

2025 /2026

STUDENT/PARENT HANDBOOK



OMRO HIGH SCHOOL

Welcome to Omro High School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it.

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Board Approval:

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This Student/Parent Handbook is based in significant part on policies adopted by the Board and Administrative Guidelines developed by the Superintendent. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there

may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school Principal.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board and the School District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board and the School District. If any of the policies or administrative guidelines referenced herein is revised, the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

MISSION OF THE SCHOOL

The mission of Omro High School is to serve the intellectual, emotional, physical, and behavioral development of teens.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy (Policy 2260 - Nondiscrimination and Access to Equal Education Opportunity) of the School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within School District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Kathy Cady at 920-303-2313.

It is also the policy (*Board Policy 5517 – Student Anti-Harassment*) of the School District to maintain an educational environment that is free from all forms of harassment. This commitment applies to

all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the School District can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the School District.

Our School District will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Any person who believes that Omro High School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Amanda Potratz, Business Manager
School District of Omro
455 Fox Trail, Omro, WI 54963
920-303-2310
apotr@omro.k12.wi.us

The complaint procedure is described in *Board Policy 2260 - Nondiscrimination and Access to Equal Education Opportunity* and *Policy 5517 - Student Anti-Harassment*. The policies are available in the School office and on the School District's website.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence.

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under *Board Policy 5517.01 - Bullying*, and not Harassment under *Board Policy 5517 - Student Anti-Harassment*, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building Principal.

Under no circumstances will the School District threaten or retaliate against anyone who raises or files a complaint.

Omro High School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate

action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as “Protected Characteristics” which substantially interferes with the student’s school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes “hate speech” directed against a student- the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s). Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes, or rumors;
- C. threatening or intimidating conduct directed at another because of the other’s protected characteristic (e.g., sex, race, learning disability);
- D. notes or cartoons;
- E. slurs, negative stereotypes, and hostile acts which are based upon another’s protected characteristic;
- F. written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual’s protected characteristic; or
- H. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

NONDISCRIMINATION ON THE BASIS OF SEX

The Board of the Omro School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirements not to discriminate in its education program or activity extends to admission and employment. The School District’s Title IX Coordinators are:

Amanda Potratz, Business Manager
School District of Omro
455 Fox Trail, Omro, WI 54963
920-303-2310
apotr@omro.k12.wi.us

David Wellhoefer, Principal
School District of Omro
455 Fox Trail, Omro, WI 54963
920-303-2312
dwell@omro.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities*. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report a formal complaint of Sexual Harassment, and how the School District will respond.

It is a violation of this policy for anyone to knowingly make false statements or knowingly submit false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The School District will not tolerate such conduct which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities* or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation is a serious violation of *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities*, that results in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities* for more information and details regarding the School District's commitment to nondiscrimination on the basis of sex.

SEXUAL HARASSMENT

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with *Board Policy 5517 - Student Anti-Harassment*. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. that conduct or communication has the purpose or effect of substantially or unreasonably

interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- A. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. rating a person's sexuality or attractiveness;
- C. staring or leering at various parts of another person's body;
- D. spreading rumors about a person's sexuality;
- E. letters, notes, telephone calls, or materials of a sexual nature;
- F. displaying pictures, calendars, cartoons, or other materials with sexual content;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a School District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact the District's Title IX Coordinators listed below:

Amanda Potratz, Business Manager
School District of Omro
455 Fox Trail, Omro, WI 54963
920-303-2310
apotr@omro.k12.wi.us

David Wellhoefer, Principal
School District of Omro
455 Fox Trail, Omro, WI 54963
920-303-2312
dwell@omro.k12.wi.us

Any person may report sexual discrimination, including sexual harassment, to the School District's Title IX Coordinators listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non business hours.

A copy of *Board Policy 2266 - Nondiscrimination of the Basis of Sex in Education Programs or Activities*, including the reporting, investigation, and resolution procedures, is available in the school office and on the School District's website. *Board Policy 5517 – Student Anti-Harassment*, as well as *Board Policy 2266* both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, the Title IX Coordinators, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the School District.

BULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate,

repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials. (*Board Policy 5517.01 - Bullying*)

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary actions as indicated above.

If a student or other individual believes there has been bullying regardless of whether it fits a particular definition, the student should report it and allow the administration to determine the appropriate course of action. (*Board Policy 5517.01 - Bullying*)

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any School District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the Superintendent.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. (*Board Policy 5516 - Student Hazing*)

SECTION 504/ADA COMPLAINT

Any person who believes that the Omro High School or any staff person has discriminated against them in violation of the *Board Policy 2260.01- Section 504/ADA Prohibition against Discrimination*

Based on Disability may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Amanda Potratz, Business Manager
School District of Omro
455 Fox Trail, Omro, WI 54963
920-303-2310
apotr@omro.k12.wi.us

David Wellhoefer, Principal
School District of Omro
455 Fox Trail, Omro, WI 54963
920-303-2312
dwell@omro.k12.wi.us

The complaint procedure is described in AG 2260.01A and AG 2260.01B and are available in the School office and on the School District's website.

SCHOOL DAY

The building opens at 7:30 a.m. for students to arrive. Students may go to the cafeteria to purchase breakfast before school starts. Students are to leave the building immediately after the school day ends unless involved in a sport, club or extracurricular activity.

Monday, Tuesday, Thursday, Friday	
Period	Time
1	7:45 - 8:30
2	8:34 - 9:19
3	9:23 - 10:08
4	10:12 - 10:57
5A	A Lunch: 10:57 - 11:27 Class: 11:31-12:16
5B	Class: 11:01 - 11:46 B Lunch: 11:46 - 12:16
6	12:20 - 1:05
7	1:09 - 1:53
8	1:57 - 2:41
Fox Time	2:45 - 3:15

Wednesday	
Period	Time
1	7:45 - 8:20
2	8:24 - 8:59
Fox Time	9:04 - 9:36
3	9:40 - 10:15
4	10:19 - 10:54
5A	A Lunch: 10:54 - 11:24 Class: 11:28-12:03
5B	Class: 10:58 - 11:33 B Lunch: 11:33 - 12:03
6	12:07 - 12:42
7	12:46 - 1:21
8	1:25 - 2:00

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Omro High School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and

the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, U.S. mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

No student shall be required, as a part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the minor's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). (*Board Policy 2416 - Student Privacy and Parental Access to Information*)

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school secretary.

Adult students (aged eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify a staff person immediately. School threat reports can be made by coming to the office directly or using the [Speak Up Speak Out](#) threat reporting system.

All students must have emergency medical information completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. *(Board Policy 5340 - Student Accidents/Illness/ Concussion & Sudden Cardiac Arrest)*

HOMEBOUND INSTRUCTION

The School District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents should contact the Principal regarding procedures for such instruction. *(Board Policy 2412-Homebound Instruction)*

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Wisconsin students generally enroll in the School District in which they live. However, the School District will release a resident student who is accepted as a student in another School District under that District's open enrollment program.

Students who are new to Omro High School are required to enroll with their parents or legal guardian unless the student is eighteen (18) years old. When enrolling, the parents will need to bring:

- A. a birth certificate or similar document;
- B. custody papers from a court (if appropriate);
- C. proof of residency; and
- D. proof of immunizations and/or an appropriate waiver.

In some cases, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another school will have their courses and grades evaluated by the school counseling department. The office staff will assist parents in obtaining the official records from the previous school.

During the enrollment process, a parent (or adult student), may present information to the School District certifying that the parent (or adult student), their child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. In such cases the School District shall use the address

designated by the Department of Justice to serve as the student's address for enrollment purposes. The School District shall place a copy of any certification provided by the parent in the enrollment files.

Students experiencing homelessness who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison (Mr. Mark Levezow, 920-303-2300 or mleve@omro.k12.wi.us) with regard to enrollment procedures (*Board Policy 5111.01- Homeless Students*).

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures (*Board Policy 5111.03 - Children and Youth in Foster Care*).

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include their parents in the process. Adult students do carry the responsibilities of both the student and parents and are expected to follow all School rules.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. It is important to note that some courses may be denied because of limited space or the need to complete prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other nonresident students.

EARLY DISMISSAL FROM SCHOOL

No student will be allowed to leave school prior to dismissal time without a written request signed by a parent, oral statement made by a parent to the high school secretary or administrator, or a parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. A phone call request from a parent may be accepted by school officials if the child is to be released to a properly-identified person authorized to pick-up the child on the parent's behalf. (*Board Policy 5200 - Attendance and Board Policy 5230 - Release of Students to Authorized Persons*)

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer to another school, the parents must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact the High School school counselor for specific details.

OPEN ENROLLMENT

The School District participates in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time. (*Board Policy 5113 - Open Enrollment and Board Policy 5113.01 - Part-Time Open Enrollment*)

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of their parents and completion of any required forms.

IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health Services or must have an authorized waiver. If a student does not have the necessary vaccinations or waivers, the student may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the school nurse. (*Board Policy 5320- Immunizations*)

STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST

The School District believes that school personnel have certain responsibilities in case of accidents, illness, or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (*Board Policy 5340 - Student Accidents/Illness/Concussion & Sudden Cardiac Arrest*)

EMERGENCY MEDICAL AUTHORIZATION

The Board requires every student to have an Emergency Medical Authorization Form completed and signed by their parents in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. (*Board Policy 5330 - Administration of Medication/Emergency Care*)

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to submit the completed form may jeopardize the student's participation in school activities.

SUICIDE PREVENTION

The School District values the mental health of every student and has counseling and prevention resources available for any student considering self-harm. Students may seek help from any staff member. In addition, students are urged to approach any staff member of their choice if they know of another student who is talking about death by suicide. (*Board Policy 5350 – Suicide Prevention, Intervention, and Postvention*)

EMERGENCY NURSING SERVICES

To provide for the protection of the students, the School District shall make available emergency nursing services during the regular school day and during all school-sponsored student activities.
(Board Policy 5310.01 - Emergency Nursing Services)

USE OF PRESCRIBED MEDICATIONS

In circumstances where a student must take prescribed medication during the school day, the following guidelines of *Board Policy 5330 - Administration of Medication/Emergency Care* are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the high school office before the student will be allowed to begin receiving any medication during school hours. This written and signed request form is to be submitted on an annual basis, or more often if changes in dosage occur. The forms are available in the School office.
- C. All medications to be administered during school hours must be registered with the high school office.
- D. Medication that is brought to the high school office will be properly secured.
- E. For each prescribed medication, the container shall have a pharmacist's label with the following information:
 - 1. Student's name
 - 2. Practitioner's name
 - 3. Date
 - 4. Pharmacy name and telephone
 - 5. Name of medication
 - 6. Prescribed dosage and frequency
 - 7. Special handling and storage directions
- F. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for School-approved emergency medications for allergies and/or reactions.
- G. Any unused medication unclaimed by a parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

ASTHMA INHALERS AND EPINEPHRINE AUTO-INJECTORS

Students, with appropriate written permission from the physician and parents, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (*Board Policy 5330- Administration of Medication/Emergency Care*)

Students who suffer from severe allergic reactions may possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the Principal.

Inhalers and epinephrine can be administered by school officials only in accordance with conditions confirmed by the Principal, consistent with the approved plan adopted by the School District and updated annually, as necessary.

USE OF NONPRESCRIBED DRUG PRODUCTS

Possession, administration, and use of nonprescription drug products shall be in accordance with *Board Policy 5330 - Administration of Medication/Emergency Care*.

Staff and volunteers will not be permitted to dispense nonprescribed drug products to any student without written parental consent.

The Authorization for Non Prescribed Medication and Treatment Form must be filed with the school office before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parent's request to administer a nonprescription drug product shall contain the following information:

- A. student's name;
- B. date;
- C. name of medication;
- D. dosage and frequency;
- E. special handling and storage directions;
- F. authorization for trained and authorized school staff to administer the medication; and
- G. health care practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable.

Parents may authorize the school to administer a non prescribed drug product using a form which is available at the school office. A physician does not have to authorize such medication. The parents may also authorize on the form that their child

A. may self-administer the medication.

B. keep the medication in their possession.

If a student is found using or possessing a non-prescribed drug product without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one previously authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

CBD PRODUCTS

In accordance with *Board Policy 5330 - Administration of Medication/Emergency Care*, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on District property or at school activities:

Lawful, Hemp-derived CBD products may be stored at school in a specific location, in its original packaging and allowed for self-administered use under the supervision of school staff and subject to appropriate physician's certificate and parent/guardian documentation.

ESSENTIAL OILS

In accordance with *Board Policy 5330 - Administration of Medication/Emergency Care*, students and parents are reminded of the following regulation regarding the use of essential oils on School District property or at school activities:

All students wishing to use essential oils in the school must seek prior approval from administrators.

HEAD LICE

If a child in the School District is found to have lice, the child's parent will be contacted to have the child treated and to pick up the student at the parent's earliest convenience. After treatment with an FDA-approved pediculicide/ovicide treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal, and upon returning to school, the child will be examined by the school health staff or Principal. The School District practices a policy of "no live lice" as a criterion for return to school. (*Board Policy 8451 - Pediculosis*)

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In order to protect the health and safety of the students, School District personnel, and the community at large, the Board shall follow all State statutes and

Health Department regulations that pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

In accordance with *Board Policy 8450 - Control of Casual-Contact Communicable Diseases*, a teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and will notify the parents of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Wisconsin Department of Health Services in addition to notifying the student's parents.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health Services.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of direct contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (*Board Policy 8453 - Direct Contact Communicable Diseases*)

Direct contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (*Board Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability*). This protection applies not just to the student, but to all individuals who have access to the School District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the Director of Special Education at 920-303-2311. (*Board Policy 2460 - Programs for Students with Disabilities*)

The School District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and *Board Policy 8390- Animals on School District Property*. Other animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the Principal.

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The School District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

Therapy dogs which meet the certification and documentation requirements in *Board Policy 8390 - Animals on School District Property* may be allowed limited access to the schools to perform their educational purpose as determined by the Principal.

BILINGUAL STUDENTS/ENGLISH LEARNERS

The School District recognizes that there may be students enrolled whose primary language is not English. The School District provides appropriate identification and transition services for students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the School District's required curriculum. (*Board Policy 2260.02 - Services for Bilingual Students/English Learners*)

To inquire about programs and services for bilingual students and/or English Learners, a parent should contact the Title III Coordinator at 920-303-2300.

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the School District and meeting the educational interests of students. The rights and responsibilities of students, parents and the School District with respect to student records are governed by State and Federal law (*Board Policy 8330 - Student Records*). Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records - directory data and confidential records.

Directory data can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information is specified in *Board Policy 8330 - Student Records* and includes a student's name, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation, degrees and awards received. Directory data also includes a student ID number, user ID, or other unique personal identifiers used by the student when accessing or communicating in a School District's electronic systems, if, standing

alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the School District, directory information may be utilized by the Superintendent in District-wide publications, on the cable television educational access channel, or on the School District's website. The directory data used will be properly verified and approved by the Superintendent.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the Principal or consult the Board's Policy 8330 - Student Records and associated Administrative Guidelines.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the High School Principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parents will have access to the survey/evaluation within a reasonable period of time after the request is received by the building Principal.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory data as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

In accordance with Federal and State law, the school shall release the names, addresses, School District assigned email addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces who requests such information. A secondary school student, or parents of the student, may request in writing that the student's name, address, School District assigned email address, and telephone listing not be released without prior consent of the parent(s) / eligible student.

The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of directory data. Public notice shall be given regarding the right to refuse disclosure to any or all directory data including in the armed forces of the United States and the service academies of the armed forces of the United States. (*Board Policy 8330 - Student Records*)

If parents and eligible students do not submit such written notification to the School District, directory data may be utilized by the Superintendent in School District-wide publications, on the cable television educational access channel, or on the School District's website. The directory data used will be properly verified and approved by the Superintendent.

Annually the Board will notify male students aged eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, AND CHARGES

Fees will be charged for the following non curricular activities and programs. Fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property (*Board Policy 6152 - Student Fees, Fines, and Charges*). The school and staff do not make a profit.

Student Enrollment Fee*

Grade 4K.....	10.00
Grades 5K-5.....	20.00
Grades 6-8.....	35.00
Grades 9-12.....	50.00

Technology Fee*

Grades 5K-1.....	15.00
Grades 2-12	30.00

Hot Lunch Prices

Grades 5K-5.....	3.00/day (reduced \$0.40)
Grades 6-12.....	3.20/day (reduced \$0.40)
Adults.....	4.75/day

Breakfast Prices

Grades 5K-5	1.55/day (reduced \$0.30)
Grades 6-12	1.75/day (reduced \$0.30)
Adults.....	2.55/day

Class Fees*

Art Class Fee – (Non Ceramics)	20.00/course
Ceramics/Glass Creations	30.00/course
Culinary Arts and/or Foods Class Fee	20.00/course
Music Class Fee - H.S	10.00/course
Technology Education Class Fee - H.S	20.00/course
Fabrication Lab Fee - H.S.	30.00/course
CAPP Course Fees	50% of Tuition
AP Exam Fees	varies by course
Musical Instrument Rental* (Gr. 6-12)	100.00/year

Limited Instruments Available

Co-Curricular High School Fees*

<u>Grades 9 -12 WIAA Sport Athletic Fee</u>	50.00 per sport
<i>Football, Cross-County, Volleyball, Soccer, Basketball, Wrestling, Track, Golf, Baseball, Softball, Dance^, Cheer^</i>	
<i>^only charge once per school year</i>	
<u>Grades 9 - 12 Athletic Activities, Athletic Clubs and other Club Fees</u>	35.00 per activity
<i>Drama, Forensics, Powerlifting, Bowling</i>	

\$185.00 maximum per family 6-12

Athletic Passes

Adult Pass.....	\$30
Family Pass.....	\$60
Omro Senior Citizens (Over 60 years of old).....	free

*Fees will be waived for students eligible for free meals and discounted 50% for students eligible for reduced meals with a signed request on file. **Replacement costs and fines for damaged or lost items fall outside of the above listed language.

Approved: 4/9/2025

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By clicking on this [link](#) you will gain access to the Board Policy Manual, Administrative Guidelines, and Forms. You can choose these categories by clicking on the down arrow next to the word "Book:". You can find the information referenced in the handbook by looking up the number of the policy, administrative guideline, or form on this site, or entering the number by using the search function.

Fees may be waived in situations where there is financial hardship. (*Board Policy 6152.01 - Waiver of School Fees or Fines*)

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines for Library, IMC, and Library Media Center materials can be avoided when students return checked-out materials promptly. Their use may be needed by others.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies. (*Board Policy 5460 - Graduation Requirements*)

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (*Board Policy 5830 - Student Fund-Raising*). The following general rules will apply to all fund-raisers.

- A. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- B. For fundraisers by student clubs and organizations that involve the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold must comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on School District property shall not compete directly with the sale of reimbursable meals.
- C. A student will not be allowed to participate in a fund-raising activity for a group in which the student is not a member without the approval of the student's teacher or counselor.
- D. No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
 - a. If the fundraising activity will involve students under age twelve (12) such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.
- E. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent students from overextending themselves to the point of potential harm.
- F. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization whose funds are managed by the School District

on school property without the approval of the Principal.

- G. Fundraising by students on behalf of school-related organizations whose funds are not managed by the School District may be permitted on school grounds by the Superintendent.
- H. Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

BACKPACKS AND PERSONAL ITEMS

Backpacks must remain in the student's locker during the school day. Students may not carry them to and from classes. Stuffed animals, blankets, and other personal nonacademic items should be left at home.

REVIEW OF INSTRUCTIONAL MATERIALS

Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents also have the right to review any instructional materials related to the human growth and development curriculum (*Board Policy 2414 - Human Growth and Development*). Parents' rights to review teaching materials are subject to reasonable restrictions and limits.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee (*Board Policy 8500 - Food Service*). Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal. Students may not have food delivered from a restaurant/business to the school.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students (*Board Policy 8531 - Free and Reduced-Price Meals*). Extra applications can be obtained in the School office.

The following nondiscrimination statement applies to all programs administered by the School District that are funded in whole or in part by the U.S. Department of Agriculture (USDA).

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the responsible State or local agency that administers the program or contact USDA through the Telecommunications relay service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

FIRE DRILLS, TORNADO DRILLS, LOCKDOWN DRILLS

The school has a comprehensive School Safety Plan (*Board Policy 8420 - School Safety*) that includes specifications for fire drills, tornado drills, and lockdown drills.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires. The tornado alarm consists of a siren from the city, and the fire alarm consists of alarms in the building that detect both smoke and fire.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year. The alarm system for a School lockdown consists of instructions given over the intercom system that informs people in the building what to do.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will use the following notification process:

To find information regarding school closings, announcements will be available as follows:

- School District of Omro's [Facebook](#) and [Website](#)
- Parental emails and phone calls via School Messenger
- Radio: 97.5 FM
- News: WBAY (2), WLUK (11), WGBA (26), WFRV (5)

Parents and students are responsible for knowing about emergency closings and delays. (*Board Policy 8220 - School Days/ School Closure*)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the School District office upon request. (*Board Policy 8431 - Preparedness for Toxic Hazards and 8431.01 - Asbestos Management*)

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.

If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Principal. (*Board Policy 7440 - Facility Security and 9150 - School Visitors*)

In accordance with 120.13(35). Wis. Stats., the School District Administrator has the authority to establish conditions for entering or remaining in a School District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from local law enforcement agencies whatever assistance is required to remove the individual.

USE OF THE MEDIA CENTER

The media center is available to students throughout the school day. Passes may be obtained from a student's teacher or the media center staff. Books on the shelves may be checked out for a period of three (3) weeks. To check out any other materials, contact the media center staff.

To avoid late fees, all materials checked out of the media center must be returned to the media center within three weeks.

Requests for reconsideration of media center materials shall be processed in accordance with *Board Policy 2522 - Library Media Centers*.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. Students may not utilize facilities without staff supervision nor prop open exterior doors for any reason.

LOST AND FOUND

The lost and found area is in the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each grading period.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this rule may lead to disciplinary action.

USE OF SCHOOL TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF CELL PHONES OR PERSONAL COMMUNICATION DEVICES

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100. PCDs include things like cell phones, smart watches, earbuds, etc.

High school students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the Building Principal. The use of a PCD to engage in non education related communications is expressly prohibited.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held, at the Principal's discretion, until the end of the school day or a parent picks it up, and may be directed to delete the audio and/or picture/video file while a parent is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and Building Principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See *Board Policy 5517.01 – Bullying*. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/gender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Building Principal will also refer the matter to law enforcement or child services if the violation

involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's main office until it is retrieved by a parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with *Board Policy 5771 - Search and Seizure*. If multiple offenses occur, a student may lose their privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building Principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use authorized school phones located in the school offices to contact parents during the school day.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the School District for the purpose of school activities approved and authorized by the School District including, but not limited to, property leased, owned, or contracted for by the School District, a school-sponsored event, or in a School District vehicle, to the extent permitted by law, without the permission of the Superintendent. (*Board Policy 5772 - Weapons Prohibited for Students*)

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to

the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a Principal as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- C. theatrical props used in appropriate settings; and
- D. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the Superintendent or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all School District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting. (*Board Policy 9700 - Relations with Non-School Affiliated Groups*)

VIDEO AND AUDIO SURVEILLANCE

The Board has authorized the use of video and audio surveillance and electronic monitoring equipment at various school sites throughout the school, including school buses. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (*Board Policy 7440.01 - Video Surveillance and Electronic Monitoring*)

SAFETY AND SECURITY

The safety of our students requires the following precautions that are conducted in accordance with *Board Policy 7440 - Facility Security* and the School Safety Plan:

- A. All visitors must enter through the designated visitor entrance and report to the School office when they arrive at School.
- B. All visitors are given and required to wear a visitor pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a visitor pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors, except the main entrance, are locked during the School day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. All School District employees are to wear photo-identification badges while on School District property.

STUDENT INTELLECTUAL PROPERTY RIGHTS

Students who develop ideas, concepts, or materials which may carry with them intellectual property characteristics may pursue protection of those rights on their own. No School District staff may take steps to claim intellectual property rights relative to any work product created by student(s), except as expressly approved by the Superintendent and agreed to by participating students prior to the commencement of any projects. The School District does not determine the protectable nature of any particular work. (*Board Policy 5870 - Student Production of Goods and Services*)

SECTION II - ACADEMICS

NONDISCRIMINATION

All courses, including Career and Technical Education courses, are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including gender status, change of sex or gender identity), physical, mental, emotional, or learning disability, or any other characteristic protected by law in any student programs, activities, and employment ("Protected Classes").

COURSE OFFERINGS

Course offerings can be found in the [Omro High School Academic & Career Planning Guide](#).

ACADEMIC AND CAREER PLANNING

Academic and career planning services, including individualized support and access to software tools and staff assistance, is provided to students in grades 6 to 12. The mission of academic and

career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. (Board Policy 2411 - School Counseling and Academic and Career Planning)

PROGRAM OR CURRICULUM MODIFICATIONS

The Board recognizes that the regular school program may not be appropriate for all students. Student and parent requests for a program or curriculum modification may be submitted, in writing, in accordance with *Board Policy 2451 – Program or Curriculum Modifications*. School counselors are available with further information regarding program or curriculum modifications.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. (Board Policy 2340 - District-Sponsored Trips)

Attendance rules, the Student Code of Conduct and the Search and Seizure policy apply to all field trips.

GRADES

Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned course grades based upon formative and summative assessments. A student’s Life and Career Skills grade will reflect a student’s ability to demonstrate safety, responsibility, respect for self, others and property, as well as contributing positively to the learning environment. Each teacher may place a different emphasis on these areas in determining a course grade and will inform the students at the beginning of the course work. If a student is not sure how their course grade will be determined, the student should ask the teacher.

Standards-Based Grading (SBG) is a grading system that measures student understanding of clearly defined standards, which are overall learning goals. The purpose of SBG is to give students accurate feedback about which concepts and skills they understand and/or need to be challenged on and which concepts and skills they still need to improve upon. Teachers focus on, “What do students need to know and be able to do?” and “How will we know that they have learned it?” Each student’s grade is meaningful and straightforward, a true representation of student learning.

The School District of Omro Grading For Learning Resource document can be found in this [link](#). The School uses the following grading system:

3 Meets Standard	The student demonstrates understanding of foundational and complex knowledge including content, vocabulary, concepts, processes, and/or skills with no major errors or omissions.
2.5 (progressing towards 3)	The student demonstrates understanding of foundational knowledge with no major errors or omissions and partial understanding of complex knowledge.

2 Approaching Standard	The student demonstrates understanding of foundational knowledge including content, vocabulary, concepts, processes, and/or skills with no major errors or omissions.
1.5 (progressing towards 2)	The student demonstrates understanding of most foundational knowledge with help, and demonstrates independent understanding of some foundational knowledge.
1 Needs support on standard	With help, the student demonstrates partial understanding of some of the foundational and/or complex knowledge including content, vocabulary, concepts, processes, and/or skills.
INC	Insufficient evidence to assess.
	Not assessed at this time.

Grade Point Average

To calculate a grade point average (G.P.A.), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half-credit course with an earned grade of C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

Grading Periods

Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

Good Academic Standing

When a student's cumulative (overall) and current (most recent term) grade point averages are 2.0 or better, that student is in good academic standing.

PROMOTION, PLACEMENT, AND RETENTION

Board Policy 5410 - Promotion, Placement, and Retention and related guidelines provide the framework for promotion, placement, and retention decisions.

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing appropriate tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with their counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the school counseling office and a counselor will be pleased to answer any questions.

GRADUATION REQUIREMENTS

Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the School District's requirements for basic course work and earn the total number of required credits. (*Board Policy 5460 – Graduation Requirements*)

Specific course requirements are:

English	4 credits	Phys. Ed.	1.5 credit
Mathematics	3 credits	Science	3 credit(s)
Social Studies	3 credits	Electives	10 credits
Independent Living (Class 2026/2027)			
or Personal Financial Literacy (Class of 2028 and beyond)			0.5 credits
Total	25 credits		

In recognizing its responsibility to uphold the minimum educational standards of the State of Wisconsin, the Board has established a policy and criteria regarding the acceptance of credits for students transferring to the high school from nonpublic schools, whether they are private schools, as defined by law, or other types of schools. For credit or course-work to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the State must be provided. Accepted credits from nonpublic schools will be entered on the student's transcript with a notation of the school at which the credits were earned.

The School District may grant a high school diploma to a student who has not satisfied the requirements under policy if the student was enrolled in an alternative education program and the School District determines that the student has demonstrated a level of proficiency in the subjects required under this policy.

Graduation must be earned by passing all mandated subjects and earning the total units required for the specific diploma sought.

Depending upon the disability profile, students in special education shall either receive a diploma, a certificate of completion if certified they have properly completed the requirements of their IEP, or received the recommendation of the IEP Team, as related to completion of credit requirements through regular, special or alternative education. They may participate in all graduation activities.

A student may be denied participation in graduation activities for disciplinary reasons and/or for nonpayment of fees. (*Board Policy 5460 - Graduation Requirements*)

A complete explanation of the requirements for graduation is listed in the [Omro High School Academic & Career Planning Guide](#).

CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL

The Board shall establish programs to serve children in the School District who are identified as "children at-risk" in compliance with State statutes.

The School District shall annually identify all children at-risk enrolled in the School District and develop a plan describing how the Board will meet the needs of such students. All programs and services developed for "children at-risk" shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the School District's graduation requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed. *(Board Policy 5461 - Children At- Risk of Not Graduating from High School)*

EARLY COLLEGE CREDIT PROGRAM

Any student in 9th, 10th, 11th, or 12th grade may enroll in the Early College Credit Program providing the student meets the requirements established by law and by the School District and subject to the approval of the Board on an annual basis. A student or their parents must also complete and submit the Intent To Participate Form available from the School Counseling Office or the Department of Public Instruction to the high school administration by February 1st if the student intends to enroll in the summer session, by March 1st if the student intends to enroll in the next fall semester, and by October 1st if they intend to enroll in the spring semester. Any interested student should contact the High School school counselor to obtain the necessary information. *(Board Policy 2271 - Early College Credit Program)*

START COLLEGE NOW PROGRAM

Any student in 11th or 12th grade may enroll in a course at a Wisconsin Technical College System campus through the Start College Now Program providing the student meets the requirements established by law and by the School District and subject to approval of the Board on an annual basis. A student or their parents must also complete the application form and submit it to the high school Student Services Office by March 1st if the student intends to enroll in the next fall semester or by October 1st if they intend to enroll in the spring semester. Any interested student should contact the school counselor to obtain the necessary information. *(Board Policy 2271.01 - Start College Now Program)*

PART-TIME OPEN ENROLLMENT

The Board will provide students enrolled in the School District with the ability to take up to two (2) courses at any given time in a nonresident public school district. Any interested student should contact the Principal to obtain the necessary information. *(Board Policy 5113.01 - Part-Time Open Enrollment)*

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics,

performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal.

Laude

The Board supports a Laude System of recognition for student achievement. Laude is an academic honors system that allows students the opportunity to receive recognition based on achievement and rigorous course selection. It also supports a standard-based learning environment. Detailed information about the Laude system can be found on our website under Student Resources.

Laude Courses

Laude courses are chosen based on rigor, engagement, prerequisites, and opportunities for college/tech credit. Careful consideration is made to include courses from all departments. This information can be found in the High School Course Description Guide.

Laude Determination

Transcripts are analyzed at the conclusion of senior year, prior to graduation. The student's overall GPA is multiplied by the number of semesters of Laude classes completed. This determines the student's Laude score.

Examples of Laude score

3.884 GPA and 15 semesters of Laude courses = 58.26 laude points

3.750 GPA and 12 semesters of Laude courses = 45 laude points

3.606 GPA and 10 semesters of Laude courses = 36.06 laude points

Categories of Laude honors

Summa Cum Laude "with highest honor" 50 points and above

Magna Cum Laude "with great honor" 40 points to 49.999 points

Cum Laude "with honor" 30 points to 39.999 points

Laude Recognition

Students who earn Laude distinction receive a stole or cord and special acknowledgment at graduation.

Class rank will not be reported at all unless there is a rare exception of it being absolutely required for a specific college or scholarship application. When only a specific number of students are allowed to be recognized for events such as the Conference Top Ten Honors, WLUK Best of the Class, and for some scholarships, Laude points will be used to identify those students. The following guidelines will be used to select students for those events:

- Laude points will be calculated after the first semester grades are completed of the students' senior year. These points will determine the top students for any honors or scholarships that require the selection of top students.
- In the event of a tie, ACT composite scores will be used. If there is still a tie, a coin flip will be used.

The above guidelines are not used for the Wisconsin Academic Excellence nor the Wisconsin Technical Excellence Higher Education Scholarships; please see board policy.

Transfer credits from programs with established standards (i.e. Advanced Placement/CAPP, transcribed credit) will receive Laude status. Other transfer credits may be approved at the discretion of the Laude Committee.

Top 10% Guarantee UW

Please see board policy on the School District website.

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Activities Director. These requirements will be reviewed with interested students by the appropriate coach.

ACADEMIC HONESTY

Honesty and integrity are expected at all times. Students are prohibited from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. Also, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Students who engage in cheating or academic dishonesty will be subject to disciplinary consequences. (*Board Policy 5505 – Academic Honesty*)

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the School District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the School's rules, and civil or criminal liability. Smooth operation of the School's network relies upon users adhering to the School District's policies and administrative guidelines. Prior to

accessing the Internet at School, students are required to confirm their agreement to abide by the terms and conditions of the Student Technology Acceptable Use and Safety Agreement each year.

Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the School District, civil liability and/or referral to law enforcement.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of District technology resources to engage in “cyberbullying” is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. (*Board Policy 7540.03 - Student Technology Acceptable Use and Safety*)

Students shall not access social media for personal use from the School District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

VIRTUAL INSTRUCTION

Students engaged in classes conducted in a virtual/online environment are considered, for conduct purposes, to be in attendance at school. Policies, rules, and expectations for student conduct while at school, or under the supervision of school authorities while at a school-sponsored activity, also apply to students when engaged in online learning activities.

Conduct that is not permitted at school is also not permitted during online learning in a virtual classroom setting. (*Board Policy 5500.01 - Conduct in Virtual Classroom*)

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and School District policy. (*Board Policy 2623 - Student Assessment*)

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign course grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the school counseling staff.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the School's Counseling office.

SINCERELY HELD RELIGIOUS BELIEFS

Our curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. It is expected that students will receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

If after careful personal review of the program's lessons and/or materials, a student, or parent of a minor student, indicates to the school that either the content or activities conflict with the student's or parent's religious beliefs or value system, the school will honor a written request for the parent's child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such adult student or parent requested absence. (*Board Policy 2270 – Religion in the Curriculum and Board Policy 2240 – Controversial Issues in the Classroom*)

SCHOOL DANCE POLICY

Attending school dances is a privilege. Students must be in "Good Standing" to attend a dance and to attend dances at other schools. A student may be restricted from attending dances at the discretion of administration. Only currently enrolled Omro High School Students will be permitted to attend school dances. Guests that wish to attend the dance must complete a permission form and turn it into the high school office prior to the end of the school day the Wednesday before the dance. Students must arrive at the dance by 9:30 pm, no one will be admitted after that time. Students leaving the dance will not be permitted to return. Student Council Advisor, Prom Advisor, Chaperones, and the Omro Police Department reserve the right to remove anyone from the dance for inappropriate behavior.

All students attending an Omro High School Dance, on or off campus, are expected to know that appropriate behavior is required and that all school rules are expected to be followed and are enforced. Expectations are that:

- All OHS rules and policies apply to school dances.
- An OHS student may only bring 1 guest to the dance and the host student must enter and leave the dance at the same time as their guest.
- The guest, if an Omro Alumni, must be at most 20 years of age and have been in good standing when they graduated. If the guest is not an Omro Alumni, they must be at most 19 years of age and considered in good standing where they attend(ed) high school. No Middle School students allowed.
- All guests must have a picture ID to enter the dance and a pre-approved dance guest pass.
- Dancing must be appropriate. No sexually suggestive dancing such as grinding, dancing that may cause injury to other students, and/or body passing are some examples. Remember, this is a school event, and therefore expectations must be followed for behavior and safety.
- If a guest or OHS student is removed from the dance, the guest or OHS student they are with must leave as well.

DANCE COURT GUIDELINES

All elected court members are considered participants under the Omro student code. Students elected to a dance court must meet the criteria found in the student code and are subject to removal due to code and/or school violations or infractions, at the discretion of administration. Students who have been suspended will not be eligible for the next dance court for which they would have been able to be considered for.

For the purpose of participating on a court, all grades in all courses must be a 1.5 status or higher during the most recently completed quarter (with the exception of Homecoming). To be eligible for Homecoming court in October, all grades from the previous year's 4th quarter must be a 1.5 status or higher.

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

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

Winterfest: All students are eligible for nomination. One senior male, one senior female, one junior male, one junior female, one sophomore male, one sophomore female, one freshman male, and one freshman female voted upon by their respective classes, will represent the Winterfest court (8 total). King and Queen will be granted to the couple that represent the winning class of the Winterfest games held prior to the Winterfest dance.

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

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are approved by the Board. Authorized groups include:

History Club	National Honor Society
Writing for Publication/Yearbook	Student Council
Battle of the Books	Key Club
FBLA	Student Board
Math Team	Class officers - all grades
Spanish Club	

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

Equestrian Team - HS only	SADD
Powerlifting	FFA
Bowling Team	Drama/Musical Production
Robotics	Band
Sources of Strength	Jazz band
	Drumline
	Forensics

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. *(Board Policy 2430 - District-Sponsored Clubs and Activities)*

NATIONAL HONOR SOCIETY

The National Honor Society chapter of Omro High School is a duly chartered and affiliated chapter of the National Honor Society.

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students are selected for membership by majority vote of a 5-member Faculty Council, appointed annually by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year. The chapter advisers (Mackenzie Jentz and Beatriz Johnson) are also appointed by the principal and facilitate all selection procedures and chapter activities during the year.

Students in 10th and 11th grade are eligible for membership. Potential members will submit an application during the spring semester of their 10th and/or 11th grade year. For the scholarship criterion, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale. Those students who

meet this criterion are invited to complete a [Candidate Form](#). This form provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required. Candidates must provide verification of 15 hours of documented service to the school or community. The faculty council will review the Candidate Form for verification of documented service.

To evaluate a candidate's character, the Faculty Council obtains additional professional input. First, official school disciplinary records are reviewed. Second, members of the faculty are requested to provide their professional reflections on a candidate's service activities, character, and leadership. These forms, the optional letters of recommendation written by an adult, and the Candidate Forms are carefully reviewed by the Faculty Council to determine whether each candidate meets the criteria for membership. A majority vote of the Council is necessary for selection. Following a review of the results of the Faculty Council voting by the principal, candidates will be notified regarding selection or non-selection. Applications will be due by 3:15 pm on or before the first Friday in March, and decisions will be sent out by the end of April.

Once the notification process is completed, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, participation in the chapter service projects, and the completion of 15 service hours during each semester of being a member. Failure to meet these requirements can lead to probation or dismissal. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisors, Mackenzie Jentz at mjent@omro.k12.wi.us or Beatriz Johnson at bjohn@omro.k12.wi.us

NON SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non school sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no School staff person is actively involved in the event, the event will not interfere with School activities, and non school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non district-sponsored organization may use the name of the School or the School mascot or logo. (*Board Policy 5730 - Equal Access for Non District-Sponsored Clubs and Activities*)

SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. (*Board Policy 5722 - School-Sponsored Publication and Productions*)

For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, websites, weblogs ("blogs"), video or audio clips, and newsletters or announcements transmitted by email, wireless broadcast or other similar distribution/dissemination). "Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorized the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

School-sponsored student media may not be published/performed outside the school community (i.e. publication/performance is limited to students, staff and parents/family members) except with prior written approval of the Building Principal.

The Building Principal shall designate one or more professional staff members to serve as advisors for the purpose of establishing guidelines for appropriate subject matter for publication and with responsibility for compliance with established guidelines. The staff member shall review proposed content and promptly notify the student writers whether their proposed article will or will not be published.

Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board’s ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

Advertising is permitted in all school-sponsored student publications/productions.

Advertisements submitted for publication or inclusion in a production shall be reviewed by the class/activity advisor or the Building Principal for a determination that they are appropriate for juveniles. The Superintendent retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

General Prohibitions

Regardless of their status as nonpublic or limited-purpose public forums, the Board prohibits publications, productions and advertisements that:

- A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;
- B. fail to identify the student or organization responsible for the publication/performance;
- C. solicit funds for non school organizations or institutions when such solicitations have not been approved by the Superintendent.

ATHLETICS

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact Jon Tomaszewski, the Activities Director, at jtoma@omro.k12.wi.us 920-303-2300.

Football	Baseball
Volleyball	Softball
Boys Soccer	Track
Cross Country	Girls Soccer
Basketball	Golf
Wrestling	Dance
Co-op Hockey	Cheer

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in the academic program. Work permits are available [online](#).

SECTION IV - STUDENT CONDUCT

STUDENT IN GOOD STANDING

Students will be considered in “Good Standing” if they are registered for the current school year, have no outstanding fees/fines, have a signed Handbook, Code of Conduct, and Technology Agreement for the current school year, have no outstanding detentions, and have not been suspended in the last 30 school days.

ATTENDANCE

The School District requires all students to attend school regularly in accordance with the laws of Wisconsin and *Board Policy 5200 - Attendance*. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the *Board Policy 5200 - Attendance*. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies. Discuss these alternatives with your school counselor since the approval of the Principal may be required prior to enrollment in a distance learning program.

Excuse for Absence

A parent of a student who is absent shall provide either a written or oral notification stating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided by 9:00am the day after the absence and prior to the student's readmission to school. The statement shall be submitted to the school office and filed in the student's school record. The School District reserves the right to verify statements and investigate absences from school.

Release of Students to Authorized Persons

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany the student.

No student shall be released to anyone who is not authorized by a parent with authority to do so.

Excused Absences

A. Permission of Parent

The student has been excused in writing by a parent before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend a funeral
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations
7. physical or mental condition without medical provider letter
8. Illness of an immediate family member
9. emergency that requires the student to be absent because of family responsibilities or other appropriate reasons
10. severe weather conditions that a parent believes are a danger to the health and welfare or safety of the student
11. sounding TAPS - at a military honors funeral for a deceased veteran

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements which would include utilizing a prearranged absence form.

B. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program with a licensed medical provider's medical letter.

C. Quarantine of student's home by a public health officer

D. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the Principal. (see Policy 5223 - Absences for Religious Instruction).

E. Religious Holiday

The time period or periods of absence shall be determined by the Principal. For observance of a religious holiday consistent with the student's creed or belief.

B. Suspension or Expulsion

The student has been suspended or expelled.

C. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

D. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent agree that the student will continue to participate in such a program.

E. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

F. Election Day Official

A high school student age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: 1) the student has the permission of his/her parent to serve as an election official on election day; 2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and 3) the student has at least a 3.0 grade point average or equivalent or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible, students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and are responsible for making appropriate arrangements to do so.

G. Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the

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student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

Truancy

A student will be considered truant if the student is absent part or all of one or more days from school during which the School Attendance Officer, Principal, or a teacher has not been notified of the legal cause of such absence by a parent or guardian of the absent student. A student will also be considered truant if the student has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the School District's Truancy Plan are carried out.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- A. Counseling the student;
- B. Requiring the student to make-up lost time;
- C. Requiring the student to make-up course work and/or examinations, as permitted under this Guideline;
- D. Conferring with the student's parents;
- E. Referring the student to an appropriate agency for assistance.

Administrative action to address unexcused absences shall be in accord with due process as defined in the Student Code of Conduct and other applicable Board Policies.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As an agent for the education of the children of this School District, the Board shall require that the school be notified in advance of such absences by written (including email) or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the School Attendance Officer.

No student who has a medical disability which may be incapacitating may be released without a person to accompany the student.

No student shall be released to anyone who is not authorized such custody by the parents.

Habitual Truancy

A student is considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the School District's Truancy Plan are carried out.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

Students Leaving School During the School Day

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Principal.

Make-Up Course Work and Examinations

Excused Absences

A student whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any quarterly, semester, or grading period examinations missed during the absences when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the Principal based upon extenuating circumstances.

Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school.

Students with unexcused absences shall be permitted to make-up course work and any quarterly, semester, or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two (2) paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the Principal and the respective teachers.

If make-up work has been assigned, it is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the Principal based upon extenuating circumstances.

Tardiness

Students who are not in their homeroom or in class when the late bell rings are considered tardy.

Students who attend any part of the class shall be recorded as present.

All students who are tardy to school must report to the main office to sign in.

When a teacher detains a student after class, the teacher shall issue a late pass for the student's next class.

Teachers are requested to refer cases of chronic tardiness to the Principal.

When a High School student has been tardy to homeroom or to a class on four (4) occasions, **a detention** will be assigned by the Principal or Dean of Students. An additional detention is to be assigned for every one (1) tardy thereafter.

STUDENT BEHAVIOR

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

1. abide by Federal, State, and local laws as well as the rules of the school;
2. respect the civil rights of others;

3. act courteously to adults and fellow students;
4. be prompt to school and attentive in class;
5. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
6. complete assigned tasks on time and as directed;
7. help maintain a school environment that is safe, friendly, and productive;
8. act at all times in a manner that reflects pride in self, family and in the school.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

The Board authorizes the imposition of fines for the loss, damage, or destruction of School District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to School District buildings or facilities. Therefore, if a student damages or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. (*Board Policy 5513 - Care of District Property*)

PROHIBITED USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all derivatives of hemp, including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis; in all forms of delivery (i.e. inhalation, ingestion, injection, etc.) except those permitted by the school in accordance with *Board Policy 5330 – Administration of Medications/Emergency Care*;
- C. all chemicals which release toxic vapors;
- D. all alcoholic beverages;
- E. any prescription or patent drug, except those for which permission to use in school has been

granted pursuant to Board policy;

- F. "look-alikes";
- G. essential oils and oil like products that may be mistaken for a drug;
- H. anabolic steroids;
- I. misuse of over-the-counter drugs or medications;
- J. any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (*Board Policy 5530 - Student Use or Possession of Intoxicants, Drugs, or Paraphernalia*)

USE OF TOBACCO/NICOTINE IS PROHIBITED

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and nonusers, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

It shall be a violation of School District policy for any student of the School District to **possess**, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. Specifically, in policy the term "tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; pouches, snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. (*Board Policy 5512 - Use of Tobacco and Nicotine by Students*)

The use of other products containing nicotine, such as nicotine patches, nicotine pouches (or their look-alikes), and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with *Board Policy 5330 - Administration of Medication/Emergency Care*.

STUDENT CODE OF CLASSROOM CONDUCT

The school is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers.

Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct.

To ensure adherence to these expectations and principles, the Board has adopted this Code of Classroom Conduct, which applies to all students. (*Board Policy 5500 - Student Code of Classroom Conduct*)

Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time at the discretion of the Principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

1. would result in suspension or expulsion under the Board's policies and procedures;
2. violates the behavioral rules and expectations of the school;
3. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
4. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
5. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy;
6. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;

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7. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
 8. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;
 9. pushing, striking, or other inappropriate physical contact with a student or staff member;
 10. interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
 11. using dress or appearance in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
 12. restricting another person's freedom to properly utilize classroom facilities or equipment;
 13. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
 14. throwing objects in the classroom;
 15. repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
 16. behavior that causes the teacher or other students fear of physical or psychological harm;
 17. willful damage to or theft of school property or the property of others; or
 18. repeated use of profanity.
- D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
1. repeated reporting to class without bringing necessary materials to participate in class activities; or
 2. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.
- E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or
- F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Procedure for Student Removal from Class

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When a student is removed from class, the teacher shall send or escort the student to the Principal and inform the Principal of the reason for the student's removal from class. The teacher shall provide the Principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class.

The Principal will generally give the student an opportunity to briefly explain the situation. The Principal shall then determine the appropriate educational placement for the student.

Student Placement

The Principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the Principal determines that readmission to the class is the best or only alternative.

Parent/Guardian Notification Procedures

The Principal shall provide a parent or guardian of a student removed from class with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parents shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

Definitions

"Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.

"Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that the teacher hold that license or permit.

“Class” or “classroom” means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled School District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, School District sponsored field trips, after-school clubs, and sporting activities.

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Informal Discipline

Informal discipline takes place within the school. It includes:

- o change of seating or location;
- o lunch-time detention;
- o in-school restriction

Lunch-Time Detentions

The Principal (or faculty member) may designate an area in which the student must remain during the lunch period. Failure to report to or remain in the area may lead to in-school restriction or additional detention(s).

A student missing any portion of their assigned time in detention may be given an additional detention(s). Failure to timely serve detention(s) may lead to a suspension from school for a period not to exceed five (5) days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The rules and procedures regarding detention are to be published in the student handbooks. Rules should include, but not necessarily be limited to the following:

1. Students are not to communicate with each other unless given special permission to do so.
2. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
3. Students shall not be allowed to use a PCD or to go to their lockers.
4. Students shall not be allowed to put their heads down or sleep.

5. No radios, cards, magazines, or other recreational articles shall be allowed in the room.

In-School Restriction

Assignment to in-school restriction means that the student is removed from the classroom but not from the educational program. The student will report to the assigned location where the student will work on classroom tasks assigned by the teacher(s) all of which are related to a course of study in which the student is currently enrolled. When completed, the assignments are to be turned in to the teacher(s) for review and grading. Thus, the student continues their academic program albeit in a different setting and receives full credit for the completed work.

Attendance is to be taken from the attendance sheet and recorded by the supervising personnel. Any discrepancy noted should be promptly reported to the administrative personnel.

Since there has been no denial of rights to an education, due process can be limited to notification of the student's parents (see Form 5610.02 F1) with no right of appeal.

If the student fails to obey the rules established for in-school restriction or to fulfill the assignments properly, the student may be assigned to in-school suspension or out-of-school suspension.

Any assignment to in-school or out-of-school suspension or an alternative program requires that due process (notification, hearing, suspension or assignment notice, appeal) be followed.

SUSPENSION AND EXPULSION

Board Policy 5610 - Suspension and Expulsion authorizes the use of suspension and/or expulsion, and Administrative Guideline 5610 deals with suspending and expelling students as follows:

A. Suspension

1. Duration and Grounds for Suspension

The Superintendent or any Principal or teacher designated by the Superintendent may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days (refer to AG 2461A if the student is eligible for special education services under Chapter 115, Wis. Stats.) if the suspension is reasonably justified and based upon any of the following misconduct:

- a. noncompliance with school rules or Board rules, including rules identifying student conduct that is dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively;
- b. knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others;

- d. conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or
- e. conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or Board member of the District in which the student is enrolled.

Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The Superintendent or any Principal or teacher designated by the Superintendent shall suspend a student if the student possessed a firearm as defined in 18 U.S.C. 921(a)(3) while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

2. Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student must be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain their conduct.

The Principal, within their discretion, may also inform the student's parents of the reason for the proposed suspension prior to suspending the student.

3. Notice of Suspension

The parents of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parents; however, it must be confirmed in writing.

4. Sending a Student Home on the Day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Principal or Designee shall attempt to contact the student's parents to request that the parent/guardian pick up the student or authorize release of the student on their own at the high school level. If the parent is unable to pick up the student, or if the student is not authorized to leave on their own, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

6. Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records.

The suspended student or the student's parents may, within five (5) school days following the commencement of the suspension, have a conference with an Administrator, who shall be someone other than a Principal, administrator, or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the administrator finds that:

- a. the student was suspended unfairly or unjustly;
- b. the suspension was inappropriate, given the nature of the alleged offense; or
- c. the student suffered undue consequences or penalties as a result of the suspension.

The administrator shall make findings within fifteen (15) calendar days of the conference.

7. Co-Curricular or Extra-Curricular

Students receiving an in-school or out-of-school suspension shall not be allowed at after-school events until the next school day following the suspension.

B. Expulsion

Students being recommended for expulsion by a Principal may be offered the opportunity for attending a pre-expulsion conference with the Superintendent, at the conclusion of which the Superintendent will determine if he/she will bring the expulsion recommendation to the Board.

1. Grounds for Expulsion

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- a. repeatedly refused or neglected to obey the rules established by the School District;
- b. knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health, or safety of others;
- d. engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or
- e. was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity

supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. Expulsion for Bringing a Firearm to School or for Possessing a Firearm at School

The Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a)(3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. Expulsion Hearing

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and their parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parents if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parents or guardian may be represented at the hearing by counsel.

4. Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state-specific findings of fact and conclusions of law in support of the decision.

5. Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The School District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an

expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

All computers located in classrooms, labs and offices of the School District are the School District's property and are to be used by students, where appropriate, for educational purposes. The School District retains the right to access and review all electronic computer files, databases, and any other electronic transmissions contained in or used in conjunction with the School District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the School District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the School District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the School District, but may be conducted by law enforcement officials, if deemed necessary.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever a staff member or chaperone has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. (*Board Policy 5771 - Search and Seizure*)

STUDENT RIGHTS OF EXPRESSION

Our school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent, or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting or presents a likelihood of disrupting school or a school event; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption

of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

Distribution or display by any student of prohibited non school sponsored material or in violation of the school's approval process will be halted and the student(s) involved will be subject to disciplinary action.

STUDENT DRESS AND APPEARANCE

The following styles or manner of dress are prohibited:

Clothing may not have hems, waistlines, necklines, holes, or tears that expose the student inappropriately. Midriffs, hips, cleavage, buttocks, upper thigh, and all undergarments should be covered at all times, including during any physical movement that may alter the clothing's ability to cover the body appropriately. For example, a student should be appropriately covered while sitting in desks, when arms are raised above the head, etc. Clothing that is not allowed includes, but is not limited to:

- Strapless shirts/dresses
- Shorts and skirts that are not long enough to appropriately cover when standing, reaching, sitting, or bending over
- Clothing that doesn't cover all private body parts and/or undergarments
- Clothing that is transparent or nearly transparent
- Cut-off t-shirts with sides cut out
- Any clothing that promotes (or makes any reference to through play-on-words, figures of speech, etc.) alcohol, tobacco, drugs, weapons of any kind, offensive language, language or depictions intended to incite violence or foment hatred of others, or gang-related symbols.
- Clothing with obscene or sexually suggestive signs or sayings
- Any hats, hoods worn on head from sweatshirts, sport caps, sunglasses or chains not considered jewelry (e.g. wallet chains)
- Backpacks, book bags, purses, blankets, stuffed animals, etc. - students are not permitted to carry them to and from classes without administrative permission
- Jackets, coats, or outdoor gear

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences. If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian. *(Board Policy 5511 - Dress and Appearance)*

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups. *(Board Policy 5511 - Dress and Appearance)*

STUDENT SUGGESTIONS AND COMPLAINTS

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, the student should feel free to offer them. Written suggestions may be presented directly to the Principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal.

STUDENT DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided to a student, the Board establishes the following guidelines:

A. Students subject to suspension:

The suspended student, and if a minor, the parents of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with an Administrator. This conference will serve as the opportunity for the student to respond to the charges against the student. If an Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged. *(Board Policy 5610 - Suspension and Expulsion)*

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and their parent(s) must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and their parent(s) to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or their parent(s) may appeal the expulsion consistent with 120.13, Wis. Stats. *(Board Policy 5610 - Suspension and Expulsion)*

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the school at 920-303-2300.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves. (*Board Policy 8600 - Transportation*)

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all school rules and some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall:

- o be on time at the designated loading zone;
- o stay off the road at all times while walking to and waiting for the bus;
- o line up single file off the roadway to enter;
- o wait until the bus is completely stopped before moving forward to enter;
- o refrain from crossing a highway until the bus driver signals it is safe;
- o go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

- o remain seated while the bus is in motion;

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- o keep head, hands, arms, and legs inside the bus at all times;
- o not litter in the bus or throw anything from the bus;
- o keep books, packages, coats, and all other objects out of the aisle;
- o be courteous to the driver and to other bus riders;
- o not eat, play games or play cards, etc.;
- o not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

- o remain seated until the bus has stopped;
- o cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- o be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

CAMERAS ON SCHOOL BUSES

The Board has authorized the installation of cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and their actions were recorded (video/audio) on the bus camera, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (*Board Policy 8600 - Transportation*)

PENALTIES FOR INFRACTIONS

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Driving and parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

If a student's parking permit is suspended or revoked, no fees will be refunded. Failure to comply with these administrative guidelines may result in loss of privileges and/or disciplinary actions for the student.

The following rules shall apply

1. Students shall complete the [Student Vehicle Form found on the school website](#) to receive the privilege of parking on District property during the school day. Parking on District property, if approved, is a privilege. If abused in any way, it may be revoked at any time. To complete the online Student Vehicle Form, you will need the following information:
 - a. driver's license number;
 - b. current insurance certificate;
 - c. Vehicle make, model, and year;
 - d. License plate number.
2. Vehicles are to be operated on designated roadways and parking lots only. Drivers are prohibited from driving or parking on any natural areas of District property without the consent of the Principal.
3. Parking lot speed limit is 15 (fifteen) mph or less when conditions apply.
4. When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the Principal.
5. No other students are allowed to be driven to a school-sponsored activity by the approved student driver.
6. Any vehicle brought on District premises by a student may be searched when the Principal/Dean of Students has reasonable suspicion to justify the search.
7. One of the conditions for granting permission for a student to bring a student-operated vehicle onto school premises is written consent by the student driver, the owner of the vehicle, and a parent of the student to allow search of that vehicle. Refusal by any of the parties to provide or allow access to a vehicle at the time of a search request shall be cause for terminating the privilege without further hearing.

SECTION VI - EXTRACURRICULAR HANDBOOK

PHILOSOPHY

OHS believes extracurricular activities play an important part in creating a well-rounded high school experience. It is through these activities that students also demonstrate a high level of dedication to the betterment of themselves and their school. Students participating in extracurricular activities cannot expect special treatment, but we strongly believe it takes a special student to make the sacrifice that the normal school load plus extracurricular activity demands. We have come to expect more of such students.

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To participate in sports, clubs, court, or other such honors, students must comply with the student code of conduct. These demands are manifested in the form of specific rules and regulations. Essentially, the students are expected to conduct themselves at all times and in all places in a manner that will bring credit to themselves, their classmates, the school, and the community. This code is in effect for the entire calendar year.

DEFINITIONS

- Athletics: Any organized competitive sport sponsored by the School District of Omro
- Other Athletic Clubs: Any organized competitive activity financially supported by the School District of Omro.
- School-based Activities: Any student-based organized activity that is academic, performance/competition, leadership, or service in nature, and approved by the school board. Club activities can focus on fundraising, community service, career interest, and/or interpersonal dynamics.
- Outside Clubs/Activities: Any club/activity that is supported by Omro in name but does not receive financial support.

Athletics

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

Other Athletic Clubs

- Winter - Bowling, Powerlifting

School-based Activities

- Winter: Drama/Musical, Forensics
- Year-Round: FBLA, FFA, Key Club, Spanish Club

Outside Clubs/Activities

- Equestrian

EXTRACURRICULAR ELIGIBILITY

Academic Expectations: To be eligible to participate in games/events/activities, students must earn passing marks in all classes on quarter reports. If a student receives a non-passing mark on a quarter report, he or she is ineligible to participate in games/events/activities and will be permitted to apply for academic reinstatement 15 academic days after the release of the list of non-passing students by the Guidance Office. If his/her mark is not raised to passing by the end of the 15 days, their mark will be rechecked in 5 school days and again 5 school days thereafter. If marks are still not passing for 15 school days after the initial 15-day period, they will be ineligible for the remainder of the quarter. During this time, the student shall be able to practice.

Fall sports athletes will be academically ineligible for a fixed number of events (3 events) as a result of any non-passing 4th quarter marks and will be unable to apply for academic reinstatement as fall sports begin before the start of the school year. This means the student is automatically reinstated after being deemed

ineligible for the first 3 events.

Note: Students must have passed all classes in the most recently completed quarter to participate in events. Tournaments and Invitationals that take place on a single day are considered a single event.

REINSTATEMENT POLICIES

Athletic Sports, Athletic Activities, Athletic Clubs, & Club Activities

To be reinstated, students must complete a reinstatement form handled by the Activities Director.

Step 1 - See the Activities Director for a Reinstatement Form

Step 2 - Confirm passing marks with a signature from all teachers

Step 3 - Turn into Activities Director for Reinstatement Signature

Step 4 - The Activities Director emails the head coach/advisor notifying of reinstatement.

ATTENDANCE POLICY - PRACTICE & COMPETITION

Students must be in attendance for the entire school day in order to practice or compete in an event.

If a student will not be in attendance for part or all of a day, follow the steps below in order to participate in practice or competition the same day of the absence.

Step 1 - Parent notification to the office at least 24 hours prior to absence. In case a medical appointment is made less than 24 hours in advance, parents must contact the school prior to 8:00 AM that day to excuse the student's absence. A medical provider note must be turned in when the student arrives at school.

Step 2 - Student picks up signed excused slip from the office

Step 3 - Student gives the signed excused slip to the coach/advisor to participate on the day of the absence

A parent may call their student in for personal reasons as long as the student arrives at school prior to 2nd hour and the student is within their 10 incidents of allowable excused absences for the year. If an absence is deemed unexcused, it will result in ineligibility for participation in extracurricular activities until the next full day of attendance.

A final decision regarding attendance and participation is determined by the Dean of Students and/or Principal.

TRANSPORTATION

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the coach or advisor by a parent, in writing, to allow an exception.

No student is allowed to drive on any trip. An exception may be made by the Principal on an individual basis provided the student has written parental permission and does not transport any other student. The school provides transportation, students shall not drive to school-sponsored activities.

No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the Principal. For practices, competitions or activities for which no school-sponsored vehicles are provided, parents must assume responsibility for their son/daughter's transportation.

EXTRACURRICULAR CONDUCT RULES

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

1. Any in-school behavioral issues that result in 5 detentions in a quarter and/or a suspension, examples include but are not limited to: disrespect, improper cell phone/technology use, fighting, and academic dishonesty, i.e., plagiarism.
 - a. If a student is expelled from school, the student will be ineligible to participate in extracurricular activities for a minimum of one calendar year. If the expulsion term is greater than one calendar year, the ineligibility will run concurrently with the expulsion term.
 - b. An expulsion will count minimally as a Level 3 Code of Conduct violation.
2. Illegal substance and their look-alikes use that occurs either on or off school grounds including the possession and/or use of tobacco products or any drugs (including alcohol, vapor products, and prescription drugs) not specifically prescribed to the student by a physician and/or personal prescription drugs being illegally supplied to others by the person with the prescription.
3. Attending parties that include activities considered illegal by the law.
4. Distributing illegal substances (as defined in number 2 above) will double the suspension.
5. Being involved in criminal activities, including but not limited to theft, burglary, assault, vandalism. This includes both on and off school grounds.
6. Inappropriate or unlawful use of personal communication devices as defined in *Board Policy 5136 - Personal Communication Devices*.
7. Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type. Violation of Locker Room State Law (175.22), which prohibits use of cell phones (and other image-recording devices) in locker rooms except in emergency situations will count as a Level 3 Code of Conduct Violation.

Any person who witnesses or learns of a possible violation of the Extracurricular Student Code of Conduct is to report the incident to the school Activities Director, Building Principal or Dean of Students. An investigation of the allegation, including interviews, will be conducted of the alleged violation within a reasonable amount of time.

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

If it is determined that the student did not act within the integrity clause, the Principal, Dean of Students, and/or Activities Director has the authority to increase the consequences to the next level of violation or take other appropriate actions.

Self-reporting: Self-reporting is defined as a report of an off-campus violation by the student offending. Self-reporting of a particular violation can only be exercised once. If a student violates the Extracurricular

Student Code of Conduct, a report must be made by the student prior to ANY other student, parent, teacher, law enforcement or administrator reporting the alleged incident/violation/offense to the administration and within 72 hours. This report must be made via face-to-face, phone call, and/or email to any of the following: Coach, Activities Director, Principal, and/or Dean of Students. The self-reporter's honesty and integrity will be taken into consideration when consequences are given and may result in a 10% (or 1 event/function for nonathletic/non-competition groups/clubs) consequence reduction. Reduced penalties for self-reports are applicable to a "first violation" (for levels 1-2) only. First-time self-reporting a level 3 may result in a 1-month reduction.

Consequences: Consequences are cumulative over the four years of a high school career. Missed contests during the suspension are counted and considered when making decisions surrounding the consequences. Tournaments and Invitationals that take place on a single day are considered a single event.

- **Level 1** - 1st violation of extracurricular attendance policy and/or violation of any one or more of the conduct expectations
 - *Consequence* -
 - Athletics & Other Athletic Clubs: Suspension from 20% of regular season contests/competitions.
 - School-Based Clubs: For non-athletic and non-competition groups/clubs, students will be suspended from the next 2 events/functions.
- **Level 2** – 2nd violation of extracurricular attendance policy and/or violation of any one or more of the conduct expectations
 - *Consequence*
 - Athletics & Other Athletic Clubs: Suspension from 50% of regular season contests/competitions.
 - School-Based Clubs: For non-athletic and non-competition groups/clubs, a student will be suspended from the next 4 events/functions.
- **Level 3** – Multiple or serious violations
 - *Consequence* - Suspension from extracurricular activities in any capacity for a calendar year.
- **Level 4** -
 - *Consequence* - Loss of extracurricular eligibility for the remainder of the student's high school career.
 - The student and family may request reinstatement following one calendar year by submitting a letter to the district administrator.

Note: Suspensions are based on the number of events on the schedule at the time of suspension. If the schedule has not been created, it will be based on the previous year's number of events.

Exceptions: For violations of the Extracurricular Student Code of Conduct that are deemed so serious by school officials that the penalty described in the code would not be adequate, the Activities Director, Building Principal, Superintendent, and/or School Board may add additional or alternate penalties up to and including nonparticipation in extracurricular activities for up to one calendar year from the time of the violation.

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By clicking on this [link](#) you will gain access to the Board Policy Manual, Administrative Guidelines, and Forms. You can choose these categories by clicking on the down arrow next to the word "Book:". You can find the information referenced in the handbook by looking up the number of the policy, administrative guideline, or form on this site, or entering the number by using the search function.

Reductions: At the discretion of school administration, students may complete an appropriate program (as it relates to the violation), such as AODA assessments, classes, or groups; anger management; or other counseling services for a suspension reduction. Students may only be eligible for a reduction one time unless approved by school administration.

Serving a Violation: Any student serving a code violation must also begin practice on the first day and complete the entire season to satisfy a suspension that he/she is serving. Suspensions may only be served in contests for which participants qualify. A student serving a suspension during a given activity season/period must participate in that activity for the balance of the season/semester, or the student's suspension will not be considered as served. (Participation is subject to the approval of the head coach/advisor for that sport/activity.)

Students who participate in any extra-curricular activities that overlap may face consequences in both activities. If a suspension is not completed from a previous sport's season/extracurricular activity, the suspension will be carried to the next activity on a prorated basis. Any post-season games played will be taken into consideration when a suspension must be carried from one season to the next. Any student who is ineligible at the time the postseason begins will be ineligible for the entire postseason, per WIAA rule.

Students with multiple violations may NOT serve the consequences concurrently. Athletic seasons must be completed with a record of participation in accordance with individual team expectations and guidelines in order for consequences to be considered served for Level 1 and Level 2 violations only. Students with a Level 3 violation will not be allowed to participate in extracurricular activities or dance court in any capacity for a calendar year, which begins once previous violations have been served. A student will not be eligible for court for the first dance after a Level 1 or Level 2 violation. A student must be academically eligible prior to serving any Level 1 or Level 2 conduct consequences.

Appeals:

1. Once a ruling of ineligibility resulting in suspension from co-curriculars has been made, a student and/or the student's parents may formally appeal the violation in writing to the Activities Director, provided an appeal is received within ten days after notification is sent. Appeals may be filed only in reference to whether there was a code violation or not; an appeal may not be filed to change a consequence. School administration will make a reasonable attempt to provide the opportunity for an appeal conference prior to the next scheduled competition/performance in which the student may be involved.
2. The athletic director will schedule the appeal hearing for Wednesday, the week following the receipt of the appeal, between the hours of 10 AM-6 PM. Present at the appeal conference will be the school's appeal committee, consisting of the school principal, the athletic director, a non-coaching/advising teacher, and 2 coaches/advisors. Also present will be the student and the student's parents. At an appeal conference, the student will be provided an opportunity to present evidence on his/her behalf. After the hearing, a decision will be made by the appeal committee and presented to the student and parents. The appeal committee will either uphold or abolish the co-curricular code suspension. While the appeal process is occurring, the penalty for the violation will remain in effect.
3. The decision by the appeal committee will be final and binding.

ADMINISTRATIVE RIGHTS

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

OMRO HIGH SCHOOL
2025-2026
STUDENT ACKNOWLEDGEMENT AND SIGNATURE

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

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

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

Student Name (PRINTED) _____

Student Signature _____

Grade _____ **Date** _____

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