

**OAKFIELD SCHOOL DISTRICT**  
**200 White Street**  
**Oakfield, Wisconsin**

**Pupil Nondiscrimination Self-Evaluation Report**  
**to Meet Requirements of**  
**S.118.13, Wis. Stats., & PI 9, Wisconsin Administrative Code**

**April, 2017**

**The Oakfield School District does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability.**

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## Introduction and Self-Evaluation Process

In compliance with S.118.13, Wis. Stats., and PI 9, Wisconsin Administrative Code, the Oakfield School District conducted a self-evaluation of the status of pupil nondiscrimination and equality of educational opportunity.

This review took place in March & April, 2017. The District contracted with Fred A. Skebba, Educational Consultant, to review documents, interview key staff members, and prepare the printed report. Skebba is a former member of the Wisconsin Equity Cadre and has provided assistance since 1996 to school districts in CESA #9. He also has three years' experience working with the American Diabetes Association, Wisconsin Chapter, to resolve parental complaints against Wisconsin school districts regarding harassment and/or discrimination of students with Diabetes.

The following is a brief time line of the basic procedures.

January 17, 2017, to March 29, 2017	Preparation for the onsite review
March 30, 2017	Onsite review of documents and data – interviews.
April 12, 2017	Preparation of the draft report.
April 13-17, 2017	Administrative review of the draft report.
April 18, 2017	Preparation of the final report.
April 24, 2017	School board approval of the report.
April 25, 2017	Summary report, PI 1198 sent electronically to DPI. Legal notice posted indicating to residents of the school district that the report is available for review.
<b>Ongoing</b>	Implementation of recommendations. ii

## Self-Evaluation Review Committee

The following staff members provided material for the review through the interview process and also by providing documents and data:

<u>Name</u>	<u>Title</u>
Molly Liebelt	Curriculum Coordinator
Jackie Hungerford	Business Coordinator
Holly Rabe	Special Education Director
Carmen Klassy	Middle School/High School Principal
Brittany Ballweg	Elementary School Counselor
Vance Dalzin	District Administrator
Becky Doyle	Elementary Principal
Doug Mock	Dean of Students & Athletic Director
Marvel Bakri	Middle School/High School Counselor

Students, staff, parents, and residents of the school district were given an opportunity to make comments. No comments were received prior to the onsite review on March 30, 2017.

I. District Profile

A. District Enrollment

District Enrollment – March 20, 2017

<u>Male</u>	<u>Female</u>	<u>Minority</u>	<u>Spec. Ed.</u>	<u>Total</u>
293 (53.4%)	256 (46.6%)	21 (3.8%)	58 (10.6%)	549

Special Education

<u>Male</u>	<u>Female</u>	<u>Minority</u>	<u>Total</u>
48 (82.8%)	10 (17.2%)	7 (12.1%)	58

Students of Poverty

126 of 549 students are on free or reduced-cost lunch – 23%.

**Findings:** The overall enrollment increased by 26 students since the 2011 report – an increase of 5.5%.

There has been a significant change in the male/female enrollment since the 2011 report as shown in the following table:

District Male/Female Enrollment

<u>Year</u>	<u>Male</u>	<u>Percent</u>	<u>Female</u>	<u>Percent</u>
2017	293	53.4%	256	46.6%
2011	265	50.7%	258	49.3%

**Note:** A variance of 5% or more is considered significant.

The number of minority students declined by 32 students since the 2011 report – a decrease of 60.4%.

The number of special education students declined by 5 students since the 2011 report – a decrease of 9.45%.

The percent of minority students in special education is 33%.

The percent of white students in special education is 9.1%.

**B. District Structure**

The district is comprised of the following schools/programs:

Day Care Center  
Early Childhood – Special Education  
4K Program  
Elementary – Grades K-5  
Middle School – Grades 6-8  
High School – Grades 9-12  
Action Academy – CESA #6  
Wisconsin Virtual School – CESA #9

**C. Review of Printed Materials**

The following printed materials were reviewed to determine if they meet the requirements of PI 9.05:

Meet the Requirements

Elementary Parent & Student Handbook  
2016-17 Middle School Student/Parent Handbook  
2016-17 High School Student/Parent Handbook

## Do Not Meet the Requirements

Employment Handbook for Professional Staff Members\*  
Employment Handbook for Support Staff Members\*  
Coaches Handbook\*\*  
Student Extra-Curricular Code of Conduct\*\*  
Summer School 2017\*\*  
2016-17 High School Course Catalog\*\*\*

\*Acceptable for employees, but need the student nondiscrimination statement and the complaint procedure.

**Legal Reference:           PI 9.05(2) & (3)**

\*\*Need the student nondiscrimination statement and the complaint procedure.

**Legal Reference:           PI 9.05(2) & (3)**

\*\*\*Needs the student nondiscrimination statement and the following statement: All career & technical education programs, courses, and related activities are open to all students.

**Legal Reference:           PI 9.05(2) and  
Federal Civil Rights**

### D. General Comments

The district is sensitive to providing equal opportunity to all students without discrimination. The following comments made during the interview process will reinforce this commitment by the district. They are listed in the order in which they were received during the onsite review.

There have been no formal, written complaints in recent years for the three areas being reviewed. The informal process is working as issues are dealt with promptly at the building level.

All students are strongly encouraged to participate in athletics and activities. This is critical in small districts to ensure that there are sufficient numbers in order to run athletics and activities.

Planning for the ACP (Academic & Career Plan) initiative is under way in the district with full implementation scheduled for the 2017-18 school year.

**Legal Reference:           PI 26**

The district has many activities in place to ensure student participation and equal opportunity for all students. Some of the activities are as follows:

- Back-to-school night
- Grade 6 orientation
- Family night
- Music program
- District newsletter
- Monthly activities
- Use of the website and Facebook
- Breakfasts for families
- IEP (Individualized Education Program) process
- Grades 9-12 activity fair
- Grade 9 scheduling night
- TV announcements in school hallways

Accommodations are made for individual students when needed, including financial assistance.

There is an ELL (English Language Learner) program in place.

Elementary athletic opportunities are organized through community organizations.



## II. Methods, Practices, Curriculum, and Materials Used in Counseling

The following school counselors are available in the district:

Grades 4K-6 – one full-time counselor

Grades 7-12 – one full-time counselor

The school counselors continue to implement the Wisconsin Comprehensive School Counseling Model.

Some highlights of the counseling program are outlined as follows:

### Elementary Grades 4K-6

Individual counseling as needed

Small-group counseling as needed

Classroom instruction

Collaboration with staff

Member of the PBIS (Positive Behavioral Interventions and Supports) team

Member of the data team

ACP (Academic & Career Plan) planning

### Secondary – Grades 7-12

Individual counseling as needed

Small-group counseling as needed

Classroom instruction

Collaboration with staff

Scheduling

Scholarships

Involvement in RTI (Response to Intervention) and PBIS  
(Positive Behavioral Interventions and Supports)

Youth options & course options

Youth apprenticeship

Carl Perkins Act Designee

Post-secondary planning

The following will be accomplished in the 2016-17 school year in preparation for full implementation of the ACP (Academic & Career Plan) initiative in the 2017-18 school year:

Completion of the district plan  
School board approval of the plan  
Publication of the plan on the district website

**Legal Reference:       PI 26**

Anyone desiring more information on the school counseling program may contact the school counselors.

III. Participation Trends and Patterns and School District Support of Athletic, Extracurricular, and Recreational Activities

A. Athletics

The School District follows The Pupil Nondiscrimination Guidelines for Athletics, joint publication of the Department of Public Instruction and the Wisconsin Interscholastic Athletic Association. As a result of these guidelines and current practice, programs meet the following basic criteria:

They are comparable in scope.

They are comparable in type.

Participation of males/females is representative of their enrollment in the district.

Middle School Athletics

Male Athletics

Basketball  
Cross Country\*  
Football  
Wrestling  
Baseball  
Trapshooting

Female Athletics

Basketball  
Cross Country\*  
Volleyball

\*Co-op with North Fond du Lac

High School Athletics

Male Athletics

Basketball  
Cross Country\*  
Soccer\*

Female Athletics

Basketball  
Cross Country\*  
Soccer\*

Football  
Baseball  
Golf  
Wrestling  
Hockey\*\*  
Trapshooting

Volleyball  
Softball

\*Co-op with North Fond du Lac

\*\*Co-op with Campbellsport, St. Mary Springs, and  
Kewaskum

The following comments were presented by the athletic director:

The athletic director is aware of the DPI/WIAA guidelines for nondiscrimination and uses them as a resource guide.

The district equitably supports all the athletic teams.

Accommodations are made for individual students when necessary. Coaches are aware of students with health concerns.

All coaches will be trained in the following areas in preparation for the 2017-18 school year:

First Aid  
CPR (Cardiopulmonary Resuscitation)  
AED (Automated External Defibrillator)

B. Other Activities

Elementary School

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Art Club</u>		<u>Total</u>
			<u>Minorities</u>	<u>Special Ed.</u>	
2016-17	6	19	2	1	25
2015-16	1	12	0	0	13
2014-15	5	21	0	3	26
Totals	12 (18.8%)	52 (81.2%)	2 (3.1%)	4 (6.3%)	64

Middle School

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Sixth Grade Band</u>		<u>Total</u>
			<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	11	6	0	0	17
2014-15	15	11	2	4	26
2013-14	10	4	2	1	14
Totals	36 (63.2%)	21 (36.8%)	4 (7%)	5 (8.8%)	57

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Seventh-Eighth Grade Band</u>		<u>Total</u>
			<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	9	7	0	0	16
2014-15	8	9	3	1	17
2013-14	9	10	2	1	19
Totals	26 (50%)	26 (50%)	5 (9.6%)	2 (3.8%)	52

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Sixth-Seventh-Eighth Grade Choir</u>		<u>Total</u>
			<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	16	38	3	1	54
2014-15	21	27	4	1	48
2013-14	15	28	4	1	43
Totals	52 (35.9%)	93 (64.1%)	-9- 11 (7.6%)	3 (2.1%)	145

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Art Club</u>		<u>Total</u>
			<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	1	13	0	0	14
2014-15	2	5	0	0	7
2013-14	0	6	1	0	6
<b>Totals</b>	<b>3 (11.1%)</b>	<b>24 (88.9%)</b>	<b>1 (3.7%)</b>	<b>0 (0%)</b>	<b>27</b>

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Yearbook</u>		<u>Total</u>
			<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	5	2	2	0	7
2014-15	1	9	1	1	10
2013-14			NO DATA		
<b>Totals</b>	<b>6 (35.3%)</b>	<b>11 (64.7%)</b>	<b>3 (17.6%)</b>	<b>1 (5.9%)</b>	<b>17</b>

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Forensics</u>		<u>Total</u>
			<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	6	10	0	0	16
2014-15	8	8	2	1	16
2013-14			NO DATA		
<b>Totals</b>	<b>14 (43.8%)</b>	<b>18 (56.2%)</b>	<b>2 (6.3%)</b>	<b>1 (3.1%)</b>	<b>32</b>

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>F F A</u>		<u>Total</u>
			<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	26	15	2	0	41
2014-15	36	20	4	5	56
2013-14			NO DATA		
<b>Totals</b>	<b>62 (63.9%)</b>	<b>35 (36.1%)</b>	<b>6 (6.2%)</b>	<b>5 (5.2%)</b>	<b>97</b>

High School

<u>Year</u>	<u>National Honor Society</u>				<u>Total</u>
	<u>Male</u>	<u>Female</u>	<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	9	12	0	0	21
2014-15	1	6	0	0	7
2013-14	4	10	0	0	14
Totals	14 (33.3%)	28 (66.7%)	0 (0%)	0 (0%)	42

<u>Year</u>	<u>Student Government</u>				<u>Total</u>
	<u>Male</u>	<u>Female</u>	<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	3	4	1	0	7
2014-15	6	3	0	0	9
2013-14	2	6	0	0	8
Totals	11 (45.8%)	13 (54.2%)	1 (4.2%)	0 (0%)	24

<u>Year</u>	<u>Skills USA</u>				<u>Total</u>
	<u>Male</u>	<u>Female</u>	<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	6	4	0	2	10
2014-15	9	1	0	2	10
2013-14	11	3	0	0	14
Totals	26 (76.5%)	8 (23.5%)	0 (0%)	4 (11.8%)	34

<u>Year</u>	<u>Choir</u>				<u>Total</u>
	<u>Male</u>	<u>Female</u>	<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	8	17	1	1	25
2014-15	2	25	1	1	27
2013-14	2	14	1	2	16
Totals	12 (17.6%)	56 (82.4%)	3 (4.4%)	4 (5.9%)	68

<u>Swing Choir</u>					
<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Minorities</u>	<u>Special Ed.</u>	<u>Total</u>
2015-16	0	18	0	1	18
2014-15	0	10	1	0	10
2013-14	1	11	0	0	12
Totals	1 (2.5%)	39 (97.5%)	1 (2.5%)	1 (2.5%)	40

<u>Art Club</u>					
<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Minorities</u>	<u>Special Ed.</u>	<u>Total</u>
2015-16	0	13	1	0	13
2014-15	4	12	0	0	16
2013-14	1	5	0	0	6
Totals	5 (14.3%)	30 (85.7%)	1 (2.9%)	0 (0%)	35

<u>Math Team</u>					
<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Minorities</u>	<u>Special Ed.</u>	<u>Total</u>
2015-16	12	8	1	0	20
2014-15	9	4	0	0	13
2013-14	6	11	0	0	17
Totals	27 (54%)	23 (46%)	1 (2%)	0 (0%)	50

<u>Key Club</u>					
<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Minorities</u>	<u>Special Ed.</u>	<u>Total</u>
2015-16	14	19	4	2	33
2014-15	10	16	1	3	26
2013-14	3	14	3	2	17
Totals	27 (35.5%)	49 (64.5%)	8 (10.5%)	7 (9.2%)	76



<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Quiz Bowl</u>		<u>Total</u>
			<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	9	3	1	0	12
2014-15	6	4	0	0	10
2013-14	8	4	0	0	12
Totals	23 (67.6%)	11 (32.4%)	1 (2.9%)	0 (0%)	34

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>F F A</u>		<u>Total</u>
			<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	21	11	3	2	32
2014-15	40	21	4	7	61
2013-14	8	13	0	0	21
Totals	69 (60.5%)	45 (39.5%)	7 (6.1%)	9 (7.9%)	114

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Band</u>		<u>Total</u>
			<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	11	7	3	2	18
2014-15	10	7	1	0	17
2013-14	5	9	0	0	14
Totals	26 (53.1%)	23 (46.9%)	3 (6.1%)	2 (4.1%)	49

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Honor Band</u>		<u>Total</u>
			<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	2	6	1	0	8
2014-15	2	5	0	0	7
2013-14	2	5	0	0	7
Totals	6 (27.3%)	16 (72.7%)	1 (4.5%)	0 (0%)	22

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Jazz Band</u>		<u>Total</u>
			<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	5	4	0	1	9
2014-15	3	5	0	0	8
2013-14	3	6	0	0	9
Totals	11 (42.3%)	15 (57.7%)	0 (0%)	1 (3.8%)	26

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Forensics</u>		<u>Total</u>
			<u>Minorities</u>	<u>Special Ed.</u>	
2015-16	3	4	1	0	7
2014-15	2	7	1	0	9
2013-14	4	13	0	0	17
Totals	9 (27.3%)	24 (72.7%)	2 (6.1%)	0 (0%)	33

**Findings:** The Art Club is female dominated at both the elementary and middle school levels.

Three other middle school activities are female dominated.

One middle school activity is male dominated.

One middle school activity is balanced on a male/female basis.

Three middle school activities have only two years of data and cannot have findings.

Seven high school activities are female dominated.

Five high school activities are male dominated.

Minority students and special education students are involved in activities at all grade levels.

**Note: A variance of 5% or more is considered significant.**

#### IV. Trends and Patterns in Awarding Scholarships and Other Forms of Recognition and Achievement Provided or Administered by the District

##### A. Scholarships

###### Summary of Scholarships

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Minority</u>	<u>Spec. Ed.</u>	<u>Total</u>
2016	11	23	0	0	34
2015	15	32	0	1	47
2014	NO DATA				
Totals	26 (32.1%)	55 (67.9%)	0 (0%)	1 (1.2%)	81

Findings: There can be no findings with only two years of data.

## **Summary of Specific Legal Requirements**

**The following is a summary of the district's current status regarding the requirements of Chapter PI 9, Wisconsin Administrative Code:**

- PI 9.03 - Policies prohibiting discrimination against pupils.**

**All policies are in place.**

- PI 9.04 - Complaint procedure.**

**The district has a complaint officer, and the complaint procedure is in place.**

- PI 9.05 - Class 1 legal notice & printed materials.**

**A Class 1 legal notice is published annually. Some printed materials need nondiscrimination language. See page 3 of this report for detail.**

- PI 9.06 - Evaluation, opportunity for input, opportunity to review the report.**

**This report covers the three designated areas of nondiscrimination required by the Wisconsin Department of Public Instruction—counseling, athletics and other activities, scholarships and other awards.**

**A legal notice was published announcing the self evaluation and soliciting input from anyone in the school district.**

**A legal notice will be published after the school board approves the report indicating that anyone in the school district may review the report. A electronic assurance will be sent to the Wisconsin Department of Public Instruction indicating that the self evaluation is complete.**

## **Recommendations**

Whenever materials are printed, be sure to include the nondiscrimination statement and the complaint procedure when needed.

**Legal Reference:**           **PI 9.05(2) & (3)**

Monitor student participation in athletics and activities on an annual basis. Review data over at least a three-year period. Segregate data by male/female, minority, and special education. Watch for trends that may develop and take corrective action if necessary.

**Legal Reference:**           **PI 9.06(e)**

Monitor scholarships and other awards on an annual basis. Review data over at least a three-year period. Segregate data by male/female, minority, and special education. Watch for trends that may develop and take corrective action if necessary.

**Legal Reference:**           **PI 9.06(f)**