

School District of oakfield

# Elementary

Parent & Student Handbook



200 White Street  
Oakfield, WI 53065  
(920)583-3146

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## SCHOOL DISTRICT OF OAKFIELD STAFF

### School Board:

Penny Kottke, President  
Paul Dercks, Vice President  
Thomas Schulz

John Nyhuis, Treasurer  
Angie Patterson, Clerk

Heidi Kopf  
Tanya Marcoe

### Administration:

Vance Dalzin, District Administrator  
Carmen Klassy, 6-12 Principal  
Doug Mock, 6-12 Dean of Students/Athletic Director  
Becky Doyle, 4K-5 Principal  
Grace Kaer, District Administrative Assistant

### District Personnel:

John Tyner, Technology Coordinator  
Jackie Hungerford, Business Coordinator

### Oakfield Elementary Staff

<b>Principal</b>	Becky Doyle	x.3005	bdoyle@oakfield.k12.wi.us
<b>Elementary Secretaries</b>	Linda Garriety	x3000	lgarriety@oakfield.k12.wi.us
	Grace Kaer	x3000	gkaer@oakfield.k12.wi.us
<b>4K</b>	Gina Zuehlke	x3030	gzuehlke@oakfield.k12.wi.us
	Sue Gurno (4K Paraeducator)		sgurno@oakfield.k12.wi.us
<b>Kindergarten</b>	Ashley Carus	x3029	acarus@oakfield.k12.wi.us
	Heather Collien	x3026	hcollien@oakfield.k12.wi.us
<b>First grade</b>	Mark Morell	x3021	mmorell@oakfield.k12.wi.us
	Jen Harrison	x3024	jharrison@oakfield.k12.wi.us
<b>Second grade</b>	Kristan Boruch	x3010	kboruch@oakfield.k12.wi.us
	Ashley Salter	x3013	asalter@oakfield.k12.wi.us
<b>Third grade</b>	Julie Pinno	x3018	jpinno@oakfield.k12.wi.us
	Jodi Schmidt	x3016	jmschmidt@oakfield.k12.wi.us
<b>Fourth grade</b>	Corey Rickert	x3143	crickert@oakfield.k12.wi.us
	Marsha Primeau	x3144	mprimeau@oakfield.k12.wi.us
<b>Fifth grade</b>	Ashley Kintzler	x3141	akintzler@oakfield.k12.wi.us
	Aaron Schepp	x3142	aschepp@oakfield.k12.wi.us
<b>Library Media</b>	Jeff Ogle	x3038	jogle@oakfield.k12.wi.us
<b>Art</b>	Stacey Hein	x3037	shein@oakfield.k12.wi.us
<b>Music</b>	Beth Mohr (K-2)	x3068	bmohr@oakfield.k12.wi.us
	Terri Belanger (3-5)	x3079	tbelanger@oakfield.k12.wi.us
<b>Phy Ed</b>	Karen Albert	x3101	kalbert@oakfield.k12.wi.us
<b>School Counselor</b>	Brittany Ballweg	x3239	bballweg@oakfield.k12.wi.us
	Holly Rabe (Psychologist)	x3251	hrabe@cesa6.org
<b>Special Education</b>	Holly Rabe (Director)	x3251	hrabe@cesa6.org
	Terra Kind (Multicategorical)	x3140	tkind@oakfield.k12.wi.us
	Grace Seager (Speech K-12)	x3250	gseager@oakfield.k12.wi.us
<b>Assessment Coordinator</b>	Molly Liebelt	x3039	mlielt@oakfield.k12.wi.us
<b>Intervention Staff</b>	Sandie O'Malley (Reading)	x3042	somalley@oakfield.k12.wi.us
	Cindy Dineen (Math)	x3042	cdineen@oakfield.k12.wi.us
<b>Custodians</b>	Scott Stephany		sstephany@oakfield.k12.wi.us
	Jon Wessel		jwessel@oakfield.k12.wi.us

## A MESSAGE FROM THE PRINCIPAL

*Dear Oakfield Elementary Students and Families,*

*On behalf of the staff of Oakfield Elementary School, I welcome you to another successful school year and look forward to working with your child and your family. We are proud of our school and the many programs and opportunities available to our students. We strive for students to experience a well-rounded program that helps them harness their uniqueness and strengths.*

*Our theme for this school year is **Oakfield Schools: Let your MIND-SET the Stage for Success!** Our focus for our students this year is to develop a growth mindset, understanding that their intelligence depends on how much effort they are willing to apply. Believing in themselves can assist them with owning their own learning. Having a growth mindset will support them in their learning success this school year. Oakfield Elementary School's curriculum is rigorous, relevant and provides the best possible opportunity to succeed academically and socially.*

*You, as parents, are the most critical part of our school success. You take an active and crucial role in providing an atmosphere that promotes education and quality work habits. Your support provides the foundation for students to come ready to learn. I strongly encourage you to be an active part of your child's education by making sure they get to school on time and attend school regularly. Please ensure that your child reads each and every night. Academics require practice, just like piano, baseball, and dance.*

*You will find your child's teachers are your best resource and I encourage you to build a positive partnership with them. I look forward to working with you as partners in educating your children. I am honored to be your Principal at Oakfield Elementary and I look forward to working with our community.*

*Please read the following Parent and Student Handbook and discuss the contents as a family. Our intention is to familiarize you with the policies and procedures at Oakfield Elementary School. It will also be available for ongoing reference on our school website (<http://www.oakfield.k12.wi.us>).*

*If you have any questions, please feel free to contact me.*

*Have a safe and successful school year.*

*Sincerely,*

*Becky Doyle, Principal*

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

*(920) 583-3146.*

### 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 employments 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 Elementary, 200 White Street, Oakfield, WI 53065.

## OAKFIELD ELEMENTARY GUIDELINES

### SCHOOL HOURS

The regular school day for elementary students in grades 4K-5th is from 8:00 a.m.-3:15 p.m. There is a 30 minute lunch period from 11:00 a.m.-11:30 a.m. for grades 4K-2nd and from 11:45 p.m-12:15 p.m. for grades 3rd-5th

Elementary students will be allowed in the hallways starting at 7:45 AM. **Children will not have access to the school prior to 7:30 AM due to supervision.** The **school office** is open from 7:30 a.m. to 4:00 p.m. on days that school is in session.

Since safety to and from school is a primary concern of both the home and the school, all students are expected to go directly home or to another location approved by their parent or legal guardian, unless prior arrangements have been made.

### ARRIVAL/DISMISSAL PROCEDURES

**Please exercise extreme caution when dropping off or picking up children at Oakfield Elementary!** Note that the front driveway and front parking lot are **one-way**. Enter at the west (by the Elementary Office) and exit at the east (by School Drive and the Childcare Center). Parents dropping off their children before school should do so in the “Drop-Off/Pick-Up Area” in front of the school. For security reasons, **do not use the Childcare Center to enter the building unless you are a parent of the childcare.**

Children who walk will be released out of the west front door by the office. Students will need to walk on the sidewalks and cross streets in designated crosswalks only. To ensure as much safety as possible, students who ride bikes, skateboards, scooters, etc. should walk them on the sidewalk to or from the corner when they are on school grounds.

### VISITORS

All visitors to Oakfield Elementary are required to enter at the Oakfield Elementary Entrance by the west entrance of the school. The school policy requires visitors to sign-in at the Elementary Office to gain access to the school building during school hours, 8:00 AM – 3:15 PM.

### SECURITY

In order to maintain a safe environment for our students, the School District of Oakfield has a security system installed in our schools. Please be respectful of our decision to keep students, staff, and visitors safe in our building. A staff member will be on duty from 7:40 – 8:00 AM and 3:10 – 3:30 PM to assist students and parents to enter the school. Between the hours of 8:00 AM – 3:10 PM, students and/or visitors will need to be buzzed into the building by school personnel. When dropping your child off during school hours, please escort your child into school and directly to the office to obtain a pass to enter class. Parents arriving to pick-up their child(ren) before 3:15 PM will be asked to wait in the school entrance to allow hallways to be clear as student prepare for the end of the day.

### EARLY DISMISSAL PROGRAM

Oakfield School District has a staff development program where school is dismissed at 1:15 p.m., two hours earlier than a regular day, each month. Please refer to the school district calendar. Buses will bring students home two hours early on these days.

**BUS TRANSPORTATION**

If your child needs to be transported to/from an address other than your home address, please provide the office with written notice of your requirements. **Students will not be dropped off at alternate locations without a written request.**

**SCHOOL DELAY AND CLOSING PROCEDURES**

The School District of Oakfield has an “autodialer” 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 (such as snow day, fog delay, etc.), 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 called off school, you may keep your children home.** If you do this, 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.

**FOOD SERVICES**

The cost for student meals at Oakfield Elementary for the 2013-2014 school year is as follows:

Student Breakfast: \$1.55 regular; \$0.40 reduced

Student Lunch: \$2.60 regular; \$0.40 reduced

Student Milk: \$0.45 regular; free for reduced

Adult Breakfast: \$1.60; Lunch: \$3.80

**Free and Reduced Price Meal Applications**

**Free and Reduced Price Meal Applications must be completed every school year.** If you find that your family's situation is that of economical hardship, we invite you to fill out an application and turn it in to the school office or the Food Service Department. All information is kept completely confidential.

### **Account Balance Notification**

The Food Service Department sends notices via email daily to any family account that falls below \$10.00. For any family account that is negative, the school will send home paper letters on Friday's with the oldest elementary student.

### **Wordware Family Website**

We encourage all families who have internet access to log in to the Wordware Family Website to monitor their food service accounts. If you are new to this website, you will need to obtain your family id and pin number to set up access. Please contact your school's office or the Food Service Department at (920)583-2562 to obtain this information.

### **Negative Account Balance Guidelines**

The Oakfield School District's *Negative Account Balance set of Guidelines* states that families who do not receive free meals and have unpaid accounts in excess of **-\$25.00 negative** will make their students ineligible to have an active food service account for the school year until payment has been received.

- An Elementary School student whose balance goes into arrears of more than \$-25.00 negative will receive a substitute meal that consists of a cheese sandwich, fruit, vegetable and milk.
- At the Elementary School, weekly negative balance notices are sent home with students, if the situation pertains to your child's account.

## **STUDENT ATTENDANCE**

Regular attendance in school is the best interest of your child's educational growth. When a child is absent, please notify us with the following information: your name, name of student, name of teacher, reason for absence and expected length of absence by communicating in the following way:

- Email both the administrative assistants at [lgarriety@oakfield.k12.wi.us](mailto:lgarriety@oakfield.k12.wi.us) and [gkaer@oakfield.k12.wi.us](mailto:gkaer@oakfield.k12.wi.us)
  - This is the preferred method of communication as it provides written verification of your child's absence.
- Call the school office at 583-3146 before 9:00 AM. Our voicemail service will accept all such notifications from 4:00 PM each evening until 7:30 AM the next morning.
  - When calling the school, you are required to follow up with a written verification of your child's absence.

Your communication is important to help us protect the safety of your child and to ensure accurate attendance records. If a student is absent and we do not receive a call from home before 9:00 a.m., we will call your home/work or emergency contact numbers to verify the absence.

**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. 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. 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). 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). Also in accordance with state law, a child may not be excused for more than 10 days in a school year. Emergency cases may be authorized by the principal or designee after considering the student’s overall attendance pattern, truancy, school achievement or academic disabilities. **Please refer to the planned absence form in the appendix.**

The school system will excuse students for medical appointments. However, we encourage these to be on Saturday or before or after school whenever possible. At the elementary level, attendance is recorded by the ‘half day’. Generally speaking, if students miss a portion of the morning or a portion of the afternoon, they will be counted as being in attendance if the absence is less than half the day. If a half-day or more of school is missed, students will be recorded absent. Please reference the following chart for attendance tracking:

<b>Tardy =</b>	<b>Arriving between 8:00 a.m. - 9:00 a.m.</b>
<b>Present 1/2 Day =</b>	<b>Arriving / leaving between 9:00 a.m. - 2:00 p.m</b>
<b>Present Full Day =</b>	<b>Arriving before 8:00 a.m. and in class until 3:15 p.m. Arriving before 8:00 a.m. but leaving after 2:00 p.m. is also a full day</b>

## **CODE OF STUDENT CONDUCT**

### **WE BELIEVE:**

- Home and school share the responsibility for students’ development for desirable attitudes, habits and behaviors.
- Valuable part of learning is to teach and model caring, respect, and responsibility in a safe learning environment.
- Through these measures, our students will develop and demonstrate responsibility for their learning and behavior.

This school plays a vital role in supporting students as they strive to become positive, contributing members of society. We will encourage, guide, and teach our students to become increasingly independent, to accept responsibility, to make positive choices, and to manage their own behavior.

### **HARASSMENT AND BULLYING**



There is no tolerance for bullying at Oakfield Elementary School. We strive to promote a positive school climate for all students and staff. We teach students to be respectful, responsible and safe in all areas of our school. Students, staff and parents have the right to exist in an environment free from harassment or bullying. The course of conduct for harassment means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose (947.013a). Harassment or bullying is a repeated act or acts that are meant to intimidate or threaten another person. This includes physical, verbal or online threatening behavior.

Positive Behavioral Interventions and Supports are designed to reduce acts of bullying in our school and community. Students are taught to respect others, be responsible for their behaviors and to keep our school safe. All students have the right to be safe in school. The students are taught to stop, walk and talk if they feel they are a target of bullying behaviors. If bullying behavior occurs the students are to tell them to stop, walk away and immediately notify a staff member. Additionally, if a student reports acts of bullying and is then threatened for reporting there will be consequences for those in question. All staff members are expected to intervene in any suspected harassment or bullying situation. This may involve written reports of the situation and parent contact.

### **STUDENT APPAREL**

Many of us as parents struggle sometimes with what clothing is appropriate for school, especially during warm weather. We hope the following suggestions may be of help. Please help your children to understand the difference between “fashion clothes/shoes”, “summer clothes/shoes” and “school clothes/shoes.” School clothes and shoes need to be more practical and functional than some of the other types of clothes and shoes. For example, school clothes need to cover the midriff and shoulders, two inch straps on shirts & dresses. Parents, please watch that strings on coats, pants, or other clothing do not catch on things such as vehicle or school doors. Please call the school office if you have questions.

Students should be wearing footwear in the school building at all times. Clothing and shoes need to be practical for outside recess as well as for inside (if students wear any type of sandals, they should change into tennis shoes for recess). This is especially important with having woodchips under some of our playground equipment. Slivers in unprotected feet are painful, and the right shoes will prevent them! Students who don't have safe shoes or clothing for recess may have to sit and watch others play. If we find that the clothes students are wearing distracts them or others, we have T-shirts or sweatshirts that students will be asked to wear. Our school is air conditioned, so you may want to send a sweatshirt or sweater along to be kept at school, even in warm weather. Your help is appreciated!

## OAKFIELD ELEMENTARY SCHOOL BEHAVIOR EXPECTATIONS

### **Bathroom Behavior Expectations**

#### **Be Responsible**

- Flush the toilet
- Use 2 pumps of soap.
- Wash hands with soap and water. Keep soap and water in the sink.
- Use 2 sheets of paper toweling.
- Keep the bathroom clean.
- Be quick.

#### **Be Respectful**

- Give privacy to others.
- Use quiet voices (Level 0)

#### **Be Safe**

- Keep hands and feet to yourself.

**Why are these Important?** To maintain an environment that is safe, quiet and orderly, to keep the bathrooms clean, to prevent accidents, and to keep everyone healthy.

### **Bus Behavior Expectations**

#### **Be Responsible**

- Pick up litter that you see.
- Follow all directions from the bus driver.
- Elementary Students should sit in the first five rows only.

#### **Be Respectful**

- Use quiet voices. (Level 2)
- Use kind words.

#### **Be Safe**

- Face forward at all times.
- Stay in your seat.
- Report unsafe activity to driver.
- Keep hands, feet and objects to yourself.
- Food and drink are not allowed.

**Why are these important?** To maintain an environment that is safe, quiet and orderly, to establish a positive atmosphere on the bus, and to prevent accidents.

## **Cafeteria Behavior Expectations**

### **Be Responsible**

- Keep your area clean
- Follow all directions from adults

### **Be Respectful**

- Wait patiently
- Use quiet voices (Level 2)
- Eat only your food

### **Be Safe**

- Wash hands
- Keep hands, feet and food to yourself

**Why are these important?** To maintain an environment that is safe, quiet and orderly, to establish a positive atmosphere in the lunchroom, and to practice and maintain good manners.

## **Hallway Behavior Expectations**

### **Be Responsible**

- Walk directly to your destination
- Walk in a single file line, stay in order

### **Be Respectful**

- Voices off (Level 0)
- Keep hands and feet to yourself

### **Be Safe**

- Walk at all times
- Watch where you are walking

**Why are these important?** To maintain an environment that is safe, quiet and orderly, to get from one place to another quickly and quietly, and to be respectful of other classes using responsible behavior.

## **Playground Behavior Expectations**

### **Be Responsible**

- Stay in designated areas
- Put away all equipment
- Pick up litter that you see

### **Be Respectful**

- Play fairly, take turns, include everyone
- Follow adult directions

### **Be Safe**

- Dress for the weather
- Keep hands and feet to yourself

**Why are these important?** To maintain an environment that is safe, and to establish an efficient system to enter the building

## **Assembly and Special Event Expectations**

### **Be Responsible**

- Sit in the designated area
- Keep belongings with you at all times

### **Be Respectful**

- Clapping only
- Level 0 voices
- Sit on you seat

### **Be Safe**

- Keep hands and feet to yourself

**Why are these important?** To maintain an environment that is safe and respectful.

## **OAK PRIDE: PBIS GUIDE**

### **WHAT IS PBIS?**

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn. The foundation of PBIS at Oakfield Elementary School is the three building-wide expectations:

In addition to our behavior expectations, PBIS has four other components: 1) a behavior matrix which explains behavior expectations in each school setting; 2) direct teaching of the expectations; 3) PBIS recognition tickets; 4) daily behavior chart; and 5) behavior tracking sheets to record and address inappropriate behaviors.

### **BEHAVIOR MATRIX**

The behavior matrix is a detailed description of expected behavior in each setting of the school. For example, in the cafeteria it is respectful to say “please” and “thank you.” It is responsible to clean your space. The matrix will be posted in classrooms and around school.

### **TEACHING EXPECTATIONS**

Throughout the school year, students will be taught how to behave according to the three expectations. Teachers will help students learn what the expectations “look” and “sound” like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year, and become a regular part of our instructional program.

### **PBIS RECOGNITION**

Acknowledging and reinforcing **POSITIVE** behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. At Oakfield Elementary each student will earn tickets for meeting behavior expectations. When goals are met, students will enjoy taking trips to the Oakfield Pride Store, a school store set up by Mrs. Doyle, as well as participating in periodic school-wide celebrations and raffle drawings.

## **BEHAVIOR TRACKING CHART**

Students start on green each day. They may move up and down the chart based on their behavior.

## **BEHAVIOR FORMS**

Even with clear expectations and positive reinforcement, sometimes children will misbehave. To address inappropriate behavior, a Behavior Form has been implemented. Discipline issues are divided into major and minor infractions. A minor/major description chart is located on page. 17 and 18 of this handbooks.

- Major infractions are issues that result in office time. Parents/guardians will always be notified by the principal or teacher about major infractions.
- Minor infractions are behaviors that are disruptive to the learning environment, but are handled by the supervising staff member. If a child receives three minor infractions in one week, it becomes a major infraction and the principal will address the behaviors and parents/guardians will be notified.

**We have practiced the behavior expectations throughout the first week of school. Starting the second week of school, students will be given major and minor slips if their behavior warrants.**

When a child repeatedly receives minors or majors, parents/guardians, teachers, support staff and the principal will meet to build an effective behavior intervention plan for that child.

## **PARENTS/GUARDIANS SUPPORTING PBIS SYSTEM**

To be successful, our behavior program needs to be a partnership between home and school. Throughout the school year the PBIS team will send updates and information about PBIS. We invite your comments, concerns and ideas to make PBIS work at our school.

Please support Oaks Pride (PBIS) at Oakfield Elementary by:

- Reviewing behavior expectations with your child
- Using the three expectations at home
- Providing positive reinforcement (rewarding good choices with compliments or quality time) at home
- Sharing comments with or asking questions of PBIS team members

## **EMERGENCY DRILLS**

### **FIRE DRILLS:**

Practicing safe exits from the building are an important part of our school safety program. Fire drills will be held periodically throughout the school year to assess the time it takes to evacuate the building and to observe the orderly procession out of the building. Signs are posted in each room giving directions as to which exit to use.

When the signal for the fire drill is heard students, without talking, must move promptly in single file out the proper exit according to instructions. Exiting the building should be done as quietly as possible in order that verbal instructions can be given if necessary. Following these guidelines will help keep our school a safer place.

### **TORNADO DRILLS:**

Teachers will explain and review TORNADO DRILL procedures throughout the year.

### **SCHOOL SAFETY DRILLS/SHELTER IN PLACE AND LOCKDOWN DRILLS:**

There may be times that teachers and students will be asked to practice other safety drills where all classroom doors are closed and locked. These procedures might be used, for example, in the event of a medical response team arriving at school to respond to a crisis or with an unauthorized intruder in the building. Teachers will explain and review our school safety procedures throughout the year.

### **SCHOOL EVACUATION DRILL:**

If Oakfield Elementary School had to be evacuated for a period of time, we would take students to St. Luke's Lutheran School on Second Street (about a 5 minute walk) and contact parents from there. Whenever we practice a school evacuation drill, we will let you know in advance with further information.

## **SCHOOL COMMUNICATION**

### **PARENT CONTACT INFORMATION**

Please keep phone numbers up-to-date and accurate (home numbers, any 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. Please call or send a note to school to update information. We have found that this is critical. Emergency contact information including doctor's and dentist's 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.

## **SCHOOL PARTIES**

Grades 4K-5th schedule three class parties a year; Halloween, Christmas, and Valentine's Day. Please note that Halloween costumes should not have weapons or characters depicting violence. Parties usually do not last more than 20 - 30 minutes. Should parents prefer that their children not participate in any of these parties, they should contact the teacher. Parents who do not want their child to participate may pick their child up during the time the party is held, or the teacher will make arrangements within the school to best support the child.

## **VOLUNTEERING**

We are always in need of parents, grandparents, and community members willing to help us in the classroom or with daily tasks around the school. If you know of someone that would make an excellent volunteer and is willing to help in our school, please invite them to contact your child's teacher or the elementary office. **All volunteers will be asked to complete a volunteer application.**

## STUDENT INFORMATION FILE

It is our school practice to **not** release addresses or phone numbers of our students to non-school personnel.

### COMMUNICABLE DISEASES

Wisconsin law requires the reporting of all communicable diseases within 24 to 48 hours to your school office. Children diagnosed or suspected of suffering from a communicable disease are restricted from attending school. Common communicable diseases include chickenpox, impetigo, influenza, lice, measles, mononucleosis, pink eye, and strep throat. When cases of lice are reported, a written note will be sent home notifying you that there is the possibility of infestation and you should check your children daily for the next seven days. Please keep in mind that the Oakfield School District has a limited contract with the Fond du Lac County school nurse (4 hours/month), health concerns are dealt with to the best of our ability, and it is our policy to “rule on the side of safety” in the best interests of all students and staff alike.

### STUDENT IMAGES

Due to the increasing role of technology and social media in education, student’s pictures may be used in the School District’s educational or promotional endeavors. Students names are not listed with their images. Parents should contact the Elementary Office if they prefer that images of their child not be used.

### ADDITIONAL STUDENT SUPPORT PROGRAMS

#### **SPECIAL EDUCATION/EXCEPTIONAL EDUCATIONAL NEEDS (EEN) SERVICES:**

Special services are provided by our school district for students between the ages of three and twenty-one who have handicaps that interfere with the learning process, as defined and required by federal law. A description of available services follows for children with Special Education needs:

The Early Childhood EEN Program (EC) is a developmental program for pre-school and kindergarten age children who have problems or developmental delays in various areas. The Learning Disabilities/Multi-Categorical Program (LD/MC) is for students who may have average or higher basic aptitude but whose learning styles makes it difficult for them to learn new material within the traditional classroom without assistance. Students receive supplemental instruction from specially trained and certified learning disabilities specialists.

- Speech/Language Therapy is for students with speech or language difficulties that interfere with their academic growth. Students receive therapy from a qualified speech/language clinician.
- Cognitive Disabilities Program (CD) is for students who are cognitively disabled. Programs are designed to meet their unique educational needs.
- Emotional/Behavioral Disabilities Program (ED or EBD) is for students who exhibit chronic, frequent, or severe emotional and/or behavior problems that interfere with their learning.
- Autism Spectrum Disabilities Program (including Asperger’s Syndrome children) is for students who have an educational diagnosis for autism.
- Occupational and Physical Therapy (OT and PT) are available as related services to children who are in special education and who qualify these services.
- Hearing/Vision Impaired services are for children who have impairments in hearing and/or vision.

## **STUDENT REFERRAL FOR SPECIAL EDUCATION SERVICES:**

State and federal laws regulate the referral process and eligibility criteria for special education programs. Students are usually referred for special education services by their classroom teacher, often in consultation with parents. Parents must give their consent before any evaluation is done. Assessment results are reported to parents who must also consent to their child's placement in a special education program if the child qualifies for it. Special Education Services are mandated by federal and state law and are paid for from district, state, and federal funds. A school psychologist or a case manager handles all initial referrals. Parents who have questions should contact their child's teacher or the building principal.

## **TITLE I SERVICES AND RESOURCE ROOM:**

The Title I program is federally funded, and is designed to help students in grades K-3 who qualify through Title I for extra help in reading and language arts. Our resource room concept utilizes our special education, Title I, reading and at-risk teachers and aides working as resource people with our regular classroom teachers to provide extra help (within guidelines established for special education and Title I) for all of our students through individual, small group, and team teaching.

## **PUPIL SERVICES STAFF AVAILABLE:**

- Elementary School Counselor works in classrooms with students and teachers, and is available to work with students individually or in small groups as needs arise. The counselor is also available as a resource for parents, step-parents, guardians, and others who are involved with our students.
- School Psychologist conducts evaluations and assessments, makes recommendations on placement of students in programs, provides ongoing consultation as needed, and may work with students individually or in groups.
- Director of Special Education coordinates special education services in the school district, working with staff members, students, and families. The director also makes sure programs are in compliance with state and federal regulations.

## **WISCONSIN STUDENT LOCATOR NUMBERS**

The Federal No Child Left Behind (NCLB) Act requires extensive new data collection and reporting for schools, districts, and the state. The NCLB calls for every student to be proficient in reading and math and to meet other educational goals, including regular attendance, high school graduation, and proficiency in English. To determine if educational goals are met, the NCLB requires each school, district, and state to document the progress of all students. In addition, the progress of many specified student groups must be summarized and reviewed, including the progress of economically disadvantaged students, students with disabilities, students from all racial groups, and English language learners.

Wisconsin's data collection systems (called WSLs, for Wisconsin Student Locator System, and ISES, for Individual Student Enrollment System) require that every public school student in the state be assigned a unique student number, called the Wisconsin Student Number (WSN). The Wisconsin Department of Public Instruction (DPI) has assigned each student a WSN which, for data collection purposes, is the student's sole identifier throughout his or her PK-12 experience in Wisconsin. Protecting student privacy is the highest priority of the WSLs and ISES Systems. Student information is also protected by strict state and federal student privacy laws. Confidential data about individual students will not be accessible to the public. The public will not have access to the DPI confidential database. Only data about student groups will be publicly reported by the Wisconsin DPI, and then only if the number of students in a group is sufficient to guarantee anonymity for individual students.



## 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 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 Sarah Laning at [OakfieldPTO@gmail.com](mailto:OakfieldPTO@gmail.com). SCRIP is a great alternative to having the students always sell things to raise funds.

# Oakfield Elementary Major Behavior Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Referring Staff: \_\_\_\_\_ Grade: K 1 2 3 4 5

### Location

Classroom	Cafeteria	Bus	Art	Office
Playground	Bathroom	Music	Guidance	Other _____
Hallway	Library	Gym	Computers	

### Oak Pride Rules Broken

Be Respectful                      Be Responsible                      Be Safe

### Possible Motivation

Seek Peer Attention    Seek Adult Attention    Avoid Peer    Avoid Adult    Avoid Task/Activity    Obtain Task/Item    Other    Unknown

### Others Involved in the Incident

No One                      Peers                      Staff                      Teacher                      Substitute                      Other Adult                      Unknown

#### Staff Deals with Minor Behaviors

Any 3 Minors = Major/Office Referral

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

- \_\_\_\_\_ Not following directions/rules/procedures
- \_\_\_\_\_ Not working
- \_\_\_\_\_ Missed assignment
- \_\_\_\_\_ Arguing
- \_\_\_\_\_ Cheating/Lying
- \_\_\_\_\_ Disruption/Interruption
- \_\_\_\_\_ Volume control/Talking
- \_\_\_\_\_ Keeping body to self
- \_\_\_\_\_ Inappropriate language
- \_\_\_\_\_ Stealing minor items
- \_\_\_\_\_ Running in the hallways
- \_\_\_\_\_ Gossiping
- \_\_\_\_\_ Poor attitude
- \_\_\_\_\_ Misuse/Damage equipment/school property
- \_\_\_\_\_ Mistreating others/Fighting
- \_\_\_\_\_ Other \_\_\_\_\_

#### Staff Decision

- Re-teach expectation
- Fix-it plan
- Loss of privilege
- Time in office
- Communication with parent
- Other: \_\_\_\_\_

#### Office Deals With Major Behaviors

- Fighting
- Harassment
- Bullying
- Making threats
- Cheating/Lying
- Major disruption
- Refusal to give up electronics
- Accessing "off limits" area on computer
- Inappropriate language
- Dress Code violation
- Physical contact
- Major vandalism/damaging property
- Stealing major items

#### Administration Decision

- Contact Parent via phone
- Individualized Instruction
- Lunch/Recess Detention (Date: \_\_\_\_\_)
- Other: \_\_\_\_\_

Comments: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

# Oakfield Elementary MAJOR Behavior Principal Report

BE RESPECTFUL, BE RESPONSIBLE, BE SAFE

Student's Name: \_\_\_\_\_

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

**Student:** Please state exactly what happened, what you did, and what you could do next time.

*Who was involved?* \_\_\_\_\_

*What behaviors led up to the MAJOR slip?* \_\_\_\_\_

*Where are these behaviors happening?* \_\_\_\_\_

*Why are you choosing these behaviors?* \_\_\_\_\_

*What behaviors should you be choosing to do instead?* \_\_\_\_\_

**Staff Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Teacher/Principal Signature

\_\_\_\_\_  
Date

\*\*I have discussed this form and his/her behavior with my child.

Parent Comments (optional): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent Signature

Use back of paper for additional comments.

**Minor Behavior Report**  
**Oakfield Elementary School**

\*\*3 minors in a week = Office Referral/Major

Student \_\_\_\_\_ Grade \_\_\_\_\_ Referring Staff \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Classroom Teacher \_\_\_\_\_

Location	Oak Pride Rules Broken	Minor Behavior	Staff Decision	Others Involved
<input type="checkbox"/> Classroom <input type="checkbox"/> Playground <input type="checkbox"/> Hallway <input type="checkbox"/> Cafeteria <input type="checkbox"/> Bathroom <input type="checkbox"/> Library <input type="checkbox"/> Bus <input type="checkbox"/> Music <input type="checkbox"/> Gym <input type="checkbox"/> Art <input type="checkbox"/> Office <input type="checkbox"/> Other	<input type="checkbox"/> Be Respectful <input type="checkbox"/> Be Responsible <input type="checkbox"/> Be Safe	<input type="checkbox"/> Not following directions <input type="checkbox"/> Not working <input type="checkbox"/> Missed assignment <input type="checkbox"/> Arguing <input type="checkbox"/> Cheating/lying <input type="checkbox"/> Volume control/talking <input type="checkbox"/> Keeping body to self <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Stealing minor items <input type="checkbox"/> Running in the hallways <input type="checkbox"/> Gossiping <input type="checkbox"/> Poor attitude <input type="checkbox"/> Misuse/damage school property <input type="checkbox"/> Mistreating others/fighting <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Re-teach expectation <input type="checkbox"/> Fix-it plan <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Time in Office <input type="checkbox"/> Communication with parent <input type="checkbox"/> Other	<input type="checkbox"/> No one <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Other <input type="checkbox"/> Adult <input type="checkbox"/> Unknown



**HANDBOOK NOTIFICATION FORM**

**Oakfield Elementary School**

**2016 - 2017**

- 1) All families attending Oakfield Elementary shall be provided with a current copy of the handbook.
- 2) It is expected that students and families be familiar with the contents of the handbook.
- 3) Your signature below verifies your family has received a copy of the Oakfield Elementary Handbook for the 2016 - 2017 school year and is aware of the information contained therein.
- 4) Once signed, this sheet should be removed from the handbook and turned in to the Oakfield Elementary Office the first week of school.
- 5) It is recommended that this handbook be kept at home to allow for easy reference for both students and parents. Copies of the handbook are available at elementary office should there be a need to reference it.

**I have received a copy of the Oakfield Elementary Handbook and am aware of its contents.**

First and Last Name of Child: \_\_\_\_\_

First and Last Name of Child: \_\_\_\_\_

First and Last Name of Child: \_\_\_\_\_

First and Last Name of Child: \_\_\_\_\_

Printed Parent/Guardian Name: \_\_\_\_\_

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

**Please return one signed form per family to the  
Elementary Office.**