



TRACEY CONNERS  
District Administrator

TIMOTHY J. BROWN  
High School Principal

DOUG MOCK  
Activities Director

# *Oakfield High School*

**2022-2023**

## *Student & Parent Handbook*

OAKFIELD HIGH SCHOOL  
250 Church Street, Oakfield, WI 53065  
Phone: (920) 583-3141 | Fax: (920) 583-4673

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**OUR ROOTS RUN DEEP - OUR BRANCHES STRETCH FAR**

### **NON-DISCRIMINATION STATEMENT**

The School District of Oakfield does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental emotional or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on basis of age, race, color, national origin, sex, or handicap. The district encourages informal resolution of complaints under this policy. If any person believes that the School District of Oakfield or any part of the school organization has failed to follow the law and rules of s.118.13 Wis.Stat. or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: Oakfield MS/HS, 250 Church St., Oakfield, WI 53065.

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## SCHOOL DISTRICT OF OAKFIELD

### School Board:

Paul Dercks, President     Angie Patterson, Vice President     Jessica Shepherd, Treasurer  
Tanya Marcoe, Clerk     John Totz, Member     Heidi Kopf, Member     Tim Wiese, Member

### Administration:

Tracey Conners, District Administrator  
Timothy J. Brown, Middle School/High School Principal  
Becky Doyle, Elementary & Child Care Principal  
Holly Rabe, Director of Special Education &  
School Psychologist

### District Personnel:

Jackie Hungerford, District Bookkeeper  
Heather Bradwin-Haseman, District Admin Assist/Payroll  
Molly Liebelt, Assessment Coordinator/Literacy Coach  
Doug Mock, Activities Director  
Deputy Tyler Tikkanen, School Resource Deputy  
Bre Reis, Child Care Director  
Dani Cords, Assistant Child Care Director  
Jon Wessel, Buildings & Grounds Supervisor

## A MESSAGE FROM THE PRINCIPAL

Dear Oakfield High School Students and Families,

Welcome to Oakfield High School. The students and staff are proud of our school and the quality of education that is available for all students. We want everyone to keep in mind these guidelines to maintain the wellbeing of our staff and students:

1. Be Respectful
2. Be Responsible
3. Be Safe

We are excited to have all of you as part of our team and look forward to working together to create a positive learning environment for our students. We welcome you to come in and see us at any time. Please let us know if you are interested in volunteering in our building. Parents and families are an integral part of student success and we strive to create a strong partnership between home and school.

Please read the following Parent/Student Handbook and discuss the contents as a family. Our intention is to familiarize you with the policies and procedures of Oakfield High School.

Please feel free to contact me if you have any questions.

Sincerely,

Timothy J. Brown, High School Principal

[tbrown@oakfield.k12.wi.us](mailto:tbrown@oakfield.k12.wi.us)

(920) 583-3141 x2005

## OAKFIELD HIGH SCHOOL STAFF

### High School Principal

Timothy J. Brown x 2005 [tbrown@oakfield.k12.wi.us](mailto:tbrown@oakfield.k12.wi.us)

### Activities Director

Doug Mock x 2080 [dmock@oakfield.k12.wi.us](mailto:dmock@oakfield.k12.wi.us)

### Pupil Services

Marvel Bakri, School Counselor x 2017 [mbakri@oakfield.k12.wi.us](mailto:mbakri@oakfield.k12.wi.us)

Holly Rabe, School Psychologist/  
Director of Special Education x 3251 [hrabe@oakfield.k12.wi.us](mailto:hrabe@oakfield.k12.wi.us)

Grace Seager, Speech & Language Clinician x 3250 [gseager@oakfield.k12.wi.us](mailto:gseager@oakfield.k12.wi.us)

### School Resource Deputy

Deputy Tyler Tikkanen x 2078 [ttikkanen@oakfield.k12.wi.us](mailto:ttikkanen@oakfield.k12.wi.us)

### Office Staff

Claudia Craig x 2000 [ccraig@oakfield.k12.wi.us](mailto:ccraig@oakfield.k12.wi.us)

Jillian Duel x 2001 [jduel@oakfield.k12.wi.us](mailto:jduel@oakfield.k12.wi.us)

### Teaching/Support Staff

Chelsie Bargaquast	<a href="mailto:cbargaquast@oakfield.k12.wi.us">cbargaquast@oakfield.k12.wi.us</a>	x2049	Biology
Tara Bass	<a href="mailto:tbass@oakfield.k12.wi.us">tbass@oakfield.k12.wi.us</a>		Custodian-Days
Angie Beaman	<a href="mailto:abeaman@oakfield.k12.wi.us">abeaman@oakfield.k12.wi.us</a>	x2102	Paraeducator
Terri Belanger	<a href="mailto:tblanger@oakfield.k12.wi.us">tblanger@oakfield.k12.wi.us</a>	x3079	Choir
Beth Buerger	<a href="mailto:bbuerger@oakfield.k12.wi.us">bbuerger@oakfield.k12.wi.us</a>	x2102	Paraeducator
Brandon Curtis	<a href="mailto:bcurtis@oakfield.k12.wi.us">bcurtis@oakfield.k12.wi.us</a>	x2065	Physical Education/Health
Abigail Daane	<a href="mailto:adaane@oakfield.k12.wi.us">adaane@oakfield.k12.wi.us</a>	x2070	Agriculture
Jodi Daniels	<a href="mailto:jdaniels@oakfield.k12.wi.us">jdaniels@oakfield.k12.wi.us</a>	x2102	Special Education
Brittany Gibson	<a href="mailto:bgibson@oakfield.k12.wi.us">bgibson@oakfield.k12.wi.us</a>	x2101	Special Education
Christopher Huebel	<a href="mailto:chuebel@oakfield.k12.wi.us">chuebel@oakfield.k12.wi.us</a>	x2068	Business Education
Adrian Johnson	<a href="mailto:ajohnson@oakfield.k12.wi.us">ajohnson@oakfield.k12.wi.us</a>	x2045	Math
Al Kamenski	<a href="mailto:akamenski@oakfield.k12.wi.us">akamenski@oakfield.k12.wi.us</a>	x2069	Technology Education
Shannon Kamenski	<a href="mailto:skamenski@oakfield.k12.wi.us">skamenski@oakfield.k12.wi.us</a>		Custodian-Evenings
Nicholas Kaminski	<a href="mailto:nkaminski@oakfield.k12.wi.us">nkaminski@oakfield.k12.wi.us</a>	x2012	Spanish
Julie Kautzer	<a href="mailto:jkautzer@oakfield.k12.wi.us">jkautzer@oakfield.k12.wi.us</a>	x2110	Chem/Physical Science
Shannon Lagore	<a href="mailto:slagore@oakfield.k12.wi.us">slagore@oakfield.k12.wi.us</a>	x2028	English
Karl McCarty	<a href="mailto:kmccarty@oakfield.k12.wi.us">kmccarty@oakfield.k12.wi.us</a>	x2029	Social Studies
Beth Mohr	<a href="mailto:bmohr@oakfield.k12.wi.us">bmohr@oakfield.k12.wi.us</a>	x3068	Band
Jennifer Newhouse	<a href="mailto:jnewhouse@oakfield.k12.wi.us">jnewhouse@oakfield.k12.wi.us</a>	x2111	Art
Donna Perry	<a href="mailto:dperry@oakfield.k12.wi.us">dperry@oakfield.k12.wi.us</a>	x2102	Paraeducator
Kirk Tapp	<a href="mailto:ktapp@oakfield.k12.wi.us">ktapp@oakfield.k12.wi.us</a>	x2010	Social Studies
Pam Vaughan	<a href="mailto:pvaughan@oakfield.k12.wi.us">pvaughan@oakfield.k12.wi.us</a>	x2011	Math
Heidi West	<a href="mailto:hwest@oakfield.k12.wi.us">hwest@oakfield.k12.wi.us</a>	x2034	Library Aide
Julia Zeleske	<a href="mailto:jzeleske@oakfield.k12.wi.us">jzeleske@oakfield.k12.wi.us</a>	x2030	English

## EQUAL EDUCATION

### **OPPORTUNITY/ANTI-HARASSMENT**

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

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Becky Doyle, Doug Mock Case Managers.

It is also the policy (Board Policy 5517) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students. Any person who believes that the School District of Oakfield or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Becky Doyle  
Oakfield Elementary Principal  
920-583-3146  
200 White Street  
Oakfield, WI 53065  
bdoyle@oakfield.k12.wi.us

Doug Mock  
MS/HS Athletics Director  
920-583-3141  
250 Church Street

The complaint procedure is described in Board Policies 2260 and 5517. The policies are available in the School office and on the District's web page.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process has begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

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

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

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

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

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

## **NONDISCRIMINATION ON THE BASIS OF SEX**

The Board of the School District of Oakfield does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Becky Doyle  
Oakfield Elementary Principal  
920-583-3146  
200 White Street  
Oakfield, WI 53065  
bdoyle@oakfield.k12.wi.us

Doug Mock  
MS/HS Athletics Director  
920-583-3141  
250 Church Street  
Oakfield, WI 53065  
dmock@oakfield.k12.wi.us

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

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

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

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

other appropriate remedies.

All students, parents, and their representatives are advised to review Board Policy 2266 for more information and detail regarding the District's commitment to nondiscrimination on the basis of sex.

## **SEXUAL HARASSMENT**

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

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

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

Sexual harassment examples include, but are not limited to:

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

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a



staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

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

Becky Doyle  
Oakfield Elementary Principal  
920-583-3146  
200 White Street  
Oakfield, WI 53065  
bdoyle@oakfield.k12.wi.us

Doug Mock  
MS/HS Athletics Director  
920-583-3141  
250 Church Street  
Oakfield, WI 53065  
dmock@oakfield.k12.wi.us

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

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

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint. Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the District.

# OAKFIELD HIGH SCHOOL GUIDELINES

## SCHOOL HOURS

The regular school day for students is 8:00 a.m. until 3:25 p.m. The **school office** is open from 7:30 a.m. to 4:00 p.m. on days that school is in session.

## CAFETERIA/LUNCH –

- Breakfast \$1.75
- Hot lunch regular ticket \$3.25
- Reduced lunch \$0.40
- Milk \$0.50
- Adult breakfast \$2.65
- Adult lunch \$4.65

## MEDICATION

Corresponding with Wisconsin State Law, the School District of Oakfield has policies regarding the administration of all medications, both prescription and over the counter. Prescribed medication must have a prescription label or doctor's signature and dosage verification in order to be administered. Over the counter medication will only be administered by the recommended dosage unless given written permission by the doctor. All medication should be brought directly to the school office **in the original container** and must be taken under the supervision of the office personal.

Asthmatic students may, while in school, at a school-sponsored activity or under the supervision of a school authority, possess and use a metered dose inhaler or dry powder inhaler when three (3) conditions are met: 1) The student is required to carry an inhaler for use prior to physical activity to prevent the on-set of asthmatic symptoms or for use to alleviate asthmatic symptoms. 2) The completed Parent Consent Form has been submitted to the Main Office and 3) Medication Administration form has been submitted to the Main Office authorizing the student to possess and use an inhaler.

Per Wisconsin State Statute 118.291, no school district, school board or school district employee is civilly liable for damage to a pupil caused by a school district employee who prohibits a pupil from using an inhaler because an employee's good faith belief the requirements of sub. (1) have not been satisfied or who allows a pupil to use an inhaler because of the employee's good faith belief that the requirements of sub. (1) have been satisfied.

## SCHOOL DELAY AND CLOSING PROCEDURES

The School District of Oakfield has an "auto-dialer" to notify people of school closings, unexpected early dismissals, or delays in starting times. **Make sure your contact information is kept current!**

If we close or delay school for any reason it will be announced on the following stations:

Radio:	Television:
KFIZ, 1450 AM	WBAY, 2
WTCX, 96.1 FM	WFRV, 5
WFDL, 97.7 FM	WLUK, 11
WMDC, 98.7 FM	NBC, 26
WPKR, 99.5 FM	*all out of Green Bay

We will contact these stations if we are closing early. Notification will be broadcasted as early as possible (normally beginning at 6:00 a.m.). We would greatly appreciate it if you would refrain from calling school during these times. It ties up our telephone lines at the very times we are trying to contact the stations and bus companies to make sure our students get

where they belong.

**Please remember that if you feel it is too dangerous where you live for your children to come to school and we have not canceled school, you may keep your children home.** If you do this, call the absence into school and it will be considered an “excused” absence. The safety of our children is always our top priority. Road and driveway conditions can sometimes vary greatly in different parts of our district.

#### **KEEP TELEPHONE NUMBERS / E-MAIL ADDRESSES CURRENT**

Please keep phone numbers up-to-date and accurate (home numbers, work numbers or cell phone numbers, names and phone numbers of adults designated as emergency contacts). Remember to update email addresses as well. This will help us keep our auto-dialer information current, which we have found to be critical. Please update all information through the online parent portal or call/send a note to school. Emergency contact information including doctor and dentist numbers also needs to be kept up-to-date.

#### **DIVORCED/SEPARATED PARENTS**

Parents need to notify the school of appropriate addresses for school communication to be mailed if both parents are at separate addresses and desire copies of school report cards, parent conference notices, newsletters, and other school communication. If by court action a parent is NOT allowed to pick up or visit a child, the school needs to have a copy of the separation and/or divorce document or restraining order.

#### **STUDENT IMAGES**

Due to the increasing role of technology in education, student’s pictures may be used in the School District’s educational or promotional endeavors. Parents should contact the Main Office if they prefer that images of their children not be used.

#### **HIGH SCHOOL CLASS SCHEDULE**

Period 1 8:00 - 8:45

Period 2 8:48 - 9:33

Period 3 9:36 - 10:21

Period 4 10:24 - 11:09

Oakrichment 11:12 - 11:42

Lunch 11:42 - 12:13

Period 5 12:16 - 1:01

Period 6 1:04 - 1:49

Period 7 1:52 - 2:37

Period 8 2:40 - 3:25

## **LUNCH HOUR OPEN CAMPUS**

High School students (9-12) will have the option for open campus during lunch.

## **LOCKER ASSIGNMENT**

Each student is assigned a locker for personal use at the beginning of the school year. If the locker is not functioning properly, then contact the Main Office and a custodian will be called upon to repair it. Students may be held responsible for any damage done to their assigned lockers. Students should refrain from excessively decorating the inside of lockers, particularly when materials used are difficult to clean up. Only school related decorations will be allowed on the outside of lockers unless special permission has been granted. The school is not responsible for items left in assigned lockers beyond students' last day of attendance. The school is not responsible for items stolen from your locker. To minimize the risk of theft: **keep your locker locked!**

Keep your locker combination confidential. Avoid sharing your locker with another student. Refrain from storing valuable items in your locker or large amounts of cash. Be sure that your locker is locked after accessing it, including "setting" lockers. Students missing items of significant value should notify the Main Office and complete a "Lost or Stolen Item Report" with the Police Liaison Officer. Students finding items of significant value should turn them in at the Main Office to be handled as "Lost and Found". Students responsible for the theft of school or personal property will be subject to a disciplinary referral.

The School District of Oakfield retains ownership of students' lockers. Students shall not have an expectation of privacy in lockers. School authorities, for any reason, may conduct periodic general inspections of lockers at any time without prior notice. Locker searches will be supervised by the School Administration and/or Police Liaison Officer. Any item found in a locker that is in conflict with the School District of Oakfield Board Policy shall be confiscated.

## **PARKING**

Bicycles, motorcycles, and automobiles are permitted on campus in designated parking areas only. Bicycle parking is available in front of the main entrance to the building. Motorcycle and automobile parking are available on the east side of the building. Students must fill out an application to receive permission to park a motorcycle or automobile on School District of Oakfield property during school hours. Students are expected to utilize their vehicles in a lawful manner and to keep parking areas free from litter. The school district is not responsible for damage to vehicles parked on campus. Students who park on the streets in the neighborhood of the school are subject to whatever the posted parking restrictions may be. All violators to the above mentioned policies are subject to ticketing.

## **AGE OF MAJORITY**

Students are not exempt from complying with school rules and regulations enacted by the Board of Education because they have reached the age of majority (18) and have administrative approval to become an emancipated adult.

## **FEES/COLLECTION POLICY (School Board Policy 6152)**

The Oakfield Board of Education believes that all assessed fines, fees, or charges of the student body should be collected. It is also their belief that some parents may need time to make payment of these fines, fees or charges. Seniors who have unpaid fines, fees, or other charges from any school year will not be allowed to participate in graduation ceremonies. Final school transcripts will not be sent until all fines have been paid.

## **VISITORS**

Beyond school district employees and Oakfield MS/HS School students, all others who desire to be on campus must first report to the Main Office to secure appropriate clearance. Students with modified schedules may not be on campus outside their scheduled time for classes without staff authorization. Students are not permitted to bring visitors during the school day, unless a special circumstance is approved by the Principal. Visitors may be permitted at school sponsored dances or activities provided that they have administrative approval.

## EMERGENCY DRILLS

**Fire Exit Plans** - Fire drills are conducted regularly, and students should learn the fire exit plan for each room in which they spend a part of their time. The fire signal is a continuous sounding of the fire horn, which sounds until all students and staff are out of the building. Everyone is to move quickly in a quiet and orderly manner whenever the alarm is given. The fire exit route is posted in the front area of each classroom on the inside of the classroom door. Students should walk a minimum of 100 feet from the building.

**Fire Equipment** - Tampering with any firefighting or detection equipment is a serious offense as is the unjustified setting off alarms. Violators will not only face suspension and/or expulsion from school, but a referral will be made to the legal authorities as this is a violation of State law Chapter 941 Wisconsin State Statutes.

**Severe Weather Drills** - Procedure drills for weather related emergencies are conducted throughout the year. In the event of a tornado, students will be instructed to move from their classrooms into designated safety areas. Students will not be permitted to leave school during severe weather conditions unless escorted by a parent. An "all clear" will be made over the P.A. system when the danger has passed. Directions for shelter are posted inside of the classroom door at the front of each classroom. Each student needs to become aware of the emergency procedures for each class they attend.

**Safety Drills** – The district will conduct other drills regarding safety issues including the practice of securing safe locations and behaviors and safe evacuation of a school. All students and staff are expected to participate in the practice of these drills. All students and staff are expected to comply with adult and administrative directions during any emergency.

## CO-CURRICULAR ACTIVITIES

Oakfield MS/HS offers a variety of co-curricular activities. Students are encouraged to participate in those activities that may be of interest to them. Questions about Co-Curricular Activities should be directed to Doug Mock, Activities Director, at 583-3141 x2080.

The following is a list of WIAA sports available:

- Cross Country, Basketball, Baseball, Golf, Football, Boys Hockey, Soccer, Softball, Track & Field, Volleyball, Wrestling, Swim, Boys Tennis

The following is a list of non-athletic extracurricular activities available:

- **Academic:** Math Team, Quiz Bowl, and Forensics
- **Clubs:** Art Club, Bowling, FFA, Key Club, Spanish Club, Science Club, Skills USA, Theater Club, Trap-shooting Club, S.A.G.E. Club, Dance
- **Publications:** School/Community Newspaper and Yearbook
- **Music:** Jazz Band, Swing Choir and Pep Band
- **Leadership:** National Honor Society, Student Advisory

***Students that choose to participate in activities will receive a student handbook that will contain information containing WIAA rules and the Co-curricular Code of the School District of Oakfield.*** Students who leave school early to participate in extracurricular activities should get assignments for missed classes before leaving for such activities. **NOTE: Students must be present in school the entire day to be eligible to participate. Students who are suspended in or out of school cannot participate in practice and scheduled events on the days of suspension. Students who are absent on the day of a contest must be excused by the Principal prior to the absence if he/she is to participate in the contest or event. Only a parental request will be accepted.**

## ACADEMIC GUIDELINES

- All students must be passing all classes.
- A student's academic eligibility for fall sports is determined by the grades earned during the final term of the previous school year.
- Academic eligibility will be based on weekly checks of student's cumulative grades after three weeks into a quarter. Should a check reveal a student to not be meeting eligibility criteria, a period of probation will be instituted for one week. Should the student not meet eligibility criteria the following week, the student becomes academically ineligible. The period of ineligibility will run from Tuesday to Monday. The student will regain eligibility when a weekly check reveals them to be meeting the criteria. Reinstatement will occur on the Tuesday following such report.
- At the end of the semester, any student who does not pass all classes, will be ineligible to participate for the following time periods.
  - **FALL:** 21 days from the first day of competition/activity/event or  $\frac{1}{3}$  of the maximum games/activity/events whichever is less restrictive
  - **WINTER AND SPRING:** 15 school days
- Reinstatement will occur when a weekly grade check reveals the student to be meeting the eligibility criteria after the said time period.
- The official date used for determining academic eligibility at the end of a grading period will be the date when a computer printout of grades is made available to the Activities Director.
- Academically ineligible students may practice at the discretion of the coach.
- Any student violating the Co-Curricular Code of Conduct that results in the student being suspended for one or more WIAA tournament competitions will require that the student be immediately disqualified for the remainder of the total tournament series in that sport.

*For additional information consult the Co-curricular Code.*

## ACADEMICS

### A. GRADUATION REQUIREMENTS

A diploma will be awarded to all pupils who have successfully completed the following minimum requirements.

English	4 credits
Math	3 credits
Science	3 credits
Social Studies	3 credits
Physical Education	1.5 credits
Computer Literacy	0.5 credit
Personal Finance	0.5 credit
Health	0.5 credit
Electives	10.5 credits
<b>Total</b>	<b>26.5 credits</b>

It is the responsibility of each student to be certain that he/she will have the correct courses and amount of credits to Graduate.

### B. GRADING SCALE

Cumulative GPA will be calculated at the conclusion of each semester. The final semester grade for each class will be used to calculate cumulative GPA. Class rank is based on cumulative GPA. Rank at the conclusion of the first semester of senior year will determine valedictorian, salutatorian and recipient of the Academic Excellence Scholarship. In the result of a tie in GPA, the next steps are to look at the highest ACT composite score, highest ACT sub-score in any category, and then finally a coin flip.

Grade Scale	Grade Points
94-100 A	4.0 A
91-93 A-	3.67 A-
88-90 B+	3.33 B+
84-87 B	3.0 B
81-83 B-	2.67 B-
78-80 C+	2.33 C+
74-77 C	2.0 C
71-73 C-	1.67 C-
68-70 D+	1.33 D+
64-67 D	1.0 D
60-63 D-	0.67 D-

All students are expected to enroll in a minimum of three and a half credits per semester, unless officially enrolled full-time at a post-secondary school or in an Individualized Education Plan (IEP) as defined by state and federal law. Exceptions may be made given upon parental and administrative approval.

### **C. STUDY HALL**

No student will have more than one and one-half study hall per semester unless approved by the Principal.

### **D. CLASS STANDING**

Students who have earned the minimum or more credits for their class standing are classified as “in good standing.” Students who lack credits to be with the class they entered high school with are classified as “at risk.” Class standing will be established at the outset of each semester, taking into account credits earned the past semester along with credits earned through alternative means such as summer school.

### **E. TEXTBOOK/EXPENDABLE MATERIALS**

Textbooks are available to students free of charge. Students may be asked to buy their own book for particular advanced placement classes to allow them to be kept and marked as would be customary in college. A student whose textbook is lost, stolen, damaged, or shows wear beyond normal use shall be required to pay an amount not to exceed the cost of replacement. Students may be required to pay for workbooks and other expendable materials as indicated for particular classes.

### **F. GRADING STANDARDS**

All courses are graded on a four point scale. All subjects are included in the cumulative grade point average. Grades from accredited high school official transcripts are treated the same as grades earned at Oakfield High School. Credit based on alternative or home school experiences may be granted, given administrative approval, with corresponding grades registering as pass or fail. All coursework, whether completed or not, will appear on the student’s transcript.

### **G. GRADE REPORTING**

Teachers shall communicate to both students and their parents how student’s grades are to be determined, along with the specific grading scale that will be used, at the beginning of each course that they teach. Students may request of their teachers that their current grade be provided at any point during the course of the semester. Teachers shall provide progress reports to students and parents during the quarter when deemed appropriate. Parents may request reports of progress for any or all of their child’s classes at any point during the semester by calling the counseling office (Extension 2017) or checking grades in PowerSchool. Report cards are made available to parents at the conclusion of each semester.

### **H. GRADUATION CEREMONY PARTICIPATION**

In order to participate in the Oakfield High School graduation ceremony, the following requirements must be met:

- All graduating credit requirements completed
- Fines and fees accumulated in the School District must be paid in full and/or return of Chromebook
- Consequences related to any disciplinary action must be completed

## I. SCHOOL DISTRICT OF OAKFIELD 1:1 DEVICE POLICY

a) Chromebooks are a tool for access and completion of many learning activities. Their function as a digital textbook and information access tool is necessary for many classroom lessons. The Chromebooks will be distributed and recorded in the district inventory system. **Each student will be assigned a specific device. The School District of Oakfield does not support students bringing their own device (BYOD).**

### b) Returning Your Chromebook

- All Chromebooks and accessories will be accounted for daily.
- Students leaving the district must return district owned Chromebooks and charger prior to withdrawal from the School District of Oakfield.
- If a Chromebook and/or accessory is lost, stolen, or not returned, the student/guardian will be charged the full replacement cost and law enforcement agencies may be notified.

### c) Taking Care of Your Chromebook

- Chromebooks are expected to be treated respectfully during daily use.
- Students are responsible for the general care of the Chromebook they have been issued by the School District of Oakfield.
- All district labels and barcodes must remain on the equipment.
- Chromebooks must remain free of any personalization, such as: writing, drawing, stickers, etc.
- Be mindful of food, drink, etc. that may come in contact with the Chromebook when it is stored or in use.
- Chromebooks should not be left unsupervised; they are in danger of being stolen.
- If an unsupervised Chromebook is found, students will notify a staff member immediately.
- Students who leave their Chromebooks unsupervised may face disciplinary action.
- Upon discovery that a Chromebook has been stolen, report the information to building administration who will involve law enforcement as necessary.

### d) Carrying Chromebooks

- Transport Chromebooks with care.
- If provided, you shall use a zipped case for carrying.
- Chromebook lids should always be closed when moving.

### e) Screen Care

- The Chromebook screens can easily be damaged. The screens are particularly sensitive to damage from excessive pressure.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (pens, pencils, papers, etc).
- Clean the screen with a soft, dry, microfiber cloth or anti-static cloth.
- Do not use window cleaner, household cleaners, or other sprays, as they may damage the Chromebook.

### f) Charging Your Chromebook

- Chromebooks must be charged prior to the school day. As a habit students should charge the chromebook at home each evening prior to school.

### g) Account Security

- Students are required to use their own Oakfield Google Apps username and password, and keep this password confidential.
- Students are able to change their password if needed.

### h) Backgrounds

- Inappropriate media may not be used as a screensaver or background.



- Presence of guns, weapons, sexualized material, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary actions.
  - i) Saving Your Digital Work With A Chromebook
- Chromebooks are equipped with a USB port so portable hard drives and USB drives can be used to transfer and/or save files.
  - j) Saving to your Chromebook
- It is not recommended to save documents/files to your Chromebook.
- In the event that repairs need to be done, files saved to the Chromebook could be deleted.
- Save all files to the Cloud (you have unlimited storage) to ensure you will have continued access.
- k) General Guidelines
- Students are responsible for ethical and educational use of technology.
- Access to School District of Oakfield technology is a privilege, not a right. Students are required to follow Oakfield policies and rules.
  - l) Privacy and Safety
- Teaching our students how to be productive, ethical, and successful digital citizens is a top priority.
- Additional resources can be found on the website Common Sense Media
- Students must abide by Copyright and Plagiarism Laws.
  - m) Legal Property
- Chromebooks issued are the property of the School District of Oakfield. All Oakfield Board policies apply.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline.
- Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.
  - o) Email Electronic Communication
- Email and communications sent/received should be related to educational needs.
- Email and communications are not private and subject to inspection by the district at any time.
  - p) Appropriate Use
- The student in whose name a system account and/or hardware is issued will be responsible at all times for its appropriate use.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.
  - q) School Issued Device Insurance and Warranty
- Student School Issued Devices have a limited warranty against manufacturer defects provided by the School District of Oakfield.
  - r) Damage Claims
- Damage claims will be tracked over the 4 year life cycle of the School Issued Device (K-4,5-8,9-12)
- The district reserves the right to charge for the entire replacement or repair cost if intentional damage is determined. Examples of intentional damage include, but are not limited to, breaking keys, breaking the screen, throwing the device.
- First Claim: Covered by the School District of Oakfield.
- Second Claim: The student/family is responsible for covering the cost of repair up to \$100 or the cost of the damages (whichever is cheaper).
- Third Claim: Student is responsible for the full cost of repair/replacement and/or disciplinary action by OSD.
- Manufacturer defects covered under warranty will not be subject to the above criteria.

s) Cost of Damages

- Power cord replacement: \$35
- Broken Screen: \$100
- Broken Keys/Keyboard: \$20
- Case replacement: \$40

t) Full Replacement Costs

- Students will be responsible for covering the cost of lost or stolen items:
  - Chromebook - \$300
  - Charger/Power Cord - \$35
  - Case - \$40
  - iPad - \$300

## J. TECHNOLOGY

The School District of Oakfield believes that technology and its integration support our commitment to excellence by encouraging a dynamic, yet safe learning environment. Technology is essential in preparing children for life in the 21<sup>st</sup> century, and we encourage our students to be contributing members of the global society.

Use of computers, technology and the internet by the students is considered a privilege. The users are responsible for their actions in accessing these services, and for adhering to district policies and guidelines. Teachers and administrators have the right to review files and communications to maintain system integrity and to insure appropriate student use. Students should not expect that e-mail and other files will be private or protected. Violations may result in loss of this privilege as well as other disciplinary or legal actions in accordance with school policy and local or state statutes.

**i. POSSESSION OF PERSONAL ELECTRONIC COMMUNICATION DEVICES** A student may possess a personal electronic communication device in school, on school property, at after school activities, and at school related functions.

**ii. During school hours all personal communication devices are to be OFF and AWAY.** Students are prohibited from using personal electronic devices to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without the express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a personal electronic device to take or transmit audio and/or pictures/video of an individual without his/her consent is not permitted, unless authorized by the building principal. The use of personal electronic devices in school, on school property, at after school activities and at school related functions will be subject to disciplinary action. The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension or expulsion. Students are prohibited from using a personal electronic communication device in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Students are also prohibited from using a personal electronic device to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using personal electronic devices to receive such information.

Possession of a personal communication device by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the electronic device. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. A person who discovers a student in possession of or using a personal communication device in violation of this policy is required to report the violation to the building principal. Students are personally and solely responsible for the care and security of their electronic devices.

## Personal Electronic Device Guidelines:

- A. All personal electronic communication devices should remain in lockers during all instructional periods.
- B. Students may use personal electronic devices for instructional purposes as directed by school staff.
- C. Personal electronic devices, including cell phones, shall be silenced.

### iii. ACCEPTABLE USES OF THE NETWORK/TECHNOLOGY

The District provides student and staff access to its school computer systems, computer networks, and the Internet following predetermined guidelines. The guidelines below outline the District's expectations for such use. If a user has any doubt about whether a contemplated activity is educational, he/she may consult with the person(s) designated by the school to help them decide.

1. Access to the network is a privilege, not a right. Inappropriate, unauthorized, and illegal use will result in the removal of privileges and appropriate disciplinary action.
2. The building administrator /designee or other network supervisor reserves the right to deny access to any person who is in violation of the use of district technology systems.
3. To maintain system integrity and ensure responsible use of our network, all utilization of district technology, including computers, internet sites visited, email and material saved on the network, may be monitored and accessed. Users should not expect privacy in any work they do, any communication they make, or any material they save.
4. Certain web-based services such as wikis, podcasts, blogs, and feeds that emphasize educational collaboration and sharing among users may be permitted by the District.
5. All use of district/school networks must be appropriate for school use.
6. Students may access the Internet via District technology only with the proper consent of the instructional staff. As the Internet is an extension of the classroom, instructional staff is responsible for student usage of the Internet.
7. All users must abide by rules of network etiquette, including using appropriate language, graphics, and rules of "netiquette."
8. All users must adhere to the copyright laws of the United States (U.S.C. 17) and the Congressional Guidelines regarding software, authorship, and duplication of information.
9. Images and work products of 4K-12 students may be included on the website without identifying captions or names. Under no circumstances will 4K-12 student photos or student work be identified with first and last names on a School District of Oakfield website.
10. Students are responsible for their Chromebooks, including: charging batteries, carrying it in an approved case, no defacement, no modifications of software/hardware, knowing where it is at all times, bringing it to class, backing up files, not using it around food/drink, etc.
11. Any subscription to listservs, bulletin boards, or online services must be approved by the District Administrator or his/her designee prior to any such usage.

### iv. UNACCEPTABLE USES OF THE NETWORK

Unacceptable uses of the network include, but are not limited to:

1. Use of threatening, profane, harassing or abusive language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language is permitted. Avoid language and/or graphic representations which may be offensive to others. Do not use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
2. Accessing pornographic or obscene materials, or other materials harmful to children.
3. Uses that cause harm to others, damage to property, or jeopardizes network security.

For example:

- Storage of personal files, personal digital photographs, or music.
  - Interfacing with the work of other users of the system, such as tampering with files, data, or passwords, and/or destroying, modifying, or abusing hardware or software.
  - Impersonation of another user.
  - Illegal installation of software, including copyrighted software.
  - Use of the network for commercial and non-profit purposes and advertisement.
  - Use of the network to install, upload, or develop programs to infiltrate a computer or computing system and/or damage the hardware or software components of a computer or of a computer system: “hacking”.
  - Damage to or modification of network hardware or software.
4. Use of the network for any illegal activities, such as use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance.
  5. Use of the Internet for commercial, political, financial, or religious purposes.
  6. Sharing personal information of self or others.

#### **v. VIOLATIONS/CONSEQUENCES**

Student disciplinary actions are tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. A user who violates the District’s Internet Safety and Acceptable Use Policy and Rule shall be subject to disciplinary action by the building principal/designee. Depending on the nature or severity of the violation, individuals may have their access to the district’s computer network, devices and/or the Internet restricted, suspended, terminated, or be subject to other appropriate disciplinary actions, which may include restitution for damages or compensation for necessary network, and/or computer restoration work by technicians. Repeated violation will be dealt with in a progressively more severe manner. Any violation of federal, state or local laws or ordinances will be in addition to district disciplinary action and will follow legal procedures as established by statute. In the event there is an allegation that a user has violated the District Internet Safety and Acceptable Use Policy and/or rules, an investigation will be conducted.

#### **K. ATTENDANCE EXPECTATIONS**

The School District of Oakfield operates under the compulsory school attendance law as stated in State Statute 118.15. This state statute provides for the legal means to require school attendance. It is the district’s responsibility to implement procedures to enforce its provisions. Students who attend class get the most from their school experience, as attendance and classroom achievement are closely related. Excessive absenteeism usually leads to lower student achievement. This means that you must be in your scheduled classes each day to avoid attendance issues. Good attendance is also a must for co-curricular activity participation. Finally, future employers require good attendance of their prospective employees.

The Principal or designee reserves the right to refuse any absence as excused. The responsibility for seeing that a student attends classes rests with the parents/guardians and the student. Attending class means the student is in the class or room assigned him/her at a specific time during the school day. The student’s schedule or administrative action determines where the student should be throughout the school day. The administration may modify the student’s schedule for any part of any day, a number of consecutive days, or the remainder of a grading period or semester without parent/guardian consent for the purposes of discipline, safety, or to quell a disruption.

#### **i. CO-CURRICULAR PARTICIPATION**

Students must be in school the entire day, on the day of a practice, contest, or event in order to participate in that practice, contest, or event. Students who are absent on the day of a contest, or the day after a contest, must be excused by the Principal prior to that absence if they wish to participate in that contest (or the following contest). Students who are suspended from school (in or out of school suspension) will be suspended from practices, contests, or events during the length of suspension from school.

## ii. 18 YEAR-OLD STUDENTS

Students that are 18 years of age must follow all attendance procedures that are related to excused or unexcused absences as listed in this handbook and School Board Policy. An 18 year-old student may assume this responsibility if approved by the principal. The agreement will stipulate responsibilities assumed and will indicate removal of this right if it is abused. Students may apply for Independent Status with the Principal at the end of semester in which they turn 18 years old. Parents of students who assume this responsibility are not exempt from calls by school officials for the purpose of informing them of events involving the student or gathering information related to these events.

## iii. ABSENCES ARE EITHER EXCUSED OR UNEXCUSED

**Parents may excuse their son/daughter for up to ten (10) days in a school year.** In situations where a student has shown a pattern of accumulating excessive absences either excused or unexcused, parents/guardians/adult students will be notified in writing and/or a conference will be held to determine whether truancy charges will be filed. Student absences that are verified with third party verification are recommended when available. Third party verification is a written note from a member of the office or destination the student visited that caused the student to miss school.

## iv. EXCUSED ABSENCES

Excused absences are granted for valid reasons when students are not in attendance. An excused absence is due to illness or other family circumstances including vacations, hunting, college visits, and driver's license tests. All excused and unexcused circumstances will be counted toward a student's 10 days of absence. **When a student has accumulated 10 days (or 90 class periods) of absences due to illness, other family circumstances, and any unexcused absences, the only absences that will be excused will be verified medical/dental appointments (only for time and travel of appointment), funerals, court appearances, school activities, and religious observations.**

Even with a phone call the day of the absence, state law requires that **all excused absences must have parent / guardian / legal custodian's dated written verification** which is to be submitted to the office either in advance of the absence or prior to re-admittance to school within three school days of the absence and the reason must be consistent with state law and board policy. Emailing the school secretaries will count as both letting the school know of your student's absence and the required written notification. Unexplained student absences have to be recorded in the student records as "**Unexcused – No Verification**" until the appropriate signed and dated note of explanation is received. The school district is required by law [WI Statute 118.15(3)(a)] to require a **WRITTEN EXPLANATION** of the absence. The determination whether an absence is unexcused or excused will be made on the basis of information provided by the parent/guardian.

### PROCEDURES FOR EXCUSING AN ABSENCE

#### Illness and Unexpected Emergencies

1. Have a parent/guardian notify the MS/HS office by 8:30 AM (telephone number (920) 583-3141 or email **BOTH** secretaries at [ccraig@oakfield.k12.wi.us](mailto:ccraig@oakfield.k12.wi.us) and [jduel@oakfield.k12.wi.us](mailto:jduel@oakfield.k12.wi.us))
2. Provide the secretary with the reason for the absence.
3. Without proper notification of an absence, the student's absence is considered either unexcused or truant, and a detention or in-school suspension may be issued.

This procedure must be followed for each day of excused absence in order for the absence to be recorded as such. If the validity of an absence is questioned, parents will be contacted by phone to establish the student's whereabouts on the date(s) in question.

**Communicable Disease** - Please notify the school if your child has a communicable disease and he/she will be kept home. If your child has a confirmed case of any of these diseases: measles, mumps, rubella, chicken pox, etc. please call the school immediately. The District follows the guidelines for exclusion as outlined in Wisconsin Department of Health and Family Services Guidelines for Communicable Disease in Schools and Daycares.

v. **APPOINTMENTS** - Medical/Dental/Orthodontic

Please make every attempt to schedule appointments outside of school time.

For an appointment to be termed medical/dental/orthodontic:

1. A phone call or written note is required from the parent.
2. A written note from the professional or office that was visited is required upon the student's return. If a note from the professional is not brought to the office, the absence will not be excused. **The time and travel for the appointment will be marked as medical, and the rest of the time excused.**

iv. **ILLNESS IN SCHOOL**

When the student becomes ill at school during school hours, the student should always come to the Main Office. The school will then:

1. Attempt to contact the parent at home or work to inform and/or release the student from school after attempting to return to the next curricular class.
2. Attempt to contact an emergency person, as previously designated by the parent. Parents/Guardians should keep the school informed of the current emergency contact person and health conditions that may affect attendance.
3. Inform the student that he/she must stay at school when the school is unable to contact the parent or emergency person.

ii. **UNEXCUSED ABSENCES** (School Board Policy 5200)

Absences that occur with or without parental knowledge that have not been classified as "excused" by the administration in accordance with School Board Policy are termed unexcused. Missing the school bus, shopping, oversleeping, hair appointments, car trouble, driver education class, family trips not approved in advance, gainful employment, errands, etc, are examples of absences that may be classified as "unexcused". Students have two weeks to have their unexcused absences cleared up, or they will remain as such for the remainder of the year.

The principal will regularly monitor attendance data and meet with students who have one or more school periods with unexcused absences. Students must have their attendance record amended by the classroom teacher. Students with a habitual unexcused absence record will be met with progressive disciplinary measures, including but not limited to; parent contact, detentions, in-school suspensions, and truancy referrals.

**When a student accumulates 5 days (or 45 class periods) of unexcused absences in a semester, the student will be considered a habitual truant.**

**Truancy** (School Board Policy 5200) - Daily attendance is required by State Statute (§.118.15). All students are required to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element for success and is the responsibility of both parents/guardians and the students. Students not in attendance are considered to be TRUANT and will be followed up by an administrator.

Attendance will be taken at the beginning of each class period. Students are expected to be in the room when the class bell rings. Students who report to class after the bell will notify their teacher and the attendance should be updated immediately or soon after. Consistent or persistent violation of the school attendance policy will result in appropriate disciplinary action and legal referral for Habitual Truancy. By law, an unexcused absence for all or part of a day is considered "**truancy**". Repeated cases of truancy will be grounds for discipline including suspension and court referral. A student who is truant for five days out of a semester is defined as a "**habitual truant**". Notifications of truancy will be mailed to the student's parent or guardian (WI S.S. 118.15, 118.16, 948.45). Additionally, a statement quoting the state law governing school attendance will be enclosed. The parents or guardians have the right to request that their student be **excused for any sensible reason (including family vacation), provided such absence has been prior approved to comply with the district's planned absence policy**, per Wisconsin Statute 118.15(3)(c).

In the case of a student being truant, the school will attempt to call the parent/guardian the day the student is truant. Also, an attendance notification email will be sent to the parent/guardian. The parent/guardian will have a two week time frame to provide proper documentation to correct an unexcused absence. Once a student has accumulated 10 days (or 90 class periods) of excused or unexcused absences, **the only absences that will be excused will be verified medical/dental appointments, funerals, court appearances, school activities, and religious observations.**

Truancy violations are both counted and considered for programming over the student's middle/high school career. All offenses of truancy and habitual truancy will be referred to the Local City Police Department at which time a local citation may be issued. Truancy that is not habitual will also be dealt with through our Progressive Discipline Plan. Parents of students who are truant will be contacted by phone and/or letter. If necessary, a parent conference will be requested by the building principal or designee to discuss the following programming options:

- A) Educational counseling
- B) Evaluation of the student for possible learning problems
- C) Evaluation of the student for possible social problems
- D) Parent input in person or by telephone
- E) Home visitation/Homebound Instruction
- F) School records
- G) Medical reasons

**Leaving School** - Prior to leaving school, students must obtain permission from the Main Office. Permission can be obtained with a written note and a phone call from a parent/guardian prior to 8:00 AM for the request to be approved. **Each time a student leaves school WITHOUT signing-out with the Main Office, this absence will be considered unexcused and/or disciplinary action will follow.** Students are required to sign-out in the main office after obtaining permission to leave.

**Monitoring Attendance** - Given that parents have 10 days to excuse their child during an entire school year, the following procedures will be used to monitor a student's attendance:

Absences due to illness, other family circumstances —vacations, hunting, college visits, driver's license tests--, and any unexcused circumstances will be counted toward a student's 10 days of absence. When a student has accumulated 10 days (or 90 class periods) of absences due to illness, other family circumstances, and any unexcused absences, **the only absences that will be excused will be verified medical/dental appointments, funerals, court appearances, school activities, and religious observations.**

#### L. TARDINESS

Students are expected to be in the classroom and preparing to learn when the bell rings to start class and must remain in the classroom until the bell rings to end the class. There is a three-minute passing time between classes at Oakfield MS/HS. A student is considered tardy if they arrive to class after the bell has sounded and do not have authorization from a staff member. If a pattern of tardiness is constant then administration consequences will occur. A student will be issued a detention for every 5 tardies that they receive. Being on time and ready for work is a "Career Readiness Skill" that must be followed and enforced.

If tardiness becomes a habitual problem, further disciplinary actions may take place.

**PASS PROCEDURES** – Students who need to go to another room or who are required to do so by a teacher, will present a pass from the teacher to the staff member.

It is required that you report to your assigned study halls. If you wish to go to another room or are required to by a teacher, you must do the following :

1. At a time prior to when the pass is needed you will request and secure a pass with the teacher's signature that will be responsible for supervising you when you are not in study hall.
2. When you report to the study hall, present the pass to the study hall teacher. The study hall teacher will note that you are present and note the time you leave on the pass and dismiss you.

3. If a student is required to return to the study hall during any portion of a given period, the teacher should sign another pass. Otherwise, a student will be expected to remain in the classroom with the teacher who issued the pass.
4. Students must have a signed pass or a teacher's designated pass while in the hallways. Students in the hall without a pass will receive a detention.

#### **Locker/Restroom Passes**

- Only one student will be allowed to leave a classroom at a time.
- Faculty and Administration may limit pass privileges at any time.

#### **CODE OF CONDUCT**

The School District of Oakfield is committed to building a positive learning environment that fosters the overall academic, physical, emotional, and social development for all learners. As we begin the school year, we expect the students to adhere to three expectations in all situations: **Be Respectful, Be Responsible, and Be Safe.**

**Academic Integrity** - Students are expected to complete their own work. We do recognize peer teaching and peer learning are important and effective study strategies for students. However, giving a completed assignment to a friend is not peer teaching and copying answers is not peer learning. Unintentionally or otherwise, the student who passed on the assignment enabled cheating to occur, and has therefore committed the same violation as the person who turned in copied work.

**DO NOT SHARE YOUR LOG-IN INFORMATION.** Sharing your password and log-in information with others implies consent to access your academic and personal materials. You have the responsibility to protect your academic and personal materials. Due to this responsibility, you are allowing and/or enabling cheating by sharing your password and log-in information with others. You will be held to the same standard as the person who copied your work.

Students who choose not to comply with the expectations of teachers, the school, and/or the community, will be subject to the following resources: parents, police, school counselors, human services personnel, or other specialists.

Students are:

- Responsible for respecting the expectations of the school and classroom in an effort to become responsible and community minded citizens.
- Responsible for respecting personal property and physical well-being of other students.
- Responsible for respecting personal property and physical well-being of all adults in the building.
- Responsible for respecting and maintaining the appearance and cleanliness of the building, grounds, and property of the school district.
- Responsible for maintaining an exemplary learning environment by refraining from any action or inaction that may disrupt the school day.
- Responsible for conducting himself or herself in a manner that poses no threat to the health or welfare of others.
- Responsible for keeping their body and mind in sound, healthy condition and attend classes.
- Responsible for remaining in designated areas while on school grounds and for vacating school premises upon the conclusion of school events.

**Parent Notification (Calls to Parents)** – School officials have a right and need to run an orderly school environment and will contact parents or legal guardians when needed. Calls will be made to inform parents/guardians of any student concern unless the parent or legal guardian designates a different contact person (designee) and provides both home and work numbers. The designee will have the authority to make decisions concerning the student in discipline matters, attendance, illness, etc. while the student attends school and school functions. This request must be in writing to the principal.

**Participation/Attendance at School Events** - As a member of the Oakfield High School, students are expected to act respectfully at all school functions in and outside of the school day. Inappropriate behavior by students in attendance at school events will be grounds for removal from the event and may be grounds for suspension from future school events.



**Searches of Vehicles** - The School District of Oakfield reserves the right to search vehicles parked on school property when there is reasonable suspicion. Vehicle inspections completed within the parameters set by district policy may be conducted by school authorities, without notice, without student consent, and without a search warrant. **Periodic K9 searches in conjunction with the Oakfield Police Department may also occur. The contents of the vehicle are the responsibility of the student who drove the vehicle to school.**

## **M. DISCIPLINE**

Discipline is the changing of an unacceptable behavior to an acceptable behavior. Each classroom teacher has carefully created a plan for discipline that will help students develop responsible behavior and personal discipline. In all disciplinary situations, the teacher is responsible for gaining the respect and cooperation of students so that an effective learning environment exists. Students are responsible for complying with the expectations established by teachers, the school and/or community.

(School Board Policy 5600) All students, staff, and parents/guardians in the Oakfield MS/HS Community have basic rights and responsibilities designed to maximize academic freedom and individual expression while maintaining an orderly and respectful atmosphere for all members of our learning community. Everyone has the right to speak, listen, and learn in a safe environment that is free from physical and verbal harassment and abuse. Any infringement on the rights of others is an infringement on the mission and obligation to provide all students, staff, and parents/guardians with a safe, productive, and non-threatening environment. Everyone has a responsibility to extend courtesies, to follow school rules, and to obey all laws.

A variety of interventions may be used by staff to help change behaviors. Examples of possible interventions may include conferencing with students, reinforcements, verbal redirection/reprimand, official written or verbal warning, behavior contracts, parental contact. (This is not an exclusive list)

- Staff addresses behavior when and where it occurs (classroom, hallway, cafeteria, etc.)
- All staff will address the behavior of any/all students.
- All behaviors are discussed professionally with appropriate staff and/or parents.
- At any time during the consequence process, it is acceptable to make an administrative referral at staff discretion.

Situations involving the threat or endangerment of health, safety, and/or wellbeing of others; tobacco, drugs, alcohol, controlled substances; theft of or damage to property, persistent violation of school rules, or similar action will be addressed by the school administration. The response to these situations will include investigation, parent contact, incorporation of other district personnel as warranted and appropriate consequences up to and including suspension and expulsion.

**Suspension/Expulsion** (School Board Policy 5610) - An Out-of-School Suspension may be warranted due to continued misbehavior, the impact of a particular incident, or when a student is a danger to others.

The Board of Education may expel any student whenever it finds him/her guilty of persistent refusal to obey or neglect of the rules and is satisfied that the interests of the school demand expulsion as specified by state law.

A letter will be sent to notify the student's parents of the suspension and a Reinstatement Conference may be arranged so that the child may be readmitted to school after an Out-of-School Suspension. The principal or designee will determine the student's preparedness and readiness to re-enter school. The suspension may be extended at this point. The superintendent receives a copy of all letters of suspension and, if necessary, confers with the principal and/or designee about the case. She may refer extreme cases of chronic misbehavior to the School Board. The School Board reviews the entire case and may compel the student and parents to appear before the school board. At that point, the school board may expel the student from school.

## **N) THREATS OF VIOLENCE**

All students and staff have the right to feel safe in our schools. All threats of violence (threat to self or threat to others) will be investigated by the administration. Threats will be reported to the police as appropriate. The School District of Oakfield uses the Department of Justice protocol for Threat Assessment based on DPI's Safe Schools, that administrators, counselors and School Resource Officer will enact and follow for any and all threats to self or others in and out of school. Words, actions, or images that indicate serious harm to others have no place in a public school setting. Any threat of significant harm (ie: I will kill you) will result in administrative action and maximum discipline actions up to expulsion.

## **O) BUS BEHAVIOR EXPECTATIONS FOR ALL STUDENTS**

- The bus is an extension of the school. In general, all school expectations of behavior and conduct apply to students on the bus.
- Follow the direction of the bus driver at all times.
- Be safe at the bus stop and getting on the bus.
- Remain seated in assigned seat unless driver grants permission to move.
- Keep hands, feet, and objects to yourself and inside the bus.
- Keep the bus neat and orderly.
- Talk in a normal voice.
- The window may be lowered halfway with driver's permission.
- Be polite and respectful of the driver and other riders
- Students are not allowed to ride any bus other than their own. With a parent note, signed by school office personnel, you may be able to get off at a different stop on your own bus.
- The district has equipped all of the buses to run video cameras.

Failure to follow bus rules will result in:

**First Referral** – Principal meets with student to reteach expectations.

**Second Referral** – Parents notified and the student meets with the principal to review expectations to help student follow expectations.

**Third Offense** – Bus riding privilege suspended for two (2) days.

**Fourth Offense** – Bus riding privilege suspended for three (3) days. Parent, student, bus company representative and principal conference.

**Fifth Offense** – Bus riding privilege suspended for five (5) days.

**Sixth Offense** – The Principal will refer the case to the District Administrator with a recommendation of **suspension** of bus riding privileges for an extended period of time. This will normally be for a **minimum of 30 days**. Parents and students have the right to due process procedures in this and the following step.

**Gross misconduct** can result in any or all of the above steps being skipped, police may be called to the bus and/or the bus may return to the school. Gross misconduct includes fighting, gross disrespect toward the driver and willfully failing to follow the driver's directions.

## **Majors/Minors**

Minor behaviors are behaviors typically handled between the teacher and the student in the classroom. The goal is to learn from the mistake and repair the harm done.

Major behaviors are behaviors that warrant removal from the class and/or involvement by the administration.

The following rubric outlines major discipline referrals that are typically taken care of by administration.

<b>Misconduct</b>	<b>Definition</b>	<b>Minimum Action Taken</b>	<b>Maximum Action Taken</b>
BOMB THREAT	Verbal or written warnings, threats, or reference to the use of a bomb	Maximum action	Suspension Expulsion
CHEATING	Turning in/taking credit for work done by others, plagiarism, copying (homework, or other), crib notes, cheat sheets, buying, selling, or handing out of work, tests, or answer sheets	Conference with student, zero grade in gradebook, Parent Contact, Major Referral	Suspension
COMPUTER VIOLATION	Use of the computer for anything other than teacher assigned purposes. Any violation of the computer use agreement.	1* <sup>1</sup> - Confiscation, , Parent Contact, 2- Suspension of Computer Privilege 3- Detention	Suspension Expulsion
PUBLIC DISPLAYS OF AFFECTION	Provocative behavior Inappropriate/ excessive physical contact	Conference with student, Warning, Parent Contact, Detention	In-school Suspension
DISRUPTIVE BEHAVIOR/ DISORDERLY CONDUCT	Any behavior that disrupts education	1- Conference with student, Warning, Parent Contact, 2- Conflict Resolution, 3- Detention(s), 4- In-school Suspension	Suspension Notification to Law Enforcement/Citation
DRESS CODE VIOLATION	Revealing clothing, High cut shorts, Revealing midriiffs, Displaying poor taste/obscenity, Advertisement of tobacco, alcohol, or drugs promoting offensive or derogatory messages, underwear should not be visible, wearing of outdoor attire during class is prohibited, wearing head coverings in the building is prohibited except in the shop	Conference with student, Warning, Confiscation, Parent Contact, Change at school, Send Home to Change	Detention In-School Suspension
DRUGS/ ALCOHOL	Under influence/possession of drugs/alcohol Suspected of being under influence of drugs/alcohol Use/Selling/Receiving/Distribution on premises or at a school activity Drugs, Look-alike Drugs and/or Drug Related paraphernalia	Suspension, Referral to Agency for Drug and Alcohol Assessment, Parent Contact, Notification to Law Enforcement/Citation	Expulsion

<sup>1</sup>\*1 = First offense, 2 =Second Offense, 3 = Third Offense, 4 = Fourth Offense; Steps may be skipped based on nature of incident

<b>Misconduct</b>	<b>Definition</b>	<b>Minimum Action Taken</b>	<b>Maximum Action Taken</b>
ELECTRONIC DEVICES	Telephones & other communication devices used during the school day without staff permission	1 <sup>2</sup> - Conference with student, Confiscation, Device placement in office for day, 2- Parent Contact, 3- Device placement in office for week. 4-Add additional week for each instance thereafter	In-School Suspension
FAILURE TO FOLLOW OBLIGATION	Missing obligations such as after school with staff, assigned detention, or assigned tutoring.	Conference with student, Make Up Missed Obligation, Serve Additional Obligations, In-School Suspension, Parent Contact	Suspension
FIGHTING OR ASSAULT	Physical confrontation between two or more students; Physical Threat; Striking another student or staff member	1-Parent Contact, Conference with student, Detention, 2-In-School Suspension	Suspension Expulsion
FORGERY OF NOTE FAKE ABSENCE CALL	Forging parent/teacher signature, Calling attendance as a parent or guardian	Conference with student, Parent Contact, Detention(s)	Suspension
HARASSMENT/ BULLYING	Name calling, profanity, pestering, torment, or threatening actions that are meant to demean another person or for ethnic, sexual, racial, or religious hate	Parent Contact, Conference with student(s), Warning, Conflict Resolution, Detention(s), In-school Suspension	Suspension, Notification to Law Enforcement/Citation, Expulsion
INAPPROPRIATE BEHAVIOR	Behavior that inhibits the comfort or safety of students or staff; Horseplay; Practical jokes	1- Conference with student, Warning, Parent Contact, 2- Detention(s), 3-In-school Suspension	Suspension
INAPPROPRIATE LANGUAGE/GESTURES	Inappropriate language, written or spoken conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive	1- Conference with student, Warning, Parent Contact, 2-Detention(s), 3-In-school Suspension	Suspension, Notification to Law Enforcement/Citation, Expulsion
INSUBORDINATION DEFIANT/ DISRESPECTFUL BEHAVIOR	Refusing to follow staff directions; Walking away from a staff member at an inappropriate time; Speaking in an inappropriate manner or tone	1-Conference with student, Parent Contact, 2-Detention(s), Removal from Class, 3-In-school Suspension	Suspension

<sup>2</sup>\*1 = First offense, 2 =Second Offense, 3 = Third Offense, 4 = Fourth Offense; Steps may be skipped based on nature of incident

<b>Misconduct</b>	<b>Definition</b>	<b>Minimum Action Taken</b>	<b>Maximum Action Taken</b>
MISUSE OF DRIVING OR PARKING PRIVILEGES	Reckless driving or speeding; Leaving campus without permission; Breaking GDL	1 <sup>3</sup> -Conference with student, Warning, Parent Contact, 2- Detention(s), Staying on Campus for Lunch, 3-In-school Suspension	Notification to Law Enforcement/Citation, Suspension
REPEATED REFUSAL TO FOLLOW SCHOOL RULES	Repeated discipline referrals	Maximum action	Suspension Expulsion
TARDINESS	Not in classroom prepared to work when the bell rings	1-Conference with student, Warning, Parent Contact, 2-Detention(s)	In-school Suspension
UNEXCUSED ABSENCES	Intentional not reporting to class during instructional period(s) of an academic day	1st offense-Conference with student; warning. 2nd offense-Conference with student; parent contact. 3rd and subsequent offenses: 30 minute detention assigned	In-school suspension; revocation of co-curricular participation; truancy referral.
THEFT	Taking of school/personal property without permission	Warning, Parent Contact, Detention, Suspension, Restitution (as determined by administration)	Notification to Law Enforcement/Citation, Expulsion
THREATS	Verbal or written statements, images, gestures	Parent Contact, and/or Out-of-school Suspension, and/or referral to police, and/or referral for counseling services.	Notification to Law Enforcement/Citation, Expulsion
ALL/ANY TOBACCO /NICOTINE VIOLATION	Possession and use prohibited by students. This also applies to any/all e-cigarettes, chewing tobacco or other tobacco products or any product that contains nicotine.	Parent Contact, Out-of-School Suspension	Notification to Law Enforcement/Citation
TRUANCY/ ATTENDANCE	Absent without contact by a parent/guardian to excuse (includes all classes, study halls, and homeroom) Leaving class/campus without permission (including leaving during lunch)	Conference with student, Staying on Campus for Lunch, Parent Contact, Detention(s), In-school Suspension	Notification to Law Enforcement/Citation

<sup>3</sup>\*1 = First offense, 2 =Second Offense, 3 = Third Offense, 4 = Fourth Offense; Steps may be skipped based on nature of incident

VANDALISM	Causing or intending to cause damage to the building or personal property (including computer tampering and graffiti)	Restitution as determined by the administration, Parent Contact, Suspension	Notification to Law Enforcement/Citation, Expulsion
WEAPONS	Possession, use, sale, and/or distribution of weapons; Possession of facsimiles (i.e. toy weapons, etc.); Use of any object to cause bodily or property harm	Parent Contact, Confiscation, Suspension	Notification to Law Enforcement/Citation, Expulsion

## OAKFIELD DISTRICT FUNDRAISING PROGRAMS

### SCRIP

SCRIP is a gift certificate program that has been operating in Oakfield since 1994 for the benefit of the Oakfield students. It costs you nothing more than what you already spend on food, clothes, gas, etc. A \$10.00 certificate to any participating business costs you \$10.00 and you receive \$10.00 worth of merchandise. The profit is made when the Oakfield SCRIP/PTO purchases the certificate at a reduced price. The certificates look like any gift certificate you probably have purchased in the past. It spends just like money!

SCRIP has profited thousands of dollars for the Oakfield students. SCRIP was set up so students and their families would not have to participate in numerous fund raising projects. At Oakfield Elementary the profit in the past has helped pay for the school logo T-shirts, soccer goals, and much of our playground equipment. The Profits are now made available for families to bank in Family accounts. These accounts can be used for school fees and school related expenses. If you have questions, please feel free to ask.

SCRIP orders can be placed any day of the week, but Monday is the day the orders are placed to the national and local businesses for items not kept in the inventory and we replenish the inventory items on that day. When orders are sent to school with your child, we will try to fill them and send them back to you within 1-2 days. All orders need to be turned into the Oakfield Elementary Library in the morning. Orders will be filled as time permits.

The items on the front of the order blank are kept in inventory (limited numbers). Items on the back need to be ordered. Order blanks are sent home periodically with the Oakfield Elementary students.

Relatives, family and friends can also help out, and just think, they don't have to buy anything they don't already use. If you have any questions about SCRIP you can contact Heather Bradwin-Haseman [oakfieldscrip@gmail.com](mailto:oakfieldscrip@gmail.com). SCRIP is a great alternative to having the students always sell things to raise funds.