned to the LMC before the first bell the following school day, or a \$.50 fine per item per day will be assessed. No grace periods will be given.

Students on the overdue list may checkout materials **ONLY** when the overdue materials have been returned and all fines paid. Fines will accumulate until the overdue materials are returned. Lost books will be paid for at replacement cost, including any accumulated overdue fines. Lost magazines or vertical file materials will cost \$ 2.00 each, including any accumulated overdue fines.

Money collected from overdue fines or lost materials will be entered in the LMC account and will be used to replace lost materials and various supplies needed by the LMC. Vandalism to LMC materials or equipment will result in fines being assessed by the LMC specialist.

Failure to use the LMC constructively and in a quiet manner will result in a two week restriction from the LMC. Three restrictions in a school year will result in a suspension from the LMC for the remainder of the school year. A LMC restriction is applied only during the student's study hall. The student may still use the LMC during class-scheduled times, before and after school, and may also check out materials.

LOCKERS

Each student is assigned a hallway locker and will be given the proper combination to the locker. The school locker is the property of the school district. At no time does the district relinquish its exclusive control of such lockers. A locker may be searched at any time without notice, without student consent, and without having a search warrant. Any damages to the locker must be paid for at checkout. Minimum fines for damages to lockers will be \$ 5.00. Students should not share their combination or locker with anyone else and should not “set” the locker to open without entering the combination. Lockers will be assigned for the duration of your high school career, although they will be cleaned out at the end of each school year. Take care of your locker, as there will be locker checks periodically. Having the use of a locker is a privilege that can be taken away if the locker is misused or abused.

LOST AND FOUND

Report the loss of any items promptly to the Office. Likewise, any items found should be turned in to the Office immediately. The school does not carry insurance to cover the loss of personal property or damages to personal property.

MEDICATION

Parents/guardians must provide written consent in order for school personnel to administer over the counter and prescription medication. In addition, written instructions provided by the health practitioner are also required in the case of prescription medication. Any students who have prescription or other over the counter medications which must be taken during school hours are required to register such with the Nurse's Office and to keep this medication stored in the office area in original containers where it will be administered under the supervision of school personnel.

OPEN/CLOSED CAMPUS

Students who have obtained junior or senior status are granted the privilege of open campus during the noon period.

Freshmen and sophomores are required to remain in the building or on school grounds during the lunch period. **Mature behavior is expected at all times by all students.** Juniors and seniors who do choose to leave the school grounds and who are involved in incidents of speeding, careless driving, loitering, littering, or other improper conduct in the community will have their open campus privilege revoked for a period of one month. During this time, the student will not be allowed to leave the building during lunch. Multiple offenders or those who commit serious offenses will be restricted to campus for longer periods of time and possibly for the remainder of the year.

Students who remain on campus are expected to eat their lunch in the designated areas – no food or drink will be consumed in the hallways or classrooms. (The only exception to this will be for approved club or organization meetings, which are typically held over lunch in the advisors classroom.) Also the parking lot is off-limits except for those students leaving for or returning from lunch (i.e. no loitering in the parking lot or in the cars during the lunch period).

PASSING TIME

There are four minutes between the end of one class and the beginning of another. This is time to get from one class to the next. There is not time to loiter in the halls during passing, so please use this time wisely. Calm, mature behavior is expected during the passing times.

PERSONAL PROPERTY

Students are responsible for loss or damage to any school or personal property. The school will do its best to protect these properties. Students are encouraged NOT to bring expensive items to school as they may be lost or stolen. If, for any reason, a student must bring a large sum of money to school, it should be checked into the Office for safe-keeping.

The school reserves the right to confiscate from students items which are prohibited under school board policy or

school rules or which are deemed disruptive to the good order or the learning environment within the school.

CELL PHONES/ELECTRONIC DEVICES

Students may use personal communication devices (PCDs) before and after school, during lunch breaks, between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, or at school-related functions. The use of PDCs at any other time without specific permission by a teacher or administrator, is prohibited. Note: Technology intended for educational purposes (taking notes, writing papers, research) will be permitted, as approved by the classroom teacher or the building administration. All cell phones will be taken by school personnel when inappropriate use is seen during school hours and held for parents to pick up in the high school office for a first offense and held until June for a second offense. Data on the device may be reviewed to verify school policy has been violated per Board Policy 443.7.

SCHOOL SPIRIT

We expect to see you at school activities, concerts, and games. Those who are performing or participating need and appreciate your support. Be a good sport while there. Sportsmanship is best cultivated by engaging in activities of one kind or another during your school career. Please cheer for an injured player of either side when they need to leave the game. Do not interfere with the cheering by opponents. Never hiss or boo the officials or the participants. OFHS is a member of the Bay Conference, which prohibits the use of noisemakers at indoor athletic events. Please do not stomp on the bleachers. As always, at home or away, the reputation of OFHS is in the hands of our enthusiastic supporters on the sidelines. We do not like losing, but we will gladly sacrifice the game rather than forfeit our reputation for good sportsmanship!

SOLICITING

Soliciting by and for out-of-school groups (e.g. - Boy Scouts, Girl Scouts, insurance companies, etc.) is strictly prohibited.

STUDENT DEBTS

If a student owes either money or an assignment to a teacher or to the Office, his or her transcripts and references may be held in the Office until the debt is removed. In the event a senior is guilty of having a debt owed the school, his/her diploma will be held in the Office until the debt is removed and he/she will not be allowed to participate in the graduation ceremony.

STUDY HALLS/SIGN INS

Study halls are provided to give students a quiet place to study and complete schoolwork. Study hall is an excellent opportunity to study and to lessen the burden of lengthy homework assignments. For the immature student, it can become an occasion of serious discipline problems. Students are expected to bring work with them to study hall. Study hall supervisors have the prerogative to establish study hall rules and establish seating charts.

When a student will be in a location other than the study hall, the student should report directly to that location and make certain his or her name is on the sign-in sheet for that particular area. Late sign-ins will not be accepted. The supervising teacher then signs the sign-in sheet and the sheet is taken to the study hall teacher for the purposes of attendance. **Under no circumstances are students to work in an area of the school without a teacher signing them in.** Students must maintain good academic standing in order to have the option of signing into other locations during study hall. Signing in is a privilege. This privilege may be revoked at any time if a student is not working up to his/her ability or for improper behavior.

General Study Hall Guidelines:

- Be in your seat when the bell rings.

- Start working immediately and keep busy the entire period.
- Bring sufficient work to occupy your time for the entire period.
- Do not talk without the permission of the study hall supervisor.
- Do not leave your assigned seat without the permission of the study hall supervisor.
- Keep your area clean. Pick up any waste paper and other debris before leaving.
- Avoid all types of disturbances. Students who deliberately attempt to disrupt the learning environment of the study hall will be disciplined accordingly.

TECHNOLOGY USE REGULATIONS

Technology at OFHS has been provided to give students the tools and instruction to meet established standards of educational merit. The hardware and software approved for use at OFHS will help students become the best students they can be. Students who choose to use the technology at OFHS must sign an acceptable use agreement and have their parent or guardian also sign the agreement prior to their being given access to the technology.

The following is a list of rights and responsibilities in regard to student use of technology at OFHS.

Students have the right to:

- Equity of access to equipment and resources.
- Locate information, receive assistance, communicate, and exchange ideas with others to carry out assignments or projects meeting District educational goals.
- Training to reach at least a minimal level of technology literacy competency.

Students have a responsibility to:

- Use technology resources in a legal, ethical, and responsible manner, regardless of what security mechanisms are in place.
- Use this technology only for appropriate educational purposes that are consistent with District policies.

Prohibited activities include, but are not limited to:

- Using a network, or assisting another, for any illegal activity including violation of copyright or other laws.
- Loading or downloading unauthorized software onto the network or workstations.
- Using a network in ways that violate school policies and behavior standards.
- Using a network for personal, financial, or commercial gain.
- Using resources in an unauthorized manner that lowers system performance or capacity (unnecessary storage of graphic files, playing games, distributing or creating viruses, or excessive printer use, etc.)
- Subscribing to list serves, newsgroups, or participating in chat rooms unless authorized by a teacher.
- Using an account assigned to another user with or without permission.
- Violating the privacy of other individuals by accessing their files.
- Gaining unauthorized access, or attempting to gain unauthorized access, to resources, storage devices, or entities (hard drives, remote locations, servers, etc.)
- Destroying, tampering, or damaging hardware, software, and electronic data.
- Using harmful, vulgar, or profane content.
- Using technology resources for harassment.

The Network System Administrator has the right to reasonably monitor user network activities, files, directories, printer use, and Internet use.

Penalties will result when there is a violation of the acceptable use agreement. These penalties will be administered based on the severity and frequency of the offense. This could include suspension or loss of privileges, and may lead to more serious penalties. Penalties will carry over from one year to the next. School authorities have the right to interpret the guidelines. Students have the right to due process consistent with District policy.

- First Offense- Loss of resource use for up to nine weeks (45 school days).
- Second Offense- Loss of resource use for up to eighteen weeks (90 school days).
- Third Offense- Loss of resource use for up to thirty-six weeks (180 school days).
- Fourth Offense- Complete loss of resource use until transferring to a new building.

Note: Students will be charged three dollars for reactivating accounts or re-issuing a password that has been lost, stolen or forgotten.

TELEPHONE USE

Students may request to use the main office phones for school business or emergency purposes before and after school and during the lunch period.

Students will not be excused from class to make nonessential personal phone calls. Personal calls are NOT to be made from school phones, except with the permission of office personnel.

TEXTBOOKS

The textbooks necessary for each class are issued at the beginning of the school year or semester. Students are expected to cover and maintain the condition of the textbooks issued to them. Covers can be obtained in the L.M.C. Students are responsible for any book issued to them and will be assessed a fee for the loss of a book or damage to a book. These assessments must be paid annually.

TORNADO PROCEDURES

Upon being informed that a tornado watch is in effect, students should be prepared to move to a prescribed area. When a watch is upgraded to a warning, the bell will ring (four short rings, repeated). Leave all books and materials and go immediately to the prescribed area of safety. Please maintain quiet throughout the drill, listening for further instructions as the drill progresses.

VISITORS

Parents are always welcome to visit the school and classes. As a general rule,

student visitors will not be allowed. If special circumstances exist that require a student to bring a student visitor, then permission must be obtained from the Office at least one day prior to the visit.

All visitors to the school must report to the Office upon arrival to sign-in and to obtain a visitor's pass. Please contact the Office with questions or requests.

EQUAL EDUCATIONAL OPPORTUNITY

The Oconto Falls Area School District is committed and dedicated to the task of providing the best education possible for every student in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, emotional, mental, or learning disability or handicap.

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

STUDENT PHOTO'S

Student pictures are given to local media outlets to gain publicity for school & district events. This includes but is not limited to newspapers, newsletters, and school/club sponsored web sites. If you do not wish your students photo or facsimile thereof, please inform the main office in writing.

MILITARY RECRUITERS

Student names are given out to all military recruiters. With the advent of the No Child Left Behind policies, if you wish your students name to be withheld from the recruiters a parent must actively sign a waiver in the high school office.

CO-CURRICULAR IN A NUTSHELL

NOTE: This is only an outline not the complete code, only an outline. Please contact the Athletic office for full documentation.

A. Eligibility

1. A high school student is ineligible for participation if he/she has received one or more failing grades in his/her latest school quarter. This ineligibility shall be for a minimum of 15 scheduled school days and nights. Ineligibility will begin the day grades are verified and posted following the end of the preceding quarter. After these 15 consecutive school days, a review of the student's grades may be requested. The student must be passing the classes that they received failing grades in order to regain eligibility. A student who is ineligible for a minimum of 15 scheduled school days may not regain eligibility until the school day following the 15th day of ineligibility. If not eligible at that time, the student will be monitored on a daily basis and will remain ineligible until the failing grade/grades are passing. Students may attend practice or meetings during the ineligibility period at the discretion of their advisor.
2. A student regains eligibility immediately if incompletes are made up and passed within one week of the grading quarter. A student may erase ineligibility status following the last grading period of the school year through summer school courses, provided:
 - a. The school gives credit toward graduation for such courses, and
 - b. The student successfully completes not less than the same number of classes that caused the ineligibility
3. A student who is enrolled in any state-approved EEN program and who receives no usual grading for such courses may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her I.E.P.
4. Eligibility for fall activities will be based on passing grade requirements in the previous school year's latest quarter grading period. The ineligibility status will be adjusted as follows for students in fall activities. The minimum ineligibility period shall be the lesser of:
 - a. Twenty-one (21) consecutive calendar days beginning with the date of the earliest allowed competition or performance, or
 - b. One-third of the maximum number of competitions or performances allowed in an activity.
 - c. Students who successfully complete with a passing grade a pre-approved summer school program may regain eligibility.
5. On the day of a contest or event, students must be in school for the entire day and participate in all classes. Note: Students with medical appointments or family emergencies may compete if the absence is excused by the administration.
6. If student is suspended out-of-school for any reason, this suspension shall include any practices, performances, and competitions that occur during this time. Students receiving in-school suspensions may participate in practice or meetings only.

7. Advisors and administrators have a right to expect students to act in an accredited manner conforming to the ideals and principles of the Oconto Falls School District and community. The student is reminded that being a member of a club or organization is strictly voluntary and that he/she may be suspended for a period of time for failing to conform to these principles.
8. A handbook card must be signed each year by both students and parents which indicate that they have read the Co-curricular Code. This statement must be turned in to the advisor or coach before the student is permitted to participate in each activity. The coach or advisor will then submit a list of participating members to the office.

B. Drug, Tobacco, and Alcohol Violations

1. The Oconto Falls School District recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. A student must follow the school's training rules and code of conduct on a year-round basis.
2. Regardless of the quantity, a student shall not use or possess a beverage containing alcohol, use or possess tobacco, or use, possess, buy or sell any substance defined by law as a drug or any paraphernalia associated with its use, or knowingly be at an unlawful assembly where this is occurring for any amount of time. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor if the proper steps are taken according to this document.
3. The reporting of a violation may be made by a teacher, a parent, a teammate, or a responsible person from the community. The report must be in writing on a form supplied by the athletic director, and must state the time, place and names of other witnesses.

C. Other

Unexcused absences from school will result in a loss of participation from that evening's activity. This suspension will be immediate as soon as the absence is discovered and confirmed.

D. Penalties for Violations

1. Penalties for each incident will be assessed separately
2. Any suspension(s) of a student for a previous year's after-season violation(s) or for a summer vacation violation(s) will be served by the student starting with the first contest(s) of his/her next chosen interscholastic sport and/or co-curricular activity during the subsequent school year. After these suspensions have been served; the student will be given a clear slate providing the student has not had any violations during the subsequent school year.
3. An student's suspension is valid only if he/she has completed the season that he/she has served the suspension in.

PLAGIARISM & CHEATING

The Oconto Falls High School regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of an individual student. All forms of academic dishonesty will make a student subject to strict disciplinary action.

Students shall not engage in any act of deception or falsification of work product. This includes plagiarism by copying the language structure, idea and/or thought of another and representing it as one's own work, and verbal or written statement of untruth. Copying, "borrowing" from another source and giving it as one's own work, and resubmitting that work from another person or another class are all unacceptable practices.

Consequences for first offences of plagiarism are an administrative decision that may include re-working and submitting the original work for credit, a parent/student/teacher meeting and in-school suspension. Consequences will escalate for further instances during a high school career. Examples are below:

Example #1 Original text: Alvin Kernan, *The Playwright as Magician*. New Haven: Yale University Press, 1979. pp. 102–103.

From time to time this submerged or latent theater in becomes almost overt. It is close to the surface in Hamlet's pretense of madness, the "antic disposition" he puts on to protect himself and prevent his antagonists from plucking out the heart of his mystery. It is even closer to the surface when Hamlet enters his mother's room and holds up, side by side, the pictures of the two kings, Old Hamlet and Claudius, and proceeds to describe for her the true nature of the choice she has made, presenting truth by means of a show. Similarly, when he leaps into the open grave at Ophelia's funeral, ranting in high heroic terms, he is acting out for Laertes, and perhaps for himself as well, the folly of excessive, melodramatic expressions of grief.

Verbatim plagiarism, or unacknowledged direct quotation (lifted passages are underlined)

Almost all of Shakespeare's Hamlet can be understood as a play about acting and the theater. For example, there is Hamlet's pretense of madness, the "antic disposition" that he puts on to protect himself and prevent his antagonists from plucking out the heart of his mystery. When Hamlet enters his mother's room, he holds up, side by side, the pictures of the two kings, Old Hamlet and Claudius, and proceeds to describe for her the true nature of the choice she has made, presenting truth by means of a show. Similarly, when he leaps into the open grave at Ophelia's funeral, ranting in high heroic terms, he is acting out for Laertes, and perhaps for himself as well, the folly of excessive, melodramatic expressions of grief.

Comment for example 1

Aside from an opening sentence loosely adapted from the original and reworded more simply, this entire passage is taken almost word-for-word from the source. The few small alterations of the source do not relieve the writer of the responsibility to attribute these words to their original author, Alvin Kernan. A passage from a source may be worth quoting at length if it makes a point precisely or elegantly. In such cases, copy the passage exactly, place it in quotation marks, and cite the author.

Example #2 Original text: From time to time this submerged or latent theater in *Hamlet* becomes almost overt. It is close to the surface in Hamlet's pretense of madness, the "antic disposition" he puts on to protect himself and prevent his antagonists from plucking out the heart of his mystery. It is even closer to the surface when Hamlet enters his mother's room and holds up, side by side, the pictures of the two kings, Old Hamlet and Claudius, and proceeds to describe for her the true nature of the choice she has made, presenting truth by means of a show. Similarly, when he leaps into the open grave at Ophelia's funeral, ranting in high heroic terms, he is acting out for Laertes, and perhaps for himself as well, the folly of excessive, melodramatic expressions of grief.

Lifting selected passages and phrases without proper acknowledgment (lifted passages are underlined)

Almost all of Shakespeare's *Hamlet* can be understood as a play about acting and the theater. For example, in Act 1, Hamlet adopts a pretense of madness that he uses to protect himself and prevent his antagonists from discovering his mission to revenge his father's murder. He also presents truth by means of a show when he compares the portraits of Gertrude's two husbands in order to describe for her the true nature of the choice she has made. And when he leaps in Ophelia's open grave ranting in high heroic terms, Hamlet is acting out the folly of excessive, melodramatic expressions of grief.

Comment for example 2

This passage, in content and structure, is taken wholesale from the source. Although the writer has rewritten much of the paragraph, and fewer phrases are lifted verbatim from the source, this is a clear example of plagiarism. Inserting even short phrases from the source into a new sentence still requires placing quotations around the borrowed words and citing the author. If even one phrase is good enough to borrow, it must be properly set off by quotation marks. In the case above, if the writer had rewritten the entire paragraph and used only Alvin Kernan's phrase "high heroic terms" without properly quoting and acknowledging its source, the writer would have plagiarized.

Example #3 Original text

From time to time this submerged or latent theater in *Hamlet* becomes almost overt. It is close to the surface in Hamlet's pretense of madness, the "antic disposition" he puts on to protect himself and prevent his antagonists from plucking out the heart of his mystery. It is even closer to the surface when Hamlet enters his mother's room and holds up, side by side, the pictures of the two kings, Old Hamlet and Claudius, and proceeds to describe for her the true nature of the choice she has made, presenting truth by means of a show. Similarly, when he leaps into the open grave at Ophelia's funeral, ranting in high heroic terms, he is acting out for Laertes, and perhaps for himself as well, the folly of excessive, melodramatic expressions of grief.

Paraphrasing the text while maintaining the basic paragraph and sentence structure

Almost all of Shakespeare's *Hamlet* can be understood as a play about acting and the theater. For example, in Act 1, Hamlet pretends to be insane in order to make sure his enemies do not discover his mission to revenge his father's murder. The theme is even more obvious when Hamlet compares the pictures of his mother's two husbands to show her what a bad choice she has made, using their images to reveal the truth. Also, when he jumps into Ophelia's grave, hurling his challenge to Laertes, Hamlet demonstrates the foolishness of exaggerated expressions of emotion.

Comment for example 3

Almost nothing of Kernan's original language remains in this rewritten paragraph. However, the key idea, the choice and order of the examples, and even the basic structure of the original sentences are all taken from the source. This is another clear example of plagiarism. When paraphrasing, it's absolutely necessary (1) to use your own words and structure, and (2) to place a citation at the end of the paraphrase to acknowledge that the content is not original.

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<http://www.princeton.edu/pr/pub/integrity/08/plagiarism/>