

OCONTO FALLS HIGH SCHOOL

Home of the Panthers

210 N. FARM ROAD

OCONTO FALLS, WISCONSIN 54154

(920) 848-4467



STUDENT/PARENT HANDBOOK 2021-22

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.

OCONTO FALLS HIGH SCHOOL STAFF DIRECTORY
2021-22

High School Administration -	Moore, Daniel Smith, Danny	Principal Assistant Principal
High School Office -	Eckes, Donna Wolf, Nancy	Administrative Assistant Administrative Assistant
Agriculture -	Taylor, Walter	Teacher
Art -	Nagy, Stephen	Teacher
Athletics -	Moynihan, Jerry Nielsen, Carla	Director of Athletic/Activities Administrative Assistant
Business -	Tate, Tracy Bohl, Nicholas	Department Leader Teacher
Foreign Language -	Zidon, Hannah Stephani, Jessica	Department Leader Teacher
Health -	Solarek, Tim	Teacher
History -	WhiteHorse, Kristin Kinziger, Marc Tenpas, Mitchell	Department Leader Teacher Teacher
Language Arts -	Spang-Magee, Stephanie DeHut-Grulkowski, Emily Gander, Gayle Jones, Mollie	Department Leader Teacher Teacher Teacher
LMC -	Penny Stuibler Wickman, Jody	Department Leader Paraprofessional
Math -	Holtz, Candis Bohl, Kathryn Plank, Melissa Vanden Heuvel, Keith	Department Leader Teacher Teacher Teacher
Music -	Seidl, Lauren Thiel, Amy	Teacher Teacher
Phy Ed -	Luebke, Paul Solarek, Tim	Teacher Teacher

Science -	Behnke, Candice Kopczynski, Hallie Laszczkowski, Tyler Weibel, Mariah	Department Leader Teacher Teacher Teacher
Pupil Services/ Special Education	Olsen, Terri DeMoulin, Marissa Barnett, Ruth Bray, Haley Loew, Julie Desterheft, Michelle Angus, Jennifer Bilda, Heather Elliott, Kristen Krueger, Dewey Omer, Allison Bellerud, Jacob Birr, Debbie Gagnon, Lisa Kamps, Chelsey Lyng, Rose Pardy, Sandy Shomin, Mary	Director - Pupil Services/SPED Administrative Assistant School Psychologist School Psychologist Speech/Language Therapist Department Leader Teacher Teacher Teacher Teacher Teacher Paraprofessional Paraprofessional Paraprofessional Paraprofessional Paraprofessional Paraprofessional Paraprofessional
Tech Ed -	Beschta, Matt Bursa, John Heisel, David	Department Leader Teacher Teacher
Student Services -	Michalski, Michael Shallow, Ann Fish, Nancy	Counselor (last name A-K) Counselor (last Name M-Z) Administrative Assistant
FALS/NewPath Alternative -	Brasier, David Carriveau, Tracy	Director of FALS/New Path Paraprofessional
Health Services	Cumber, Kelsie Donart, Lynette	District Nurse District Nurse
Technology -	Jeffers, Corey Gaertig, Tammy Hames, Josh Olsen, Brandon Sturm, Ron	Director of Technology Tech Specialist Tech Specialist Tech Specialist Tech Specialist
Transportation-	Ruid, Steve	Courier

Buildings and Grounds-	Bouche, Mike Magnin, Bart Kurek, Steve Nickels, Zak Fischer, Fonda Jones, Robert Vaughn, Chuck Bristol, Cindy Vickman, Arik Wenzel, Tammy	Supervisor of Buildings/Ground Head Maintenance Maintenance Maintenance Lead Custodian Custodian I Custodian I Custodian II Custodian II Custodian II
Food Service -	Faccio, Jennifer Le Sage, Cindy Cyr, Diane Earley, Carol Earley, Nichole Fry, Jodi Gander, Andrea	Director of Food Service Administrative Assistant Food Service Staff Food Service Staff Food Service Staff Food Service Staff Food Services Staff

GENERAL INFORMATION

WELCOME

Welcome to Oconto Falls High School - the home of the Panthers! The administration, faculty, and staff are looking forward to the opportunity to work with each and every student at OFHS, and our goal is that 2021-22 will be a rewarding year of learning, growth, and achievement for all students.

The rules and information contained in this handbook are not all inclusive. For further information and/or clarification, students and parents are referred to the School Board Policy Manual, which can be accessed online at the following site:

<https://go.boarddocs.com/wi/ofpsd/Board.nsf/Public>

The intent of this handbook 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.

SCHOOL AND OFFICE HOURS

Regular school hours are 8:00 A.M. to 3:26 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 have the opportunity 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 in order to meet student and school needs and adapt to changing circumstances. These changes will be communicated through morning announcements and through school email.

SCHOOL CLOSURE

When inclement weather makes it necessary to close school, our school district's notification, Skylert, which will generate phone calls, text messages, and/or emails to students and parents. School closings will also be broadcast on local radio and television stations.

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 with parent/guardian consent.

FEES

- \$ 95.00 Advanced Placement Test Fee
- \$ 300.00 UW-Green Bay Psychology.
- \$ 300.00 UW-Green Bay Human Biology
- \$ 180.00 St. Norbery Calculus
- \$ 30.00 Woods 1, II 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 Welding II

\$ 40.00 Small Engines I

\$ 30.00 Motorcycle Fundamentals

\$ 10.00 Ceramics Fee (all classes)

\$ 20.00 Intro to Art, Applied Art, Arts &
Crafts, Drawing & Painting

\$ 15.00 Aquaculture I, II; Wildlife

\$ 10.00 Floriculture/Landscape, Food
Science 1, II

\$ 10.00 Parking Permit fee

\$ 10.00 9th-11th grade fees

\$ 25.00 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 registering
online. Please refer to these Rules and
Regulations or School Policy for more
information concerning these rules.

LATE BUS TRANSPORTATION

The Oconto Falls School District offers late
transportation to students involved in school
activities. Accessing late transportation is a
privilege, and students are expected to act
respectfully and responsibly in signing up for
late transportation and while riding.

ACTIVITY TRANSPORTATION

Students must use the mode of transportation
provided by the district to and from all school
sponsored activities. 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. 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 IDEA 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. Nondiscrimination 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) 8484471

TITLE IX GRIEVANCE PROCEDURES

- 1) Any complaint alleging noncompliance with Title IX shall be in writing and shall include a statement of facts concerning the alleged noncompliance 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 Schedule

7:56	Warning Bell
8:00 – 8:46	1 st Period
8:50 – 9:34	2 nd Period
9:38 – 10:22	3 rd Period
10:26 – 11:10	4 th Period

11:10 – 11:40 1st Lunch
(ELA, Social Studies, Art, Music, Special Ed, Spanish + 10th and 12th Grade Homeroom)
11:44-12:14 Panther FLEX

11:14-11:44 Panther FLEX
11:44-12:14 2nd Lunch
(Ag, Tech Ed, Business, Pht Ed, Science, Math + 9th and 11th Grade Homeroom)

1:06 – 1:50	6 th Period
1:54 – 2:38	7 th Period
2:42 – 3:26	8 th Period

Early Release Schedule

7:56	Warning Bell
8:00 – 8:35	1 st Period
8:39 – 9:12	2 nd Period
9:16 – 9:49	3 rd Period
9:53 – 10:26	4 th Period
10:30 – 11:03	5 th Period
11:07-11:40	6 th Period
11:40 – 12:12	Lunch (all)
12:16 – 12:49	7 th Period
12:53 – 1:26	8 th Period

Academic Information

REQUIREMENTS FOR GRADUATION

In order to graduate from OFHS, students must earn, at a minimum 26 credits. Required coursework 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 (½ credit must be in economics)
- Physical Education – 1½ credits
- Health – ½ credit
- Electives – 11 credits

This coursework may be in 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 or physical education. Credit deficiency programs are available.

NOTE: Algebra 1 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:** 6.5 credits of academic or vocational classes including Language Arts 9, Algebra I (or another math course), Biology, World History, ½ credit 9th Grade Physical Education, ½ credit Computer Literacy, elective courses
- **Sophomores:** 6.5 credits of academic or vocational classes including Language Arts 10, Geometry (or another math course), Chemistry, U.S. History, ½ credit of Physical Education, elective courses
- **Juniors:** 6.5 credits of academic or vocational classes including Language Arts 11, Algebra II (or another math course),

Physics (or another science course), Modern American/Economics, ½ credit Physical Education, ½ credit Health, electives

- **Seniors:** 6.5 credits of academic or vocational classes including one credit of upper level Language Arts.

RECOMMENDED MINIMAL COLLEGE PREP PROGRAM

Four years of English, math, and science; three years of social studies; and at least 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 and one half years. Please see a guidance counselor and/or the principal for additional information.

ADVANCED PLACEMENT COURSES

Advanced placement courses are offered in English, science, social studies and math. In addition to high school credit, college credit can be earned upon satisfactorily completing the course and passing a college competency examination.

EARLY COLLEGE CREDIT AND START COLLEGE NOW PROGRAMS

The Early College Credit and the Start College Now programs allows public high school students who meet certain requirements to take postsecondary courses at University of Wisconsin System institutions and/or Wisconsin technical colleges. If students and/or parents are interested in these programs, please contact a school counselor or consult the following website for more information:

<https://dpi.wi.gov/dual-enrollment>

Application deadlines are February 1 (for the summer semester), March 1 (for the fall semester) and October 1 (for the spring semester).

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 posted online 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 posted 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 after 7 semesters of:
3.00 to 3.49 GPA will graduate "cum laude"
3.50 to 3.99 will graduate "magna cum laude";
4.0 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.

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 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 and family; to secure test results; and to meet representatives from various colleges, the armed forces, and/or other organizations.

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 and/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 or the following school year. Failures in elective courses, unless sequential, need not be retaken. 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.

CLASS CHANGE PROCESS

As a general rule, schedule changes (adding or dropping courses) once school begins is not allowed except in special circumstances. 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. In some cases, the dropping of a class will result in the grade of "WF" being recorded on the student's transcript if there is not a compelling reason for the change

("WF" indicated "withdrawal F" - meaning no grade point average points are assigned - this will reduce a student's overall GPA). Schedule changes must be cleared through the guidance counselors and building administration in order to become official. More specific information regarding schedule changes is available in the Course Offering Handbook.

CHANGE OF ADDRESS

The parents of pupils who move during the school year are asked to make corrections in the Skyward Family Access. If moving out of the district, parents should notice the Office as soon as possible.

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 is considered a possible withdrawal, the student should contact a counselor or administrator to discuss the situation and explore all available options.

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, heavy jackets, and non-essential items must be left in the student's locker.
- Students should participate in class discussion cooperatively and give the discussion their undivided attention.
- No cellphone use during class time.
- Students should accept criticism and never make fun of others.
- 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 reserve 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 should notify the high school office by calling 848-4467 ext. 1, by 9 AM on the day of the absence. **Written notes should be turned into the office within 2 days of the absence from the parents for the absence to be excused.** 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. 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. Statute 118.15/16 allows parents to 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 absences accumulate to ten (10) dates per semester, formal documentation from the courts, medical personnel, etc. will be required to excuse subsequent absences.

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.
- Any tardiness greater than 10 minutes to a class period.
- Chronic Tardiness
- Any absence resulting in conflicting excuses will be considered unexcused.
- Absences which exceed Board or School Policy.

Detentions may be assigned for each unexcused absence accumulated. Refusal to serve detention 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/guardians in promoting student attendance in school including 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 note from a physician is required to be on file with the Nurse. After two days of non-participation, the teacher will then develop an alternative educational plan for the student.

MAKEUP WORK

Students who have been absent are expected to make up all missed work. 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 may 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 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 defiance, 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 CODE

With staff, student, and parent support and the use of good sense in terms of appropriate attire selection for school, issues can be easily

resolved and uncomfortable circumstances avoided.

Students should be aware of certain requirements concerning their appearance. Oconto Falls High School students have the right to wear what appeals to them, within certain parameters. All students need to pay attention to personal cleanliness, health, neatness, safety and suitability of clothing and appearance for school activities. Our concern for both school safety and an appropriate learning environment require that we enact some guidelines. When getting dressed for school, think about how you would dress for a job, and remember to respect the rights of others. In every case the dress and grooming of the students shall be clean and shall be safe, classroom ready, learning ready, and career ready. Clothing which could be reasonably expected to disrupt the school environment, or distract from the educational process is prohibited. If a distraction or disruption were to occur, students will be asked to change clothes or cover up the area of concern. If the student does not have access to a change of clothes at the school, they will be permitted to call home and have a change of clothes brought to them or get permission from parent/guardian to go home and change and then return to school.

Bandanas and outdoor coats or jackets must be stored in student lockers upon arrival at school and may not be worn during the school day. Hats, caps, and hoods may be worn if they do not contain offensive messages and if they do not obstruct a view of the students face or ears. Examples of clothing deemed inappropriate and that should not be worn to school include, but are not limited to, the following:

- Clothing that promotes tobacco products, alcohol, illegal drugs or gangs (including Jerome, Seedless, Taylor Gang, Truk or YMCMB).
- Extremely low cut or revealing clothing and clothing that exposes the midriff.

- 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.
- Clothing with wording, sayings, or depictions that offend staff or other students (including “rebel flag” shirts).
- All shirts/blouses must have sleeves.

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 decision 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.

CELL PHONES/ELECTRONIC DEVICES

Cellphones may not be possessed or used during class time without specific teacher permission for educational reasons. This includes FLEX time and study halls. In addition, earphones and earbuds may not be worn in class during instruction. During class time students must

store cell phones in their vehicle, locker, or the classroom cell phone storage pouch. Students may use cellphones before and after school, during lunch breaks, between classes or at school-related functions as long as they do not create a distraction, disruption or otherwise interfere with the educational environment.

If a student is in possession of a cell phone during class time, staff members will confiscate the cell phone and send it to the office. Students are not to take a picture or video of another student or staff member unless they have prior permission.

The following are consequences for inappropriate cell phone use:

1st offense (in a given school year): the phone will be held in the office until the end of the day. Students may pick up their phone with parent permission.

2nd offense: the phone will be held in the office until a parent can pick up the phone.

3rd offense: students will be prohibited from possessing a phone in the school building for the remainder of the current semester. If a student needs to have a phone at school it must be stored in the High School Office.

4th and subsequent offenses: a student will be suspended from school for up to 3 days.

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. A student that knowingly supplies work for another student to hand in as their own is also committing Academic Dishonesty.

The following disciplinary actions are imposed when students purposely or repeatedly engage in academically dishonest actions(Plagiarism/Cheating):

1st Offense: Verbal Warning. First offenses will result in a required meeting/phone call between parents, teacher(s), and students. Student work will receive no credit, but students will be provided the opportunity to redo for full credit. Incident will be reported to the building administration and documented by the administrator.

2nd Offense: Verbal and Written Warning. Second offenses require a meeting/phone call between parents, teacher(s), and students. Teacher will document incidents in written form to the administration. Building administration will document the incident. A written warning will be sent by the administration to the student, and parent/guardian. Student work will receive no credit but students will be provided the opportunity to redo the assignment for ½ credit.

Written warning will include information for student and parent/guardian that further offenses will receive a zero without opportunity to redo for credit and/or removal from class with a grade of F.

3rd and Subsequent Offenses: Third and subsequent offenses will result in the matter being referred to Administration. Third and subsequent offenses are considered habitual misconduct and are subject to disciplinary dispositions. Third and subsequent offenses may lead to suspensions and/or possible termination of a student's enrollment in the class.

Dual credit courses may have stricter policies that will follow the expectations of the institution providing the credit and will be noted in the class syllabus.

SOCIAL MEDIA

Student conduct on internet-based social media outlets (examples are Facebook, Twitter, YouTube, InstaGram, Snapchat, etc.), whether at school or away from school, that creates a hostile or intimidating environment for students or staff at school could be subject to disciplinary action. Students are asked to think carefully about their online activity and the potential impact on others.

TOBACCO/NICOTINE USE

Possession and/or use of chewing tobacco, snuff, tobacco substitutes, e-cigarettes, vapes, nicotine gum, nicotine patches or other tobacco and/or nicotine products or look alike products 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 Substances 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 the 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 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. The district has the legal authority to require urine samples or other drug testing measures. The school will make every effort to contact 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 possible five 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 a second offense will result in a mandatory expulsion hearing. Drug and alcohol offenses will be considered over four years in determining consequences - 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 five 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.

NOTICE TO STUDENTS, PARENTS AND STAFF REGARDING THE USE OF CAMERA SURVEILLANCE ON SCHOOL PROPERTY

For the safety of our students, staff and visitors, the School District employs camera surveillance equipment for security purposes.

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 five 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, 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. (These additional actions will not eliminate the initial detention commitment.) **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. Homerooms will meet periodically to clarify 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. Council will also provide opportunities for students to engage in the school and the community. Student Council consists of representatives from each class.

ATHLETICS

The following athletic activities are available to the male students at OFHS: baseball, basketball, cheerleading, cross-country, football, golf, track, and wrestling. For female students, the following activities are available: basketball, cheerleading, cross-country, golf, dance, softball, track, volleyball, and wrestling.

Eligibility for athletics requires that the student pass all classes, as well as comply with the school's athletic 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: Archery Club, Art Club, Chess Club, Dramatic Arts Club, Forensics, FBLA, FFA, Jazz Band, Jazz Choir, National Art Honor Society, National Honor Society, Pep Band, Spanish Club, HiQ, Destination Imagination, and Skills USA.

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. Students may be denied participation in field trips for serious academic or disciplinary reasons.

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 allowed.

DANCES

All dances are for the students of OFHS and their guests only. Graduates from the prior year 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.

MISCELLANEOUS INFORMATION

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.

ANNOUNCEMENTS

Pertinent information is provided to students and staff daily through announcements. Anyone wanting to have an announcement included in the daily announcements must submit the announcement in writing to the Office by 7:30 A.M. on the day it is to be read. All announcements must have the approval of a faculty advisor or the principal. Copies of the announcements will be posted on the window of the Student Services Office and online.

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 may be ticketed and/or towed at owner's 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.
- 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 information needs to be provided and updated as needed in Skyward Family Access. **It is essential that this information be kept up to date - thank you!**

FIRE DRILLS

Fire drills are held at various times during the year to acquaint students with the proper procedures for leaving the building quickly and without panic. The fire signal is a series of four blasts on the fire horns, repeated at intervals until the building is cleared. 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. All students who qualify for free or reduced lunches (one reimbursable meal per day per student) automatically qualify for free or reduced breakfast. If your child qualifies through direct certification there is no need to fill out a paper application. An application needs to be filled out every year. An application can be filled out anytime throughout the school year. Please return them as soon as possible.

During the 2021-22 school year, all students are eligible to receive a free breakfast and lunch daily.

Oconto Falls School District has a computerized prepayment system for our Food Service program. Students must have money in their accounts to purchase extra milk or any ala carte items. If parents do not wish their student to buy extra items 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. As much as possible, we ask that families make electronic payments online using a credit/debit card. Payment by cash or check should be placed in an envelope and labeled with your child's name, grade and amount of money enclosed and deposited in a lock box - located in the Commons, or mailed directly to the following address:

OFHS - Food Service
210 N. Farm Rd.
Oconto Falls WI 54154

This is a pre-pay system and we request that you maintain a positive balance 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. Purchases will not be allowed for any deficit accounts.

Family account balances at the end of a school year will be carried over to the next school year. 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:

Cindy Le Sage, Food Service Secretary
920-848-4466 ext. 3

OR

Jennifer Faccio, Food Service Director
920-848-4466 ext. 1

FUNDRAISING ACTIVITIES

All fund raising activities conducted in or around school must be approved by the Building Administrator. This includes school and nonschool 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. Fundraising 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 (LMC)

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. 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.

Students on the overdue list may checkout materials ONLY when the overdue materials have been returned. 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 restriction from the LMC for a period of time during 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. Barring unusual circumstances, 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 may 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.

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.

SCHOOL SPIRIT

We highly encourage you to attend 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 harass student-athletes, coaches, or officials. OFHS is a member of the Northeastern Wisconsin 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 act in a way that will never 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 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 has a debt owed to 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.
- NO CELLPHONE USE.
- 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. Respect the rights of others to study in a quiet environment.

TECHNOLOGY USE REGULATIONS

For a complete list of technology use policies and procedure see the Student/Parent Device Handbook.

The Oconto Falls School District is committed to preparing students to be successful citizens locally and around the globe. The technology department's mission focuses on "inspiring innovative learning." A part of the inspiring innovative learning program includes providing consistent, equitable access to educational technology for our students..

During yearly online registration, parents will be expected to acknowledge that they have read and understood the Student/Parent Device Handbook. Although students will not be expected to sign anything formally, all students will be expected to abide by the policies and procedures in the handbook. At the beginning of each year, students who receive devices will go through an orientation, which includes information directly related to this handbook.

Technology devices are a necessary requirement for access to and completion of many learning activities. technology devices are considered school district property, and all OFSD Board policies relating to district property apply to all technology devices. All students must also comply with the Oconto Falls School District 7540.03 - Student Education Technology Acceptable Use And Safety Policy. Furthermore, use or possession of "hacking" software, virtual private networks, proxies, filter blocking, and remote connection software is prohibited, and violators may be subject to disciplinary action. All users are expected to comply with copyright, plagiarism, and intellectual property regulations. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, may result in criminal prosecution or disciplinary action by the District.

The Oconto Falls School District will generally treat technology devices as digital textbooks and information access tools necessary for student success. Each year parents will need to sign the OFSD Annual Consent Form (which can be completed electronically via online registration or via your school office). Each student will be assigned his or her own technology device to use at home and at school during each school year. It is imperative that students always use the specific technology device assigned to him or her unless otherwise instructed by a staff member at OFSD because each student will be issued the same device throughout his or her tenure at each school.

Prohibitive activities include but are not limited to:

- Careless misuse of a technology device that could result in damage (yours or others)
- Using technology device to send, share or display images of guns, weapons, provocative or sexualized material, inappropriate language, alcohol, drug, gang related symbols or pictures

- Using the technology device to intimidate, taunt or otherwise harass another student or staff member
- Using the technology device to engage in illegal or illicit activity
- Intentional or malicious misuse that could result in damage to the technology device (yours or others)
- Using the technology device to engage in any behavior that would violate district/building policy in areas not related to technology

TELEPHONE USE

Students may request to use the main office phones for school business or emergency purposes before and after school, during the lunch period, and during a study hall period (with the supervisor's permission). **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 LMC. 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

All parents and other adult visitors must report to the main office upon arrival to sign in and receive a visitor ID. As a general rule, students from other schools will not be approved as guests during the school day.

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 PHOTOS

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 websites. If you do not wish your students photo or facsimile thereof, please indicate this when completing the online registration process.

MILITARY RECRUITERS

As per state and federal law and Board policy, student names, addresses, and phone numbers may given to military recruiters. Parents may choose to request, in writing to the Office, that this information not be disclosed.

CO-CURRICULAR IN A NUTSHELL

NOTE: This is only an outline not the complete code. Please contact the Athletic Office for the 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 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 a 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 Violation

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 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. A student's suspension is valid only if he/she has completed the season that he/she has served the suspension in.