



2024-2025 STUDENT & FAMILY HANDBOOK HIGH SCHOOL

| OCONOMOWOC HIGH SCHOOL



EMPOWERING A COMMUNITY OF LEARNERS AND LEADERS | WWW.OASD.ORG



OCONOMOWOC
HIGH SCHOOL

#OCONPRIDE Student and Family Handbook

MISSION, VISION, AND CORE VALUES

If a student or parent/guardian would prefer to have this information translated into Spanish, please contact us at (262) 560- 8300 x8343.

Si un estudiante, padre ó guardian prefiere tener esta información traducida en Español, por favor contactenos en el (262) 560-8300 X8343.

Mission

Empowering a community of learners and leaders.

Vision

To be an unrivaled learning community, seeking wisdom, honoring the past, and shaping the future.

District Core Values

- All learners will be held to high expectations.
- All learners will succeed.
- All teachers will collaborate to strengthen each other's effectiveness.
- All teachers teach all learners.
- All individual learners' needs will be met in the general education environments through flexible learning experiences.
- All learners will engage in relevant curriculum that is diverse.
- All teachers will design instruction by knowing each individual.



OCONOMOWOC
HIGH SCHOOL

ACKNOWLEDGEMENT AGREEMENT

This handbook is given to every student to ensure that rules, policies, procedures, and expectations for behavior have been made available. Families are asked to review this handbook with their student(s). Please call the school if you have questions or concerns regarding the content.

By completing online registration, students have indicated that they understand they are responsible for knowing and abiding by the contents of the Student and Family Handbook and understand that School Board policies are available at the School, District Office, and on the District's website www.oasd.org

Students need to agree to the terms of the student handbook in Family Access before they are able to join clubs, sports, or participate in activities including having a parking pass.

NON-DISCRIMINATION

The Board of Education of the Oconomowoc Area School District is committed to a policy of nondiscrimination in employment and in implementation of instructional programs.

Under s. 118.13, except as provided in s. 120.13 (37m), no pupil may be excluded from a public school, or from any school activities or programs, or be denied any benefits or treated in a different manner because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability.

TABLE OF CONTENTS

SCHOOL INFORMATION

Mission, Vision, Core Values.....	1
School Board	5
School Calendar	6
People Who Can Help.....	7

WHAT IT LOOKS LIKE TO BE GROUNDED

Class Schedule.....	9
Equal Education Opportunities.....	9
Family Rights and District Programs/Activities.....	9
OCON Pride.....	9-15

WHAT IT LOOKS LIKE TO BE COMMITTED

Academic Resources	17
Advanced Courses and Programming	17-19
Announcements.....	19-20
Athletics	20
Change of Address/Phone Number/Email.....	20
Class Standing and Class Rank	21
Dances	21
Family Access	21
Family Involvement	21-22
Fees.....	22
Field Trips.....	22-23
Final Exams & Grades	23-25
Graduation Requirements.....	25-26
Health Services	26-28
Homework	29
Jobs/Work Permits	29
Lockers	29
Lost and Found	29
Lunch Program.....	29-30
Registration.....	30
Scheduling Courses	30
Schedule Changes.....	30
Senior Release.....	31
Student Records Notice	31
Student Services	31-32
Visitors	32
Withdrawal from School.....	32
Work Completion Expectations	32-33

WHAT IT LOOKS LIKE TO BE ACCOUNTABLE

Activities Code	35
Anti-Bullying/Hazing	35
Attendance.....	35-40
Care of the Building	40
Cell Phones/Electronic Devices.....	40
Clubs and Activities.....	41
Code of Classroom Conduct.....	41
Dress Guidelines	41
Expulsions	41-42
Harassment.....	42
Honesty and Integrity	42-46
ID Card	46-47
Information Technology and Network Use.....	47
Loitering.....	47-48
Parking	48-49
Pride Period	49
Random Drug Tests.....	49
Safety	49-53
Safety and Emergencies.....	53-54
School Resource Officer.....	54
Security of Building.....	54
Student Expression	55
Student Rights and Responsibilities	55-56

**2024-2025
BOARD OF EDUCATION**

Mr. Jason Baumann
Email: BaumannJ@oasd.org
Term Expires: April 2026

Mr. Matt Carrico - Clerk
E-mail: CarricoM@oasd.org
Term Expires: April 2027

Mr. Neal Ninmann
E-Mail: NinmannN@oasd.org
Term Expires: April 2025

Mrs. Jessica Karnowski
Vice President
E-mail: karnowsj@oasd.org
Term Expires: April 2027

Mr. Bill Thiel
Email: ThielW@oasd.org
Term Expires: April 2025

Mr. John Barnes, Treasurer
E-Mail: BarnesJ@oasd.org
Term Expires: April 2026

Mr. James Wood - President
E-Mail: woodj@oasd.org
Term Expires: April 2027

Mrs. Meghan Goldner, Board Deputy Clerk
Email: GoldnerM@oasd.org

2024-2025 FAMILY CALENDAR



OCONOMOWOC
HIGH SCHOOL

TERMS

Term 1	9/3 to 11/1
Term 2	11/4 to 1/17
Term 3	1/21 to 3/21
Term 4	3/31 to 6/6

GET IMPORTANT NEWS:
UPDATES FROM OHS BLOG



AUGUST 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- AUG. 7** OHS Picture Day
Registration help available at OHS
OASD Online Registration Closes
- AUG. 12-14, 19-21 & 26**
Freshmen Family Dinners
Pre-registration required
- AUG. 27** OHS Open House
2:00-4:00 p.m. Meet Teachers
4:00-6:00 p.m. Self-Tours

SEPTEMBER 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- SEPT. 3** Freshmen First Day
For freshmen only
- SEPT. 4** 10th - 12th First Day
Freshmen second day
- SEPT. 22-28** Homecoming Week

OCTOBER 2024				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- OCT. 3** Family/Teacher Conference
3:15-7:15 p.m.
Family requested, face-to-face
- OCT. 14** No School (Staff Day)
- OCT. 15** Career, College & Life
Readiness Day
- OCT. 24** Early Release, 11:40 a.m.
- OCT. 25** No School
- OCT. 31** Term 1 Exams

NOVEMBER 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- NOV. 1** Term 1 Exams
- NOV. 1** End 1st Term
- NOV. 8** No School (Staff Day)
- NOV. 27-29** Thanksgiving Break

DECEMBER 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- DEC. 23 - JAN. 1** Winter Break

JANUARY 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- DEC. 23 - JAN. 1** Winter Break
- JAN. 8** Program Information Night
For 9th-11th grade students & families
- JAN. 13** Virtual Pep Rally
For 9th-grade students & families
- JAN. 15** Freshmen Info Night
For 9th-grade students & families
- JAN. 16-17** Term 2 Exams
- JAN. 17** End 2nd Term/1st Semester
- JAN. 20** No School (Staff Day)
- JAN. 22** College Admission Night
For 9th-11th grade students & families

FEBRUARY 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- FEB. 17** No School (Staff Day)
- FEB. 20** Family/Teacher Conference
3:15-7:15 p.m.
Family requested, face-to-face

MARCH 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

- MAR. 11** ACT Grade 11
- MAR. 20-21** Term 3 Exams
- MAR. 21** End 3rd Term
- MAR. 21** Early Release, 11:40 a.m.
- MAR. 22-30** Spring Break

APRIL 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- APR. 15** PreACT Secure, Forward & Reality Check
Grades 9 & 10 PreACT Secure & Forward
Grade 12 Reality Check
- APR. 18** No School

MAY 2025				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- MAY 3** Prom
For grades 11 & 12
- MAY 23-26** Memorial Day Break
- MAY 27** Celebrate Your Future
Seniors entering the military
- MAY 28** Celebrate Your Future
Seniors entering an apprenticeship
- MAY 29** Celebrate Your Future
Seniors going to 2 & 4 year colleges

JUNE 2025				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- JUNE 3** Seniors Visit K-8 Schools
- JUNE 4-5** Term 4 Exams
- JUNE 6** Last Day + Early Release & Graduation Rehearsal
Early release at 11:40 a.m.
- JUNE 7** Graduation Ceremony

 No School	 Early Release	 End of Term/Semester
 Freshmen-Only Events	 Important Date	 Exams

PEOPLE WHO CAN HELP - TELEPHONE NUMBERS

(262) 560-Ext.

Principal–Mr. Curtis	3105
Associate Principal–Mrs. Anders....	3114
Associate Principal–Mr. Nelson.....	3114
Associate Principal–Mrs. DeYoung.	3114
Athletic Director–Mr. Lyon.....	3111
Attendance	3102
Student Services.....	3115
General	3109
Graduation Questions	3105
Health Room	3103
International Baccalaureate	3282
Learning Strategist	3109
School Resource Officer.....	3118
School Closing	(262) 560-3100 Ext 8
Social Worker	3128
Scholarships	3130
Student Activities/Athletics.....	3111
Student Parking.....	3109
Aramark Food Service	2148
Transcripts	3130

OHS Website: [Oconomowoc High School](#)

Twitter Accounts: @OCONCLASSOF2025
@OCONCLASSOF2026
@OCONCLASSOF2027
@OCONCLASSOF2028
@OCONATHLETICS
@OHS COLLEGE VISIT

#OCONPRIDE



OCONOMOWOC
HIGH SCHOOL

What it Looks Like
to be

Grounded

2024-2025

Monday - Friday									
Block A		Pride RCC	Block B		Lunch	Block C		Block D	
1	2		3	4		5	6	7	8
7:20 -	8:05 -		9:35 -	10:20 -		11:40 -	12:25 -	1:15 -	2:00 -
8:00	8:45		10:15	11:00		12:20	1:05	1:55	2:40
7:20-8:45		8:55-9:25	9:35-11:00		11:00-11:35	11:40-1:05		1:15-2:40	

EQUAL EDUCATIONAL OPPORTUNITIES (BOARD POLICY 411)

The Oconomowoc Area School District is committed and dedicated to the task of providing the best education possible for every student in the District.

[Link to Equal Educational Opportunities Board Policy 411](#)

[Link to Discrimination Complaint Form](#)

Student Discrimination Complaint Procedure:

If any person believes that the Oconomowoc Area School District has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or the Americans with Disabilities Act or in some way discriminates on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap, they may bring forward a complaint to the Director of Student Services by phone at (262) 560-2156.

[Policy on Equal Educational Opportunities Board Policy 411.1](#)

FAMILY RIGHTS AND DISTRICT PROGRAMS/ACTIVITIES

Families may request a change in or exemption to their child’s participation in certain District educational programs or activities in accordance with state and federal laws. The laws also grant families the right to inspect certain materials that are part of the District’s curriculum and other activities.

[Link to Family Rights and District Programs/Activities \(Student Privacy\) Board Policy 333](#)

OCON PRIDE: OHS Community Commitments

The mission of Oconomowoc Area School District is to “empower a community of learners and leaders.” It is the belief of Oconomowoc High School that in order to accomplish this mission we must teach our students to be “Grounded,” “Committed,” and to be “Accountable.” This goal can only be reached when our students, families, teachers, and community work together with a unified set of behavioral expectations and are focused on the common purpose of creating highly engaged students. OCON PRIDE will help the school meet its vision of becoming an “unrivaled learning community, seeking wisdom, honoring the past, and shaping the future.”

What does OCON PRIDE look like?

OCON PRIDE is a systematic approach in teaching behavioral expectations throughout the high school. It is based on Positive Behavioral Interventions and Supports (PBIS), a proactive approach to behavior management

which teaches appropriate behaviors, reinforces and recognizes students who are able to model these behaviors, and has systems in place to support students who have a difficult time or may present more challenging behaviors. For OCON PRIDE to be successful, it is imperative that we use a team-based approach which includes families, staff, and students.

OCON PRIDE Approach

The purpose of OCON PRIDE is to develop an inclusive learning community that includes ALL families, staff, and students to create a consistent atmosphere of Respect and Pride in our school. With this purpose in mind, we have moved to a school-wide expectations system that addresses the entire school, which includes the classroom, and areas outside the classroom (such as hallways, restrooms, cafeteria, school grounds, etc.). Every person who works in the school is aware of the behavioral expectations and works to ensure students are consistently getting the same message, regardless of the setting they are in or the adult they come in contact with.

OCON PRIDE Plan

We are excited to continue with OCON PRIDE this coming school year. For it to be successful, we will be working with our students and staff on the following activities.

- **Communicate Behavioral Expectations:** A number of clearly defined behavioral expectations are simply stated in positive terms through our Community Commitments. These are expectations for every student and staff member throughout our school.
- **Teaching Behavioral Expectations:** Behavioral expectations are identified and defined for different settings within the high school. Appropriate behaviors within each of these settings are explicitly taught to the students.
- **Acknowledge Appropriate Behaviors:** Once appropriate behaviors have been defined and taught, they are acknowledged in various ways.
- **Data Collection:** Data regarding disciplinary referrals is collected and analyzed by the PBIS (Positive Behavior Interventions and Supports) team to determine when and where the problems are occurring. This team then brainstorms proactive ways to address the problems and to re-teach and reinforce positive behaviors.
- **Active Support by All Stakeholders:** OCON PRIDE is not simply a slogan or initiative. OCON PRIDE defines what it means to be a member of the Oconomowoc High School Community! Active involvement and participation is needed from the entire school community for this system to be successful. PBIS will be used as a method for strengthening the positive culture within our building.
- **Benefits of OCON PRIDE (PBIS research-based):** Increases attendance, student and teacher reports a more positive and calm environment, and reductions in number of behavioral disruptions.



OHS Community Commitments 2023-2024

GROUNDING

COMMITMENT

ACCOUNTABILITY

Classroom



Cell Phones



Put phone in pocket square during class time.

Retrieve phone at the end of class or if given permission by a staff member.

Portray self and others respectfully. Respect privacy.

Cell phone / electronic device use prohibited in restrooms and locker rooms.

Why?



- ★ Put First Things First!
- ★ Stay focused on your learning.
- ★ Safe and respectful learning environment.
- ★ Supportive relationships.

Cell Phone Violations



If the phone is out during class time...

1st Time	2nd Time
Verbal reminder/ warning	Referral to Associate Principal

Language



Communicate respectfully,
professionally, and responsibly
in person and online.

Why?



- ★ Seek First to Understand then to be Understood
- ★ Social awareness
- ★ Respect for others

Dress Code



Dress for learning, safety & success.

Recognize trends and style.
No inappropriate outfits, offensive language or
drug/tobacco/vaping/alcohol references.

Hats & Hoods- Career ready focus.
Remove for guest speakers/small group meetings/daily
pledge/when requested by staff member.

Why?



- ★ Begin with the End in Mind
- ★ Safety
- ★ Respect
- ★ Appearance to community members

Hallways



Hallways

Limit of one small group (4 students) working in the hall per class. Must have a pass from teacher.

Stay completely inside classroom until bell rings.

Keep hallways clear.

Pass System



Go only where your teacher gives you permission to go. Paper pass.

Leave phone in cell phone pocket.

One student out at a time.

Make breaks a responsible and quick reset!

Bathroom



Go between classes unless an **emergency**.

Leave phone in cell phone pocket. No cell phone or electronic device usage in bathroom or locker rooms.

One student out at a time.

Paper pass.

Wash your hands.

Make it quick - no loitering or congregating.



Why?



- ★ Be Proactive: Plan Ahead
- ★ Responsible decision-making
- ★ Maximize instructional time





OCONOMOWOC
HIGH SCHOOL

What it Looks Like
to be

Committed

ACADEMIC RESOURCES

REC (Raccoon Exploration Center)

The Raccoon Exploration Center (REC) is available during the school day to provide resources for student assignments and career exploration. Additionally, REC staff works with students troubleshooting Chromebook hardware and software issues and other technology devices. The student run help desk is run out of a conference room connected to the REC and supports student and teacher technology needs.

The REC is open to students and faculty from 7:00 a.m. to 3:00 p.m. Monday through Friday. During PRIDE period the REC is a quiet space to complete individual and group work. During PRIDE period the REC is available for student groups or teachers to reserve. [Oconpride.org](https://www.oconpride.org)

Peer Tutoring

A limited amount of peer tutoring is available in many subjects. Please contact your child's counselor for more information.

Programs & Services for English Language Learners

Oconomowoc Area School recognizes that there are students in the district who speak a language other than English or have consistently been exposed to a language other than English. Accordingly, the district provides services and support for students who are in the process of becoming proficient in the English language. The purpose of these services is to help students acquire English language skills that will enable them to be successful in the classroom and meet established academic standards.

[Link to Services/Programs for English Language Learners Policy 342.7](#)

Response to Intervention (RTI)

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

ADVANCED COURSES AND PROGRAMMING

Advanced Placement Courses (AP)

The Advanced Placement Courses, endorsed by the College Board, are college-level courses offered to high school students. Oconomowoc High School offers Advanced Placement courses in a variety of subjects that support students in building college readiness skills and complement other AP and college level courses students are taking. Students who enroll in any Advanced Placement course(s) are required to take the examination, which is scheduled throughout the month of May. Advanced Placement exam fees are automatically added to the student's fees. Only partial refunds can be given if a student drops a course or un-enrolls after exams are ordered the 3rd week of each new semester. AP exams are scored on a 1-5 scale. AP exam fees can be found on the college board website at

<https://apstudents.collegeboard.org/exam-policies-guidelines/exam-fees>

In late July, an AP Score Report is sent to each student, the high school, and if the student requests it, to a college/university of their choice. Each college/university decides which AP examination grades it will accept. The great majority of colleges accepts grades of 3 or better and grants the student credit as if that person had taken one or more basic college courses in the subject area tested. In

some cases, college/university credit is not granted, but the requirement of taking basic courses is waived and the student begins the program of study on an advanced level.

Early Graduation

Board policy states that a student may be permitted to finish at the end of semester 1 of senior year in which they have satisfactorily completed all graduation requirements. Mid-year completion requires the senior to submit the "Request for Early Graduation" packet available from their counselor by October 31. The principal presents this form to the School Board for approval. Since the Oconomowoc schools do not have a January ceremony, mid-year graduates are invited to participate in the June graduation ceremony. It is the student's responsibility to make arrangements for the cap and gown, announcements, and scholarships, etc. Final decisions await approval given by the Oconomowoc Board of Education by end of semester 1 and are contingent upon the student fulfilling all graduation and course requirements.

Gifted & Talented

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

The Oconomowoc Area School District is committed to providing optimal learning conditions that promote academic achievement for all students. OASD will utilize the Multi-Level Systems of Support (MLSS) to identify students achieving well beyond grade-level norms, and also identify students with gifts that may not be achieving well in a traditional educational setting. MLSS is a multi-tier approach to education that believes the foundation for learning begins with high-quality research-based instruction for all students in the general education classroom. MLSS is designed as a decision-making framework based on three essential components:

- Providing high quality instruction and interventions matched to student needs.
- Monitoring progress frequently to make decisions and changes to instruction or student goals.
- Using a tiered approach to effectively differentiate for all students.

The OHS Gifted and Talented Specialist works with students to develop (DEPs) Differentiated Education Plans based on the unique needs of each student. The DEP will outline specific curricular and co-curricular opportunities that support each student's academic and career plans. Gifted and Talented students should strongly consider taking Accelerated, International Baccalaureate and/or Advanced Placement courses throughout their academic career.

International Baccalaureate Programme (IB)

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

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

3-5 components. These assessments are awarded a score of 1-7. Most colleges and universities award college credit for a score of 4 or higher on the IB assessments.

International Baccalaureate Career Related Programme (IBCP)

This course of study allows students to experience a specifically designed PLTW core while recognizing IB values and the needs of pre-engineering students.

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

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

Accelerated Courses

The components of ACC courses are covered at an accelerated pace and greater depth than regular classes. The ACC courses typically cover additional topics and focus on higher-level critical thinking skills such as analysis, application, synthesis, and evaluation. These courses will serve as foundation for any student who plans to pursue the Advanced Placement or International Baccalaureate programs. They are not required in order to take IB or AP courses but they are strongly recommended.

OVLC (Oconomowoc Virtual Learning Community)

The OVLC is more than just a series of online classes. It is a program with a learning community that supports career, college, and life readiness opportunities provided to OH Students. It is designed to partner with existing programs at OHS (such as Dual Enrollment, Career Internship, Youth Apprenticeship, IB, Building Trades 3, Seminar Digital Communications, etc.) to enhance students’ learning experience. Students taking classes in the OVLC will have the opportunity to customize their schedules and learning in a flexible, supportive environment. The program offers both full time and part time options for students. For more information about program requirements, please visit our [OVLC Handbook](#).

Project Lead the Way (PLTW)

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

ANNOUNCEMENTS

Students should watch the Raccoon Community Connection, follow school Twitter accounts, check TVs, bulletin boards classrooms, check the OHS website for the daily announcements. Announcements must have administrative approval as well as all posters before being hung in the hallway. Important updates and

communication can be found in the [OHS Blog](#). This is updated on an as needed basis and is sent out to families through email.

ATHLETICS

Athletic Purpose

Enhance academic experience

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

Fall Sports - Boys

1. Cross Country - Varsity, Jr. Varsity, Freshmen
2. Football - Varsity, Jr. Varsity, Freshmen
3. Soccer - Varsity, Jr. Varsity, Freshmen

Winter Sports - Boys

1. Basketball - Varsity, Jr. Varsity, Freshmen
2. Hockey - Varsity, Jr. Varsity
3. Wrestling - Varsity, Jr. Varsity

Spring Sports – Boys

1. Baseball – Varsity, Jr. Varsity, Freshmen
2. Golf – Varsity, Jr. Varsity, Freshmen
3. Tennis – Varsity, Jr. Varsity
4. Track – Varsity, Jr. Varsity

Fall Sports - Girls

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

Winter Sports - Girls

1. Basketball - Varsity, Jr. Varsity, Freshmen
2. Gymnastics - Varsity, Jr. Varsity
3. Cheerleading
4. Poms
5. Hockey

Spring Sports - Girls

1. Soccer – Varsity, Jr. Varsity, Freshmen
2. Softball – Varsity, Jr. Varsity, Freshmen
3. Track – Varsity, Jr. Varsity, Freshmen
4. Lacrosse - Varsity

NON WIAA SPORTS

Fall

1. Sailing (Boys/Girls)

Winter

1. Bowling (Boys/Girls)
Alpine Ski Racing (Boys/Girls)

Spring

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

CHANGE OF ADDRESS/PHONE NUMBER/EMAIL

Students and families must inform Student Services Registrar at (262) 560-3130 if a change in address, telephone number, or email address occurs. Proof of residency is required for all address changes. If a student moves out of the school district at any time, including the summer, they must advise the Registrar and complete necessary paperwork.

CLASS STANDING AND CLASS RANK

Class Standing (Top 10% of Class)

The calculation of the top ten (10%) percent of the graduating class will be calculated at the end of the 7 semesters of study of that years' graduating class. Currently enrolled, full-time students at Oconomowoc High School will be determined as part of this calculation. Students who are enrolled part-time, are in special programs, or other types of high school completion programs will not be considered as part of this calculation. Courses taken out of the district by students enrolled at OHS will receive credit and a grade but will not count towards OHS GPA.

Class Rank

Each semester, all students at Oconomowoc High School are compared to other students in their grade by ranking them according to their weighted grade point average. Grade point average is computed by adding the grade points earned in all courses and dividing that total by the number of earned credits. This option gives students the opportunity to report ranking information in the most positive manner available.

DANCES

OHS encourages students to get involved in positive activities such as dances. It is a privilege for students to attend dances. Only Oconomowoc High School students, grades 9-12, are eligible to attend dances. Tickets for dances are on sale through the district web store.

Court:

To be eligible as a member of any court, students must be in "good standing" (good attendance, passing grades and minimal behavior issues). Students who have been suspended for any reason since the previous dance will not be eligible for Court. Court members are subject to the "Activities Code" guidelines and can be denied participation in court if they are not in "good standing".

Dances are a privilege. Students are expected to have 90% attendance in order to attend. If a student has less than 90% attendance, Homecoming or Prom could be taken away. Once students leave the dance facility, they may not re-enter.

Guests:

Should an OHS student wish to bring someone other than another OHS student to a dance, a guest information sheet must be filled out and receive approval from administration **PRIOR** to the purchase of any tickets. Guest Dance forms may be picked up in the Main Office or printed from the OHS website. Guests may only be one year removed from high school.

FAMILY ACCESS

Family Access (FA) is a web-based application that allows families and students to view attendance, class schedule, missing homework, grades, and more. Students and families should check Family Access frequently. If you are a parent or legal guardian of a current Oconomowoc student, you can sign up for FA by completing and signing the FA registration form found on our website:

[FA registration form.](#)

To view grades, you will need Family Access.

FAMILY INVOLVEMENT

Oconomowoc High School is committed to involving key stakeholders in our decision-making processes. If you are interested in becoming involved, call (262) 560-3109 for information.

Band Aids

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

Oconomowoc Sports Booster Club

The Booster Club is an adult organization dedicated to the support of interscholastic sports competition. The mission of the club is to enhance *all sports* at OHS, NHI, SLI and encourage young people to participate in these activities. Working with the Athletic Director, the Booster Club provides financial support to help provide additional coaches, programs and equipment that would not be available through the normal budget process. The Booster Club also provides volunteer help at meets, tournaments, and the concession stand as needed. The *Oconomowoc Sports Booster Club* encourages school spirit and good sportsmanship at all athletic events. Family groups give support to each individual team and the coaches by means of a Booster Club Team Representative who serves as a liaison between the sport and the club. The club is headed by a 21-member Board of Directors that meets monthly. Most meetings are held at the high school. The club also receives financial support from local businesses. An annual meeting is held in May to elect officers and board members for the next year. All interested adults are encouraged to attend meetings and become involved!

Oconomowoc Gridiron Club

The OGC’s purpose is to find ways to help support and improve the Oconomowoc Football Program from grades 5-12. This organization has various committees that families are encouraged to volunteer for; examples include team dinners, banquets, fund-raising support, senior programming, etc. Sign-up for the various committees is held each year at the annual OHS football family meeting at the end of May. This non-profit club works to ensure we positively influence the lives of the players while creating opportunities for those players to be involved in our incredible community. Get involved and help to make the Oconomowoc Football Program something that all past, present, and future Oconomowoc football players can be proud of!

Volunteers

OHS uses Secure Volunteer to recruit family volunteers for classroom activities. Volunteers are subject to a background check.

FEES

Student Fees	Grades 9 – 12
Annual Fees	\$95.00
**Club Participation Fee	\$45.00

Extra Fees	Grades 9 – 12
* Athletic Fee	\$160.00
Student Parking (car)	\$175.00
Student Parking (moped/motorcycle)	\$75.00
Football Equipment Fee	\$60.00
Instrument Rental	\$150.00
HS Transcript Fee	\$5.00
Chromebook Insurance	\$25.00
ID replacement	\$15.00

Fees subject to change based on School Board final approval of budget for 2024-25 school year.

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

**** Students are only required to pay this fee if they participate in a club. Paying this fee allows a student to participate in an unlimited number of clubs for the year.**

A limited number of spots (TBD) Fees are NOT refundable.

FIELD TRIPS

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

The Oconomowoc Area School District shall permit student travel which is of value in meeting instructional objectives, necessary to fulfillment of obligations to scholastic extracurricular and co-curricular activities as well

as contests or programs connected with community civic projects. All such travel must not seriously interfere with the educational routine of the students who must remain in school.

Field trips, extracurricular trips, co-curricular trips, extended trips and other travel are considered logical extensions of the educational experiences provided for students. The following conditions are set forth to promote this belief:

[Link to Board Policy for Guidelines for Field Trips, Extracurricular Trips, Co-Curricular Trips, Contests and Extended Trips 352-R\(1\)](#)

FINAL EXAM GUIDELINES

Goal of Final Exams

- To provide students with a comprehensive assessment experience.
- Increase rigor and value in the learning opportunities provided.
- Provide the opportunity for students to develop and apply study skills.

New Grading Breakdown

- 70% Summative
- 20% Formative
- 10% Final Exam

Exam Parameters

- Exams will allow for 504/IEP accommodations.
- Students cannot retake exams.
- The exam schedule will run on the last two days of each term. If your class does not give an exam (i.e. Term 1 for a year-long skinny), then you would have class during your assigned meeting time.

If a student has an appointment and needs to leave early, please call our attendance office at 262-560-3102 prior to their exam. The student must pick up a pass from the main office prior to the start of their exam period. Students leaving early cause a disruption to the exam environment. Students will only be allowed to leave without a pre-arranged appointment if it is a family emergency; in this case, the family should call the main office at 262-560-3100, and a staff member will go to the classroom to escort the student to the office to be picked up.

Keep in mind if your student has a class at WCTC, a youth apprenticeship or career internship and they will miss an exam because of the schedule change, then the family should call the attendance office at 262-560-3102 and the student should communicate their absence with their teacher.

**Oconomowoc High School
2024-2025 Term Exam Schedule**

Day 1 Thursday, October 31, 2024 Thursday, January 16, 2025 Thursday, March 20, 2025 Wednesday, June 4, 2025	
Block A	Block C

Hour 1	Hour 2	Hour 5	Hour 6
7:20-8:20	8:25-9:25	9:35-10:35	10:40-11:40
7:20-9:25		9:35-11:40	
LUNCH 11:45-12:30			
Study Supports and Extended Time 12:30-2:40			
Busses Depart at 2:47			

Day 2 Friday, November 1, 2024 Friday, January 17, 2025 Friday, March 21, 2025 Thursday, June 5, 2025			
Block B		Block D	
Hour 3	Hour 4	Hour 7	Hour 8
7:20-8:20	8:25-9:25	9:35-10:35	10:40-11:40
7:20-9:25		9:35-11:40	
LUNCH 11:45-12:30			
Study Supports and Extended Time 12:30-2:40			
Busses Depart at 2:47			

GRADES

Grade Point Values			
Grade	Weighted	Non-Weighted	
A+	5.3	4.3	
A	5	4	
A-	4.7	3.7	
B+	4.3	3.3	
B	4	3	
B-	3.7	2.7	
C+	3.3	2.3	
C	3	2	
C-	2.7	1.7	
D+	2.3	1.3	
D	2	1	
D-	1.7	0.7	
F	0	0	

Other Letters That May Appear On The Report Card Include:
I - Incomplete
N - No Grade
OD- Out of District
S- Satisfactory
U - Unsatisfactory
T - Audit
R - Course Repeated
IP – In Progress

OHS Grading Scale	
Grade	% Value
A+	98 - 100
A	93.0 –97.99
A-	90.0 –92.99
B+	87.0 –89.99
B	83.0 –86.99
B-	80.0 –82.99
C+	77.0 –79.99
C	73.0 –76.99
C-	70.0 –72.99
D+	67.0 –69.99
D	63.0 –66.99
D-	60.0 –62.99
F	59.99

WCTC Grading Scale	
Grade	% Value
A	95 – 100
A-	93 – 94
B+	91 – 92
B	87- 90
B-	85 – 86
C+	83 – 84
C	79 – 82
C-	77 – 78
D+	75 – 76
D	72 – 74
D-	70 – 71
F	69 Below

Honor Roll

Honor roll is calculated after each term, using term grades on the standard grading scale (see below).

For purposes of honor roll, the student must achieve a B+ average or a 3.3.

High Honor Roll – 3.70 or higher

Honor Roll – 3.30 – 3.699

Incomplete Grades

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

Retaking Courses and Replacing Low Grades

A student may repeat a class if they previously earned a “D+” or lower grade. However, credit for that class may not be earned more than once. OHS encourages students to earn the highest grade possible. The decision to repeat a class should be preceded by discussion and approval of the family and school.

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

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

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

GRADUATION REQUIREMENTS

A graduation diploma from Oconomowoc High School signifies successful completion of all State and Board requirements and standards. The diploma represents a minimum standard of achievement and is used as a symbol of graduation. The student's individual transcript is used as the official record of a student's educational achievement.

Graduation from Oconomowoc High School requires that every student demonstrate the application of skills and competencies as set out in The Student Learning Profile and The Wisconsin Model Academic Standards. The credit requirements for graduation, which incorporate these competencies and skills, are the most important part of every student's experience in the district.

To qualify for graduation, a student shall be required to complete a minimum of 26 approved high school credits and the Civics test requirement.

CREDIT TRANSFERS

Transfer of Credit from an Accredited Educational Institution for Students Establishing Initial Residency

[Link to Credit Transfers Policy 345.6-R\(1\)](#)

[Link to Transfer Student Credit Evaluation Form](#)

HEALTH SERVICES

If a student becomes ill or injured during the school day, they will report to the health room. Families will be contacted if a student is too ill to remain at school. Please see the health services website for our school illness guidelines.

Health rooms are staffed with health assistants that are trained by the Director of Nursing Services.

Health Care Plans

If your child has a health condition such as asthma, severe allergies, diabetes, seizures, migraines, or any other health concern, please obtain a health care plan from the health room or [online](#). You may also contact the District Nurse to discuss your child's health needs. We would appreciate having a health plan on file prior to August 10th each school year to ensure safety and promote a healthy learning environment.

*All medication must be supplied by the family. School medication policy is directed in accordance with the Wis. Stat. sec. 118.29

Prescription Medications

School officials will only dispense prescribed medication if the prescription drug is supplied by the family in the original pharmacy-labeled package/bottle. The packaging must specify the student's name, the prescriber's name, name of the medication, dose, the effective date, and the directions for use. A family/physician medication form is filled out for any medication not included on a current health care plan or any medication changes made by physician throughout the school year. Family and physician signatures must be obtained prior to us administering any prescription medications to students. Emergency medications, such as Epi-pens or inhalers may be carried by a student only if both the family and physician consent forms are completed and the physician deems it safe for the student to self-administer. Certain medications, such as controlled substances, will not be eligible for self-administration.

*Note: if your child's signed health care plan lists all medications to be taken at school, you do NOT need to provide an additional medication consent form.

OVER THE COUNTER MEDICATIONS

A family consent form is necessary for school officials to administer any over the counter medication to a pupil. Examples of such medications are Tylenol, ibuprofen, Benadryl and cough drops. For the safety of all students, medication should be brought to and stored in the health room for proper dispensing. All over the counter medications must be supplied by the student's family in the original manufacturer's package. The

package must list the ingredients and recommended therapeutic dose. Any request for administration of medication outside the recommended therapeutic dose can only be honored with the written permission of the student's health care provider.

All medication consent forms can be obtained on the health services [website](#) under forms, or in the office/health room.

ALLERGIES

Oconomowoc Area School District is committed to providing a safe and healthy learning environment for students with severe or life-threatening allergies.

The District shall:

1. Maintain knowledge of and follow any applicable state or federal laws.
2. Provide staff training to ensure a rapid and effective response in the case of severe or life-threatening allergic reaction.
3. Partner with parents, guardians and physicians to develop prevention and emergency plans.
4. Reduce risk of exposure to allergens.
5. Share information with parent/guardian as necessary. Precautions and posting may be required in schools or classrooms based on student health needs.
6. Avoid latex products where possible. Mylar balloons may be substituted as a safe alternative.
7. Ask that students must, for health and safety reasons, comply with posted signs regarding allergens. Failure to obey these expectations will result in consequences being issued.

Additional Student Allergy Management Guidelines can be found on the health services [website](#).

SNACKS & FOOD ITEMS IN THE CLASSROOM

We recognize that many students need a nutritional snack during the day to optimize their learning capabilities. Time may be allotted in each classroom during which the students can eat a snack if they choose to do so. The students will continue to be involved in class activities or individual work as they are eating their snacks.

Research has shown that a child's diet has a strong impact on their behavior as well as their capacity to learn. The Oconomowoc Area School District, as part of their student wellness policy, has developed some guidelines to help choose healthy snacks that will provide energy, nutrition and sustenance while limiting unnecessary sugar and fat. We encourage students to choose a nutritious snack that can be eaten as finger food without being too messy.

For the safety and participation of all students, all classroom and learning spaces are PEANUT AND NUT FREE. If food items are to be brought into the classroom to share, please ensure it is peanut and nut free and also provide...

1. A list of ingredients.
2. Nutritional label, including serving size and carbohydrate count.
3. Treats should be brought in individual packages or baggies.

Additional information on PEANUT AND NUT FREE snacks can be found on the health services [website](#).

COMMUNICABLE DISEASES

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

IMMUNIZATIONS

State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of admission. These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school. Students not in compliance by the 30th day of school may be excluded until compliance is achieved.

Forms are available on the health services [website](#) and in the health room.

The following are the minimum required immunizations for each age/grade level.

**STUDENT IMMUNIZATION LAW
AGE/GRADE REQUIREMENTS**

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

**Table 144.03-A
Required Immunizations for the 2023-2024 School Year and beyond**

Age/Grade	Required Immunizations (Number of Doses)							
5 months through 15 months	2 DTP/DTaP/DT		2 Polio			2 Hep B	2 Hib	2 PCV
16 months through 23 months	3 DTP/DTaP/DT		2 Polio	1 MMR		2 Hep B	3 Hib	3 PCV
2 years through 4 years	4 DTP/DTaP/DT		3 Polio	1 MMR	1 Var	3 Hep B	3 Hib	3 PCV
Kindergarten through grade 6	4 DTP/DTaP/DT		4 Polio	2 MMR	2 Var	3 Hep B		
Grade 7 through grade 12	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B		

- Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 6, which would normally correspond to the individual's age.
- D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12; Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. **Note:** A dose four days or less before the 4th birthday is also acceptable.
- DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. **Note:** a dose four days or less before the 4th birthday is also acceptable.
- Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
- Polio vaccine for students entering grades Kindergarten through 12; Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. **Note:** a dose four days or less before the 4th birthday is also acceptable.
- Laboratory evidence of immunity to hepatitis B is also acceptable.

Varicella vaccine. A parent or guardian may indicate that their student has had chickenpox on the Student Immunization Record form (F-04020L).

DEPARTMENT OF HEALTH SERVICES Division of Public

Health
P-44021 (05/2023)

STATE OF WISCONSIN [Wis. Stat. § 252.04](#)



HOMEWORK

Students are expected to do homework as a regular part of classes. Check each teacher's Canvas for homework guidelines.

JOBS/WORK PERMIT

Work permits are now online for your convenience. Please scan the QR code to get to the Department of Workforce Development.



LOCKERS

1. Lockers will accommodate coats, backpacks, books, etc. It is the expectation that students will use them to store and lock all personal items including, but not limited to, coats, backpacks, bags, purses, electronic devices, etc. A school locker is assigned to a student to be used solely for the storage of the student's clothing and school-related materials during the time the student is attending school.
2. School and gym lockers are the property of Oconomowoc Area School District. At no time does the Oconomowoc School District relinquish its exclusive control of lockers and/or storage areas provided for the convenience of students. **This statement is "prior notice" of locker and personal searches on school property. Any unauthorized items found may be confiscated and disciplinary action taken.**
3. A student assumes all responsibility for the contents of their locker. Leave your locker locked and keep the combination secure. This is a secure place that the student assigned to it is responsible for, and lockers should be used by one student only. Students must use the locker assigned to them and the lock purchased at registration only.
4. Students must purchase a school issued lock. No outside locks are permitted. Administration may provide exceptions to the rule based on need.

Locker Location

North Wing

Lower North 1001-1254
Upper North 3001-3280

South Wing

Lower South 1255-1506
Upper South 3357-3642

Upper West 3281-3356
Back Hallway D5-D606

LOST AND FOUND

The Lost and Found is located in the front office and in the field house. Students should not bring valuables or excessive amounts of money to school at any time. Any items left in Lost & Found for more than 60 days will be donated to a local charity.

LUNCH PROGRAM

OHS is not on the National School Lunch Program, making the high school an a la carte, or retail, dining environment. The OHS lunch menu is posted in the cafeteria and listed on the OASD website prior to the week it will be served. In addition to the weekly menu, daily menu signs are posted at every food station at OHS. The students may also bring their own lunch from home.

For safety reasons, students must comply with the posted allergen restrictions throughout the school.

FOOD DELIVERIES

Food deliveries will not be accepted at any time in the school day, including during lunch. No food deliveries are allowed for any grade level, including seniors. The presence of food delivery personnel on campus potentially poses a security risk to our building, adds to traffic issues on campus at lunch time, and creates unnecessary burden and disruption to our office staff to manage deliveries.

Students who do not wish to purchase lunch from our school are welcome to bring a lunch from home. Seniors have the privilege to leave campus during the lunch hour.

EAST CAMPUS CAFÉ

The café at East Campus will serve an abridged breakfast and lunch menu as well as a la carte items.

REGISTRATION

All families must complete the Online Registration processes annually for each student in the family. This can be completed through Family Access by the first Family listed in Skyward during the Online Registration window in July through early August.

SCHEDULING COURSES

[Click here for information about courses or scheduling](#)

The **Academic and Career Planning Guide** contains pertinent information for developing your academic and career plan for high school and beyond. It contains graduation, counseling, and course information. The planning guide is available in December for students to make decisions for the following year schedule. The Academic and Career Planning Guide can be found on the high school's website.

At Oconomowoc High School, we have worked diligently to create programming which will afford students the greatest boost in their post-high school careers.

Most of our students leave OHS with some college credit, but all students who plan to continue schooling beyond high school need to focus on taking classes that will provide them with college credit. International Baccalaureate (IB), Advanced Placement (AP), Project Lead The Way (PLTW), and Transcribed Credit courses (TC) are among several options for students to obtain college credits while in high school. Eighty percent of the students at OHS report in their senior year that they plan to continue academically at a two or four year school. IB, AP, PLTW and Transcribed Credits (TC) are simply the best preparation for students who plan on attending college.

Remember, the plan you design needs to get you where you want to go! We are here to support you along the way.

SCHEDULE CHANGES:

Changes to a student's schedule will ONLY be considered for the following reasons:

- 1) The student has a medical condition that requires a course modification. Documentation from a physician is required.
- 2) The student's academic and career goals have changed.
- 3) The student would like to replace this course with a more rigorous/challenging course.
- 4) The student's preferred college requires another course for admittance.
- 5) The student requires a different course as a prerequisite for another course.

Students are allowed to drop classes within the **first 10 school days of the course** if any of the criteria is met above. All other course discontinuance after the class begins will result in a recorded F grade for the course on the student's transcript.

SENIOR RELEASE

All seniors who are on track to graduate will be eligible for the equivalency of one credit of release time for senior release (2 terms, one semester, year-long skinny). To be clear, they are not earning a credit- they can just have the equivalency of one-credit of release time.

STUDENT RECORDS NOTICE

[Link to the Procedure for Maintenance and Confidentiality of Student Records School Board Administrative Rule](#)

All student records maintained by a public school are confidential.

Academic Reports

A student or family, shall upon request, be shown and provided with a copy of the student's academic report. *Academic reports* include the list of courses taken, attendance, grades received, and record of extracurricular activities. All physical records are kept for five years after graduation. Transcripts are kept indefinitely.

Behavioral Reports

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

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

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

STUDENT SERVICES

The Student Services Department includes a School Social Worker, School Psychologists, an International Baccalaureate and Advanced Placement Coordinator, Gifted and Talented Coordinator and School Counselors. We support students in the areas of academic, social, and emotional development. Student Services staff uses a data driven model to make decisions around individual student's academic progress and unique learning needs. We support career, college, and life readiness with all students using a multitude of opportunities including partnering with community resources and a variety of tools including Xello, a college and career planning tool. In addition, we run a variety of support groups based on the needs of our students.

The mission of Oconomowoc High School Student Service Department is to provide a comprehensive program that empowers all students to achieve their academic and career planning (ACP) goals. In partnership with other educators, families and the community, the student services team provides support for students to become career, college, and life ready.

[2024-2025 Counseling Contact Information](#)

COUNSELORS	STUDENTS WITH LAST NAMES
Alex Eidman	Last Names A-D Grades 9-12
Angela Fisher	Last Names E-I Grades 9-11 Last Names E-Ka Grade 12
Susan Verhagen	Last Names L-P Grades 9-11 Last Names Ke-O Grade 12
Brianne McGuire	Last Names J-K Grades 9-11
Lauren Black	Last Names Q-T Grades 9-11 Last Names P-Th Grade 12
Carrie Schultz	Last Names U-Z Grades 9-11 Last Names Ti-Z Grade 12

VISITORS

The District welcomes members of the community and other interested persons to visit our schools. It is the District's obligation to provide education to students within its jurisdiction; to protect the safety and welfare of its students and employees; to protect its buildings and grounds from damage, theft, and vandalism; and to balance this with the rights of the public to access and use public property.

[Link to Visits to the Schools Administrative Rules 860-R\(1\)](#)

Check-in Process (During School Hours)

- 1) First time access requires scanning of driver's license by staff to register.
Returning visitors use computer kiosk to check themselves into the building.
- 2) Approval will generate ID Badge.
- 3) Visitors may proceed to their destination.

Check-out Process (During School Hours)

- 1) Visitors must return to the Main Office to sign out on the computer kiosk.
- 2) Staff takes back ID Badge

Students wishing to shadow an OHS student during the school day must have prior administrative approval by filling out the Visitor Shadow Permission Form. This form should be turned into the Main Office at least one week prior to the requested visitation day. Visitation is only granted to those individuals who are genuinely interested in enrolling in OHS.

WITHDRAWAL FROM SCHOOL

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

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

1. If a student is transferring schools, please advise Registrar of the new school the student will be attending. Records will be forwarded when a records request from the new school is received.
2. All books and materials must be returned to the student's present teachers.
3. All outstanding fees and fines must be paid before withdrawal can take place and the student is urged to satisfactorily resolve obligations before the withdrawal date. Any unpaid fees will be sent to collections.

If a withdrawn student remains a resident of OASD and chooses to return, contact the school registrar for registration forms and counselor appointment to re-enroll.

WORK COMPLETION EXPECTATIONS

Purpose: Learning is a once in a lifetime opportunity every day. OHS encourages students to adopt a growth mindset and is committed to helping all learners succeed. The purpose of reassessment is to demonstrate proficiency if proficiency has not been demonstrated the first time.

Expectations:

1. Students are expected to turn in their work by the due date.
2. The primary importance of grading is to report the academic progress of all students and receive feedback from the teacher.
3. Work that is submitted by a due date established by a teacher will be eligible to earn up to full credit (100%).
4. Grading policy for late work will be communicated by the teacher for each class in their syllabus.
5. Students will be responsible for following the absent and late policy outlined in this document.
6. Students must complete all summative assessments, including the final exam, in order to pass and earn credit in the course.

Absent Procedure:

Step 1	Step 2	Step 3
Student is absent.	Arrangements must be made with the student's teacher to create a work completion schedule on the day they return to school.	A teacher can require a student to attend Pride Period to make up any missed work or assessments.

Absent Student Responsibility

1. Ask their teacher on the day they return from an excused absence what work was missed and needs to be made up.
2. Ask their teacher what the due date is for make-up work and form a plan to complete the work by this deadline.
3. Make sure that the work is completed and handed in to their teacher by the established deadline.
4. Keep a record of the work that was submitted and when it was submitted.

Student Expectations for Turning Work In On Time

1. Students are expected to complete and turn in all work and assessments by the established deadline.
2. Any summative or formative assessments received after the due date are subject to a 10% reduction for every day they are turned in late.
3. Any late formative work will result in a zero on the due date recorded in the gradebook. This work may be made up before the summative assessment is begun.

Reassessment Procedure

Step 1	Step 2 (Summatives only)	Step 3	Step 4
<p>A student that has earned lower than 75% on an assessment and has completed the assessment on time are eligible for reassessment.</p> <p>Students are responsible for discussing with their teacher a plan and timeline for reassessment.</p>	All formative work must be completed before reassessment.	Reassessment needs to occur by the deadline established by the teacher and may not extend beyond the current term.	When a reassessment is taken, the more recent level of performance will be accepted up to a maximum of 75%.



OCONOMOWOC
HIGH SCHOOL

What it Looks Like

to be

Accountable

ATHLETIC & CO-CURRICULAR CODE

The Oconomowoc Area School District is pleased to have you participate in its co-curricular program. As an integral part of the total school effort and experience, the program is designed to help our students become successful individuals and better citizens. The intent of this code is to provide the student-athlete and families with a reference to the responsibilities and expectations for participation in all of our educational based programs.

Co-curricular activities are a privilege not a right. This Code of Conduct is in effect 12 months a year.

[Link to OASD Parent/Athlete Athletic & Co-Curricular Code of Conduct](#)

ANTI-BULLYING/HAZING

[Link to full District Anti-Bullying/Hazing Policy 443.71:](#)

Includes definitions, procedures for reporting, procedures for investigation, prohibition, sanctions and supports, and disclosure and public reporting.

ATTENDANCE

Attendance Philosophy:

The Oconomowoc Area School District encourages a strong partnership between home, school, and community. School attendance is a shared responsibility between students, families and school. It is an important factor in the individual student's character development, success in his or her classes, and future success in postsecondary educational and career opportunities.

[Link to Student Attendance Board Policy 431](#)

[Link to Compulsory Student Attendance Policy 431-R\(1\)](#)

It is the legal responsibility of the families to require the child to attend school regularly during the full period and hours that school is in session. It is important to establish a pattern of regular school attendance early in a child's life. School and community resources are available to give support to families as needed to ensure regular school attendance.

Age of Majority:

Age of Majority permission may be granted to seniors over the age of 18 with family permission. Families need to schedule an Age of Majority request consideration meeting with their child's Associate Principal, and the child must be present at the meeting. All parties must agree in writing to the Age of Majority terms in order to be considered. Forms can be picked up by students from their Associate Principal.

Excusing Absences

Families are to call the school within 48 hours following the absence to explain the reason for their child's absence.

**Contact the High School Attendance Office at
(262) 560-3102**

This number is available 24 hours a day; please be sure to leave your child's first and last name, as well as the reason for the absence.

Online Excusal

Families may enter absence requests through Family Access on the Attendance tab instead of calling the Attendance Office. See details below.

A medical excuse may be needed if absences exceed part or all of any 10 days in a school year.

OHS Attendance Procedures:

1) Doctor, Dentist and other appointments (drivers test, court, etc.)

- **Calling In:** Families are to call the school within 48 hours following an absence to explain the reason for their child's absence. Contact the High School Attendance Office at (262) 560-3102. This number is available 24 hours a day; please be sure to leave your child's first and last name, as well as the reason for the absence.
- **Online Excusal:** Families may enter absence requests through Family Access on the Attendance tab instead of calling the Attendance Office. Families need to leave a comment if their student is sick and must enter symptoms for the absence to be taken into consideration to be excused. Once the attendance request is submitted, it is pending approval from the Attendance Office. In order to adjust or delete a request, families must call the attendance line at (262) 560-3102. Families will receive notification in Family Access that the absence is approved or denied. The reason will be in the School Comment. Absences may only be excused within 48 hours of the absence occurring.
- **Notes:** Handwritten notes from families will not be accepted. Notes on letterhead from appointments, however, are accepted and encouraged to verify absences.
- **Passes:** It is the student's responsibility to pick up their pass at the Attendance window before the departure time and to show it to their teacher. Passes are not delivered to students. Passes should be picked up in the morning or between classes from the Attendance Window for lunch appointments. Passes can ONLY be sent to the student in the case of last minute appointments or emergencies.
- **Signing In and Out:** Students need to sign out at the Attendance Office (it is not necessary for the family to come in). Upon returning, students need to sign back in at the Attendance Office window. Attendance will be time-stamped to ensure accuracy.
- **A medical excuse may be needed if absences exceed part or all of any 10 days in a school year.**

2) Reporting an Illness:

- Give and spell **STUDENTS' LAST NAME**. Give your full name, date, contact number, and reason for the absence. Families are to call the school within 48 hours of the absence to explain the reason for their child's absence, including symptoms. Contact the High School

Attendance Office at (262) 560-3102. This number is available 24 hours a day; please be sure to leave your child's first and last name, as well as the reason for the absence.

- Families **cannot** excuse any absences inside the building during the school day. Your student is responsible for meeting with that teacher to get the absence cleared if the student believes they have been marked absent in error.
- Students who become ill while in school, are **expected to report to the health room** to obtain family permission to leave school. **Texting or calling families and just leaving will be treated as an unexcused absence.**
- A medical excuse may be needed if absences exceed part or all of any 10 days in a school year.

Excused Absences Per School Year*	
1-9	Absences are excused.
10	Absence is excused. Medical letter may be sent home requiring doctors' notes to excuse further absences. Age of Majority permission for students who are 18 will not be accepted.
11+	Absences may not be excused. Truancy progression will be followed. Associate Principal may choose to excuse additional absences only in extenuating circumstances. Families must contact the Associate Principal directly to discuss extenuating circumstances.

*Note: One (1) excused absence can be for part or all of a day. The number of excused absences are counted by dates in which a student was excused for part or all of a day.

3) Arriving ON TIME:

Students are expected to arrive to their classes on time and be in the classroom when or before the bell rings for class to start. Arriving on time to classes is important so students are a part of all of the learning that takes place during class. Students are considered tardy if they arrive less than 15 minutes after the bell rings for class to start. Tardiness can carry truancy consequences. Students are considered chronically truant once they reach five or more unexcused absences and/or tardies per semester. Truancy consequences will apply to a combination of tardiness and unexcused absences. Once a student misses all or part of a school day for five dates in a semester without a school-approved excuse, family meetings may be held, student attendance may be referred to their County of Residence for habitual truancy, truancy citations may be issued, privileges may be revoked (attending Prom, Homecoming, and other school-sponsored events), parking passes may be taken without a refund, etc. Prior to a student missing all or part of five days without a school-approved excuse, consequences such as detentions or more may be issued, and student supports may be put in place, such as attendance intervention groups, student meetings, etc.

The number of tardies will be calculated cumulatively per semester, meaning that each class period a student is tardy, that counts as one tardy. A student could accumulate several tardies within one school day. Tardy counts will be reset at the beginning of each semester. The tardiness consequence progression will be as follows (Note: A lower level consequence may be bypassed depending on how quickly the student accumulates tardies.).

4) Medical Verification:

Students will have an absence medically excused and verified when they go to the doctor and supply a doctor's excuse. This could be for a doctor appointment, dental visits, orthodontist, therapist, hospital, etc. A verified medical absence code would be entered for any of the dates listed on the medical excuse. A medical excuse may be needed if absences exceed part or all of any 10 days in a school year.

Unexcused Absences Per Semester - Overall	
1-2	Warning
3	Student check-in. Potential entry into intervention.
4+	Administrative Discretion: Family Meeting, letter mailed home requesting family meeting with Associate Principal and Student Services staff to form an Attendance Improvement Plan, Administrative Referral to Aurora Student and Family Assistance Program, Truancy Petition, Truancy Tickets, Additional Student/Family Contact, Detentions, Removal of Privileges, etc.

Tardiness Per Semester	
1-4	Warning
5	Student check-in.
6+	Administrative Discretion. Family Meeting, letter mailed home requesting family meeting with Associate Principal and Student Services staff to form an Attendance Improvement Plan, Administrative Referral to Aurora Student and Family Assistance Program, Additional Student/Family Contact, Detentions, Removal of Privileges, etc.

Excused Absences Per School Year	
1-9	Absences are excused
10	Absence is excused. Medical letter may be sent home requiring doctors' notes to excuse further absences. Age of Majority permission for students who are 18 will not be accepted.
11+	Absences may not be excused. Truancy progression will be followed. Associate Principal may Choose to excuse additional absences only in extenuating circumstances. Parents must contact The Associate Principal directly to discuss extenuating circumstances.

Note:

- Age of Majority permission may be granted to Seniors over the age of 18 with parental permission. Parents need to schedule an Age of Majority request consideration meeting with their child's Associate Principal, and the child must be present at the meeting. All parties must agree in writing to the Age of Majority terms in order to be considered. Forms can be picked up by the students from their Associate Principal.
- If students do not serve detention time, they may be subject to additional chronic truancy consequences.

MAKE UP POLICY FOR ABSENCES

- 1) Excused – A student shall not be denied the opportunity to take any assessments, either formative or summative, which were missed due to an excused absence, or to make up missed work. It is the student's responsibility to make arrangements with their teachers.
- 2) Unexcused –
 - a. A zero is recorded for daily work missed for each day a student is truant. Students are required to make arrangements with their teachers to make up missed work.
 - b. A student must fulfill all course requirements to pass a course.
 - c. The school may not deny a student credit in a course based solely on a student's unexcused absences.
- 3) Suspension – A suspended student shall not be denied the opportunity to take any assessments, either formative or summative, which were missed during a suspension, or to make up missed work. It is the student's responsibility to make arrangements with their teachers.
- 4) Field Trips – Students will be allowed to make up work when absent due to a field trip. It is the student's responsibility to make arrangements for make-up work prior to the field trip.

SCHOOL ATTENDANCE AND EXTRACURRICULAR PARTICIPATION

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

- 1) A student may have no unexcused absences. An unexcused absence in any class period, including study halls, will make the student ineligible to participate in any after-school rehearsal, practice, contest or performance that day.
- 2) A student who is excused by family as ill, will be ineligible to participate in any after-school practices, rehearsals, contests or performances that day unless the student is either (a) in attendance from the beginning of Pride through the end of the day even if any of those periods are study halls, or (b) provides a physician's excuse for missing school.
- 3) A student who has a pre-planned, excused absence may participate in after-school extracurricular activities that day. The absence must meet state and district guidelines for excused absences including appropriately checking out through the Attendance Office/Health Room/Athletic Director's Office.
- 4) Participation in extracurricular activities should not prohibit a student from making a commitment to attend all of their classes, including the day following a late contest or performance. If participation in the activity interferes with the student's ability to attend classes, the student should reconsider

their participation in that activity. Excessive absences, excused and unexcused, will be monitored and discussed with the student, family, advisor, coach, athletic director, and activities director.

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

CARE OF THE BUILDING

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

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

Cell Phones / Electronic Devices

Cell phones and other electronic devices can detract from the learning experience and allow students to avoid challenging work. For this reason, the use of cell phones and electronic devices is restricted during class time unless the teacher gives permission to use them.

Students choosing to bring cell phones to school are asked to put their cell phones in the school-provided wall pockets. Students may retrieve their phones at the end of class or if given permission by a staff member for a legitimate educational purpose.

If a teacher allows student use of personal music during work time, students may listen to school-appropriate music with headphones or ear buds.

Portray self and others respectfully. Respect privacy. Students should not take photos/videos of others without that person’s permission.

Cell phone/electronic device use prohibited in restrooms and locker rooms.

Consequence Progression for Cell Phone / Device Violations	
1st Violation	Student is given a verbal reminder to put the cell phone/device in the wall pocket.
2nd Violation	Teacher calls administrator to classroom to collect phone. Office disciplinary referral entered by administrator. Phone/device held in office until the end of school day.
Chronic Offenses or Refusal to Give up Device Temporarily	Office disciplinary referral is written. Phone/device is held temporarily in the office until the end of the school day, when student may retrieve it. The phone or device may need to be picked up by a family member if the issues are chronic, or the student may need to proactively check in their phone / device each day to their teacher or to the office.

CLUBS AND ACTIVITIES

Oconomowoc High School offers a variety of approximately 50 clubs and activities and encourages students to become involved in as much as they can. Our clubs and activities enhance our student experience, help students build lasting relationships, and connect us with the community. Our clubs exist to meet the diverse interests our students bring with them to school. Club offerings may vary from year to year based on student interest and advisor expertise. We encourage you to get involved in your school and your community!

Participation in clubs and activities is a privilege, not a right. Students will be subject to Code of Conduct violations as stated in this handbook. This Code of Conduct is in effect 12 months a year.

- First Offense – Suspension from participating in club and/or organization activities for a period of 15 consecutive scheduled school days.
- Second Offense – Suspension from participation in club and/or organization activities for a period of 30 consecutive scheduled school days.
- Third Offense – Suspension from participation in club and/or organization activities for a period of one full calendar year from the date of the suspension.

[Link to Club Catalog and Online Registration Process](#)

CODE OF CLASSROOM CONDUCT

The District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration, and their classroom teachers.

Student behavior that is dangerous, disruptive, or unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to long-term or permanent removal from class and placement as outlined in administrative regulations. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

[Link to Code of Classroom Conduct Board Policy 443](#)

Restorative Justice and Restitution

When appropriate and reasonable, a student will be given the opportunity to choose whether to serve a consequence and/or to design and carry out a plan to repair the harm that has been done.

DRESS GUIDELINES

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.

All students must be covered from mid-thigh to top of chest in non-see-through materials. All undergarments should be concealed. Hoods should be removed. Hats should be removed at the direction of staff and for guest speakers, small group meetings, and the daily pledge. Clothing with offensive language or drug/alcohol references is prohibited.

Physical education classes require appropriate clothing to ensure student safety. Acceptable clothing includes a T-shirt and soccer-type shorts (elastic waist and above the knee) or sweatshirt and sweatpants. Athletic shoes are necessary for all activities.

EXPULSIONS

Reasons for an immediate expulsion recommendation include:

- a. Weapons in student's possession, schoolbag, car, or locker.

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

HARASSMENT

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

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

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

[Link to Student Harassment Board Policy 411.1](#)

[Student Harassment Complaint Form \(Exhibit 411.1-E\)](#)

[Student Harassment Complaint Procedures \(Rule 411.1-R\)](#)

HONESTY AND INTEGRITY

The Administration and Staff of Oconomowoc High School believe in upholding academic honesty and integrity in a manner that supports learning and ultimately academic excellence. It is the responsibility of each student, staff member, and family to promote an academic culture that respects and fosters individual achievement and that is grounded upon the virtues of honesty and integrity.

Academic honesty serves to promote personal integrity, engender respect for the integrity of others and their work, and ensure that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies. It is expected that a student's own integrity and learning requires that they represent the efforts of themselves. All coursework—including work submitted for assessment—is to be authentic, based on the student's individual and original ideas with the ideas and work of others fully acknowledged. Assessment tasks that require teachers to provide guidance to students or that require

students to work collaboratively must be completed in full compliance with the detailed guidelines provided by the teacher for the relevant subjects.

A variety of methods and assistance are available to support a student in their learning, such as Pride Period, peer tutoring, and more. Students should seek the help of their teacher if they are struggling with coursework.

It is expected that if a student has questions about academic honesty expectations, they will seek clarification from the teacher before the assignment is submitted.

The Academically Honest Student:

DOES

- Document source material in a formal and appropriate manner
- Use direct quotations appropriately
- Understand the concept of plagiarism
- Understand the consequences of cheating regarding both school-based work and external examinations and assessments
- Acknowledge explicitly and appropriately help provided by another person
- Follow all exam rules
- Only use sources specifically allowed for school assignment, project, quiz, test, examination, etc.
- Submit only your own work and ideas
- Have someone look over your work for grammatical or mathematical errors
- Have someone suggest improvements without composing the improvements himself/herself
- Ask a teacher or a staff member for help
- Form study groups to prepare for a test or to discuss an assignment
- Use images that are not copyrighted
- Prepare sufficiently for assessments
- Maintain assessment security and conditions

DOES NOT

- Copy the work of other students
- Give another student their work to copy
- Access old copies of examinations unless the teacher gives these to students
- Access records, files, or systems maintained by faculty and staff or of other students without permission of the teacher
- Use notes during a test unless allowed by the teacher or permitted by the examination rules
- Turn in work from another class for assessment again in a different class
- Do all or part of work for another student
- Present material created by another person, source, or artificial intelligence (AI) tool as their own, in full or in part.
- Pay someone to do part or all of your work
- Send images, videos, or copies of any form of all or part of assessments except in manner allowed by teacher
- Present work in any medium that has literally been reproduced except in a manner allowed by the teacher or permitted by the examination rules
- Violate the conditions or security of an assessment.

Artificial Intelligence tools can be used, with teacher permission, for productivity, communication, creativity, learning, and more. OASD recognizes that responsible use of AI will vary depending on the context, such as classroom activities or assignments. [OASD Artificial Intelligence Guiding Principles](#).

Plagiarism is recognized worldwide as a serious academic offense. Ignorance of the working definition of plagiarism is not a valid excuse for lapses and does not prevent a penalty from being applied to work submitted as original. In order to prevent any misunderstandings about what constitutes plagiarism, information is being provided to you that not only defines plagiarism, but also outlines strategies to prevent it.

Teachers will implement the following strategies to help students understand and comply with these guidelines whenever possible:

- Include these expectations in their class syllabus
- Use Turnitin.com whenever possible to check for plagiarism
- Provide examples of assessments/student work with proper citations
- Offer time and/or stress management techniques to deter students from copying to save time
- Teach/review proper citation methods
- Provide clear instruction about the use of internet translation sites (world languages)
- Review this policy in class and discuss potential subject-specific implications
- Clearly address the manner and degree to which students may collaborate on the completion of assignments

Academic dishonesty is a breach of these regulations and includes, but is not restricted to:

- Plagiarism—this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own. Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgment because of inadequate practices or lack of preparation. Plagiarism includes an exact copying of another’s work, or a rewording, paraphrasing, partial quotation or summarization of another’s work without properly giving credit to the creator of the original work.
- Collusion—this is defined as supporting academic misconduct by another candidate, for example:
 - Allowing one’s work to be copied or submitted for assessment by another
 - Duplication of work—this is defined as the presentation of the same work for different assessment components
 - Doing part or all of someone’s work for them
- Cheating - copying another’s work, allowing someone else to copy your work, using unauthorized materials or technology during an assessment, giving or receiving assessment information
- Unethical behavior such as the breach of ethical guidelines when conducting research
- Accessing another’s work for the purpose of using it as one’s own
- Any other behavior that gains an unfair advantage for a student or that affects the assessment results of another student (for example, disclosure of information to and receipt of information from students about the content of an examination via any form of communication/media)
- Violating the testing environment established by the instructor (examples include but are not limited to: talking when directed not to talk, cell phone not in classroom cell phone pocket, not sitting in seat assigned by instructor, etc.)

Consequences

Communication of this policy through this handbook is considered a warning. Students found to have participated in academic dishonesty will receive disciplinary consequences. Teacher discretion will be used to determine the level of the offense. Progressive consequences for instances of academic dishonesty apply to both formative and summative work.

Process for Determining Level of Offense (Incidental/Accidental vs. Academic Dishonesty) and Determining Potential Consequences for Academic Dishonesty

Steps 1-6 must be completed by the teacher prior to a formal discipline referral is submitted to an administrator.

1. Incident occurs
2. If teacher suspects academic dishonesty may have occurred, then:
3. Teacher brings the issue to their Department Chair and presents evidence of suspected academic dishonesty to ensure consistency. If the department chair is presenting the incident, they have to consult with at least one other member of their department.
4. If the teacher considers this an incidental/accidental offense, the teacher follows procedures as outlined in the incidental/accidental offense paragraph below.
5. If the teacher and Department Chair agree that this case likely constitutes academic dishonesty, the teacher then discusses reasons for suspecting academic dishonesty with student. Student has a chance to respond to their teacher. If the teacher still suspects that academic dishonesty occurred, the teacher will notify the student that the teacher will now need to consult with an administrator for next steps.
6. If the teacher and administrator still believe that academic dishonesty occurred, the teacher writes a disciplinary referral documenting the reasons for suspecting academic dishonesty, submits available evidence to the administrator, and the teacher calls home to notify the student's family that a disciplinary referral has been written. The teacher explains to the family why they determined that the student's actions were likely considered academic dishonesty.
7. Administrator sets up meeting with student and teacher to review evidence of academic dishonesty together. Student has a chance to respond to the disciplinary referral to their administrator.
8. Administrator contacts family with a decision of whether the incident was considered academic dishonesty, incidental/academic dishonesty, or not academic dishonesty and communicates consequences to family, student, teacher, and school counselor.

Note: IB policies and consequences apply first before school consequences.

Incidental/Accidental Offense

This incident occurs due to ignorance or inexperience on the part of the student. In this case, the student will rewrite or re-submit the assignment or a comparable assignment and submit it to their teacher per a deadline established by the teacher. A teacher may deduct from a student's grade for these types of errors based on the assignment's requirements.

- An office disciplinary referral will be recorded for documentation and warning purposes to identify patterns of behavior and to inform students of potential future consequences.
- Multiple violations at this level may be referred to an academic dishonesty offense.
- The teacher will call family to notify them of any incidental/accidental offenses, to explain why this was considered an incidental/accidental offense, and to clarify expected behaviors moving forward.
- The student will meet with their teacher to clarify expected behaviors.

Academic Dishonesty Offense

This incident is determined to be an intentional and purposeful incidence of academic dishonesty, in whole or in part.

First Academic Dishonesty Per Class

- If the academic dishonesty occurred during a Final Exam, then the grade on the exam is recorded as a zero in the gradebook without the opportunity to redo it.
- If the academic dishonesty occurred on work other than the Final Exam, then a restorative justice assignment will be chosen from a menu by the teacher in collaboration with an administrator. This requirement is meant to serve as a learning experience for the student and to prevent further violations from occurring.

- In order to be eligible for one chance to redo the assignment to earn up to a 50%, the student must complete and submit the requirements for the restorative justice assignment within 1 school day after meeting with their administrator.
- Failure to complete requirements for restorative justice assignment will result in a zero being entered in the grade book for that assignment without the opportunity to earn points back.
- Student must complete reassessment within deadline determined by teacher; the grade on the assignment will be a zero if this reassessment is not completed by the deadline determined by the teacher.

Second Offense in the Same Class:

- Student fails the term of the course when the instance of academic dishonesty occurred.
- The failed class may be dropped with an F for a study hall the day following the meeting with the administrator depending on the recommendation of the teacher.
- Student requests a meeting with their school counselor to determine if and how to make up credits.

Second+ Offenses Cumulative Across Classes and Across Years in High School:

- The student earns a zero for the assignment where the academic dishonesty occurred, whether it is formative or summative.
- The student does not have an opportunity to redo the assignment for any points or to make up the points. They are, however, encouraged to redo the assignment to benefit from feedback from their teacher and to advance in their overall learning.

Academic Honesty Commitment

As members of the Oconomowoc High School community, we honor academic and personal integrity. We uphold the values of honesty, integrity, respect, and responsibility.

Policy Sources:

- IB Academic Honesty Policy
- Pewaukee High School Handbook
- Arrowhead High School Handbook
- Minnetonka High School Student Handbook
- Blue Valley High School Honor Commitment

Forgery

Students are expected to turn in valid documents with original signatures only.

ID CARD

Students will receive a Photo ID card at registration. ID cards are required to be shown when entering the building at any time and will also be used to scan into attendance upon late arrival. This ID must be carried at all times while on school premises, as students should be prepared to present their ID for identification at any time, upon the request of a staff member. This card will also be used for all cafeteria purchases and checking out materials from the REC.

When attending sporting events, students will be allowed free access when they present their ID at the entrance. This ID also allows seniors to leave campus for lunch. **Seniors who do not present their school ID when leaving Main Campus for lunch will not be allowed to leave.** If a student ID is lost, they can obtain a replacement ID from the main office for a reasonable replacement fee.

Students must have their picture taken for their ID by September 4, 2024, or they will be charged a \$15 fee for us to create their ID. Students should only have possession of their own, current school year student ID.

Consequence Progression for Student ID Violations	
1st -3rd Violation	Student receives a warning and has the opportunity to purchase a new student ID.
4th Violation	Student receives a disciplinary referral and an official administrative warning.
Chronic Offenses	Student is assigned a lunch detention. If student does not serve the detention on the day it is assigned, a \$15 fee is assigned to the student's Family Access, which goes toward the purchase of a new student ID.

INFORMATION TECHNOLOGY AND NETWORK USE

Consistent with applicable federal laws, the Board believes that the best approach to student safety as it relates to use of the Internet and other electronic resources involves a combination of technology protection measures, monitoring and instruction. Oconomowoc Area School District uses a comprehensive approach to student Internet/technology safety, taking into account the differing ages and instructional levels of the students in the District.

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

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

OHS 1:1 Chromebook Program Information:

All students in grades 9-12 will receive a Chromebook for educational use at school and home. Chromebooks give students access to important digital resources that support their learning. 9th grade students will continue to use the Chromebooks used in 8th grade. Students new to OASD will receive their Chromebooks at OHS Registration or may pick up their Chromebook at the OHS REC/Library after school has begun.

[Link to Student Chromebook Expectations and Guidelines](#)

[Link to District Information Technology and Network Use Policy 363.2](#)

[Link to District Information Technology and Network Use Guidelines](#)

LOITERING

To help keep our school safe, we expect that students are in assigned spaces or obtain staff permission and have a valid pass with them to use an alternate area temporarily. Students are also expected to use spaces

responsibly and follow school rules. A student is considered loitering if they are in a place without staff permission or any apparent purpose.

Consequence Progression for Loitering
1. Email warning to student.
2. Verbal warning from Administration.
3. Office Discipline Referral and phone call home.
4. Possible loitering citation.

MAIN/EAST CAMPUS PARKING

Students must have a parking permit to park in one of our 600 spots available. Parking is allowed in the North and South lots at Main Campus. There is a yearly fee of \$150 for a car permit hang tag that must be displayed hanging from the rear-view mirror. After the first semester, the price will be reduced to \$75.00. The fee for a moped/motorcycle is \$75.00 for the year and reduced to \$37.50 after first semester. All late fees must be paid before picking up a parking permit for the school year. Parking permits can be picked up at registration in August or in the Main Office any time after that. Just purchasing the permit is not enough – students MUST pick up their permit to display in their vehicle to avoid a ticket. Students MUST have a valid driver’s license, all on-line paperwork completed, as well as payment made in full. Students are subject to a daily \$75 parking fee as well as a \$25 parking ticket from the city if your hang tag is not displayed in the proper area, or not at all. Students are allowed to sign in their vehicle 5 times per semester without consequence. This must be done in the Main Office immediately upon arriving to school. Students are advised to keep their cars locked and may not loiter in the parking lot or sit in cars at any time. Students who park their cars, bikes, or motorcycles on school property do so at their own risk. The Oconomowoc Area School District is not liable for any losses or any damages incurred. A replacement fee of \$75.00 for first semester and \$37.50 for second semester will be charged for lost or stolen parking permit hang tags for a car and \$37.50 for first semester and \$18.75 for second semester for a moped/motorcycle. Parking permits are non-transferable. Students violating parking or specific Student Handbook guidelines, including students who are habitually tardy or truant, will be subject to temporary or permanent loss of parking privileges with no refunds. Violation of parking rules is subject to tickets and/or towing of the vehicle. Student parking is not allowed in the faculty lot (behind building) or in any visitor parking spot (violators will be ticketed). Students must have permission to access their vehicle from 7:20-2:40.

Students who would like to drive between Main Campus and East Campus for class or PRIDE are required to complete the following steps to obtain a parking permit for both campuses:

- Email their associate principal to request a parking permit for East Campus
- If their associate principal determines there are available parking permits, then the associate principal will respond to the email telling the student to pick up forms in the main office to complete.
- The student has their legal guardian(s) complete and sign the forms and return the signed forms to the main office.
- The student is issued an East Campus parking permit for the length of their course.
- Students are only permitted to transport themselves between campuses and cannot drive other students.

Consequence Progression for Parking Violations

1st Violation	Student receives a disciplinary referral and a warning. Student may receive a municipal citation for their parking violation.
2+ Violations	A \$75 student fee is added to Family Access. Student may receive a first or another municipal citation for their parking violation. Student may lose their parking pass privilege without a refund, either temporarily or for the rest of the school year depending on the frequency of the offenses.

PRIDE PERIOD

The Pride Schedule integrates a period of academic support and enrichment that is personalized to the individual needs of each student. This period allows students to access teachers for academic support and enrichment opportunities. PRIDE will be utilized to increase student contact time with teachers to encourage and build academic achievement. Teachers can request specific students to offer support in their content area. It is important to note that PRIDE time was created as an academic support system. Its main priority is to provide individual levels of intervention tailored to the needs of specific students. There is an expectation for students to schedule PRIDE periods as extensions of their classes. In certain cases, classes may offer enrichment opportunities to current content for those students looking to extend their knowledge and challenge themselves to go beyond the coursework. Teachers can also request students in order to provide early intervention. PRIDE choices should be driven by coursework and intervention/support opportunities.

Students must have their Pride selected by 8:45 am each day. If no choices are selected by the student, they will default to their designated study hall. Advisors and teachers have until 8:45 am each day to request any students for their Pride. After 8:45 am, all student’s schedules will lock and no further changes will be accepted. Students must check their Pride at OCON.ORG each day and stay in the Pride scheduled.

RANDOM DRUG TESTS

The Oconomowoc Area School District has a strong and long-standing commitment to discouraging and preventing the use of illegal drugs and alcohol among its student population. The District recognizes that the problem of illegal drug and alcohol use presents a continuing challenge in its schools and a clear danger to the student population. The District also recognizes that this is a community responsibility and wants to be a leader in supporting positive choices for students as part of that community.

Students, by virtue of their voluntary decision to pursue co/extracurricular opportunities, and because of their position as leaders and role models in the school community, have a heightened responsibility to be drug and alcohol free. In addition, students driving on school property under the influence of drugs may seriously injure themselves, their passengers, and other members of the school community. Consistent with these principles and in accordance with the policy of the Board to help prevent students involved in co-curricular activities from using drugs, to protect their health and safety, and to provide drug users with assistance programs, the Superintendent shall implement and conduct a program of random drug testing of student participants meaning those involved in athletics, co/extracurricular activities and parking privileges at the high school level and intermediate school level in grades 7 and 8.

Procedures for random drug testing of student participants are set forth in administrative rule. This policy and procedures shall be overseen and implemented by the Superintendent or designee.

[Link to Random Drug Test Board Policy 377.2](#)
[Link to Random Drug Test Administrative Rules 377.2-R\(1\)](#)

SAFETY

Alcohol, Drugs, Controlled Substances, Paraphernalia, Smoking, Chewing Tobacco, Tobacco, E-Cigarettes, Vaporizers Pens, Nicotine Products, and Look-Alikes

Students have a right to learn in a healthy and safe environment. The possession, solicitation, distribution, and/or use of alcoholic beverages, controlled substances, or look-alikes by students, staff, and visitors in school buildings and on all school properties, or as part of school-sponsored activities, is prohibited at all times. (Board Policy No. 5324.1) Students using, preparing, distributing, possessing or soliciting drugs, intoxicants, or drug related paraphernalia would, at the minimum, be suspended from school, referred to AODA program, and referred to legal authorities. Activities code violations are referred to the Director of Athletics. Recommendation to the School Board for expulsion may occur due to violations of this policy. Oconomowoc High School follows approved guidelines regarding suspected student use of alcohol or controlled substance during the school day and/or at any school sponsored events. Students who are suspected of having consumed or in possession of alcohol/drugs may be asked to submit to a search, breathalyzer, and/or field sobriety test. If a student refuses to submit to such a test or search, school authorities will immediately contact the police and family and a suspension for insubordination may occur.

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

The consequence progression for AODA-related offenses occurring on campus or during school-sponsored events is as follows. **Please note that distribution of or sale/purchase/exchange of drugs/controlled substances will result in the expulsion process beginning immediately. Also note that a tobacco/vaporizer-related offense and a drug-related offense will follow the consequence progression of a 2nd drug-related offense.**

Drug-Related Offense Consequence Progression (For offenses occurring on campus or during school-sponsored events.) *Offense Number/Level may be bypassed based on severity*		
1 st Offense	2 nd Offense	3 rd + Offense
Administrator/Parent Meeting	Administrator/Parent Meeting	Administrator/Parent Meeting
Required outside AODA Assessment	Pre-Expulsion process may begin	Pre/Expulsion process may begin
Police Citation	Police Citation	Police Citation
Required (3) Aurora SFAP sessions Behavior Change Coaching Emphasis Alcohol/Marijuana focus areas	Required (6) Aurora SFAP sessions Behavior Change Coaching Emphasis Alcohol/Marijuana focus areas	5 day out of school suspension
One month on the Accompanied Pass List	One month on Accompanied Pass List.	One month on Accompanied Pass List.

2 day out of school suspension	2 day suspension out of school	Restorative Justice Assignment per administration
Restorative Justice assignment per Administration.	Restorative Justice Assignment per administration	
Completion of Detour program course (student and parent component)		
<p>*If student is found in possession (on person/in bag/in locker) of controlled substance in which they have a prescription, the following progression will be taken:</p> <ul style="list-style-type: none"> • 1st time: Parent/guardian must pick up prescription and fill out health room medication form. • 2nd time: Parent/guardian must pick up prescription; warning given. • 3rd time: AODA consequence progression will be followed, and consequences will be given. 		
<p>*Please note that if not all requirements are met by the date given by Administration, the student will remain on the Accompanied Pass List until all requirements are completed.</p>		
<p>Activities/Athletic Code of Conduct Procedures will be followed as needed depending on status of student involvement in athletics and/or activities at OHS.</p> <p>Random Drug Testing Policy & Procedures will be followed as required per policy for positive screen from a student.</p>		

Tobacco/Vaporizer-Related Offense Consequence Progression (For offenses occurring on campus or during school-sponsored events.)		
1 st Offense	2 nd Offense	3 rd + Offense
Administrator contacts parent	Administrator/Parent Meeting	Administrator/Parent Meeting
Police Citation	Police Citation	Police Citation
Student Completion of VapeEducate (unless already completed through OHS Health course)	Required (3) Aurora SFAP Behavior Change Coaching sessions	Required (6) Aurora SFAP Behavior Change Coaching Sessions
Required outside assessment	One day In-School Suspension	One day In-School Suspension
Completion of Detour program course (student and parent component)	One month on the Accompanied Pass List	One month on the Accompanied Pass List
One month on the Accompanied Pass List	Restorative Justice Assignment	Restorative Justice Assignment
Restorative Justice assignment		

All requirements must be done by:
 *Please note that if not all requirements are met by date given, the student will remain on the Accompanied Pass List until all requirements are completed.

Activities/Athletic Code of Conduct Procedures will be followed as needed depending on status of student involvement in athletics and/or activities at OHS.

Random Drug Testing Policy & Procedures will be followed as required per policy for positive screen from a student.

OASD AODA Consequence Progression-Drug Paraphernalia (Any equipment that can be used to produce, conceal, and consume illicit drugs)		
1 st Offense	2 nd Offense	3 rd + Offense
Administrator and parent/guardian contact	Administrator and parent/guardian contact	Administrator and parent/guardian contact
2 day out of school suspension	2 day out of school suspension	5 day out of school suspension
Required outside assessment	Required (6) Aurora SFAP Behavior Change Coaching Sessions	Pre Expulsion process may occur
One month on the Accompanied Pass List		

All requirements must be done by:
 *Please note that if not all requirements are met by date given, the student will remain on the Accompanied Pass List until all requirements are completed.

Activities/Athletic Code of Conduct Procedures will be followed as needed depending on status of student involvement in athletics and/or activities at OHS.

Random Drug Testing Policy & Procedures will be followed as required per policy for positive screen from a student.

Explosives

Students may not possess or use explosives on school property, school busses, or at any school related event. Explosives are defined as smoke bombs, firecrackers, chemicals, ammunition, or other devices which may explode, create fire, cause bodily harm, or which may cause property damage.

Fighting and Aggressive Behavior

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

Gang Affiliation

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

Medication

Medication needs to be housed in the health room with parent permission. Students are not to be in possession of any medication during the school day (See "Health Services" for guidelines).

Student Property Searches

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

Theft

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

Weapons

The Oconomowoc Area School District is committed to providing a safe and healthy working environment for all of its employees, students and visitors. As part of that commitment, and subject to state and federal law, the District has established a policy prohibiting all firearms or other weapons of any type, concealed or unconcealed, on District property.

[Link to Weapons on School Premises School Board Policy 832](#)

SAFETY AND EMERGENCIES

Building Security and Entrances

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

Emergencies

1. Injuries - All injuries, even of a minor nature, must be reported to the health room by the injured person(s) or an adult supervisor as soon as possible, but not later than the end of the next regular school day.
2. Student Insurance Coverage - The School District does not provide student insurance coverage for accidents or injuries that occur during the school day or during athletics. No claim will be paid by the School District.
3. Fire Drill - When the fire alarm sounds, all students should wait for instructions from their teacher as to which way to leave the building. Follow directions posted near the exit of the classroom. All windows and doors should be closed before leaving. If a fire drill occurs while students are passing between classes or while they are at lunch or involved in any activity other than normal classroom activities, they should immediately go to the nearest exit and remain outside in an approved area until the "all clear" announcement is made. The procedure is as follows:
 - a. Upon hearing the fire alarm, all students will leave the classroom and proceed to the area designated by the teacher. The teacher should be the last person to leave the room, but stay with their group of students. Students must stay with the group.
 - b. The first persons leaving the building should go as far into the safe areas as possible to eliminate any congestion in the outer areas of the exits. All students should be at least fifty feet away from the building and should not stand in the road.
 - c. The all-clear signal will be given. Immediately return to the room which you left and resume your schedule of classes.
4. Tornado - When danger of a tornado is present, a verbal warning over the PA will be given. You are to follow the teacher's directions and posted severe weather routes for taking cover.
5. ALICE - Each school day, our staff is entrusted to provide a safe and healthy learning environment for our students. No single response fits all situations however, making sure each individual knows his or her options for response and can react decisively will save valuable time. Our school utilizes ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training for staff and students to prepare them to handle any situations of threat. We will hold a minimum of 2 ALICE drills per year.

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

Severe Weather Information

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

SCHOOL RESOURCE OFFICER

An officer of the Oconomowoc Police Department has been assigned to the Oconomowoc High School to handle complaints, police referrals, and incidents requiring police intervention. The officer acts as a liaison to work with students, administrators, and staff of Oconomowoc High School. The officer will be available to meet with students during regular school hours or by appointment. Contact Police Liaison Officer in the main office or call (262) 560-3118.

SECURITY OF BUILDING

It is essential that we maintain safe and secure buildings. Students will be held accountable for propping doors open or allowing people into secured entrances. This progression will be followed if students violate the procedure.

1. Lunch detention
2. In school suspension
3. Out of school suspension

STUDENT EXPRESSION

While OHS Administration respects the right of student expression, substantial disruption of the learning environment will not be allowed. Students in violation can expect appropriate disciplinary action to be taken. Without prior written permission of the principal, or his designee, prohibited forms of expression include but are not limited to:

1. Distribution of literature.
2. Sale of any goods or written material.
3. Posting of written materials or pictures throughout the building.

The Activities Director must approve all posters, flyers, and other information. Outside-of-school events are not to be advertised in school unless the principal grants permission. These advertisements will **only** be posted on our "public" bulletin boards referred to as the Jobs & Opportunities board.

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

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

Obscene or disrespectful language, whether directed at anyone or indirectly stated, will result in disciplinary action. Consequences range from detention to out-of-school suspension, depending on the severity of the incident and the number of prior incidents. Police referral may also occur.

OHS is committed to maintaining an orderly educational environment conducive to learning. It is the responsibility of the school to protect students and staff. Student protests (i.e. walk-outs, sit-ins) without prior authorization, will be treated as truancy, and will be handled accordingly. We will take any and all action necessary, including the enforcement of school rules and possible involvement of law enforcement professionals to deter disturbances.

STUDENT RIGHTS AND RESPONSIBILITIES

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

Each student has a right to:

- Learn and be challenged.
- Feel safe.
- Have someone speak in their language whenever possible.
- Always be told what is happening to him/her and to have their questions answered honestly in words they can understand.
- Be called by name and be treated kindly.
- Be listened to and talked to in a caring way.
- Be included in conversations about him/her when appropriate.
- Have problems resolved.

Each student has a responsibility to:

- Come to school ready to learn.
- Make responsible choices.
- Treat every person like they want to be treated.

- Be considerate and respectful of people and property.
- Practice constructive problem solving.
- Talk out problems with appropriate people in a respectful way.
- Listen and speak in a positive manner.
- Follow school rules.

APPENDIX

ALL MATERIAL IN THIS HANDBOOK IS SUBJECT TO CHANGE BASED ON CHANGES IN SCHOOL BOARD POLICY, STATE AND LOCAL LAWS, AND INDIVIDUAL CIRCUMSTANCES. THE MATERIAL INCLUDED IN THIS HANDBOOK IS NOT ALL-INCLUSIVE AND CAN BE EXPANDED.

[2024-25 Annual Notification Information](#)