

# **OCONTO HIGH SCHOOL**

1717 Superior Avenue  
Oconto, Wisconsin 54153-2099  
(920) 834-7812

[www.oconto.k12.wi.us](http://www.oconto.k12.wi.us)

## **Student/Family Handbook Grades 9-12**

**2018-2019 School Year**

**Attendance Line (920) 834-7812 Ext. 1301**



**“Leaders & Learners – Today & Tomorrow”**

**OCONTO HIGH SCHOOL STAFF**  
**2018-2019 School Year**  
**(920) 834-7812**

**Administrative Staff**

<b><u>Administrative Staff</u></b>	<b><u>Assignment</u></b>	<b><u>Ext.</u></b>	<b><u>E-Mail Address</u></b>
Mr. Adam DeWitt	Principal	1106	<a href="mailto:ADAM.DEWITT@oconto.k12.wi.us">ADAM.DEWITT@oconto.k12.wi.us</a>
Mr. Matt Hartin	Associate Principal	1103	<a href="mailto:MATT.HARTIN@oconto.k12.wi.us">MATT.HARTIN@oconto.k12.wi.us</a>

**Professional Support Staff**

Mrs. Lisa Allen	Counselor	1151	<a href="mailto:LISA.ALLEN@oconto.k12.wi.us">LISA.ALLEN@oconto.k12.wi.us</a>
Mr. Scott Boucher	I.T. Dir/Network Engineer	1141	<a href="mailto:SCOTT.BOUCHER@oconto.k12.wi.us">SCOTT.BOUCHER@oconto.k12.wi.us</a>
Mr. Andrew Gribowski	I.T. Support Specialist	1141	<a href="mailto:ANDREW.GRIBOWSKI@oconto.k12.wi.us">ANDREW.GRIBOWSKI@oconto.k12.wi.us</a>
Mr. Brian Potter	Building and Grounds	2312	<a href="mailto:BRIAN.POTTER@oconto.k12.wi.us">BRIAN.POTTER@oconto.k12.wi.us</a>

**Administrative Staff**

Mrs. Carolyn Sohrweide	Administrative Assistant/ Purchasing	1102	<a href="mailto:CAROLYN.SOHRWEIDE@oconto.k12.wi.us">CAROLYN.SOHRWEIDE@oconto.k12.wi.us</a>
Mrs. Debi Shufelt	Administrative Assistant (Student Services Office)	1150	<a href="mailto:DEBI.SHUFELT@oconto.k12.wi.us">DEBI.SHUFELT@oconto.k12.wi.us</a>

**Paraprofessional Staff**

Mrs. Alissa Boucher	Media Center A.M.	1148	<a href="mailto:ALISSA.BOUCHER@oconto.k12.wi.us">ALISSA.BOUCHER@oconto.k12.wi.us</a>
Mrs. Sheri Guse	Office P.M.	1101	<a href="mailto:SHERI.GUSE@oconto.k12.wi.us">SHERI.GUSE@oconto.k12.wi.us</a>
Mrs. Jeanne Hansel	Office A.M.	1101	<a href="mailto:JEANNE.HANSEL@oconto.k12.wi.us">JEANNE.HANSEL@oconto.k12.wi.us</a>
Mrs. Kim Klein	Alternative Resource	1134	<a href="mailto:KIM.KLEIN@oconto.k12.wi.us">KIM.KLEIN@oconto.k12.wi.us</a>
Ms. Madelyn Kussow	Special Education	1139	<a href="mailto:MADELYN.KUSSOW@oconto.k12.wi.us">MADELYN.KUSSOW@oconto.k12.wi.us</a>
Ms. Rebecca Schaible	Special Education	1139	<a href="mailto:REBECCA.SCHAIBLE@oconto.k12.wi.us">REBECCA.SCHAIBLE@oconto.k12.wi.us</a>
Mrs. Penny Swiatnicki	Special Education	1139	<a href="mailto:PENNY.SWIATNICKI@oconto.k12.wi.us">PENNY.SWIATNICKI@oconto.k12.wi.us</a>
Ms. Sue VanHulle	Media Center P.M.	1148	<a href="mailto:SUE.VANHULLE@oconto.k12.wi.us">SUE.VANHULLE@oconto.k12.wi.us</a>
Mrs. Karen Viestenz	Special Education	1140	<a href="mailto:KAREN.VIESTENZ@oconto.k12.wi.us">KAREN.VIESTENZ@oconto.k12.wi.us</a>

**Custodial Staff**

Mr. Dean Pecha	Custodian	1154	<a href="mailto:DEAN.PECHA@oconto.k12.wi.us">DEAN.PECHA@oconto.k12.wi.us</a>
Mr. Dennis Shufelt	Maintenance	1123	<a href="mailto:DENNIS.SHUFELT@oconto.k12.wi.us">DENNIS.SHUFELT@oconto.k12.wi.us</a>

**School Nurse**

Mrs. Stephanie Stauss	Nurse	604-4122	<a href="mailto:STEPHANIE.STAUSS@oconto.k12.wi.us">STEPHANIE.STAUSS@oconto.k12.wi.us</a>
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**Kitchen Staff**

Mrs. Yvonne Rogers	Kitchen	1143	<a href="mailto:YVONNE.ROGERS@oconto.k12.wi.us">YVONNE.ROGERS@oconto.k12.wi.us</a>
Ms. Dawn Telford	Food Service Director	2169	<a href="mailto:DAWN.TELFORD@oconto.k12.wi.us">DAWN.TELFORD@oconto.k12.wi.us</a>

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<b>Teaching Staff</b>	<b>Assignment</b>	<b>Ext.</b>	<b>E-Mail Address</b>
Mrs. Kim Baker	Title I Interventionist	1122	<a href="mailto:KIM.BAKER@oconto.k12.wi.us">KIM.BAKER@oconto.k12.wi.us</a>
Mrs. Nancee Bucheger	Physical Education/Health	1153/1127	<a href="mailto:NANCEE.BUCHEGER@oconto.k12.wi.us">NANCEE.BUCHEGER@oconto.k12.wi.us</a>
Mrs. Jennifer Clemo	Computer Science	1109	<a href="mailto:JENNIFER.CLEMO@oconto.k12.wi.us">JENNIFER.CLEMO@oconto.k12.wi.us</a>
Mrs. Laura Cortright	Vocal Music	1129	<a href="mailto:LAURA.CORTRIGHT@oconto.k12.wi.us">LAURA.CORTRIGHT@oconto.k12.wi.us</a>
Mrs. Hallie Curtis	Special Education	1140	<a href="mailto:HALLIE.CURTIS@oconto.k12.wi.us">HALLIE.CURTIS@oconto.k12.wi.us</a>
Mrs. Alana Eder	Business	1112	<a href="mailto:ALANA.EDER@oconto.k12.wi.us">ALANA.EDER@oconto.k12.wi.us</a>
Mr. Darren Holmgren	Mathematics	1120	<a href="mailto:DARREN.HOLMGREN@oconto.k12.wi.us">DARREN.HOLMGREN@oconto.k12.wi.us</a>
Mrs. Heather LaFleur	English	1114	<a href="mailto:HEATHER.LAFLEUR@oconto.k12.wi.us">HEATHER.LAFLEUR@oconto.k12.wi.us</a>
Mrs. Lara Nichols-Timm	Science	1119	<a href="mailto:LARA.NICHOLS@oconto.k12.wi.us">LARA.NICHOLS@oconto.k12.wi.us</a>
Mr. John Ostermann	Tech Ed	1137	<a href="mailto:JOHN.OSTERMANN@oconto.k12.wi.us">JOHN.OSTERMANN@oconto.k12.wi.us</a>
Mr. Shawn Porath	Tech Ed	1111	<a href="mailto:SHAWN.PORATH@oconto.k12.wi.us">SHAWN.PORATH@oconto.k12.wi.us</a>
Mrs. Tina Porath	Science	1118	<a href="mailto:TINA.SALEWSKI@oconto.k12.wi.us">TINA.SALEWSKI@oconto.k12.wi.us</a>
Mr. Guillermo Quintanilla	Spanish	1126	<a href="mailto:GUILLERMO.QUINTANILLA@oconto.k12.wi.us">GUILLERMO.QUINTANILLA@oconto.k12.wi.us</a>
Mr. William Reis	Mathematics	1125	<a href="mailto:WILLIAM.REIS@oconto.k12.wi.us">WILLIAM.REIS@oconto.k12.wi.us</a>
Mrs. Heather Rennie	Art	1132	<a href="mailto:HEATHER.RENNIE@oconto.k12.wi.us">HEATHER.RENNIE@oconto.k12.wi.us</a>
Mr. Dave Ruechel	Social Studies	1145	<a href="mailto:DAVE.RUECHEL@oconto.k12.wi.us">DAVE.RUECHEL@oconto.k12.wi.us</a>
Mrs. Danielle Sherman	Special Education	1139	<a href="mailto:DANIELLE.SHERMAN(Teacher)@oconto.k12.wi.us">DANIELLE.SHERMAN(Teacher)@oconto.k12.wi.us</a>
Mr. Richard Sherman	Social Studies	1146	<a href="mailto:RICK.SHERMAN@oconto.k12.wi.us">RICK.SHERMAN@oconto.k12.wi.us</a>
Ms. Stephanie Sobieski	English/History	1113	<a href="mailto:STEPHANIE.SOBIESKI@oconto.k12.wi.us">STEPHANIE.SOBIESKI@oconto.k12.wi.us</a>
Mr. Russ Young	Learning Academy	2111	<a href="mailto:RUSS.YOUNG@oconto.k12.wi.us">RUSS.YOUNG@oconto.k12.wi.us</a>
Ms. McKenna Van Der Leest	Instrumental Music	1130	<a href="mailto:MCKENNA.VANDERLEEST@oconto.k12.wi.us">MCKENNA.VANDERLEEST@oconto.k12.wi.us</a>
Mrs. Rania Vandermoss	English	1116	<a href="mailto:RAINA.VANDERMOSS@oconto.k12.wi.us">RAINA.VANDERMOSS@oconto.k12.wi.us</a>
Ms. Bonnie Wusterbarth	Media Center	1148	<a href="mailto:BONNIE.WUSTERBARTH@oconto.k12.wi.us">BONNIE.WUSTERBARTH@oconto.k12.wi.us</a>
Mrs. Tania Wusterbarth	Special Education	1121	<a href="mailto:TANIA.WUSTERBARTH@oconto.k12.wi.us">TANIA.WUSTERBARTH@oconto.k12.wi.us</a>

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\*\*\*Forms are located in the back of the book and will be available in the high school office for your use.\*\*\*

**ACCESS TO RECORDS** - Parents and students have a right to see the student's records. Any parent who wishes to see his/her child's records should request this information through the student services office.

In addition, legislation requires schools to inform parents that upon request of a military recruiter or institution of higher education, school districts must provide access to secondary school students' names, addresses, and telephone numbers. A parent may request that the student's information not be disclosed. If this is your wish, call the high school student services office at 834-7812, Ext. 1150.

**ADMINISTRATION OF MEDICATION** - In accordance with state law, it is necessary for the school to have the appropriate forms completed prior to administering either prescription or nonprescription medication at school. No medication will be administered without the completed forms. The forms are located in the back of this handbook or can be obtained in the main office.

In order for school personnel to administer prescription medications to students, immune from civil liability, certain requirements outlined in state law must be met. One of the requirements is that prescription drugs must be administered in compliance with written instructions of a practitioner. 2001 Wisconsin Act 82 expanded the definition of "practitioner" to include optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state, in addition to physician, dentist, and podiatrist.

**For prescription medication:** One form needs to be filled out: Physician Authorization and Parent/Guardian Authorization. This form should precede or accompany the medication to school. Please send the prescribed medication in the current pharmacy-labeled container. If the prescription medication is changed or discontinued from the original form, a new authorization form needs to be sent to the school.

**For nonprescription medication:** Fill out the form listing each nonprescription medication. Please send the medication in the original container with your child's full name, name of medication, dosage, and time to be given taped to the container. Students are not to have any prescription or nonprescription medications on their person, in a backpack, or in a locker. Doing so could result in the matter being turned over to the police liaison officer for further investigation. All medication must be kept in the school office unless State Statute allows a student to have a specific medication in their possession. Example: inhalers.

**ADVISOR/ADVISEE GROUP** – All Oconto High School students will be assigned an advisor group that will be under the direction of an Oconto High School staff member. Advisor/Advisee groups will meet on alternating Wednesday's, or as needed. Advisors will assist and support students in academic and co-curricular activities by providing interaction with a caring adult. Attendance will be taken and student participation is required.

**ALCOHOL/DRUGS** - You may not possess, or be under the influence of alcohol, prescription or nonprescription drugs, illegal drugs, mind altering chemicals, inhalants and/or paraphernalia in the school or on school grounds. Reasonable penalties for violation of this policy include suspension, police referral and/or expulsion. You are also required to report knowledge of prohibited items (see "Quick 50"). Failure to do so may result in disciplinary action.

**APPEAL PROCESS** - All students shall have the right to due process of law in the application of the Student Conduct Code or other school rules. The following due process procedure is available to any student or parent who wishes to challenge a school policy or decision. An appropriate complaint form is located in the back of this handbook or can be obtained in the main office.

- Step One The written or oral challenge can be appealed to the Associate Principal if the original action was taken by school personnel other than an administrator.
- Step Two The written challenge can be appealed to the school Principal if the original action was taken by the Associate Principal. This step would also apply to a student and parents who have utilized step one of this procedure and wish to appeal that decision further.
- Step Three If a student and parent wish to challenge the decision of the Principal, their challenge can be taken to the Superintendent. This appeal must be made within ten (10) school days from the date the Principal makes his/her decision from step two. At this level the student and parent will be asked to put the challenge into writing. The Principal will also submit a written statement explaining the school's decision. The Superintendent will confirm or reject the Principal's decision within ten (10) school days from the date when the student and parent submitted their complaint or challenge to the Superintendent.
- Step Four The next appeal would be to the Oconto School Board of Education. Appeals must be placed on the board agenda at least ten (10) days prior to a regularly scheduled board meeting.

**ATTENDANCE** - Attendance and academic performance are closely related. All students are expected to attend school regularly and to be on time for classes in order to benefit in full from the instructional program. The high school attendance policies are designed to develop student's punctuality, self-discipline, and responsibility. Students are required to attend each scheduled class period.

### **ATTENDANCE PROCEDURES**

1. Parents are asked to call the 24 hour attendance line on the day their child will be absent from school (**834-7812, Ext. 1301**). Because our telephones are equipped with voice mail during the time the office is closed, a parent may record a message and the reasons the child will be absent at any time. If no call is received after 24 hours, the absence will be considered unexcused.
2. Students returning to school, after having missed a portion of the day, should report directly to the main office. If a parent/guardian has not phoned the absence in, a note should accompany the student explaining the absence.
3. The automated phone dialer will call home to report any unexcused absence on the day of the absence.

**Excused Absences** -Wisconsin Law allows a parent to excuse his/her child for up to ten (10) days per semester, provided written permission is received by the school at least one full day prior to the absence.

The following are acceptable reasons for an absence:

1. Illness of the student. Students requesting to call home ill must report to the office. The office will make the telephone call to the parent/guardian.
2. An illness in the immediate family which requires the absence of the student because of family responsibilities.
3. Medical, dental, chiropractic, optical or other valid professional appointments: If the absence is due to a medical/dental appointment, the student **should** return to school

with an appointment card and present the card to the office staff **in order to be excused**. Parents or guardians are requested to make student appointments during non-school hours.

4. A death in the immediate family or funerals for close relatives.
5. Religious holidays.
6. A court appearance or other legal procedure which requires the attendance of the student.

After three (3) consecutive days of excused absences, or if excused absences exceed 10 per semester, the school may notify parents that further absences would require a doctor's excuse. This authority is granted school administrators under State Statute 118.15.

**Tardiness and Truancy** -If a student receives an unverified absence, the following steps will be taken:

1. The student will receive an absent notice slip. The notice will be delivered to the student or they will be called to the office. The student is given two days to clear up the unverified absence with the teacher. Once the teacher has verified whether the absence is excused or unexcused and has signed and dated the form, the student is to return the slip to the office. Unverified slips should only be signed by the teacher where the student is scheduled. Students must report to their scheduled class and get a pass. (Exception: Media Center has a sign-in slip which is copied and given to the Study Hall Teacher).
2. Late passes are only issued in the office 1<sup>st</sup> and 5<sup>th</sup> hours. Students should not come to the office for a tardy pass at any other time. Teachers should allow students in the classroom and mark them unexcused tardy (UTR). Students who are late to 1<sup>st</sup> or 5<sup>th</sup> hour, unexcused, more than once per semester will receive a detention for each tardy.
3. If the absent notice is not cleared up within two days, the student will be assigned a detention.
4. Parents will be notified as soon as possible.
5. Students could be assigned detention(s), in-school suspension (ISS) or out-of-school suspension (OSS) for excessive absences. Parking privileges will be revoked for one (1) month.
6. If a student continues to be truant, the following steps will be invoked:
  - a. Continued notification of parent. The Associate Principal will notify the parent by phone or letter explaining what constitutes an excused and unexcused absence.
  - b. A letter is sent to the parents requesting a conference with the Associate Principal. This meeting will evaluate the student's background, schedule, credits and ability to attempt to alleviate the problem.
  - c. Continued truancy will result in referral to court and disciplinary action.
  - d. Parking privileges will be revoked for two (2) months.

Truancy - "Truant" shall mean a pupil who is absent from school without an acceptable excuse under SS 188.15 or 118.16 [4], Wis. Stats., for part or all of any day on which school is held during a school semester. Truancy violations will result in detention, in-school-suspension, a conference with your parents, or in severe cases a referral to the Oconto Police Department. Parents and/or Legal Guardians may also be held cited for Contributing to Truancy. In addition, any child or parent found by the court to be truant or contributing to truancy shall be subject to a forfeiture of not more than \$50.00 plus costs for a first violation, or a forfeiture of not more than \$500.00 plus costs for any second or subsequent violation committed within 12 months or a previous violation. Any child not in attendance at school, at the child's place of residence, or accompanied by a parent or legal guardian on a day on



which school is held during a school semester and during the hours when that child is required to be in attendance at school shall be presumed to be truant. The child shall have the burden to present the court with evidence sufficient to rebut this assumption. Oconto High School will strictly follow this City of Oconto Ordinance, which clearly states that students are expected to be in school and accounted for every hour of a school day. Parents of students that miss all or part of five (5) school days without an appropriate excuse are subject to referral to the District Attorney of Oconto County and may be subject to fines and court costs.

**BOOKBAGS/BACKPACKS** - Because Oconto High School is committed to providing a safe and orderly environment for all students and staff, book bags, gym bags, back packs, knapsacks, etc. will not be allowed in classrooms. Clear or mesh back packs that allow the contents to be seen are allowed in the classroom.

**CAMPUS CONDUCT** – There is a four (4) minute passing time between each class period. Please move about the hallways in a quiet and safe manner. Pushing, shoving, running, and yelling are not appropriate. Any student in the halls during a class period should be in possession of a valid pass, authorizing the student to be out of class. Students without a pass will be considered unexcused, and will be subject to disciplinary action. Ask your teacher for a pass before leaving the room. The soda and snack machines are provided for your enjoyment. If litter becomes a problem, the machines will be turned off for a length of time. Marking on walls or lockers or willfully damaging school property in any way will be considered vandalism, and will be turned over to the authorities. Food and/or beverages are not allowed in classrooms or study areas during the school day. Food or beverages are not allowed in the computer labs or at computer stations at any time. Public display of affection is not allowed at Oconto High School.

**CELLULAR PHONES/PERSONAL ELECTRONIC DEVICES** - It is recommended that students not have cell phones at school. However, if a parent wishes their child to possess a cell phone for after school rides, etc., then a student may possess a cellular phone under the following conditions:

- I-Pads, cell phones, and other related devices can be utilized in the instructional setting at the discretion of the classroom teacher. If the teacher deems devices obstructive, the device will be turned into the office.
- Loss or damage of a cell phone or other related devices, while on school property, is the responsibility of the student.
- Any misuse of the cell phone during any time, will result in confiscation of the cell phone. The phone will not be returned until the student serves appropriate disciplinary action which may include detention, suspension, or referral to law enforcement officers, if the violation involves illegal activity.
- Any future violations could result in more serious consequences and the cell phone privileges for that student could be permanently revoked.

**CIGARETTES AND TOBACCO PRODUCTS** - You may not use or possess cigarettes or any tobacco products (applies to and includes e-cigarettes), matches or lighters in the school building or on school grounds. Wisconsin state law states that all minors can be fined for possession of tobacco products. Tobacco products are banned within a radius of 500 feet from school grounds. Reasonable penalties for violation of this policy include suspension, police referral, or in the case of repeated violations, expulsion.

**CLASS DUES** – All students are expected to pay class dues. Failure to do so may make students ineligible to compete for various class positions. Penalties or restrictions will be recommended by the class officers to the Principal.

**COMPLAINTS** - Each student has the right to attend school and school activities without fear of threats against his or her feelings, property and physical well-being. They also have a right to work and study in an atmosphere of mutual respect. When a student feels these rights are being violated and they are unable to get this action stopped, the student may file a written complaint.

If the actions are of a sexual nature, a Sexual Harassment Complaint Form should be completed. An appropriate complaint form is located in the back of this handbook or can be obtained in the school office. If the nature of the complaint is basic harassment or unfair treatment, an Oconto Unified School District Complaint Form should be filed. Forms may be picked up from a Principal or the Superintendent. Complaints may be filed against another student or a staff member. Complaints regarding a student or staff member should be returned to the Associate Principal. If the complaint is regarding the Associate Principal, the form should be given to the Principal. If the complaint is regarding the Principal, the form should be given to the Superintendent.

**COMPUTER AND INTERNET USAGE** - Students will be allowed to use computers, have an e-mail address and use the internet. The student and parent must sign the Acceptable Use of Technology Agreement form and return it to the main office within the time frame listed on that agreement.

**COUNSELING PROGRAM** - The counseling program at Oconto High School assists all students in career choices and in making informed and individually appropriate social, educational, and vocational choices. It is hoped that students and families will develop a positive and ongoing relationship with the student services staff.

**DANCES** - A student I.D. card must be shown at the door if requested. Guests must be registered in the office by the Wednesday before the day of the dance. A student must be enrolled in high school to be eligible to attend O.H.S. dances, including the Homecoming Dance, Sweater Swirl, Mardi Gras, and the Junior Prom as a guest or date. In order to participate in activities such as dances, attending after hour programs, etc., the student must be in good standing. An O.H.S. student wanting to bring an out-of-town guest or date to any of the above must provide the guest's name and school he/she attends and complete a guest pass application by the Wednesday before the day of the dance. The athletic/activity director will verify that the guest is a student in good standing, with no serious disciplinary infractions to ensure the safety of participants attending the dance. No student is permitted to bring a guest to a student sponsored dance if the individual is more than one year removed from high school. Oconto High School reserves the right to deny admittance to out-of-town guests. No tickets will be sold at the door. All detention time must be served, (this includes former students that have outstanding detention time) in order to purchase ticket(s) to a dance.

If a student or guest attending the dance violates the drug & alcohol abuse policy:

- a. The police will be notified and parents will be contacted.
- b. The administration will be notified. Note: Tobacco is included in the above.
- c. Violators will be dealt with according to regular school procedures.

Students and/or guests involved in conduct not acceptable to school rules or behavior not acceptable to chaperones, will be asked to leave the dance. In the event of property damage, the student (guest) will be expected to take full responsibility for replacement and/or payment.

A closed-door policy will be enforced at the dances, and anyone leaving the building without prior permission will not be allowed to return. Students will be admitted up to one half (1/2) hour after the dance has begun. All school rules and municipal, state and federal laws are in force during dances.

### **DIPLOMA REQUIREMENTS** - 24 TOTAL CREDITS

Total credits must include the following credits required in specific subject areas:

English	4 credits, including both semesters of English 9 and 10
Social Studies	3 credits
Mathematics*	3 credits (one of which must be Algebra or Algebra I; or an equivalent course that covers Algebra concepts)
Science	3 credits (one of which must be Biology or Human Biology)
Computer Literacy	0.5 credit
Physical Education	1.5 credits (Sophomores, juniors, and first-semester seniors may earn one-half credit in Phy Ed by participating in two full seasons of a JV or Varsity sport AND replace it by earning an additional one-half credit in English, Math, Science, or Social Studies beyond our graduation requirements in those core areas. This is a one-time exemption. Students must still take one full credit of regular Phy Ed courses.)
Health Education	0.5 credit
Electives	8.5 credits

Per Board Policy 345.6, those who accumulate the required credits by the end of the seventh semester may be released from attending the eighth semester under certain conditions, which are found in the Board Policy. Information can be obtained from the Student Services office, and requests must be made in a timely manner, so that all criteria can be met.

### **DISCIPLINE PROCEDURES AND PENALTIES** -

**A. Philosophy** - The Board of Education, administration and faculty believe that the primary obligation for developing self-discipline, responsibility, and respect for others rests with the home and parents. Children with these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits and behavior as well as providing a proper climate for learning; therefore, it strives to work cooperatively with parents in the pupil's development.

To insure an atmosphere that is conducive to learning, it is necessary to balance carefully a student's individual rights with his or her responsibilities for good citizenship. To preserve this proper balance, the school board has approved this code. The intent is to create an educational climate conducive to learning, to promote and expect responsible and considerate behavior, and to ensure the safety of all persons in the school.

The various sections of this handbook are intended to comply with local, state and federal laws. If any section of this document is found to be contrary to law or constitutional rights, it shall be revised. It should be understood that certain infractions of school policy may also be violations of state statute and/or local ordinances, and could result in referral to the authorities for disciplinary action.

**B. Policies and Procedures** - The development of responsible behavior and self-discipline among students occur at two levels within a school. Since students spend the greatest amount of time during the school day in the classroom, classroom teachers must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment may be maintained. Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness and consistency. The teacher is responsible for developing classroom rules. In addition, the teacher must put them in writing, submit them to the Associate Principal for approval, post them in the classroom and make their students aware of them. Teachers will instruct their students to make parents/guardians aware of the classroom rules as well.

At other times, disciplinary problems occur which are beyond the usual scope of the classroom teacher's primary area of responsibility (i.e. between classes, lunch time, before and after school) or are of a serious enough nature to require referral to the Principal or Associate Principal. Through administration of the school-wide discipline program, the Principal and Associate Principal set the tone for acceptable behavior throughout the school and campus. The program must be operated from a carefully developed set of rules and consequences that ensure fair treatment, consistency and due process.

**C. Discipline guidelines** - RESPONSIBLE STUDENTS MAKE THE DIFFERENCE...

1. Students have the responsibility to attend school regularly.
2. Students have the responsibility to treat others with respect.
3. Students have the responsibility to respect school property and the property of others.
4. Students have the responsibility to respect the privacy of others.
5. Students have the responsibility to possess only items that are allowed by law.
6. Students have the responsibility to listen courteously to the opinion and point of view of others.
7. Students have the responsibility to come to class prepared to learn with all the necessary materials.
8. Students have the responsibility to follow the teacher's instructions.
9. Students have the responsibility to use appropriate language while at school.

### **THE STEP SYSTEM**

When behavioral incidents occur outside of the classroom, or when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a serious nature, the incident will be referred to the Associate Principal for investigation and action. The severity of the consequences applied by the Associate Principal depends upon two (2) factors:

- 1) The seriousness of the offense
- 2) The previous disciplinary record of the student

In an effort to take both factors into account, a progression of consequences (the step system) has been adopted. A student who is referred for violating a rule contained within this code will receive the consequence that corresponds to the entry-level step for that offense. With each successive referral,

the student may be advanced up the step system one or more steps depending upon the seriousness of the infraction. The minimum disciplinary consequences for each step are as follows:

Step 1: Conference with Associate Principal.

Notification to parents/guardian.

Step 2: Notification to parents/guardian.

Meeting between Associate Principal, student, teacher, and counselor.

Could be assigned a detention or up to a 4 hour ISS.

Step 3: Conference with Associate Principal, counselor, police liaison officer.

Notification to parents/guardian.

Meeting with Principal, teacher, parent(s)/guardian, and student appointment with the counselor.

Could be assigned a 4 hour ISS to a 1 day OSS.

Step 4: Conference with Associate Principal/police liaison officer, counselor.

Notification to parents/guardian.

Meeting with Associate Principal, parent(s)/guardian, police liaison officer, counselor, and student.

Could be assigned 1-3 days ISS or OSS.

Reentry conference with Associate Principal, counselor, police liaison officer, parents/guardian, and student to develop and discuss behavior plan.

Step 5: Conference with Associate Principal, Principal, police liaison officer, counselor, parent/guardian, and student.

Notification to parents/guardian.

Could be assigned 4 days of OSS.

Reentry conference with Associate Principal, counselor, police liaison officer, parents/guardian, and student to discuss behavior plan.

Step 6: Conference with Associate Principal, Principal, police liaison officer, counselor, parents/guardian, and student.

Notification to parents/guardian.

10 day OSS pending an expulsion hearing before the Board of Education.

**Detention Procedures** - Students will be assigned school detentions in accordance with the attendance policy and/or the Step Discipline System as defined in the Student/Family Handbook. Additionally, classroom detentions may be assigned by teachers for the violation of classroom rules. These classroom detentions must be served in accordance with the teacher's direction and in a timely manner or a referral to the Step Discipline System will be made.

### **Suspension Procedures** -

1. No suspension from school will be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to himself/herself or to persons or property around the student.
2. Notice of the grounds for suspension, a brief statement of the facts, length of suspension and a re-entry plan will be given to the pupil at the time the suspension is made, if possible. Parents will be notified of this information by phone, whenever possible, and by mail as a follow-up communication.
3. Mandatory out-of-school suspension may begin at any time, depending on the administrator's discretion. A mandatory follow-up conference with the suspended student, his/her parent/guardian, and the Associate Principal will occur following the completion of the out-of-school suspension.

4. Students serving any type of suspension are ineligible to attend or participate in any extra-curricular activity taking place on the date(s) they are actually serving the suspension. This includes a Saturday, Sunday or holiday activity if a day of suspension directly precedes and/or follows it.

**Detention Center Times** - Detentions of 20 minutes will be held daily after school from 3:20-3:40 P.M. Students must serve detention during that scheduled time only. Failure to serve a detention will result in the detention being rescheduled and the student may be given a half day in-school suspension. For those students who have accumulated more than 3 detentions, parking privileges and open campus privileges could be revoked.

**THE ADMINISTRATION RETAINS THE RIGHT TO DEAL WITH ANY ACTION NOT COVERED BY THESE RULES. ADMINISTRATORS MAY VARY FROM THE DISCIPLINE OFFENSE PROCEDURES WHENEVER THE ACT DEEMS NECESSARY.**

**DRESS CODE POLICY** - Responsibility for the personal appearance of students enrolled in the Oconto School District will normally rest with the students and their parents/guardians. Student dress or grooming will not, however:

- a. affect the health or safety of student; or
- b. disrupts the learning process within the classroom or school.

In order to ensure a healthy and safe school environment for students, while promoting a positive learning environment, the following student dress code guidelines will be enforced:

1. During the school day, hats, caps, bandannas, head coverings and jackets will be taken off and placed in the student's locker soon after the student enters the building. These items will not be worn in the classroom and they will not be worn in the school building except when the student has immediately entered or is leaving the building.
2. No student will be permitted to wear any clothing that contains pictures and/or writing that refers to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs and/or gangs.
3. Revealing clothing or clothing that shows bare midriff or bare back and/or under clothing is not allowed.
4. Medallions or other jewelry which identify gang members or gang affiliation or that have come to represent a gang will also not be worn or displayed in school or at school events. Also, gang clothing is not always restricted to an item of clothing, but may include the way in which a particular item of clothing is worn. No gang insignia may be worn, possessed, used, distributed, displayed, carried or sold by any student on school grounds or at any time. The reference to "gang insignia" would also encompass items of clothing that signify gang activity by the manners in which they are worn.
5. Shoes or sandals must be worn at all times. Bedroom slippers and bare feet are not allowed.
6. Students enrolled in certain technology education classes must purchase and wear approved safety glasses when working in the shop environments. Students may not wear open-toed shoes when working in the shops.
7. Chains on clothing or attached to garments will not be permitted.

This code is not intended to limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school. If there is a disagreement among students and/or parents and the staff

regarding the appropriateness of clothing or other paraphernalia, the Principal will use his/her discretion to make the final decision.

Students whose attire is deemed inappropriate will be warned and given the opportunity to correct the offensive/inappropriate clothing. For example, a shirt can be turned inside out, or another shirt gotten from the student's PE locker. A student may be given permission to go home, or call home for a change of clothing. A student may be asked to turn in the item to the office, and it can be picked up at the end of the school day. The dress code is in effect for all school functions. Students who attend special school functions such as the Homecoming Dance and the Prom are expected to dress appropriately. Blue jeans, T-shirts, sweatshirts, etc. are examples of inappropriate attire at functions such as the above. Repeated violations of school rules may constitute grounds for suspension or other appropriate action to correct the situation.

Students and parents/guardians are asked to remember that Oconto High School strives to provide a positive academic environment for all. Appropriate school attire supports this philosophy.

**EXPULSION** - In accordance with Wisconsin statutes, the school board may expel a student from school whenever it finds him/her guilty of repeated refusal or failure to obey the rules, or finds that he/she is engaged in conduct while at school or while under the supervision of a school authority that endangers the property, health or safety of others, and is satisfied that the interest of the school demands his/her expulsion. Expulsion is a very serious measure, but if a student continues to violate the policies and procedures of the school, expulsion proceedings will be initiated. Under state law, a student will be expelled for a period of not less than one year if that student is "determined to have brought" a weapon to school. Each case will be studied on an individual case by case basis.

**FEES** – Presently, Oconto High School students do not pay annual school fees. However, some courses do charge for the purchase of necessary materials. For example, students enrolled in certain technology education courses must purchase all materials for projects prior to beginning the projects. Completed projects then belong to the student. Students and/or families/guardians are expected to pay fees in a timely manner, or set up a payment schedule with the instructor. Students with outstanding fees in any class will not be permitted to buy tickets for Homecoming or Prom, and seniors will not be permitted to participate in the graduation ceremony. This includes textbooks that were not returned, damaged, or lost.

**FIELD TRIPS** – Field trips are academic activities that are held off the school campus. There are also other trips that are part of the school's co-curricular and extra-curricular program. Students who are not in good standing may be removed from participating in the field trip. No student may participate in any school-sponsored trip without parental consent

**FINAL EXAMS** - A final exam or an exam project is required in every course. The classroom teacher will determine which will be required. Finals will be given the last two days of the semester, and there will be no final exam exceptions for any reason.

**FIRE DRILLS** - Oconto High 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 will be responsible for safe, prompt, and orderly evacuation of the building. Evacuation routes are clearly posted in every classroom and work area in the building.

**FUTURE EMPLOYMENT PRACTICUM** - Partnerships exist among several local businesses and Oconto High School that allow students to earn credit for employment. To be eligible for credit, a student must be employed in a position that is related to his/her post high school career. Approval from the Principal is necessary. As a general rule, students will not be allowed to earn credit while in the employ of his/her family. A student may earn one half (1/2) credit per semester, for a total of one (1) credit per year. Acceptable attendance and academic progress at school must be maintained, or the practicum will be terminated. The Student Services Department will monitor student progress and attendance on a regular basis. Failure to report to the place of employment could result in immediate termination from the program, and failure to earn credit. Credit will not be granted in those instances where approval for employment and credit was not approved in advance.

**GRADING** - The meaning of the letters used in evaluation are as follows:

Achievement Grade

A	Excellent	F	Failure
B	Above Average	I	Incomplete
C	Average	P	*Pass
D	Below Average		

\*The P grade may only be given with prior approval from the Principal.

Oconto High School will use the following grading scale for courses not designated as Challenge or AP:

<b>A</b>	<b>94</b>	<b>&gt;=93.95</b>		<b>4 points</b>
<b>A-</b>	<b>90</b>	<b>&gt;=89.95</b>	<b>&lt;93.95</b>	<b>3.7</b>
<b>B+</b>	<b>87</b>	<b>&gt;=86.95</b>	<b>&lt;89.95</b>	<b>3.3</b>
<b>B</b>	<b>83</b>	<b>&gt;=82.95</b>	<b>&lt;86.95</b>	<b>3.0</b>
<b>B-</b>	<b>80</b>	<b>&gt;=79.95</b>	<b>&lt;82.95</b>	<b>2.7</b>
<b>C+</b>	<b>77</b>	<b>&gt;=76.95</b>	<b>&lt;79.95</b>	<b>2.3</b>
<b>C</b>	<b>73</b>	<b>&gt;=72.95</b>	<b>&lt;76.95</b>	<b>2.0</b>
<b>C-</b>	<b>70</b>	<b>&gt;=69.95</b>	<b>&lt;72.95</b>	<b>1.7</b>
<b>D+</b>	<b>67</b>	<b>&gt;=66.95</b>	<b>&lt;69.95</b>	<b>1.3</b>
<b>D</b>	<b>63</b>	<b>&gt;=62.95</b>	<b>&lt;66.95</b>	<b>1.0</b>
<b>D-</b>	<b>60</b>	<b>&gt;=59.95</b>	<b>&lt;62.95</b>	<b>0.7</b>
<b>F</b>	<b>0</b>		<b>&lt;59.95</b>	<b>0</b>

Courses designated as Challenge or AP will use a weighted 5.0 grading scale with A+ being the highest grade. These courses will be clearly identified in the Course Selection Booklet. The scale and assigned weights is:

<b>A+</b>	<b>98</b>	<b>&gt;=97.95</b>		<b>5 points</b>
<b>A</b>	<b>94</b>	<b>&gt;=93.95</b>	<b>&lt;97.95</b>	<b>4.7</b>
<b>A-</b>	<b>91</b>	<b>&gt;=90.95</b>	<b>&lt;93.95</b>	<b>4.3</b>
<b>B+</b>	<b>88</b>	<b>&gt;=87.95</b>	<b>&lt;90.95</b>	<b>4.0</b>
<b>B</b>	<b>84</b>	<b>&gt;=83.95</b>	<b>&lt;87.95</b>	<b>3.7</b>
<b>B-</b>	<b>81</b>	<b>&gt;=80.95</b>	<b>&lt;83.95</b>	<b>3.3</b>
<b>C+</b>	<b>78</b>	<b>&gt;=77.95</b>	<b>&lt;80.95</b>	<b>3.0</b>
<b>C</b>	<b>74</b>	<b>&gt;=73.95</b>	<b>&lt;77.95</b>	<b>2.7</b>
<b>C-</b>	<b>71</b>	<b>&gt;=70.95</b>	<b>&lt;73.95</b>	<b>2.3</b>
<b>D+</b>	<b>68</b>	<b>&gt;=67.95</b>	<b>&lt;70.95</b>	<b>2.0</b>
<b>D</b>	<b>64</b>	<b>&gt;=63.95</b>	<b>&lt;67.95</b>	<b>1.7</b>
<b>D-</b>	<b>61</b>	<b>&gt;=60.95</b>	<b>&lt;63.95</b>	<b>1.3</b>
<b>F</b>	<b>0</b>		<b>&lt;60.95</b>	<b>0</b>



**GRADE CHANGES/CORRECTIONS** –Students or parents/guardians who believe a mistake has been made in posting a grade to a report card or progress report, must bring the issue to the attention of school officials in a timely manner. The teacher issuing the grade should be contacted first for clarification. If there is still a question, parents/guardians must complete and sign a grade investigation form and hand it in to the building principal within five (5) school days of the posted take-home date of the grade report in question. The principal will investigate, and issue a decision on the matter.

**GRADUATION CEREMONY** - To participate in the graduation ceremony, a student must have completed all the necessary 24 credits required for graduation. For a senior to be eligible to graduate with honors a 3.5 cumulative grade point average must be obtained. Honor students will wear honor cords at the graduation ceremony. Candidates for graduation are expected to have completed all exams and course work, cleaned their lockers and have them inspected for damage, turned in all textbooks, chromebooks, and have paid all fines and fees (including truancy citations). All detention/suspension time must be served. If a citation was issued, a letter from the Municipal Judge or other official, must be mailed to the Principal indicating the citation has been paid, community service assigned, dropped, etc. by noon on Friday before graduation. The final decision for a student to participate in the graduation ceremony will be determined by the High School Principal.

**HARASSMENT** - Students that intimidate or harass other students will be subject to serious disciplinary action. Teasing can become very destructive and cruel, and will not be tolerated. Students that join forces with other students to enforce their own rules will be disciplined. Such discipline will include, but is not limited to, warnings, detentions and/or suspension. The complete text of the school district policy is at the end of this handbook.

**HOMEWORK MAKE-UP POLICY** –Students are responsible for assignments and other missed work while absent. It is the student’s responsibility to check with teachers and get missing work and turn it in to their teachers. The teacher will determine the length of time allowed to make up homework, taking into account a number of factors (length of absence and reason, nature of the homework, etc.) Every effort will be made to allow reasonable time for completion. However, students must realize that repeated and frequent absences could have an impact on their grades. Teachers are not required to provide daily homework for students whose absences are unverified. Make-up work should not be construed as always identical to work done in the classroom. Requests to pick up homework at the end of the school day will be e-mailed to teachers, provided the request is received prior to 9:00 A.M.

**INCOMPLETE GRADE POLICY** - Incomplete grades will be corrected no later than five school days following the end of a grading period. Failure to do so will result in the grade being changed to an F. The Principal must approve, in advance, any changes to this timeline.

**INDEPENDENT STUDY** - Independent study courses will be considered in special situations only. The Principal will give approval after reviewing requests on an individual basis.

## **INTERVIEWS BY LAW ENFORCEMENT OFFICERS**

**Policy Statement** - School officials have an obligation to cooperate with police officials, keeping them informed of violations of the law and assisting them in the apprehension of violators. At the same time, school officials must watch out for the welfare and general well-being of students. Students are expected to cooperate with administration and police during investigations of violations of the law or school rules. Failure to do so could result in disciplinary action and/or a citation.

The Oconto School District recognizes the need to explain the procedures to be followed in Police interview or interrogation of students during school hours or at school sponsored activities.

**Procedure** - When it becomes necessary for a student to become involved with the police, the officer may conduct an investigation or interrogation of students during school hours under the following conditions:

- A. After notifying school officials, contact and interviews can be conducted at the school site.
- B. In all situations, every possible step should be taken to ensure a minimum of embarrassment or loss of class time for the student.
- C. School officials may contact the parent(s) or guardian of a minor student prior to a Police investigation if the official deems it in the best interest of the student.
- D. If an interview is for purposes of investigating a student's possible misconduct or to meet with one or more students for information gathering purposes, a school district official shall be present at the students request except in cases of child abuse and sexual abuse.
- E. If the police find it necessary to interrogate a student about possible criminal conduct or activity, to issue Miranda rights to a student, or the student is taken into police custody, the school official shall immediately take all reasonable steps to contact the parents or guardian of the minor student. The school officials or designee will continue efforts to contact the parent(s) or guardian until actual contact is made to advise them of the action taken by the police.
- F. In compliance with Sec. 48.19 (2) of State Statutes, police officers will comply with the following:

When a child is taken into physical custody as provided in this section, the person taking the child into custody shall immediately attempt to notify the parent, guardian and legal custodian of the child by the most practical means. The person taking the child into custody shall continue such attempt until the parent, guardian and legal custodian of the child are notified.

A child will be given their constitutional right (Miranda Warnings). They will be informed whether or not they are free to go. If they waive their rights, questioning of a child taken into physical custody can continue even if parents cannot be immediately notified.

**LEAVING THE BUILDING** - Oconto High School has a CLOSED CAMPUS except during the lunch period. ALL students are required to remain inside the building at all times, except when supervised by an Oconto High School staff member.

**Departing school during the school day**--For a student to be eligible to sign out of the building for a non-illness reason, the school must receive a phone call or note from the parent/guardian of the student prior to the absence. Students must receive permission and sign out in the office. This form

must be returned to the office upon the student's return to the building. Failure to follow the appropriate procedure will result in an unexcused absence.

**LINK CREW** – All incoming freshmen will participate in Link Crew, a program designed to provide a smooth and successful transition from middle school to Oconto High School.

**LOCKER POLICY** - the school provides a student locker for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student will use the locker for any other purpose. Items brought to school or those items stored in lockers are not insured for reimbursement by the Oconto Unified School District, and are brought at the student's own risk.

The inside of the locker may be decorated in an appropriate manner. You will be fined for damage to your locker. As soon as you are assigned a locker, check it for pre-existing damage, and report any to the office. You are responsible for any subsequent damage to your assigned locker. Do not write on either the inside or outside of the locker.

The school locker assigned to a student is the property of the Oconto Unified School District. The use of a locker other than the one assigned to the student is prohibited. At no time does the Oconto Unified School District relinquish its exclusive control of such lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The use of dogs that specialize in detecting illegal drugs may be utilized in searching school premises, including lockers. School personnel shall maintain a passkey to all lockers so that the school shall have access to all lockers at all times. Students shall not be allowed to secure their lockers in any way whatsoever other than the locking mechanism provided by the school.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of law, in which case the suspect material removed from the locker shall be turned over to law enforcement officials. The student and his/her parent/guardian shall be notified by the inspecting authority of items removed from the locker and of the delivery thereof to law enforcement officials in cases of contents so disposed of, and of the parent/guardian's right to obtain other items removed from the locker.

Students should not give their locker combinations to any other student. If a student needs to have his/her locker combination changed, he/she must see the Principal.

**Correct Locker Operation:**

1. Turn lock right, stopping on the first number
2. Turn lock left, past the second number once, and then stopping on it the second time.
3. Turn lock right until the lock stops. Your locker should open.
4. Be sure to keep the lock in that position while you get your supplies from your locker.
5. When finished shut door, but do not slam it.
6. Then and only then, turn lock to the left, locking your locker.

**LUNCH** - Our cafeterias will use a point-of-sale lunch system which makes purchasing meals very easy and convenient for your child.

This system allows parents to deposit money in a lunch account for their child and have the cost automatically deducted each day. Every student in grades 9-12 will be issued a four digit pin number which they will enter via a pin pad at the register when they wish to purchase a meal. The pin number will be located on the student's schedule. All meal purchases are logged and parents may see this log at any time by accessing their Parent Portal account. This system also assures a greater degree of confidentiality for those students who qualify for free or reduced priced meals, as a student's meal status is not identified on the screen.

Deposits may be made to student lunch accounts at any time by sending a check with your child made out to the **Oconto School Lunch Program**. They can also be mailed directly to the district at: 400 Michigan Avenue, Oconto, WI 54153, Attention: Lunch Program. Please remember to put your child's full name in the memo portion of the check. One check may be sent in for multiple children even if they attend different schools. Money will be split evenly between multiple children unless otherwise specified.

**No** checks will be cashed through the lunch line. The total amount of the check will be credited to the student's lunch account. If a student pays with cash, the change will be credited to their lunch account. Students may bring a lunch, may leave the school grounds to purchase lunch off campus, or purchase hot lunch at school. Students can deposit cash or checks to their lunch account daily in the office. An al-a-carte lunch line is also available. There will be no charging of lunches. Applications for free and reduced lunches may be picked up in the office. Applications must be completed and returned immediately to qualify. Food purchased in the cafeteria must remain in the cafeteria, except for packaged items. Students may not eat in the hallways or outdoors in front of the main entrance. Picnic tables are provided on the west side of the building. The prices for breakfast are \$1.35 per day or \$6.75 per week and lunch prices are \$3.10 per day or \$15.50 per week. A reduced price ticket costs \$.40 per day or \$2.00 per week. Milk is \$.35 a carton.

The state of Wisconsin requires that a Students seeking accommodation for food related disabilities must provide a statement signed by a licensed physician (Not parent or guardian) that contains the following information:

1. The child's disability
2. An explanation of why the disability restricts the child's diet
3. The major life activity affected by the disability
4. Food or foods to be omitted from child's diet and the food or choice of food that must be substitute

**MESSAGES** - Parents who wish to contact their children or leave a message for them can do so through the office. This should be done only in case of an emergency. Messages will be delivered to students only in the event of an emergency.

**NONDISCRIMINATION STATEMENT** - The Oconto Unified School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), physical, mental, emotional, or learning disability, or the Boy Scouts of America membership ("Protected Classes") in any of its curricular, co-curricular, pupil services, recreational, student programs and activities, in the acceptance and administration of gifts, grants, bequests, scholarships and other aids,

or benefits and services to students. This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973 (handicap).

**NOTICE OF ACADEMIC DIFFICULTY** - Progress reports are issued at about the midpoint of each quarter. The grades on these reports are not official, but are a good indication of progress to that point in the quarter. Please contact teachers if there are areas of concern.

**OPEN NOON HOUR** - While students are encouraged to remain on campus during the lunch period, students are able to leave campus. The administration reserves the right to close the noon hour temporarily or permanently for all students without giving advanced notice to the student body. Students that have accumulated more than 3 outstanding detentions could lose their Open Campus privileges until outstanding detentions more than 3 are served.

**PARENT PORTAL** – Parents of students in the Oconto Unified School District have the opportunity to exchange information between home and school through this Internet Interface program. Parents are able to review your child's performance with a secure, direct link through the Internet to an image of your child's school records, including grades, attendance, discipline, and assignments.

Parents and guardians with students enrolled in the school district will have a Parent Portal username and password automatically generated. For security purposes, you must pick up your username and password in person, using a photo ID. Parents/guardians may pick these items up at the main office at any of our schools until October 1<sup>st</sup>. After October 1<sup>st</sup>, they will only be available from the main office at Oconto High School. Parents without Internet access at home may use local library computers or other public access computers to access the Parent Portal.

**PARENT TEACHER CONFERENCES** - Oconto High School holds formal conferences three times a year, in October, December, and March. The dates and times appear in the district calendar, in the newspaper, and will be posted and advertised in a number of other places well in advance of the conferences. This is your opportunity to support your child and Oconto High School in promoting academic achievement. Even if your child is doing well, we ask that you take time to meet with the teachers. You may call a teacher at any time to arrange a conference. (834-7812, and enter the teacher's phone extension) All extensions are found in the front of this handbook, and all teachers have voice mail, so that you can leave a message.

**PARKING-STUDENT** - Parking at Oconto High School is a privilege that is extended to responsible members of the Oconto High School community. The parking lot is public property that is under the control of the school. All parking is by permit only, and any student driving a vehicle to school must have a student parking permit. Application forms are available in the Main Office, and must be completed in full. The office will issue a parking permit. Students will park in spaces on a first come, first serve basis. Parking permits must be displayed on the front windshield – lower left corner. If a student is parked on campus without a parking permit, park after losing their privilege due to not being in good standing, or in an unauthorized parking space, that car could be subject to towing without warning, and at the owner's expense. This could result in a loss of parking privileges and/or other disciplinary action.

All students will follow the following parking and parking lot regulations:

- Parking is by permit only; cars without a parking permit could be towed without warning.

- Parking permits must be displayed on the front windshield – lower left corner.
- Students should drive carefully in the parking lot. Careless drivers could have their parking permits revoked and/or be subject to other disciplinary action, including a police citation.
- Students are not to park in the front parking lot or in the rear parking lot.

Upon arriving at Oconto High School, student drivers and their passengers should leave their cars immediately and enter the building. Loitering in and around cars in the parking lot is not permitted.

**PERSONAL SEARCHES** - A student's person and/or personal effects (i.e., purse, book bag, etc.) may be searched, with an adult witness present when feasible, whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. The use of a K-9 unit police dog may be used to identify or search out suspicions.

If a "pat down" search of a student's person is conducted, it will be conducted in private by a school authority of the same sex, and with an adult witness present.

If the school authority has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by law enforcement official of the same sex, with school authority of the same sex present, and only upon the prior approval of the District Administrator or his designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

**POSTERS** - Permission to put up any posters at O.H.S. must be obtained from a school administrator. Posters should pertain to O.H.S. activities and be of appropriate size, material and subject matter. No posters or signs will be allowed to promote any type of business or commercial activity.

### **PROBLEMS/DUE PROCESS**

Any person having a problem with a school employee should attempt to resolve the problem with the employee. If this is not possible, contact the principal or Associate Principal to help resolve the conflict. If there is a problem with a school policy, contact the principal or Associate Principal. Please feel free to call and give us the opportunity to find solutions to problems or answer your questions. The following due process procedure is available to any student and parent(s) that wish to challenge a school policy or decision:

- Step One** An appeal can be made to the Associate Principal if the original action was taken by school personnel other than an administrator.
- Step Two** If the Associate Principal took the original action, the appeal should be made to the principal. This step would also apply to a student and parent(s) who have utilized step one of this procedure and wish to appeal that decision further.
- Step Three** If the student and parent(s) wish to challenge the decision of the principal, their challenge must be made, in writing, to the superintendent. This appeal must be made within ten (10) school days from the time the principal makes the step two decision known. The principal will also submit a written statement explaining the decision. The superintendent will confirm or reject the principal's decision within ten (10) school days from the date the student and parent submitted their complaint to the superintendent.
- Step Four** The next appeal would be to the Oconto Unified School District Board of Education. Appeals must be placed on the Board agenda at least five (5) days prior to a regularly scheduled Board meeting.

Students and parent(s) have recourse through the civil courts and the State Superintendent's Office if they are not satisfied with the decision of the Board of Education.

**"QUICK 50" PROGRAM** - Along with a number of neighboring high schools, Oconto High School participates in the "Quick 50 Program," sponsored by Crime Stoppers of Oconto County. Any student who reports suspected weapon, drug, or alcohol use or possession by another student or students while on campus is eligible to receive \$50.00. All callers remain anonymous. Students can pick up informational cards in the main office and information is also posted about the school.

**RELEASE OF INFORMATION** - Information such as the student's name, age, date of birth, courses studied, grade point average, participation in officially recognized activities and sports, weight and height of members of athletic teams, year in school, photographs, awards received, and the name of the school most recently attended by the student shall be considered public information and may be released to appropriate persons and media, unless parents or adult students refuse the release in writing of their own initiation.

**REPORT CARDS** - Grades measuring achievement and effort will be given shortly after the end of each quarter. These grades will evaluate performance for that quarter only. Quarter grades are not recorded on the transcript. Final grades will be given at the end of each semester in all courses. If students have questions about their grades or did not receive a credit at all, please call the teacher involved or the Student Services Office. If a report card is not received, please call the Student Services Office (834-7812, Ext. 1150).

**SCHEDULE CHANGES** - Students may add a course until 3:30 P.M. on the fifth day of classes, and may drop a course without penalty until the fifth week of classes, when progress reports are given. Students dropping a course after the fifth week of classes will receive a failing (F) grade. All course drops and adds must be approved by a counselor, parent, teacher(s), and the Principal. Students may not drop below 3 credits per semester.

**SCHOLARSHIP TIE BREAKING PROCEDURES** - A tie will be declared when, after seven consecutive semesters, the top ranked seniors will have the same numerical GPA to the 1/100th place. No additional decimal places will be considered. Students must have attended the last three semesters at Oconto High School. Only courses taken through Oconto High School will count for the ranking of honor students.

1. Total number of college core preparatory courses taken after 7 semesters. College core preparatory courses include all non-remedial classes in the areas of English, social studies, math, science, and foreign language.
2. Cumulative GPA of all college core preparatory courses taken after 7 semesters.
3. The combined total of the following test scores multiplied by a factor to give them equal value.

$$\begin{aligned} &\text{Composite ACT score} \times 27.778 = \\ &\text{PSAT-NMSQT score} \times 6.25 = \\ &\text{Perfect score} = 2,000 \end{aligned}$$

\*\*Note: The criteria breaks the tie in order. If #1 breaks the tie, then #2 and #3 are not used.

**SCHOOL CODE NUMBERS** - Scholastic Aptitude Test/American College Testing Program/Financial Aide Form/Family Financial Statement - Code Number 501685.

**SCHOOL DAY** – O.H.S. runs an 8 period day with a half-hour for lunch on Mondays and Fridays. The time schedule is as follows:

1 <sup>st</sup> Hour	8:00 - 8:50
Breakfast	8:50 - 8:54
2 <sup>nd</sup> Hour	8:58 - 9:44
3 <sup>rd</sup> Hour	9:48 - 10:34
4 <sup>th</sup> Hour	10:38 - 11:24
LUNCH	11:24 - 11:54
5 <sup>th</sup> Hour	11:58 - 12:44
6 <sup>th</sup> Hour	12:48 - 1:34
7 <sup>th</sup> Hour	1:38 - 2:24
8 <sup>th</sup> Hour	2:28 - 3:16

O.H.S. runs a 9 period day Intervention Block Time Schedule with a half-hour for lunch on Tuesdays, Wednesdays, and Thursdays as follows:

### Intervention Block Time Schedule

PERIOD	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:00 – 8:50	8:00 – 8:50	8:00 – 8:50	8:00 – 8:50	8:00 – 8:50
Breakfast	8:50 – 8:58	8:50 – 8:58	8:50 – 8:58	8:50 – 8:58	8:50 – 8:58
2	8:58 – 9:44	8:58 – 9:44	8:58 – 9:44	8:58 – 9:44	8:58 – 9:44
3	9:48 – 10:34	9:48 – 10:20	9:48 – 10:34	9:48 – 10:34	9:48 – 10:34
Intervention	XXXXXXXX	10:24 – 10:48	XXXXXXXX	XXXXXXXX	XXXXXXXX
4	10:38 – 11:24	10:52 – 11:24	10:38 – 11:24	10:38 – 11:24	10:38 – 11:24
LUNCH	11:24 – 11:54	11:24 – 11:54	11:24 – 11:54	11:24 – 11:54	11:24 – 11:54
5	11:58 – 12:44	11:58 – 12:44	11:58 – 12:30	11:58 – 12:44	11:58 – 12:44
Intervention	XXXXXXXX	XXXXXXXX	12:34 – 12:58	XXXXXXXX	XXXXXXXX
6	12:48 – 1:34	12:48 – 1:34	1:02 – 1:34	12:48 – 1:34	12:48 – 1:34
7	1:38 – 2:24	1:38 – 2:24	1:38 – 2:24	1:38 – 2:10	1:38 – 2:24
Intervention	XXXXXXXX	XXXXXXXX	XXXXXXXX	2:14 – 2:38	XXXXXXXX
8	2:28 – 3:16	2:28 – 3:16	2:28 – 3:16	2:42 – 3:16	2:28 – 3:16

### Modified A.M. Early Release @ 11:45 A.M. Time Schedule

1 <sup>st</sup> Hour	8:00 - 8:27
2 <sup>nd</sup> Hour	8:31 - 8:52
3 <sup>rd</sup> Hour	8:56 - 9:17



4 <sup>th</sup> Hour	9:21 - 9:42
5 <sup>th</sup> Hour	9:46 - 10:07
6 <sup>th</sup> Hour	10:11 - 10:32
7 <sup>th</sup> Hour	10:36 - 10:57
8 <sup>th</sup> Hour	11:01 - 11:24

**Modified A.M. Early Release @ 1:00 P.M. Time Schedule**

1 <sup>st</sup> Hour	8:00 - 8:36
2 <sup>nd</sup> Hour	8:40 - 9:10
3 <sup>rd</sup> Hour	9:14 - 9:44
4 <sup>th</sup> Hour	9:48 - 10:18
5 <sup>th</sup> Hour	10:22 - 10:51
6 <sup>th</sup> Hour	10:55 - 11:24
LUNCH	11:24 - 11:54
7 <sup>th</sup> Hour	11:58 - 12:27
8 <sup>th</sup> Hour	12:31 - 1:00

**EXAM SCHEDULE TIME SCHEDULE**

7:52 – 7:56 – BREAKFAST

8:00 – 9:44

9:48 –11:24

11:24–11:54 – LUNCH HOUR

11:58– 1:34

1:38– 3:16

**NOTE:** The Principal has the option to run a different time schedule on early release days.

**SUMMER SCHOOL** - Oconto High School offers a four-week academic summer school program in the areas of math, social studies, and english for those students who have failed any of the above courses. Students will work independently under the direction of a certified teacher. Students can earn a P (Pass) grade, which is not computed in a G.P.A., but will satisfy the diploma requirement. Students are required to attend 85% of the scheduled days. After two (2) unexcused absences, a student will be terminated from the summer school program. Excused absences must be called in advance, and the same criteria for excused absences will be followed that applies during the school year. Family vacations or other extended absences must be approved in advance by the Summer School Principal/Coordinator/Director. Behavioral expectations will be determined by the individual teachers, and disruptive or inappropriate behavior will result in immediate dismissal from the program. All work must be completed by the end of the summer school session. There are no incomplete grades and no coursework may be carried over into the fall semester.

**TEACHER QUALIFICATIONS** – Federal law requires that we share the qualifications of teachers and other staff members in our school. This is commonly known as the “Parents Right to Know” provision. Questions that you might ask could include the following:

- ◆ Is my child’s teacher licensed to teach the grades and subject assigned?
- ◆ Has the state waived any requirements for my child’s teacher?
- ◆ What was my child’s teacher major in college?
- ◆ What degrees does my child’s teacher hold?
- ◆ Are there instructional aides working with my child? If so, what are their qualifications?

Oconto High School has a highly qualified staff. If you have any specific questions about staff qualifications at O.H.S., please call the school at 834-7812, Ext. 1106.

## **TECHNOLOGY**

### **Oconto Unified School District Technology Guidelines and Acceptable Use Policy**

#### **Technology-Use Mission Statement**

The technology-use mission of the Oconto Unified School District is to improve learning and teaching through interpersonal communication, student access to information, research, teacher training, collaboration and dissemination of successful educational practices, methods and materials.

#### **Definition of Technology**

Technology includes but is not limited to the following:

1. Computer hardware and software.
2. Computer printers, modems, scanners, digital cameras, and other related equipment.
3. Network servers, software, and related equipment.
4. Internet, e-mail, and other means of interaction via technology.
5. Other equipment and materials (e.g. telephones, voice mailboxes, etc.) managed by the District Technology Department.

#### **Responsibility**

Every student, faculty, and staff member of the Oconto Unified School District (OUSD) will have access to the technology essential to fulfill assignments and job responsibilities, upon signing OUSD’s Acceptable Use Policy (AUP). For student users, a parent or guardian must sign the AUP to request that their child(ren) have individual access to the district’s technology systems.

Access to technology is a privilege and not a right and is governed by OUSD’s AUP. Any violation or suspected violation of the District's AUP will result in disciplinary action, including the removal of technology use privileges.

The OUSD AUP incorporates the ethical codes clearly outlined in existing District/School policies and handbooks requiring respect for the work and rights of all others, within and outside of our schools. In addition to the specific guidelines below, technology users at OUSD are responsible for handling and operating all computer equipment with care.

#### **Acceptable Use Policy**

All computer users at the Oconto Unified School District are required to follow the Acceptable Use Policy when using computers and the network to ensure the appropriate use, security and accessibility of the computing environment, and equipment essential to the work of all users.

- The OUSD network may not be used for illegal activity, for accessing or transmitting offensive materials, hate mail, material advocating violence or discrimination, or for obtaining obscene or pornographic material. Creating or forwarding inappropriate (mean-spirited, racist, pornographic, false, etc.) material is strictly prohibited.
- The network may not be used for purposes of profit, for lobbying or advertising, or to disseminate information to the school district of a personal interest.
- Accessing or attempting to access another user's account without permission is strictly prohibited. Users may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Student access of non-school email accounts, including chat and instant messaging, is not allowed.
- Students may use the Internet for school assignments only and will not upload or download any files, pictures, text, music, or sound not directly related to educational goals or teacher assigned projects.
- Users must not deliberately visit a website known for unacceptable material or any material that is not in support of educational objectives.
- The introduction of computer viruses into the district's network is expressly prohibited. If a virus is encountered, a member of the Information Technology (IT) department should be notified immediately.
- Unauthorized copying or distribution of software or multimedia is illegal and prohibited. All software used on OUSD computers must be properly licensed by the IT department. The illegal downloading of copyrighted material, both text-based and images, is illegal and unethical.
- Software may not be installed on any computer without the assistance of the IT department. Unauthorized games may not be installed on OUSD computers at any time. School approved computer games and web sites that house games may only be accessed at specifically designated times.
- **Computer hardware and software settings may not be altered at any time.** Hardware may not be moved from its location except by permission of the IT department.
- Use of any "hacking" software to compromise or monitor any data on the network is prohibited.
- **Circumventing the password and/or Internet filtering software installed on computers is prohibited.**
- Vandalism of any technology will result in cancellation of privileges and possible disciplinary action. Vandalism includes, but is not limited to, malicious damage to hardware, harm or

destruction of software, interfering with the access of another user and/or alteration of another users' data.

Use of technology outside of school which uses the OUSD's school name(s) or compromises the reputation of the Oconto Unified School District will result in appropriate action within district. These actions may include disciplinary responses or cooperation with outside agencies.

### **Guidelines for responsible use of computers and the network at OUSD**

In addition to the Acceptable Use Policy, please read the following guidelines to help you in making ethical and responsible decisions regarding your use of OUSD's computing resources.

- **Use of school technology, including any portable or laptop computers, is for education or job- related activities.**
- **The District retains ownership and control of its technology systems at all times.** Electronic mail, data files, server space and Internet access is not private, and users should not assume privacy. User account files and communications may be monitored, filtered and checked if necessary, even after they are deleted. Personal information (phone number, home address, social security number, credit card) should not be posted on the Internet or in electronic correspondence. Personal information about any other person(s) should not be posted online without the consent of the person.
- **Your computer account is designated for your use only and other people's accounts are restricted to their use.** Access to OUSD's technology resources is password protected with passwords initially assigned by the Technology Department, then routinely changed by the user. Passwords should be alphanumeric combinations not easily guessed by others and should not be shared with anyone. OUSD network users should always logoff or shutdown computers when they are finished using the network.
- **Electronic mail is the intellectual property of the sender.** Plagiarism is plagiarism whether using electronic sources or print sources. You should never publicly post or forward an email message, without the permission of the author.

### **Personal Responsibility**

As a representative of the Oconto Unified School District, students and staff will accept personal responsibility for reporting any misuse of the network to the Technology Department. Misuse of the network includes, but is not limited to, the alteration of a system configuration, disruption or degradation of hardware, software or system performance, or any data file(s) created, sent or received that indicate or suggest pornography, unethical or illegal solicitation, inappropriate language and other issues as described above.

### **Internet Content Filtering**

The Oconto Unified School District has taken measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter access to materials that are inappropriate for the educational setting, no safe guard is foolproof. The user is responsible for not seeking or initiating access to inappropriate material and reporting incidents should they occur. The Oconto Unified School District cannot be held responsible for any material mistakenly or intentionally accessed or transmitted via the district's computer system.

### **Social Networking**

The use of online chat rooms, wikis, blogs, forums and other Web 2.0 tools will be allowed only for valid instructional purposes and in controlled settings. Such use must be supervised by teachers

possessing district-approved, appropriate training as determined by the Technology Coordinator or designee. All other use is prohibited. Students are prohibited from using social networking sites including MySpace, Facebook, etc.

### **Cyberbullying**

The district's computer network and the Internet, whether accessed on or off school grounds, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as "Cyberbullying," are unacceptable and viewed as a violation of this policy and the district's Harassment Policy.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, discriminating against or terrorizing another person, by sending or posting inappropriate and hurtful electronic messages or images such as e-mail messages, cell phone messages, pager messages, instant messages, text messages, digital pictures or images, or website postings, including blogs.

This policy is in effect while students or employees are on school premises, on school-owned or school-authorized vehicles, while attending or engaged in school-sponsored activities, and while away from school grounds if the misconduct results in a substantial disruption of the educational environment.

Policy violations may result in loss of network or Internet access, disciplinary action per the student handbook, and possible legal action.

### **Acceptable Use Agreement**

All users shall sign a Use of Technology Agreement before being granted access to District technology systems. All students must submit a signed Acceptable Use Agreement on or before September 20<sup>th</sup> of the current school year to retain access to the District technology systems. All agreements must be signed by the student's parent/guardian. A new agreement must be signed every school year.

District employees are expected to adhere to and enforce Board of Education policies and administrative procedures as a condition of employment.

**TESTING** - Oconto High School students take the Wisconsin knowledge and Concepts Examination (WKCE) in their sophomore year. Basic subject areas of mathematics, science, social studies, and English are covered. Sophomores will be expected to score in the proficient or advanced range. Juniors are also encouraged to take the PSAT and the ASVAB tests.

**TEXTBOOK POLICY** - Oconto High School does not charge students a book fee. Textbooks are issued free of charge. If a textbook is damaged, a fine will be assessed. If a textbook is lost, students must reimburse the district for its cost. Outstanding book fines could result in loss of student privileges such as attendance at school functions, running for school office, etc.

**THEFTS** - If an article is stolen, it should be reported to the classroom teacher and then to the Associate Principal. Please do not bring large sums of money or valuables to school, as the school cannot be responsible for lost or damaged items.

**TORNADO SAFETY RULES** - When a tornado approaches our area your immediate action may mean life or death. The intercom system will be used, when possible, to inform students of threatening conditions. REMEMBER: Tornado WATCH means tornadoes may develop; Tornado WARNING means a tornado has actually been sighted.

**TRIPS** – Any student who receives a nomination for an overseas trip must receive parent permission prior to the nomination and information about costs.

**VISITORS** – All visitors to Oconto High School are required to report to the main office for authorization to be in the building. Visitors must register in the office, turn in their car keys, and obtain a visitor's pass. Oconto High School does not allow student visitors.

Persons who are in school or on school property between the hours of 7:30 A.M. and 3:30 P.M. on school days, and have not obtained a visitor's pass are subject to receiving a municipal citation from the Oconto Police Department for "unauthorized persons on school property."

**WEAPONS IN SCHOOL** – Dangerous - No one shall possess or use a dangerous weapon or look-alike weapon in school buildings on school grounds, in school vehicles, or at school-sponsored activities except as otherwise specifically provided. According to state law, any person who knowingly possesses or is armed with a dangerous weapon on school premises is guilty of a misdemeanor or a felony, depending upon the seriousness of the offense. A minor who violates this law is subject to the provisions outlined in Chapter 48 of the Wisconsin State Statutes, unless jurisdiction is waived.

A dangerous weapon, or look-alike weapon, is defined in state statutes and includes a gun, knife, razor, martial arts equipment, metal buckle, or any other object, which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm.

Law enforcement officers and the District Administrator/Designee will be called as soon as possible if there is time in a given weapons situation and if there is not an immediate threat to safety. If there is not time or the situation warrants immediate action, school staff should attempt to confiscate the weapon. The Building Principal will also report confiscation of weapons to the police.

Dangerous weapon(s) taken from a student will be reported to the student's parents/guardians. Disciplinary measures taken will be the responsibility of the Building Principal and will include: (1) suspension from school, pending conference with the parents/guardians; (2) notification to the police; and (3) referral for expulsion from school.

The following are three exceptions to this policy:

1. Weapons under the control of law enforcement personnel are permitted.
2. Weapons properly registered and handled during the community use of school facilities may be permitted. LEGAL REF: Section 120.13(1) Wisconsin Statutes.

**WITHDRAWAL PROCEDURE** - Withdrawal forms can be picked up in the Main Office. Students withdrawing are to use the withdrawal form to obtain release signatures from all teachers, a counselor and the Principal. All obligations are noted on this form. The completed form is to be returned to the Main Office.

**WORK PERMITS** - If you need a work permit, please bring the following to the District Office or OHS Office:

1. Birth Certificate or driver's license
2. Social Security Card
3. Parental permission
4. Signed letter from the employer stating the job you will be doing.
5. \$10.00 fee

**WORK PERMIT REVOCATION** - Changes in the child labor laws enacted in January 1992 allow school Principals to request the revocation of student work permits by the Department of Industry, Labor and Human Relations (DILHR) if student academic performance and/or attendance falls below acceptable levels. Academic performance will be deemed unacceptable when a student is not passing five classes per grading period. Attendance will be unacceptable when the student has an unexcused absence for four days during a quarter.

**YOUTH OPTIONS PROGRAM** - The Youth Options program allows juniors and seniors who meet certain requirements to take post-secondary courses at a four-year or technical college. The student may attend on either a full or part-time basis. The student does not pay for the coursework if the school board determines that the course may receive high school credit, and is not comparable to courses already available in the high school. If approved, the student can receive both high school and college credit. Students must complete the necessary paperwork by March 1<sup>st</sup> for fall semester courses; and October 1<sup>st</sup> for courses to be taken in the spring semester. Interested students should see the Associate Principal or the Student Services Office well before the above deadlines to begin the process.

## **HARASSMENT/BULLYING POLICY**

### **Harassment/Bullying Policy**

The Oconto Unified School District does not tolerate sexual/pupil harassment or bullying in any form and will take all necessary and appropriate actions to eliminate it, up to and including, discipline of offenders. It is District policy to maintain and insure a learning environment free of any form of sexual harassment or intimidation/bullying toward and among students.

Further, it is District policy that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and involves elements of coercion by reason of the relative status of staff members and students.

Sexual/pupil harassment or bullying is defined as any deliberate, repeated, or unwanted verbal, physical, or sexual contact, sexual or explicit derogatory statement, or sexual or discriminating remark which is offensive or objectionable to the recipient, or which causes the recipient discomfort, or humiliation, or which interferes with the recipient's academic performance. Sexual/pupil harassment or bullying can take the form of any unwanted sexual or negative attention, ranging from leering, pinching, patting, verbal comments, display of graphic, or written, sexual, or negative material, to subtle or express pressure for sexual activity. In addition to the anxiety caused by sexual/pupil harassment or bullying demands on the recipient, sexual/pupil harassment or bullying may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, the possibilities of harassment or bullying escalation, unsatisfactory academic evaluations, and difference in academic treatment, sarcasm, or unwarranted comments to or by peers.

The district's computer network and the Internet, whether accessed on or off school grounds, may not be used for the purpose of harassment, All forms of harassment over the Internet, commonly referred to as "Cyberbullying," are unacceptable and viewed as a violation of this policy and the district's Technology Guidelines and Acceptable Use Policy. (*See district Technology Guidelines and Acceptable Use Policy for more details.*)

A program of education and intervention shall exist for students who are sexually harassed or students who have engaged in harassment or bullying.

### **Policy Dissemination**

1. A copy of this policy and procedure shall be placed in the Student / Family Handbook and distributed to every student and/or guardian at the beginning of the school year.
2. Discussion of sexual/ pupil harassment or bullying shall be included in the curriculum in a form appropriate to the age and grade level of students.
3. Once each year every employee and regular school volunteer will be reminded, in writing, of this policy and procedures.
4. An in-service for supervisory personnel shall be presented periodically.



## **Complaint Procedure**

Any student who believes he/she has been subjected to sexual/pupil harassment or bullying by another student or employee must report the incident to the Building Principal or Counselor. It is the intent of the District to create an atmosphere where complaints can be treated fairly and quickly. If a student is not comfortable with making a complaint to the Principal or Counselor, the complaint may be made to any other adult employee. To assure consistency in handling complaints the employee will report the complaint to the appropriate principal or counselor.

### **The following procedure shall be used:**

1. Any complaint may be presented verbally or in writing to the Principal or Counselor. The complaint shall include the specified nature of the harassment and corresponding dates. The person making the complaint will need to provide his/her name, address, and telephone number. If the complaint is verbal, the Principal or Counselor may make a written record and request the complainant to sign such a written account.
2. The Principal or Counselor shall thoroughly investigate the complaint, notify the accused, permit a response to the allegation, and arrange a meeting to discuss the complaint with all concerned parties within 15 working days after receipt of the complaint, if deemed necessary. The Principal or Counselor shall give a written response to the complaint within 15 working days after receipt of the complaint.
3. If the complainant is not satisfied with the actions of the Principal or Counselor a written appeal may be submitted to the District Administrator, indicating the nature of the disagreement. The appeal must be filed within 20 working days after receipt of the Principal or Counselor's response. The District Administrator may schedule a meeting of all parties to the complaint if deemed necessary. The District Administrator shall schedule a meeting if requested by the complainant. The District Administrator shall give a written response to the complainant's appeal within 15 working days of the date the appeal is filed or 15 working days after the meeting, whichever is later.
4. If the complainant is not satisfied with the response of the District Administrator, an appeal to the School Board may be filed. The appeal must be filed within 10 working days of receipt of the District Administrator's response. The School Board shall conduct a hearing within 20 working days of receipt of the appeal. The School Board shall give a written response within 15 working days of the completion of the hearing.
5. If the complainant remains unsatisfied with the response of the Board, he/she may appeal to the State Superintendent of Public Instruction through PI.9, of the Wisconsin Administrative Code. He/she may also, at any point in the process, file a complaint with the proper legal authorities.

## **Alternate Procedures**

The following alternate procedures will be used for younger students or students with special education needs...

Due to the potential difficulties with establishing dates, times, and behavior, persons who have, or may have been harassed, will be provided with counseling services as deemed appropriate to their age and handicapping conditions.

A person's handicapping condition will be given consideration in any disciplinary action that may occur as a result of sexual harassment or bullying.

The Oconto Unified School District does not tolerate sexual/pupil harassment in any form and will take all necessary and appropriate actions to eliminate it, up to and including, discipline of offenders. It is District policy to maintain and insure a learning environment free of any form of sexual harassment or intimidation toward and among students.

Further, it is District policy that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and involves elements of coercion by reason of the relative status of staff members and students.

Sexual/pupil harassment is defined as any deliberate, repeated, or unwanted verbal, physical, or sexual contact, sexual or explicit derogatory statement, or sexual or discriminating remark which is offensive or objectionable to the recipient, or which causes the recipient discomfort, or humiliation, or which interferes with the recipient's academic performance. Sexual/pupil harassment can take the form of any unwanted sexual or negative attention, ranging from leering, pinching, patting, verbal comments, display of graphic, or written, sexual, or negative material, to subtle or express pressure for sexual activity. In addition to the anxiety caused by sexual/pupil harassment demands on the recipient, sexual/pupil harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, the possibilities of harassment escalation, unsatisfactory academic evaluations, and difference in academic treatment, sarcasm, or unwarranted comments to or by peers.

The district's computer network and the Internet, whether accessed on or off school grounds, may not be used for the purpose of harassment, All forms of harassment over the Internet, commonly referred to as "Cyberbullying," are unacceptable and viewed as a violation of this policy and the district's Technology Guidelines and Acceptable Use Policy. *(See district Technology Guidelines and Acceptable Use Policy for more details.)*

A program of education and intervention shall exist for students who are sexually harassed or students who have engaged in harassment.

### **Policy Dissemination**

1. A copy of this policy and procedure shall be placed in the Student/Family Handbook and distributed to every student and/or guardian at the beginning of the school year.
2. Discussion of sexual/pupil harassment shall be included in the curriculum in a form appropriate to the age and grade level of students.
3. Once each year every employee and regular school volunteer will be reminded, in writing, of this policy and procedures.

An in-service for supervisory personnel shall be presented periodically.

**Complaint Procedure** - Any student who believes he/she has been subjected to sexual/pupil harassment by another student or employee must report the incident to the Associate Principal or counselor. It is the intent of the District to create an atmosphere where complaints can be treated fairly and quickly. If a student is not comfortable with making a complaint to the Associate Principal or counselor, the complaint may be made to any other adult employee. To assure consistency in handling complaints the employee will report the complaint to the Associate Principal or counselor.

The following procedure shall be used:

1. Any complaint may be presented verbally or in writing to the Associate Principal or counselor. The complaint shall include the specified nature of the harassment and corresponding dates. The person making the complaint will need to provide his/her name, address, and telephone number. If the complaint is verbal, the Associate Principal or counselor may make a written record and request the complainant to sign such a written account.
2. The Associate Principal or counselor will thoroughly investigate the complaint, notify the accused, permit a response to the allegation, and arrange a meeting to discuss the complaint with all concerned parties within 15 working days after receipt of the complaint, if deemed necessary. The Associate Principal or counselor shall give a written response to the complaint within 15 working days after receipt of the complaint.
3. If the complainant is not satisfied with the actions of the Associate Principal or counselor a written appeal may be submitted to the District Administrator, indicating the nature of the disagreement. The appeal must be filed within 20 working days after receipt of the Associate Principal or counselor's response. The District Administrator may schedule a meeting of all parties to the complaint if deemed necessary. The District Administrator will schedule a meeting if requested by the complainant. The District Administrator shall give a written response to the complainant's appeal within 15 working days of the date the appeal is filed or 15 working days after the meeting, whichever is later.
4. If the complainant is not satisfied with the response of the District Administrator, an appeal to the School Board may be filed. The appeal must be filed within 10 working days of receipt of the District Administrator's response. The School Board will conduct a hearing within 20 working days of receipt of the appeal. The School Board will give a written response within 15 working days of the completion of the hearing.
5. If the complainant remains unsatisfied with the response of the Board, he/she may appeal to the State Superintendent of Public Instruction through PI.9 of the Wisconsin Administrative Code. He/she may also, at any point in the process, file a complaint with the proper legal authorities.

**Alternate Procedures** - The following alternate procedures will be used for younger students or students with special education needs. Due to the potential difficulties with establishing dates, times, and behavior, persons who have, or may have been harassed, will be provided with counseling services as deemed appropriate to his/her age and handicapping conditions.

A person's handicapping condition will be given consideration in any disciplinary action that may occur as a result of sexual harassment.



## SEXUAL HARASSMENT COMPLAINT FORM

Name:

School:

Position (Student, Teacher, etc.):

Immediate Supervisor:

1. Who was responsible for the harassment?

2. Describe the sexual harassment:

First incident:

Approximate date, time, and place:

What was your reaction?

Second incident:

Approximate date, time, and place:

What was your reaction?

Subsequent incidents:

Approximate date, time, and place:

What was your reaction?

3. List any witnesses to the harassment:

I UNDERSTAND THAT THESE INCIDENTS WILL BE INVESTIGATED, BUT THIS FORM WILL BE KEPT CONFIDENTIAL AS MUCH AS POSSIBLE.

Complainant Signature: \_\_\_\_\_ Date:

## HARASSMENT COMPLAINT FORM

Name:

School:

Position (Student, Teacher, Etc.):

Immediate Supervisor:

1. Who was responsible for the harassment?
2. Describe the harassment:

First incident:

Approximate date, time, and place:

What was your reaction?

Second incident:

Approximate date, time, and place:

What was your reaction?

Subsequent incidents:

Approximate date, time, and place:

What was your reaction?

3. List any witnesses to the harassment:

I UNDERSTAND THAT THESE INCIDENTS WILL BE INVESTIGATED, AND I MIGHT BE REQUIRED TO TALK WITH THE PERSON THE COMPLAINT IS FILED AGAINST WITH A COUNSELOR PRESENT.

Complainant Signature: \_\_\_\_\_ Date:

The Oconto Unified School District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I will not use a computer to harm other people or their work.
2. I will not damage or tamper with the hardware, software or the network in any way.
3. I will not interfere with the operation of the network.
4. I will obey copyright laws. I will properly cite material accessed through the Internet.
5. I will not view, send, or display offensive messages or pictures.
6. I will not share my password with another person.
7. I will not waste limited resources such as disk space or printing capacity.
8. I will not trespass in another's folders, work, or files.
9. I will not use my personal email account at school except for educational purposes under the supervision of a staff member.
10. I will notify an adult immediately if by accident I encounter materials which violate the rules of appropriate use.
11. I am prepared to be held accountable for my actions and for the loss of privileges if these rules are violated.

**Student User**

I have read, I understand, and I will abide by these rules and the *Oconto Unified School District Technology Guidelines and Acceptable Use Policy* contained in the student handbook. I realize that violations may result in my loss of the network/and or Internet access, disciplinary action per the student handbook and possible legal action.

Student Name (Print) : \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Parental Permission**

I understand that the school district network and access to the Internet have been installed to help students develop the ability to research, evaluate, and synthesize educationally valued information from many sources to develop critical thinking and problem solving skills and to enable students to work effectively with communication technology. I expect that the school district will use its best efforts to limit student access to only those areas that have educational value. However, I understand that despite careful monitoring and supervision there will always be the potential for a student to come into contact with offensive or illegal material on the network or the Internet. Furthermore, I understand that the school district will not be held responsible for specific Internet sites visited by students. Nonetheless I recognize the importance of my student's use of the Internet for educational purposes. I hereby provide my consent for the student listed above to use the school district's network and access the Internet. I have read the *Oconto Unified School District Technology Guidelines and Acceptable Use Policy* and have discussed it with my child. By signing, I accept responsibility for damage costs incurred by the district caused by the actions of the student listed above.

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If you wish to limit your student's access, check one of the boxes below:**

- I want my student to access the school's network, but NOT the Internet.
- I do not want my student to have any computer access.

<u>OUSD Office Use</u>	Recorded in book
------------------------	------------------

(Last Name)	(First Name)	(Grade)
Vehicle Description*	<b><u>Vehicle 1</u></b>	<b><u>Vehicle 2</u></b>
Make	_____	_____
Model	_____	_____
Year	_____	_____
Color	_____	_____
License Plate #	_____	_____

\*Vehicle 1 is the car you drive to school most often. List the information for any other vehicles that you may drive to school.

Insurance Provider \_\_\_\_\_



***I, \_\_\_\_\_, hereby agree to the below stated terms and responsibilities in connection with obtaining authorization to use the school parking facilities.***

- I understand that the parking lot is public property that is under the control of the school. I agree that the authorized vehicle will not be used to transport or store contraband of any kind or use the lot in any way that will violate the school district code of conduct or criminal law.
- I understand that student parking is allowed only in the south lots. **Only staff and visitor parking are allowed in the east lot, directly in front of the building. Unauthorized vehicles will be ticketed/towed at the owner's expense. [Wis Statute 346.55(4)]**
- I hereby understand and give Oconto High School my consent to search the authorized vehicle when it is parked on school property. In addition, I agree to the parking and parking lot regulations that appear in the O.H.S. Student/Family Handbook.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Home Phone)

\_\_\_\_\_  
(Work Phone)

\_\_\_\_\_  
(School Official)

**ASSIGNED PARKING PERMIT NUMBER \_\_\_\_\_**

\*\*\*Applications must be **completed in full** and **legible** in order to be processed\*\*\*

**COLORED FORMS ARE AVAILABLE IN THE O.H.S. OFFICE**

Adam DeWitt, Principal

Rick Sherman, Athletic/Activities Director



**Guest Pass Application**

In response to necessary increases in school security, we have found it necessary to establish a protocol for admitting non-Oconto students to dances. Please complete the information on the form and submit it to the Oconto High School office. Thank you for your assistance.

**Oconto Student Information**

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Oconto Student Name: \_\_\_\_\_

Oconto Student Parent/Guardian Signature: \_\_\_\_\_

**Guest Information**

Guest Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Guest School: \_\_\_\_\_ School Phone: \_\_\_\_\_ Grade: \_\_\_\_\_

Guest School Administrator Signature/Title: \_\_\_\_\_

Is this student in good standing with your school and able to attend your school's activities?    YES        NO

Guest Parent/Guardian Signature: \_\_\_\_\_

**INSTRUCTIONS**

1. This form must be filled out and signed by a non-Oconto administrator for dance admittance. If the individual is not a high school student, a parent/guardian signature is required.
2. An O.H.S. student may only bring one guest to an event.
3. No middle school student or young adult over 19 will be allowed to attend.
4. Present the completed guest pass to the office **three** days before the event.
5. If the guest is granted permission to attend, the lower section will be returned to the O.H.S. student.
6. The approved lower section must be presented by the guest at the event to gain admittance.
7. No guest tickets will be sold at the dance.

For office use only.

**Guest Admittance Pass**

Oconto High School Student Name: \_\_\_\_\_

Guest Name \_\_\_\_\_ Has been approved to attend the event.

Event: \_\_\_\_\_ O.H.S. Administrator's Signature

Date

**1717 Superior Avenue Oconto, WI 54153-2099  
(920) 834-7812    Fax: (920) 834-7804**

# Oconto High School – 2018-2019

## Student/Family Handbook Grades 9-12 – Parent/Student Permission Form

**Parent(s)/Guardian(s):** Our Student/Family Handbook can be accessed online at [www.oconto.k12.wi.us](http://www.oconto.k12.wi.us).

In signing this form, parent/guardian and student are indicating they have access to, and have or will, review the **Student/Family Handbook**. Parents/Guardians also agree to the following for the **2018-2019** school year (including summer school).

1. I agree to allow my child's **picture, artwork, and/or writing** to be published in local newspaper(s) and/or school publications if selected for publication or posted on the district's website. No names will be included in website postings.
2. I understand the **Parking-Student** and will encourage my child to adhere to it.
3. I understand the **Bus Rules** and will encourage my child to follow them.
4. I understand the **Technology Code of Conduct** and will encourage my child to adhere to it.
5. I understand the **Discipline Plan** and will encourage my child to maintain excellent conduct.

**Student:** Signing this sheet indicates that you have or will review the handbook with a parent, and will do your best to follow the rules and procedures indicated.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### **Reminders:**

- ✓ Please update the **Student Registration Update Form** with any new or corrected information regarding your family. Only one (1) form is needed per family.
- ✓ Please complete the **Use of Technology Agreement Form**. One form is needed for each child.
- ✓ Please see the **Insurance Information/Waiver Form** to make a decision and return it whether you want the insurance or decide to waive it.
- ✓ If your child will be taking medication at school we must have the **Physician Authorization of Medication** form for prescription drugs or **Authorization of Non-Prescription Medication**, form for over-the-counter drugs, returned and on file in the O.H.S. office. These forms are available in the O.H.S. office and on our website at [www.oconto.k12.wi.us](http://www.oconto.k12.wi.us).

For Office Use:

Recorded in book.

# Food Service Lunch Account Agreement

To be completed and returned to your child's school by **Friday, September 7, 2018**.

1. **Parent/Guardian Responsibility:** I understand that it is my responsibility to have money in my child(ren)'s lunch account to pay for any meals and/or additional food or beverages purchased, as well as maintain the balance of this account for the entirety of the school year. If I do not provide money to my child(ren)'s lunch account, it is my responsibility to provide my child(ren) with a packed lunch/meal.
2. **Negative balances:** I understand that if my child(ren) has a negative balance on their lunch account, the District will provide a peanut butter sandwich and a white milk at the cost of \$1.00 charged to my child(ren)'s lunch account for a maximum of five (5) days. After the five (5) day maximum has been reached, the District will no longer provide meals to my child(ren). It is my responsibility to maintain my child(ren)'s lunch account with a positive balance or provide my child(ren) with a packed meal.
3. **Debt:** It is my responsibility to pay any debt accumulated on my child(ren)'s lunch account.
4. **Non-Students Purchasing Meals:** Any parents/guardians and/or non-school child(ren) will be permitted to utilize their child(ren)'s school lunch account to purchase a school meal at the child(ren)'s school, provided the child(ren) has enough money in their lunch account to cover the cost of the meal at the time of purchase. The cost of those meals purchased by non-students \$4.05 each meal, per the Department of Public Instruction.
5. **Bag Lunches:** Any parent/guardian and/or non-school child(ren) will no longer be permitted to charge their child(ren)'s school lunch account to purchase bag lunches intended for field trips or any bag lunch events. It is required that bag lunch meals are paid for at the time of purchase, either by cash or check.
6. **Automatic Qualification for Free Meals:** If your child(ren) qualifies for free meals based on the State Assistance Nutrition Program through Direct Certification, the District will notify you by mail of these benefits. A free & reduced lunch application is not required for those students who automatically qualify for free meals. Please refer to the notification sent for further instructions if this applies to your child(ren).
7. **Free and Reduced Lunch Application:** Paper applications will be provided to each household by the District, and are also available in the main office of each school, and also in the District office.
8. **Applying for Free and Reduced Lunch:** I understand it is my responsibility to complete the free and reduced lunch application and return it to my child(ren)'s school to be processed by the District Clerk. Any child(ren) who qualified for free or reduced meals in the 2017-2018 school year and who are not qualified based on the State Nutrition Assistance Program through Direct Certification, will need to reapply for the 2018-2019 school year. If my application is not returned prior to the previous year's benefits expiring, it is my responsibility to pay for any meals charged past the deadline at full meal cost, until a new application is processed and qualifies for benefits. Any additional food or beverage purchases (ala cart) are charged at full price even when the student qualifies for free or reduced lunch benefits.

If you have any questions or concerns with your child(ren)'s lunch account, please contact Bailey Last, District Clerk, Oconto Middle School - District Office, 400 Michigan Avenue, Oconto, WI 54153, (920) 834-7814 Ext. 4109, or [bailey.last@oconto.k12.wi.us](mailto:bailey.last@oconto.k12.wi.us). Please return this form by **Friday, September 7, 2018**, to your child(ren)'s school.

The statements above comply with the Oconto Unified District Policies.

**I have read, understand, and accept the terms of this contract:**

**Student's Name (printed)**

**Parent's Name (printed)**

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**Parent's Signature**

**Date**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) e-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

# O.H.S. SCHOOL SONG



Oconto High School,  
Where good friendships  
and good sports rule;  
That's the thing we'll  
always hold dear in our  
memory lane;  
This the refrain our  
school's worthy name,  
We'll think back years  
hence, after we've gone on  
to cities strange and bold,

V-I-C-T-O-R-Y  
for the Blue and Gold!

U RAH RAH OCONTO!  
U RAH RAH OCONTO!  
U RAH RAH OCONTO!



# Oconto Unified School District

## One-to-One Technology

### Chromebook Guide

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Oconto Unified School District, in partnership with the community, will develop informed, literate, critical thinking learners through the use of innovative and progressive technology and information learning tools.

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## Background Information

The focus of providing Chromebooks in the Oconto Unified School District is to provide current tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the education program. Increased access to technology is essential, and one of the learning tools of 21<sup>st</sup> Century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for postsecondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one (1:1) education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The Chromebook is a “next generation” device that makes learning more engaging and accessible.

## Why use Chromebooks?

1. Chromebooks represent a new “space” in technology: This space is between the mobile space (phones and iPods) and the portable space (laptops and netbooks). This “space” is expanding every day.
2. As teachers begin to create new ways of teaching in the modern age, the Chromebook will play a useful role in this transformation.
3. Low maintenance: the Chromebook needs little, if any maintenance. It is a completely web-based device so there is no need for downloading or installing. There is less need for technical support.
4. The Chromebook is an engaging device that could transform the way young people learn.
5. Instant-on and all day battery: it’s possible to get on the internet instantly.
6. Auto-save: Student work on the Chromebook saves automatically to the Google Cloud.
7. Contextual Learning: the Chromebook is an “anywhere anytime” learning device. This makes it ideal for projects and learning which take place out of the classroom.
8. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

## Goals for Student Users

- To increase students’ productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers in the pilot project.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one’s own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

## General Procedures

### Receiving a Chromebook

- a. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a Chromebook and AC charger. Students are granted permission to take Chromebooks home and must leave the protective case on at all times.
- b. Parents/guardians and students must sign and return the User Agreement and Parent Permission Form before a Chromebook is issued to the student.
- c. Chromebook will be labeled in a manner specified by OUSD; this will include the serial number.
- d. The Chromebook and district-issued email account are the property of OUSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of material found on a Chromebook or a school supplied or supported email service.
- e. Should you want your child to opt out of having a Chromebook to take home, you will need to submit a signed note to that effect to the OUSD. Your child will then pick up and return a Chromebook from the LMC each



day for use during the school day. Students are responsible for following the Student Internet Safety and Technology Use Policy and appropriate handling of the device during school.

## Returning a Chromebook

- a. Chromebooks and all OUSD accessories will be returned during the final week of school so they can be checked for serviceability.
- b. Chromebooks must be returned immediately when a student transfers out of the OUSD, is suspended or expelled, or terminates enrollment for any reason.

## Fines Related to a Chromebook

- a. Chromebooks and AC chargers will be turned in when requested in good condition. Chromebooks will be inspected for damage. In the case of abuse, neglect or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The OUSD Administration will make the final determination of any fees assessed.
- b. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Failure to return the Chromebook may result in a theft report filed with the Oconto Police Department.

## Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the OUSD. Chromebooks that are broken or fail to work properly must be given to the Library Media Specialist for an evaluation of the equipment. Care must be taken to protect the screen. **Students are responsible for anything done using their assigned Chromebook or their login.**

Chromebooks are the property of the OUSD and all users will follow these procedures and the OUSD Student Internet Safety and Technology Use Policy 363.3 and or 363.2

## General Precautions

- a. While the Chromebook is considered scratch resistant, the Chromebook can scratch. Avoid using any sharp object(s) on the Chromebook.
- b. Chromebooks do not respond well to liquid. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- c. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the library media specialist.
- d. There is no “jail breaking” (bypassing filters and controls) of this device.
- e. Never throw or slide a Chromebook.
- f. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- g. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the OUSD or approved by the building principal.
- h. Students will have an Always on case, to help protect the Chromebook. This case must remain on at all times, removing from the case will void warranty and any insurance warranty options.
- i. Chromebooks have the ability to be remotely located. Modifying disabling or attempting to disable the locator is a violation of the Student Internet Safety and Technology Use Policy (AUP) and grounds for disciplinary action.
- j. Chromebooks have a unique identification number and at no time should the number or labels be modified or removed.
- k. Chromebooks should be placed vertically in the bottom of the locker or in a backpack/book bag to avoid putting any pressure on the screen.

- l. Chromebooks must never be left in an unlocked car or in any unsupervised area.
- m. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- n. Chromebooks must be charged (at home) for use at school each day. ***This is the student's responsibility much like having your textbook with you and ready to go.***
- o. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook rests solely with that individual. Students should not lend their Chromebooks to another person.
- p. Repeated violations of any part of this policy will result in disciplinary action.

## Carrying Chromebooks

The always on case for the Chromebook should have sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school.

## Using Chromebooks at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, procedures and rules, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

## Chromebooks Left at Home

- a. If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook was present. Students may use alternative computing devices, (lab, laptop or notebook computers, etc.) instead.
- b. Students may be allowed to 'checkout' a loaner Chromebook from the Library Media Specialist only with a teacher's or principal's written permission "when open".
- c. Repeated violations of this policy will result in disciplinary action.

## Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of "loaner" Chromebooks are available so having a "loaner" is not guaranteed.

## Charging a Chromebook's Battery

- a. Chromebooks must be brought to school each day in a fully charged condition.
- b. In cases where the battery does "run out," students may be able to connect their Chromebook to a power outlet in class, or may be required to use alternative computing devices. Students may be allowed to 'checkout' a loaner Chromebook from the Library Media Specialist only with a teacher's or principal's written permission.
- c. Repeated violations of this policy will result in disciplinary action.

## Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

## Passwords and Account Access

Take care to protect your password. Do not share your password or allow any other user to login to or use your Chromebook. Students are allowed to login to their Chromebook with their own assigned oconto.k12.wi.us domain account only; no other accounts are to be used on Chromebooks.

## Sound, Music, Games, Software/Apps

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Students should provide their own headsets/ear buds.
- c. Music is only allowed on the Chromebook at the discretion of the teacher.
- d. All software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e. Google Docs, Notepad, etc.
- e. Internet games are not allowed on the OUSD Chromebooks and if found will result in disciplinary actions.

## Legal Propriety

- a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Library Media Specialist.
- b. Plagiarism is a violation of the OUSD rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to OUSD discipline. Violation of applicable state or federal law may result in criminal prosecution.

## Printing

Students will be given information and instruction on printing with the Chromebook at school.

## Managing & Saving Your Digital Work

- a. Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.
- b. With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
- c. All items will be stored online in the Google Cloud environment.
- d. Prior to leaving the district, or graduating, students wanting to save any work need to use [Google Takeout](#) to transfer any work to a personal Gmail account.

## Home Internet Access

### **CHROMEBOOKS MAY BE FILTERED THROUGH THE OCONTO SCHOOL DISTRICT FILTER.**

Parents/Guardians, please take the necessary precautions for Internet safety with your student! For more tips, please see the "Parent's Guide to Safe and Responsible internet Use."

**REMINDER:** OUSD provides Internet filtering on the district's network. These filters may not apply to any other locations. It is the family's responsibility to monitor the student's use of the Internet outside of the school setting.

- a. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook uses while at home. Printing at home requires a wireless printer, proper settings on the Chromebook and the correct app.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone number of other students.
- c. All activity on the Chromebook and district-issued email account, whether conducted at school or off site, is subject to search as District property.

## Using the Chromebook Camera

The Chromebook comes equipped with camera and video capacities. Students are not to record an individual or group without permission and must notify the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

## Network Connectivity

The Oconto School District makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

## Updating your Chromebook

When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.

## Virus Protections & Additional Software

With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks. Files are stored in the cloud, so there's no need to worry about lost homework.

## Procedures for Restoring your Chromebook

If your Chromebook needs technical support for the operating system, all support will be handled by the OUSD Tech Support or the OUSD Tech Ninja Program. Please turn your Chromebook in to the Library Media Specialist "when open".

## Software Installation

Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web. The installation and use of any Apps or software must comply with all district policies and All software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e. Google Docs, Notepad, etc.

## Repairing or Replacing a Chromebook

Chromebooks in need of repair should be returned to the Library Media Specialist. The district will determine if a Chromebook can be repaired or needs to be replaced. PLEASE DO NOT ATTEMPT TO CONTACT THE MANUFACTURER SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL DISTRICT. Users are not to take their OUSD-owned Chromebook to an outside service for any type of repairs or maintenance, or to attempt to repair damaged or malfunctioning Chromebooks themselves. Users are not to purchase replacement Chromebook parts (i.e. online). Chromebooks are the property of OUSD and will be repaired by the district or by an approved service. Replacement parts are to be purchased by the OUSD through approved vendors only. Costs of repairs or replacement will be assessed as necessary, as per this policy. Please see the section 'Fee for Incidental Damage,' below, for more information.

## School District Protection

OUSD has purchased these Chromebooks and will generally assume the financial liability for Chromebooks repairs or replacement due to normal and typical daily use.

## Personal Home and Homeowners'/Renters' Coverage

Lost, damaged, or stolen Chromebooks in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the "damage of the property of others" under the comprehensive personal liability coverage part of the policy and is

not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage.

## Accidental Damage Insurance

Accidental damage insurance coverage is offered to all students. The accidental damage insurance cost is \$10.00 per student per year. It is highly recommend that this be purchased at the beginning of the school year. This insurance cannot be purchased after the beginning of school year, without an initial examination of the chromebook prior to purchase. The accidental insurance will cover accidental drops, breaks or any other accidental damage repair that may need to be done.

Accidental Insurance **WILL NOT** cover the following, but not limited to:

- a. Intentional destruction of any part of the chromebook, power cords or any OUSD provided accessory.
- b. Abuse, neglect, intentional damage
- c. Any damage that occurs without the protective Always on case on, in place and secure.

## Fee for Incidental Damage

In the case where a Chromebook or district-issued accessory is damaged by means other than normal use, wear and tear (i.e. abuse, neglect, intentional damage), the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The OUSD Administration will make the final determination of any fees assessed.

## Claims

- a. All insurance claims must be reported to OUSD. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's Office before a Chromebook can be repaired or replaced.
- b. In the event of a lost or stolen Chromebook, the OUSD may deploy location software, which may aid in recovering the Chromebook.
- c. Failure to report a stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

## User Agreement B

### Chromebook Rules and Appropriate Usage

The Oconto Unified School District encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which it was intended. The Chromebooks issued to students are the property of **Oconto Unified School District**. The distribution of a Chromebook to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Before issued a Chromebook for use at school and/or home, students and parents or guardians must sign the Student Technology Use Policy, Parent Permission Agreement, and the 1:1 Technology Student Expectation Agreement

### RESPONSIBILITIES

By signing the Student Internet Safety and Technology Use Policy, Parent Permission Agreement and the 1:1 Technology Student Expectations, students and parents or guardians agree to:

- Submit their Chromebooks to school authorities upon request. Such a request may be made in order to ensure Chromebooks do not contain any unapproved software or files, as well as to check browser histories and caches.
- Leave their Chromebooks at school over the summer for regular maintenance.

- Accept monitoring of student usage of the Chromebooks at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
- Charge their Chromebooks overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for classes by having all required materials, students must have a charged Chromebook available to them at the start of each day.
- Protect the Chromebook from damage or theft. Required precautions include the use of a protective case on the Chromebook at all times. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by authorities.
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full/replacement cost of the Chromebook and AC power adaptor. Replacement cost of the Chromebook would be approximately \$300 in 2015.
- Abide by the rules and behavioral expectations of the Student Internet Safety and Technology Use Policy
- Personal devices other than school provided chromebooks are not allowed; please leave them at home for your own protection. You will not be allowed to use a personal device at school such as a laptop, ipad, personal chromebook or any other personal device.

Parents/Guardians are encouraged to obtain their child's login and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact the Middle School or High School office for assistance. When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

## Social Media Guidelines

### **Educational Purpose**

In order to help our students develop their reading and writing skills, cultivate our understanding of different people and cultures, share information and collaborate safely and effectively via the internet, and learn through experiences, our students participate in using a variety of social media applications (blogs, wikis, podcasts) and content creation sites (Animoto, Glogster, Blogger). To protect student privacy and ensure safety, the following guidelines are to be followed:

### **Teacher Responsibility**

- Ensure suggested sites are age-appropriate for student use.
- Monitor student creation of accounts within the classroom and student use of Internet and social media sites
- Be aware of and adhere to federal Children's Online Privacy Protections Act laws and District Policies.

### **Student Responsibilities**

- When creating accounts, provide their *full first names and only the first letter of their last name*.
- When asked to provide birth date information, *all students will use January 1 of their birth year*.
- Students will not share personal, identifiable information. (i.e. school name, location, etc.)
- Students will use group pictures of students and/or individual pictures, which do not identify individuals by name.
- Students will agree to use social media and content sites responsibly.
- Protect the Chromebooks from damage and theft per the 1:1 *Technology Student Expectations*. Required precautions include the use of the Always on case at all times. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities and school personnel immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by the authorities.
- Understand the User Agreements, including Student Internet Safety and Technology Use Policy (AUP), building-specific student handbook rules, 1:1 Technology Student Expectations and Parent Permission Agreement.

### **Parent/Guardian Responsibility**

- Monitor student Internet and social media website use at home
- Contact teacher who has assigned the project if any questions or concerns arise
- Parents/Guardians are encouraged to obtain their child's log-in and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact their student's school Main Office for assistance.
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full repair/replacement cost of the Chromebook, and AC power adaptor. Replacement cost for a Chromebook would be approximately \$300 in 2015.

## User Agreement C

### 1:1 Technology Student Expectations

#### **As a learner I will:**

- 1) Look after my Chromebook very carefully all of the time.
  - a) Chromebooks will never be left unattended.
  - b) Chromebooks must be situated securely on the working surface.
  - c) Make sure the Chromebook is not subject to careless or malicious damage (i.e. as a result of horseplay).
  - d) Take care when the Chromebook is transported that is as secure as possible. Chromebooks MUST always be in the Always on protective case.
  - e) Carry my Chromebook in the closed position with two hands.
- 2) Ensure that my Chromebook is charged every evening and ready for use the next day (i.e. plugging it in for charging overnight).
- 3) Store my Chromebook in my locker when not in use (i.e. lunch, phy ed, etc.). The Chromebook should be in its case when stored in my locker and no item will be stacked on top of it.
- 4) Be on the task assigned by my teacher at all times. Chromebooks will ONLY be used for educational purposes as directed by Oconto Unified School District staff.
- 5) Print only after teacher gives permission.
- 6) Not decorate the Chromebook and not allow it to be subject to graffiti.
- 7) Not install or download additional software.
- 8) Personal devices other than school provided chromebooks are not allowed; please leave them at home for your own protection. You will not be allowed to use a personal device at school such as a laptop, ipad, personal chromebook or any other personal device.

#### **Consequences for Violation of Chromebook Rules:**

Students are expected to abide by the rules and behavioral expectations of the Student Internet Safety and Technology Use Policy and Chromebook rules of use both at home and at school. Consequences for violation of these rules or policies will be imposed as per student handbook/district policies. By signing the User Agreement, you commit to the student expectations and understand the consequences for any violation.

## User Agreement D

### User Agreement and Parent Permission Form

As a user of the Oconto Unified School Districts computer network and recipient of a Chromebook, I hereby agree to comply with the user agreements and expectations contained in the *Chromebook Guide*:

- ✓ Student Internet Safety and Technology Use Policy
- ✓ 1:1 Technology Parent Permission Agreement
- ✓ 1:1 Technology Student Expectations

**Student Name (PRINT)** \_\_\_\_\_

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

### 1:1 Technology Parent Permission Agreement

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I understand that I may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for the student named to follow when selecting, sharing, or exploring information and media. I hereby agree to comply with the user agreements contained in the *Chromebook Guide*:

- ✓ Student Internet Safety and Technology Use Policy
- ✓ 1:1 Technology Parent Permission Agreement
- ✓ 1:1 Technology Student Expectations

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Appendix A

### Frequently Asked Questions



## **What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?**

The Oconto Unified School District will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is neglectfully damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit (approximately \$300 in 2015). The District regards the Chromebook as all other materials that are checked out of the student, ex: library materials, sports equipment, etc. **We recommend that all families contact their insurance agent to determine if their policy provides coverage in the event that the unit needs to be replaced.**

**We also recommend purchasing the district provide accidental insurance at the cost of \$10.00 per student.**

“Lost, damaged, or stolen Chromebooks in the care, custody, and control of a student may be covered by the homeowners’/renters’ policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the “damage of the property of others” under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners’/renters’ coverage.” (page 7)

## **What is the replacement cost of the Chromebook and accessories?**

Chromebook:	\$280 (as of 2015)
AC Charger	\$20
Always On Case	\$40

## **Does my child have to accept a Chromebook?**

A Chromebook will be checked out to each 5<sup>th</sup>-12<sup>th</sup> grade student for the school year for use at school and to take home. If a parent/guardian does not want the child to take the Chromebook home, the parent may submit that request in writing to the office. In this case the student will need to check the Chromebook in and out of the LMC each day.

## **How is the District paying for Chromebooks?**

The Chromebooks were purchased using dollars from the referendum budget for technology which was passed in Nov, 2014.

## **As a parent/guardian, how do I monitor my child’s use of the Internet?**

While your child is using the OUSD network, there are filters available. When the child uses another network, the Chromebooks may not provide filtering at this time. Please see the attached document entitled “Parents’ Guide to Safe and Responsible Student Internet Use.”

## **What if we don’t have WIFI at home?**

A Chromebook’s use is maximized by WIFI. If a family does not have WIFI, a student may use the Chromebook at school, at the public library, at local businesses with WIFI capability, or wherever WIFI is available. The student may also use the chromebook at home for basic word processing and it will sync the files when it returns to school or finds an internet connection to use. Arrangements can be made for the student to be at school outside of normal school hours by contacting the office.

## **Can students buy their own cover/bag?**

The OUSD requires each student to use the provided Always on case at all times. Removing and or replacing this case will void warranty and also void accidental damage insurance coverages, if purchased.

## **What if a student forgets to charge the Chromebook?**

There will be limited power outlets in the classrooms. Students who consistently (three times or more) come to class unprepared without a charge could require disciplinary action and or grading deductions.

## **Will students keep the Chromebooks for the summer?**

Chromebooks and all OUSD accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year.

Please call your child's Principal with any questions regarding student use of Chromebooks.

Adam DeWitt  
OHS/OMS Principal  
[adam.dewitt@Oconto.k12.wi.us](mailto:adam.dewitt@Oconto.k12.wi.us)  
920-834-7806

## Appendix C

### Parents' Guide to Safe and Responsible Student Internet Use

The Oconto Public School District recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid your, the parent, in effectively guiding your child's use of the Chromebook.

- 1) **Take extra steps to protect your child.** Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
- 2) **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.
- 3) **Review your child's friends' list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
- 4) **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
- 5) **Limit the time your student is on the Chromebook.** While the Chromebook is a very engaging device, it is a schoolwork device. Care and constant monitoring will reduce your child's exposure to excessive use.
- 6) **Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.
- 7) **Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
- 8) **Take a look at the apps and programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
- 9) **Read and share with your child the OUSD One-to-One Technology, and Chromebooks Guide.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

## **General Tips for Parents for Internet Safety:**

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the Internet just as you do on use of all media sources such as television, phones, movies and music.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. When the Chromebooks are taken home by the students, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.