

# **OMRO HIGH SCHOOL**

## **Student Handbook**



***Welcome to OHS - Home of the Fighting Foxes!***

**Superintendent**  
Dr. Kelly Rieckmann

**Principal**  
Danielle Schmick

**Assistant Principal**  
Mark Levezow

**District Vision Statement**  
*Progressively leading, engaged in learning, and committed to district-wide growth*

**District Motto**  
*Progressive, Engaged, Committed*

**Our Mission Statement**  
*We serve the intellectual, emotional, physical and behavioral development of teens.*

## High School Navigation

Dr. Kelly Rieckmann	Superintendent	<ul style="list-style-type: none"> <li>● District Leadership</li> </ul>
Mr. Eric Moon	District Business Manager	<ul style="list-style-type: none"> <li>● District Finance</li> </ul>
Mrs. Danielle Schmick	Middle and High School Principal	<ul style="list-style-type: none"> <li>● Building Leadership</li> <li>● Staff Evaluations</li> <li>● Budget</li> </ul>
Mr. Mark Levezow	Middle and High School Assistant Principal	<ul style="list-style-type: none"> <li>● Attendance</li> <li>● Discipline</li> <li>● Student/Parent Concerns</li> </ul>
Mrs. Erin Calvin	District Director of Curriculum and Instruction	<ul style="list-style-type: none"> <li>● Curriculum and Assessment coordinator</li> </ul>
Mrs. Jaime Glaeser	District School Psychologist District RTI Coordinator	<ul style="list-style-type: none"> <li>● Student Evaluations</li> <li>● RTI Coordinator</li> </ul>
	District Director of Special Education	<ul style="list-style-type: none"> <li>● Special Education Program coordinator</li> </ul>
Mr. Marty Goryl	Middle and High School Athletic Director	<ul style="list-style-type: none"> <li>● Athletic activities coordinator</li> </ul>
Ms. Rachel Williams	High School Counselor	<ul style="list-style-type: none"> <li>● Student/parent concerns</li> <li>● Scheduling</li> <li>● Social/Emotional Development and Success</li> </ul>
Mr. Chad Gehrke	District Technology Director	<ul style="list-style-type: none"> <li>● Technology maintenance</li> </ul>
Mrs. Jennifer Bishop	District Technology Coach	<ul style="list-style-type: none"> <li>● Provides resources and support for teacher technology use</li> </ul>
Mr. Steve Franz	Director of Building and Grounds	<ul style="list-style-type: none"> <li>● Building Maintenance</li> <li>● Grounds Maintenance</li> </ul>
Mr. Ken Carley	District Safety and Grounds Coordinator	<ul style="list-style-type: none"> <li>● District Safety</li> <li>● Grounds Maintenance</li> </ul>
Mrs. Rose Ann Boushele	District Food Services Director	<ul style="list-style-type: none"> <li>● Food Services</li> </ul>
Officer John Peeters	District Liaison Officer	<ul style="list-style-type: none"> <li>● District Safety</li> </ul>

## **Be Safe. Be Responsible. Be Respectful. Be Positive.**

All OHS students are expected to follow the principles of *safety, responsibility, respect, and positivity* in order to keep the school a positive, safe, and engaging learning environment. Each student can demonstrate *safety, responsibility, respect, and positivity* by:

- Respecting peers, teachers, staff, and others AND their property
- Respecting school property
- Taking responsibility for your OWN actions
- Allowing teachers the right to teach AND students the right to learn
- Using common courtesies to students and staff like *please, thank you, you're welcome, hello, excuse me*, etc.
- Taking pride in yourself, your work, your school and your community
- Coming to school and class on time, with proper materials and ready to do the best work you can
- Following all directions and expectations of teachers and staff
- Following all classroom and school rules and behavior expectations
- Moving throughout the building in an orderly manner (walking, keeping hands to yourself, using a quiet voice, etc.)
- Settling conflicts in an appropriate way
- Demonstrating a growth mindset

## **Chain of Support**

If you encounter a problem or concern, we ask that you please start by addressing the issue of concern with the individual (typically, this is a teacher or staff member) by either calling, emailing, or scheduling an in-person meeting. Please allow each step time to address the problem or concern, and maintain a respectful approach throughout the process. Each member of our school wants what is best for the students, staff, parents, and community members. Working through conflict is a life skill and doing so as a team will provide the best outcome

**Step 1.**  
Teacher/  
Staff Member

**Step 2.**  
Assistant Principal

**Step 3.**  
Principal

**Step 4.**  
Superintendent

## School hours for Students

The building opens at 7:00 a.m. for students to arrive. High school students stay in the HS commons area until 7:30 a.m. Students are to leave the building immediately after the school day ends unless involved in a sport, club or extracurricular activity.

### Regular Bell Schedule

Warning Bell	7:40
Period 1	7:45 - 8:27
Period 2	8:31 - 9:13
Period 3 (B. w/ B.)	9:13 - 9:57
Period 4	10:01 - 10:43
Period 5	10:47 - 11:29
<b>Lunch A</b>	11:29 - 11:59
Period 6	12:03 - 12:46
Period 6	11:33 - 12:16
<b>Lunch B</b>	12:16 - 12:46
Period 7	12:50 - 1:34
Period 8	1:43 - 2:27
Period 9	2:31 - 3:15

### Wednesday Bell Schedule

Warning Bell	7:40
Period 1	7:45 - 8:19
Period 2	8:23 - 8:57
Period 3 (B. w/ B.)	8:57 - 9:35
Period 4	9:39 - 10:13
Period 5	10:17 - 10:51
<b>Lunch A</b>	10:51 - 11:21
Period 6	11:25 - 11:59
Period 6	10:55 - 11:29
<b>Lunch B</b>	11:29 - 11:59
Period 7	12:03 - 12:37
Period 8	12:46 - 1:21
Period 9	1:25 - 2:00

Note: Bell schedules for 2-hour Late-Start are available on the Omro High School Website

## Important Rules & Expectations for All OHS Students

To promote a safe and productive environment for all, students are required to follow these important rules and expectations while at school:

### Attendance/Absences

**Reporting Absences:** Research shows school attendance is the main component to a successful education. It is also mandatory in the State of Wisconsin that students are in regular attendance at school until the end of the term in which the student turns eighteen.

Any absence must be reported to the student's school by the parent or guardian of that student prior to 9:00 a.m. by calling 920-303-2300. After the automated attendant answers, push the number '8' to report an absence. Written excuses must be in the office by 9:00 a.m. the following day. Any absence, which is not verified in this time frame or manner by the parent, will be considered unexcused. The building principal(s), by state law, makes the final determination of whether an absence is excused or unexcused.

Reasons for excused absences, according to board policy, include: documented illness, medical appointment, death in the immediate family, court appearance, family emergency, and up to 10 prearranged absences given prior approval.

When leaving the building for any reason, students must "sign out" in the office. Upon returning to the building during the school day, students must "sign in." If a student knows of a pre-arranged absence, a written excuse, signed by a parent/guardian, must be turned into the office and a prearranged slip must be signed by the students' teachers.

**Tardies:** Tardies are taken seriously as being persistently late can lead to a habit that will undermine student success in school and in the workforce. Any student arriving to school after the bell rings must report to the office for a pass. After more than 4 unexcused minutes late, the tardy will become an absence. Tardies will be given a consequence ranging from detentions to truancy fines.

**Truancy:** With the State of Wisconsin being a compulsory attendance state, truancy is filed as ordered by the law when a student is found to be truant. According to Wis. Stat. sec. 118.16(1)(a), "A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester". This includes leaving the building without administrative approval. The school works to resolve issues that cause a student to be truant with the family, social services, and court systems. The law allows for the court system to suspend drivers licenses, work permits, and impose curfews and monitoring guidelines along with other actions.

**Ten Day Rule:** According to Wis. Stat. sec. 118.15(3)(c), parents may excuse their student from school for up to ten days, per year, for any reason. These days need to be pre-arranged. Sick days that cannot be verified by school officials or a doctor will count towards these ten excused days. After ten days of excused absences, only a doctor or the building principals will be able to excuse an absence; after five days of unexcused absences, students may be considered habitually truant. After one unexcused absence, even for only a part of a day, students may be considered truant.

**Leaving the Building:** Please make every attempt to schedule appointments outside of the school day. If a student must leave school during the course of the day, the following procedure must be followed. Parents must contact the office or send a note with their student explaining the purpose for leaving and the time that the student has to leave school. The student should check in with the office to receive a pass to leave class at the correct time. The student needs to sign out in the office before they leave and get a "Leaving the Building" pass that must be filled out by the office to which he or she is going. When the student returns to school, he or she must turn in the "Leaving the Building" pass and sign in at the office.

If a student becomes sick during the school day, permission should be obtained from the teacher to come to the office so that office staff may call a parent to get permission for the student to go home. Students must still sign out from the office. Even if a parent cannot be reached, other accommodations will be made.

**Prearranged Absences:** If a prearranged absence cannot be avoided, please pick up a prearranged absence form in the office about a week ahead of time. A parent's signature is needed on the form along with a note from parents about the absence. All teachers need to sign the form. It must be returned to the office three (3) days before the absence. If this is not done, it will be counted as an unexcused absence. Field trips sponsored by school are exempt from this procedure.

## Bus Conduct Reports

Bus conduct reports will result in the following disciplinary actions, unless other actions are deemed necessary at the discretion of administration, based on severity of the offense.

1st offense - warning

2nd offense - assigned seat for an extended period of time

3rd offense - loss of riding privileges for 1 week

4th offense - loss of riding for 1 week and possible removal from bus transportation for the remainder of the school year.

## Getting To and From School

Students arrive and leave school a variety of ways and it is important to use the following rules to maintain safety for everyone:

- ❑ **Drop-off and Pick-up by vehicles:** before and after school hours all students should be dropped off in the high school parking lot. The only exception is during school hours for appointments, etc.
- ❑ **Bikes:** students must obey traffic rules and exercise safe riding practices. Use the bike lanes provided and park bikes in the bike rack and should be locked. Skateboards and rollerblades should be left at home. NO motorized vehicles allowed.
- ❑ **Bus rules:**
  - ❑ Be at your stop on time; wait off of the road
  - ❑ Enter the bus one at a time and take your assigned seat
  - ❑ Keep your hands, head and other body parts inside the bus at all times
  - ❑ Silence is demanded at railroad crossings
  - ❑ Keep books and other stuff out of the aisles
  - ❑ Respect bus property - you will be responsible to pay for any damage
  - ❑ Respect your bus driver and other students
  - ❑ Remain in your seat until the driver tells you to leave
  - ❑ Depart the bus one at a time
  - ❑ Look both ways when crossing the road, and cross at least 10 feet in front of a bus and wait for a hand signal
  - ❑ Stay clear of the back and side of the bus at all times
  - ❑ If you miss your bus at end of the day, report to the office for assistance
  - ❑ **If you are going to get off at a different stop, you MUST get a bus pass from the office.** You **MUST** have a note signed by your parent/guardian **AND** by the adult where you will be dropped off. These notes **MUST** be to the office **in the morning** of the date the pass is requested for.

## Closed Campus

The High School operates as a closed campus. Students are not to leave the building at any time or for any reason without office/teacher/staff/parent permission. Students may not leave the school grounds after arrival in the morning or before the departure in the afternoon.

## Phone Calls

Students may use the phones in the office to make phone calls. Parents may be asked to call the office phones to confirm his/her authorizations for granting permissions.

## **Class Dues**

Classes may collect dues from students on a yearly basis. This fee may not exceed \$10.00 per academic school year. Students who do not pay the class dues will not be allowed to attend the senior class trip or other such sanctions as proposed by the class officers. Students who cannot afford the dues should speak with their supervising teacher.

## **Work Permits**

Students needing work permits may obtain them from the office. Students will need to have verification of birth date, (IE. birth or baptismal certificate, driver's license) a request from the employer for work, a letter from a parent/guardian giving approval, a social security card, and a ten-dollar fee.

## **Parking**

The use of the school parking lot is a privilege, not a right. Anyone operating a vehicle improperly will not be allowed to park in the school lot and will possibly be reported to the police department. No students will be allowed to sit in any cars during the school day. This includes before school or during the lunch hour. Students park in the OHS parking lot near Fox Trail. Please do not park in the staff or visitor parking areas at the north side of the lot. No student will be allowed to park in the Omro Middle School parking lot. Students need to register for a parking permit in the high school office.

## **ESEA Compliance**

The School District of Omro is required to provide information to university and military recruiters upon request according to the Elementary and Secondary Education Act. We are obligated to provide students' names, addresses, and telephone listings when requested. We also provide this same information to the school yearbook, ring, and graduation companies. In addition, the School District of Omro uses directory information for school publications including playbills, honor rolls, graduation programs, and sports programs.

If a parent does not want the School District of Omro to disclose directory information about his or her student, a written consent must be filed by September 15 each school year. The School District of Omro has determined the following information to be directory information: student name, address, telephone listing, e-mail address, photograph, participation in school events, weight and height of athletic team members, degrees, awards, honors, grade level, and dates of attendance.

## **Food and Beverages**

Food and beverages are allowed in the classroom during morning snack break only. Outside of the morning snack break time, food/drink are not allowed in classrooms. Water in clear water bottles is allowed in all areas of the building during the school day.

## **Lunch**

More than one students per seat/chair is not allowed. Students are expected to clear their eating area and throw all garbage into the trash cans provided. Throwing/tossing food is not allowed. Students are not allowed to take food/drink out of the cafeteria area during lunch.

## **Lunch - Gym**

During lunch, the P.A.C. gym will be accessible for students. Students are expected to abide by the following:

- Use appropriate language
- Show good sportsmanship
- Keep hands/feet/objects to themselves
- Use school facilities and equipment safely and appropriately
- Students may not sit on the stage
- Resolve conflicts respectfully
- Report all injuries to staff immediately
- Return and put away all equipment when the bell rings

Failure to follow these expectations could result in loss of gym privileges during lunch.

## **Hall of Study**

Hall of Study is an excellent opportunity to work on daily homework, receive assistance from teachers or tutors, as well as work on any upcoming projects. Hall of Study (whether in the classroom or library) is a quiet place to work. In order for Hall of Study to be beneficial to all, each student is expected to follow these rules of behavior:

- Sit in your assigned seat
- Come prepared with school work or projects to complete or a book to read.
- Enter, sit in your assigned seat, and begin work or reading.
- Save social time/talking with others for passing time and lunch/recess.
- Continue to work/read until the bell rings.
- The use of cell phones, chromebooks, and electronic devices may be limited by the Hall of Study teacher at their discretion
- Behave respectfully to the teacher, supervisor, and classmates.
- Students may utilize the lanyard passes to go to the office, bathroom, or locker
- Passes to the library are written by the Hall of Study teacher. Number of students allowed in the library are determined by the librarian, based on library availability.
- Students may go to a different teacher's classroom during Hall of Study, provided the teacher has written them a pass to come to their classroom. Hall of Study teachers may only allow students to go to a different classroom if the student provides a pass from a teacher prior to the start of the period.

## **Lockers**

School lockers are the property of the school are provided for the convenience of students. Students are assigned locker and should not share lockers with other students. Students should keep their lockers locked, and locker combinations should be kept confidential. The school is not responsible for lost or stolen items. If damage occurs to a locker, the student should report this immediately to the office. If damage is not reported, the student whom the locker was assigned will be held accountable. School officials retain the right to search lockers at any time. The school may schedule locker clean outs periodically.

## **Backpacks**

Backpacks must remain in the student's locker during the school day. Students may not carry them to and from classes.



## **Search and Seizure**

The school retains the right to conduct searches. Among the reasons are suspicion of concealing alcohol, drugs, tobacco, e-cigarettes, disruptive material, dangerous weapons, contraband, or other items which pose a danger to health and safety of others. Various searches including the use of canines, breathalyzers, and metal detectors may be conducted on school property and/or at school activities. Discovery of illegal materials will result in legal referral, suspension, and/or expulsion. Searches may include: person, locker, backpack, purse, bags, and/or vehicle.

## **Academics**

**Incompletes and Two-Week Window:** All incompletes (INC) and/or reassessments must be made up within two weeks of the termination of the quarter or semester, with the exception of Quarter 4 and Semester 2 grades. For the exceptions of Quarter 4 and Semester 2, any incompletes/reassessments must be completed upon termination of the quarter/semester. In the case of exceptional circumstances, such as family emergency, student illness/injury, etc., the principal and the teacher involved must agree to any variation of this policy.

## **Inappropriate Behavior**

Running, pushing, shoving, or roughhousing in the hallways is not allowed. Swearing and use of vulgar language are inappropriate at all times. Harassment of ANY kind (physical, sexual, verbal, racial, cyber, etc.) will not be tolerated. Name-calling, teasing, insults, note-writing, intimidation, stalking/following, unwanted attention or contact, blocking a person's path, etc. are all considered harassment and disciplinary action will be taken. PDA (Public Displays of Affection) such as hugging and/or kissing, or other displays of affection are not allowed.

## **School Dance Policy**

Only currently enrolled Omro High School Students will be permitted to attend school dances. Guests that wish to attend the dance must complete a permission form and turn it into the high school office prior to the date of the dance. Guests who are Omro Alumni must be at most 20 years of age, while guests who are not Omro Alumni must be at most 19 years of age. Students must arrive to the dance by 10:00 pm, no one will be admitted after that time. Students leaving the dance will not be permitted to return. Student Council and the Omro Police Department reserve the right to remove anyone from the dance for inappropriate behavior

## **Dance Court Guidelines**

All elected court members are considered participants under the Omro student code. Students elected to a dance court must meet the criteria found in the student code and are subject to removal due to code and/or school violations or infractions, at the discretion of administration. For the purpose of participating on a court, all grades in all courses must be a 1.5 status or higher during the most recently completed quarter (with the exception of Homecoming). To be eligible for Homecoming court in October, all grades from the previous year's 4th quarter must be a 1.5 status or higher.

Court members will be selected and consist of a number of students based on the following descriptions.

**Homecoming:** Senior fall athletes are eligible for nomination. Seven male and seven female senior athletes voted upon by the high school student body will represent the Homecoming Court (14 total). King and Queen will be granted to the male and female who received the most votes.

**Winterfest:** All students are eligible for nomination. One senior male, one senior female, one junior male, one junior female, one sophomore male, one sophomore female, one freshman male,

and one freshmen female voted upon by their respective classes, will represent the Winterfest court (8 total). King and Queen will be granted to the couple that represent the winning class of the Winterfest games held prior to the Winterfest dance.

**Prom:** All junior class males and females are eligible for nominations. The junior class will select seven male and seven female court members (14 total). The process for selecting King and Queen will be determined by the junior class prom committee.

### **Cell Phones and Other Electronic Devices**

Cell phones and other electronic devices may be brought to school by students, provided they are used per classroom and high school rules. The use may be limited by classroom teachers, at their discretion, and by school authorities. Violations of those rules may result in the device being taken away from the students. Building administrators may involve law enforcement if the device is used for any illegal purpose or for a purpose that causes harm to others. The Omro School District does not accept responsibility for lost, stolen, or damaged devices. Investigations of loss, theft, or damage will be minimal unless it can be established that the student adequately secured the device. Due to privacy and data protection issues, camera and video features on any electronic device at school is expressly prohibited.

### **Student Use of Electronic Devices**

The District expects students to use electronic devices to connect via wireless access to the Internet, access educational applications, support instruction, and to collaborate with other students. This will allow students to work anywhere and at anytime. The files and other information stored on the device should not be considered private and must be school appropriate.

If a student chooses to bring their own device, the device must meet or exceed this criteria

- Student must be able to use device without staff support
- Access wireless network/ Internet
- Fully use Google apps for education including but not limited to:
  - create a document
  - create a presentation
  - create a spreadsheet
  - access Gmail
  - share documents with others
- Maintain a charge for at least 4 hours or have a swappable battery
- Some specific apps may be required, you will be responsible to load the app or extension.

### **School-Issued Electronic Device**

#### **Your Responsibility:**

- Treat the device with care.
- ALL DEVICES MUST BE CHARGED at home, charging stations are available at set times during the school day.
- Do not carry devices by the screen. Doing this may cause damage that requires you to pay for the repair.

- Students are expected to use the same device from the time it is issued until the time they leave the district.

### **How to take care of your electronic device:**

- Permanent changes to the device such as engraving, marking, painting, or drawing other than the district provided etching will not be permitted. Students may personalize the device by using gel skins; removable vinyl skins for protecting and customizing portable devices.
- Close the device before walking around with it. Carrying it by the screen while walking down the hall may cause expensive damage.
- Carry your device in your backpack to and from school.
- A computer sleeve is allowed and encouraged to keep your device protected.
- Recharge the battery every evening. DO NOT leave your device outside or in a vehicle overnight as the cold may crack the screen.

### **Some uses for the electronic devices:**

- These machines are not as powerful as full laptop or desktop computers, so they will not run applications that require extensive computer resources like computer assisted design programs or video editing.
- Electronic device users will be using Google Docs and other online word processing applications.
- Electronic devices may be used for researching, using library resources, collaborating with teachers & other students, tutorials, and practice tests.
- Electronic devices may be used as an electronic textbook.
- All high school and middle school students are expected to use their Google Apps account which contains programs like Gmail, Google Docs, Calendar, and Google Sites.

### **What a Chromebook has to offer:**

- The Chromebook will come loaded with Chrome OS.
- The Chromebook will connect to the school network for printing and Google access. You will also have access to the Internet for "cloud" computing and the library resources.
- All files on the Chromebook will be stored online as there is no hard drive.
- Extensions may be loaded onto the Chromebook; however, too many added extensions may slow down the computer.

**Electronic Device Responsibilities Contract** In exchange for the privilege of having and using an electronic device either provided by District or personally owned, students are responsible for the following:

- In order to receive the device, the registration fee must be paid at the time of school registration dates.
- The student will be responsible for making sure the device is always charged so it can be used the following day at school.
- Parents and students should not try to repair any damage to a school issued device on their own as it may void the warranty.
- DO NOT deface the device in any way. This includes intentional damages to the keyboard and plastic case. If intentional damage is caused, you will owe the entire cost of repair.

- The use of the electronic device, network, and email are a privilege and not a right. The device must be used in accordance to Board policy.
- DO NOT remove any identification tags from the computer including the bar-code.
- DO NOT make any changes to the configuration of the device.
- A fee for lost or damaged charging cords will be enforced.
- In the event a student withdraws from the District, the device is to be turned over to the office unless you own the device.
- Students who do not turn in their Chromebook before graduation practice will not be allowed to walk at graduation.
- If you are using your own device, the School District is not responsible for any damage or theft of any item.

Note: If a student's device is lost or stolen, it is the responsibility of the student to report it to the appropriate authorities. The School District of Omro will issue the student a replacement device *after* the student pays for the replacement.

The device will remain the property of The School District of Omro. When you leave the District the device is to be returned to the district. The principal or designee reserves the right to go through your device at any time. Parents/Guardians also have the right at any time to investigate or review the contents of their child's account.

Note: Parents/guardians also understand that the district has a filtering system in place which filters Internet content and that filters are not 100% effective. When the device is taken outside of the district network, the device is no longer filtered.

### **Inappropriate use of Technology Devices:**

Students may use their technology device in the classroom, provided they are used per classroom and high school rules. The use may be limited by classroom teachers, at their discretion, and by school authorities. Violations of those rules may result in the device being taken away from the students for an appropriate amount of time. Building administrators may involve law enforcement if the device is used for any illegal purpose or for a purpose that causes harm to others. The Omro School District does not accept responsibility for lost, stolen, or damaged devices. Investigations of loss, theft, or damage will be minimal unless it can be established that the student adequately secured the device. Due to privacy and data protection issues, camera and video features on any electronic device at school is expressly prohibited.

Students are not allowed to create, publish, submit, or display any abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal items. Students shall adhere to all laws and statutes related to issues of copyright and plagiarism. Violations of these expectations may result in suspension of computer use and/or other disciplinary action.

Students may not, at anytime, interfere with the infrastructure of the district's technology. Interference and/or misuse of technology, including teacher expectations for technology in the classroom will result in discipline issues including confiscation of the device.

**IMPORTANT NOTE - Many cellular phones and electronic devices are available with cameras that can generate a photographic or video image. To protect the privacy of students, staff, and the public, the use of these devices is prohibited in all school locker rooms and restrooms. Additionally, use of these devices in school or on school grounds to photograph**

**or video any student, staff member, or citizen without their expressed permission or to harass, insult, intimidate, tease, or bully any student, staff member, or citizen is strictly prohibited. Misuse of this nature of any electronic device on school property may be subject to disciplinary action, loss of device privileges, and/or police involvement/citation.**

## **Clothing Policy**

OHS strives to provide a safe, respectful, professional learning environment, and therefore we expect students and staff to adhere by the following clothing expectations:

- Clothing may not have hems, waistlines, necklines, holes, or tears that expose the student inappropriately. Midriffs, hips, cleavage, buttocks, upper thigh, and all undergarments should be covered at all times, including during any physical movement that may alter the clothings' ability to cover the body appropriately. For example, a student should be appropriately covered while sitting in desks, when arms are raised above the head, etc. Clothing that is not allowed includes, but is not limited to:
  - Strapless shirts/dresses
  - Short shorts/dresses/skirts - these items must have a hem that reaches mid-thigh
  - Cut-off t-shirts with sides cut out
  - Any clothing that promotes (or makes any reference to through play-on-words, figures of speech, etc) alcohol, tobacco, weapons of any kind, offensive language or gang-related symbols.
  - Clothing with obscene or sexually suggestive signs or sayings
  - Any hats, hoods worn on head from sweatshirts , bandanas, sport caps, scarves (head-coverings), sunglasses or chains not considered jewelry (e.g. wallet chains)
  - Backpacks, book bags, purses, etc. - students are not permitted to carry them to and from classes without administrative permission
  - Jackets, coats, or outdoor gear

Students may be restricted to the office until they comply with the dress code. Students not complying will be offered the following options:

- Correct the situation with appropriate clothing
- Contact parents or guardians to obtain appropriate clothing or go home to change.

If a student is repeatedly in violation with the dress code, appropriate disciplinary action may include, but is not limited to, detentions, parent notification, loss of privileges ("no pass" list).

## **Tobacco/Vaping Usage and Possession**

The usage and/or possession of any tobacco products (including vapor products) are prohibited on school property according to board policy and state statutes. Violations will be reported to the police department for issuance of citations and may receive disciplinary action.

## **Negative Behavior Responses**

The Omro School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe environment, conducive to the teaching and learning processes. When student behavior runs contrary to Board Policy, Building Policy, Federal, State or Civil Law, appropriate disciplinary action will be taken to safeguard the health and safety of each student and district employees. Appropriate disciplinary action may include infraction slips, detentions, loss of privileges, parent notifications, legal referral, suspension and/or expulsion. At the discretion of the administration, any level of discipline may be deemed appropriate due to the nature, severity, or frequency of the offense.

Classroom disciplinary procedures are at the discretion of the teacher. Below are some common consequences that teachers may implement in their classrooms. The list is not comprehensive, and the goal of these consequences is to reinforce and reteach expectations before they escalate or are repeated:

- Take a break from the class activity
- Change seating arrangement in the classroom
- Removal from class - if a student is repeatedly being disruptive to the point where they are interfering classroom operations and the learning of others, the student may be removed from the classroom. The student will report to the office during this time.
- Notify the parents/guardians
- Conference with the teacher and/or other parties involved
- Office Referral Form - These forms are completed by the teacher and submitted to the office for documentation.
- Detention - lunch detention may be issued
- Loss of privileges - Students may lose privileges should they abuse them. An example of a student losing privileges would be a student loitering in the hallway when they asked to be excused from the class to go to the bathroom. The student may lose their privilege to be excused from class (put on a "no pass" list) for an appropriate period of time as determined by the teacher and/or administration.

### **Loss of Field Trips Privileges**

Each grade level has the opportunity to experience a variety of field trips that are either academic or reward-based. Participation in these field trips may be lost if a student is in violation of expected behaviors.

### **School Discipline and Consequences**

The more severe behaviors will be subject to administrative action and possible police referral. These may include but are not limited to the following:

- being under the influence, use or possession of alcohol/controlled substances/counterfeit substances/tobacco
- distribution or transfer of alcohol/controlled substances/counterfeit substances/tobacco
- participating in gang-related activities (insignias, clothing, gestures, etc)
- arson
- battery
- disorderly conduct/fighting
- setting off a false alarm
- possession or use of fireworks, explosive devices, and/or dangerous weapons
- bullying, harassment (physical, sexual, verbal, or cyber), intimidation
- misuse of social media, text messages or other electronic communication formats
- theft
- vandalism
- threats of physical violence
- disrespect/insubordination

**In-School Suspension:** If you receive an in-school suspension you will spend a designated period of time in the office's suspension room. You will be responsible to make up all assignments you miss while serving in-school suspension. You must obey the following rules:

- You will be confined to a room for a designated period of time
- You will complete all work that is brought to you

- You will lose all school privileges, including the use of the cafeteria - you will eat in the office
- You will be allowed bathroom use with permission from the office
- Cell phones are not allowed
- Chromebooks may be restricted for portions of the school day

**Out-of-School Suspension:** If you receive an out-of-school suspension, you are excluded from attending school for a designated period of time. However, you are still responsible for making up all missed assignments or tests. If you are suspended from school, you are also suspended from after-school and evening activities for that time period.

**Expulsion:** Expulsion procedures will be initiated in extreme cases and will follow state law and school policy.

### **State Laws/School Board Policies**

All state laws and local ordinances apply to the school setting. Board policies also outline acceptable school behavior and consequences for violation. Parent conferences, suspensions, referrals to law enforcement agencies and hearings with the Board will result.

### **Fire and Severe Weather Drills**

In the event of fire and severe weather drills, students will be advised and instructed by the classroom teacher as to which safety procedures to follow or which exit to use. Students are expected to observe the following procedures in emergency situations:

- Walk - don't run to the designated areas
- Obey teachers' instructions
- LEAVE ALL MATERIALS IN THE CLASSROOM - DO NOT STOP AT LOCKER
- Teachers will see that all students, under their supervision, are accounted for
- Wait for teacher/supervisor to notify "all clear" to return to school/classroom

### **Student Assurance Services Information**

The school district does not provide any type of health or accident insurance for injuries incurred by your child at school. Student Assurance Services offers insurance coverage. A brochure can be picked up at the building level offices. Reasons to purchase this coverage: 1) Deductibles and co-pays in your health plan. Many health plans have increased the amount of out-of-pocket expenses or 2) No insurance. Any questions regarding the coverage may be directed to Student Assurance Services, Inc. at (651)439-7098, or toll free 1-800-328-2739. This program is underwritten by Security Life Insurance Co of America located in Minnetonka, MN and administered by Student Assurance Services, Inc., of Stillwater, MN.

### **Immunization Requirements**

State Law (Section 140.5 (16) requires all children entering Wisconsin schools to be immunized. These requirements can be waived only for health, religious, or personal conviction reasons. If your child has been immunized outside of Wisconsin, an immunization form must be on file at school before entrance. If you wish to sign a waiver, please contact the school nurse. Students entering the 6th grade need to receive the Tetanus, Diphtheria, and Pertussis immunization prior to September 1st.

## Children's Illnesses & Health Service

There will be days when parents will ask, "When should I keep my child home?" Here are some practical and reasonable guidelines. Please contact the school nurse or your Primary Care Physician with any questions or concerns.

- ❑ A child with a fever of 100°F or higher needs to stay home until they are fever free for 24 hours without the use of fever reducing medication.
- ❑ If a child feels too ill to participate in classroom activities, regardless of fever, they should be at home.
- ❑ Students with vomiting and/or diarrhea must stay home for 24 hours after the symptoms have resolved.
- ❑ Students with infections such as pink eye and strep throat must be on antibiotics for 24 hours prior to returning to school.
- ❑ Head Lice: If your child has head lice he/she must be treated and all nits (eggs) must be removed before returning to school. Please inform the school nurse that your child has had head lice.

**Medical History:** If your child has had a medical condition of which school personnel should be aware, please indicate this on your child's enrollment sheet or contact the school nurse.

## Medication

Forms are available at each school office and on the school's website. Medication to be given at school requires the following:

- ❑ A Medication Release Form **MUST** be filled out and on file at your child's school.
- ❑ Over-the-counter medications require a medication form to be completed and signed by the parent/guardian. Prescription medication requires the signature of the parent/guardian and the prescribing physician. School personnel will NOT administer medication without a completed medical release form.
- ❑ Medication **MUST** be in its original container. Please ensure that your child's name is on it.
- ❑ Please bring only as much medication to school as your child will need to take while he/she is in school. For example, if your child will be taking antibiotics for five days, bring in five doses of medication. Your pharmacist will label a bottle for use at school for no additional charge. This will eliminate your child transporting medication to and from school. Parents are responsible for transporting medication to and from school.



# Extracurricular Handbook

**Philosophy:** OHS believes extracurricular activities play an important part in creating a well rounded high school experience. It is through these activities that students also demonstrate a high level of dedication to the betterment of themselves and to their school. Students participating in extracurricular activities cannot expect special treatment, but we strongly feel it takes a special student to make the sacrifice that the normal school load plus extra curricular activity demands. We have come to expect more of such students. In order to participate in sports, clubs, and court, or other such honors, students must comply with the student code of conduct. These demands are manifested in the form of specific rules and regulations. Essentially, the students are expected to conduct themselves at all times and in all places in a manner that will bring credit to themselves, their classmates, school, and community. This code is in effect for the entire calendar year.

## Definitions

- **Athletic Sport** - Any organized competitive sport sponsored by the School District of Omro and sanctioned by the Wisconsin Interscholastic Athletic Association (WIAA).
- **Athletic Activity** - Any organized competitive activity physical in nature sponsored by the School District of Omro but not sanctioned by the Wisconsin Interscholastic Athletic Association (WIAA).
- **Club Activity** - Any student-based organized activity that is academic, performance, or service in nature, associated with an academic department, and approved by the building principal. Club activities can focus on fundraising, community service, career interest, and/or interpersonal dynamics.

## Athletic Sports

- Fall - Cross-Country (girls & boys), Football, Boys Soccer, Volleyball
- Winter - Basketball (girls & boys), Wrestling
- Spring - Baseball, Golf, Softball, Track & Field (girls & boys), Girls' Soccer

## Athletic Activities

- Fall - Cheerleading, Dance Team, Equestrian Team
- Winter - Powerlifting, Cheerleading, Dance Team

## Club Activities

- Academic Bowl, Art Club, AV Club, Drama, Forensics, FBLA, FFA, Key Club, Math Team, National Honor Society, O-Club, Robotics, SADD, Ski Club, Solo-Ensemble, Spanish Club, Student Class Government, and Student Council.

## **Extracurricular Eligibility**

**Academic Expectations:** Students in both categories cannot have any failing grades on quarter reports. This includes 1's and INCs. Incompletes will be treated as failing unless arrangements have been made to complete the work in a designated time frame. If a student receives a 1 and/or an INC, he or she is ineligible to participate in games/events/activities until the grade is passing. This also means the student must have passed all classes in the most recent completed quarter to participate in events. During this time, the student shall be able to practice.

If a student resolves an INC to a 1.5 status or higher, he or she is immediately reinstated to unrestricted academic eligibility status. If a student receives a 1, he or she will be permitted to apply for academic reinstatement 15 academic days after the release of the 1 and INC list by the Guidance Office. If the grade is not raised in 15 days, their grade will be rechecked in 5 days and again 5 days thereafter. If grades are still not passing for 15 days after the initial 15 day period, they will be ineligible for the remainder of the quarter.

### **Reinstatement Policies:**

#### **➤ Athletic Sports**

- To be reinstated, students must complete a reinstatement form handled by the athletic director.

#### **➤ Athletic and Club Activities**

- To be reinstated, students must complete a reinstatement form handled by the principal or assistant principal.

**Attendance Policy for Practice & Competition:** Students must be in attendance for the entire school day in order to practice or compete in an event. Special circumstances may merit exception with approval from the Athletic Director, Principal, or Assistant Principal. Any unexcused absences that result in suspension will be treated as a code of conduct violation.

### **Transportation**

A. The School District of Omro supplies appropriate transportation to all school-sponsored activities. Participants are required to use this transportation both to and from an event. The only exception will be direct verbal/written communication between the coach/advisor and the parent/guardian.

B. For practices, competitions or activities for which no school-sponsored vehicles are provided, parents must assume responsibility for their son/daughter's transportation.

**Conduct Expectations:** The following are violations of the Extracurricular Student Code of Conduct:

1. Any in-school behavioral issues that result in continual detentions and/or a suspension, examples include but are not limited to: disrespect, improper cell phone/technology use, plagiarism, and fighting.
2. Illegal substance use that occurs either on or off school grounds including the possession and/or use of tobacco products or any drugs (including alcohol, vapor products, and prescription drugs) not specifically prescribed to the student by a

- physician and/or personal prescription drugs being illegally supplied to others by the person with the prescription.
3. Attending parties that includes activities considered illegal by the law.
  4. Being involved in criminal activities including but not limited to theft, burglary, assault, vandalism. This includes both on and off of school grounds.
  5. Inappropriate or unlawful use of the Internet: this includes instant messaging, online profiles, and blog sites.

Any person who witnesses or learns of a possible violation of the Extracurricular Student Code of Conduct is to report the incident to the school athletic director, building principal, or assistant principal. An investigation of the allegation, including interviews, will be conducted of the alleged violation within a reasonable amount of time.

**Integrity Clause:** In the event a student is being questioned for a possible violation of the provisions of the Extracurricular Student Code of Conduct, it is expected that the student will be truthful, cooperative, and forthcoming with necessary information.

If it is determined the student did not act within the integrity clause, the principal, assistant principal and/or athletic director has the authority to increase the consequences to the next level of violation or take other appropriate actions.

**Self Reporting:** If a student violates the Extracurricular Student Code of Conduct and comes forward before a report or an investigation begins, the honesty and integrity of the action will be taken into consideration when consequences are given.

**Consequences:** Consequences are cumulative over the four years of a high school career. Missed contests during the suspension are counted and considered within making decisions surrounding the consequences. Student athletes are not permitted to take up extracurricular activities outside of their past interest to clear their consequence record.

➤ **Level 1** - 1st violation of extracurricular attendance policy and/or violation of any one or more of the conduct expectations

○ This also includes being a class representative for a dance. A student may not be on court the semester the offense took place or the semester before if the dance is in the fall.

○ *Consequence* - Suspension from 1-3 contests/events

➤ **Level 2** - 2nd violation of extracurricular attendance policy and/or violation of any one or more of the conduct expectations

○ *Consequence* - Suspension from 1-6 or more contests/events

➤ **Level 3** - Multiple or serious violations

○ *Consequence* - Suspension from 6 to all contests/events for up to one year

**Exceptions:** For violations of the Extracurricular Student Code of Conduct that are deemed so serious by school officials that the penalty described in the code would not be adequate, the athletic director, building principals, superintendent, and/or school board may add additional or alternate penalties up to and including nonparticipation in extracurricular activities for up to one

calendar year from the time of the violation.

**Reductions:** Students may participate in appropriate programs (as it relates to the violation) such as AODA assessments, classes, or groups; anger management; or other counseling services for level reductions.

**Appeals:** Process Students and their parents may appeal in writing within five (5) days of the student being informed of the disciplinary action. The appeal succession is as follows:

- Step 1: Building Principal
- Step 2: Superintendent
- Step 3: Board of Education

If an appeal is undertaken, a meeting needs to be scheduled between the student, parents, and the principal, (or next administration level), no later than five (5) school days after the date of the appeal. At the hearing, the student, or parent/guardian of the student may appear and present evidence on his/her behalf, including testimony. A written report containing factual determination and disciplinary adjustments, if any, shall be given or mailed to the student and his/her parents/guardian. The appeals process should take no longer than 7 business days to complete. A copy of the report shall be kept in the student's record files.

**Transportation:** Students are required to ride to extracurricular event via school transportation (bus/van). Any exceptions to this, due to extenuating circumstances, require administrative approval. Student may, however, ride back from the event with their own parent/guardian, provided the parent/guardian has communicated the arrangements with the coach/adviser.

**Administrative Rights** The administration reserves the right to make any necessary adjustments to this handbook and past practices as long as said adjustments are not against state statutes or Board policy to maintain the efficiency and safety of OHS.

**Omro High School**  
**2018 - 2019**  
**Student Acknowledgment and Signature**

I acknowledge that I have read the student handbook and will adhere to the guidelines outlined. I acknowledge that my privileges may be limited and/or revoked if I do not adhere to the guidelines outlined. I also agree to use the internet responsibly and appropriately. I understand that using the internet is a privilege and not a right and my computer privileges may be modified or revoked if I am abusing that privilege.

As a student of OHS, I pledge to respect others and myself, and to treat everyone in my school community with fairness and understanding. I understand and agree that school must be a positive and cooperative environment so that everyone can learn and serve as a positive example for those within and outside our school community. I understand that my daily attendance is the key to my success. I also understand that violence, disruptive behavior, and drug use are unacceptable and will not be tolerated as I want the best for others and myself.

I accept responsibility for my actions and understand the code of conduct. I will do my best to be a positive member of the OHS Community.

**Student Name (PRINTED)** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Date** \_\_\_\_\_

By signing above, you acknowledge that you understand the policies and expectations of being a member of the OHS community as outlined, in its entirety, in this Handbook.