



VANCE DALZIN, Ed. D.  
District Administrator

CARMEN KLASSY  
6-12 Principal

DOUG MOCK  
6-12 Dean of Students/ Athletic Director

# ***Oakfield Middle School***

## **2016-2017**

### ***Student/Parent Handbook***

MIDDLE SCHOOL & 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

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## SCHOOL DISTRICT OF OAKFIELD

### School Board:

Penny Kottke, President  
Paul Derks, Vice President

John Nyhuis, Treasurer  
Angie Patterson, Clerk

Heidi Kopf  
Tanya Marcoe  
Thomas Schulz

### Administration:

Vance Dalzin, District Administrator  
Carmen Klassy, 6-12 Principal/Summer School Director

### District Personnel:

John Tyner, Technology Coordinator  
Jackie Hungerford, Business Coordinator

Doug Mock, 6-12 Dean of Students/Athletic Director  
Becky Doyle, 4K-5 Principal/Childcare Principal  
Grace Kaer, Administrative Assistant

## A MESSAGE FROM THE PRINCIPAL

*Dear Oakfield Middle School Students and Families,*

*Welcome to the Oakfield Middle School. The students and staff are proud of our school and the quality of education that is available for all students. We want to ensure that we abide by these guidelines:*

- 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 the Oakfield Middle School. It will also be available for ongoing reference on our school website ([www.oakfield.k12.wi.us](http://www.oakfield.k12.wi.us)).*

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

*Sincerely,*

*Carmen Klassy, Middle School Principal*

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

*(920) 583-3141*

### 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 MS/HS, 250 Church St., Oakfield, WI 53065

## OAKFIELD MIDDLE SCHOOL STAFF

### Principal/Summer School Director

Carmen Klassy x 2005 [cklassy@oakfield.k12.wi.us](mailto:cklassy@oakfield.k12.wi.us)

### Dean of Students/Athletic 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)

### Police Liaison Officer

Officer Dave Tackett x 2078 [dtackett@oakfield.k12.wi.us](mailto:dtackett@oakfield.k12.wi.us)

### Office Secretary

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

### Teaching/Support Staff

Tara Bass	<a href="mailto:tbass@oakfield.k12.wi.us">tbass@oakfield.k12.wi.us</a>	x2102	Paraeducator
Amanda Bates Language	<a href="mailto:abates@oakfield.k12.wi.us">abates@oakfield.k12.wi.us</a>	x2111	Art (7-12)/World
Terri Belanger	<a href="mailto:tbelanger@oakfield.k12.wi.us">tbelanger@oakfield.k12.wi.us</a>	x3079	Choir
Doreen Conger	<a href="mailto:dconger@oakfield.k12.wi.us">dconger@oakfield.k12.wi.us</a>	x2034	Library
Stacey Hein	<a href="mailto:shein@oakfield.k12.wi.us">shein@oakfield.k12.wi.us</a>	x3037	Art (Grade 6)
Jodi Daniels	<a href="mailto:jdaniels@oakfield.k12.wi.us">jdaniels@oakfield.k12.wi.us</a>	x2102	Special Education
Lynsey Esser	<a href="mailto:lessor@oakfield.k12.wi.us">lessor@oakfield.k12.wi.us</a>	x2042	Math
Brittany Gibson	<a href="mailto:bgibson@oakfield.k12.wi.us">bgibson@oakfield.k12.wi.us</a>	x2101	Special Education
Tom Higgins	<a href="mailto:thiggins@oakfield.k12.wi.us">thiggins@oakfield.k12.wi.us</a>		Custodian
Al Kamenski	<a href="mailto:akamenski@oakfield.k12.wi.us">akamenski@oakfield.k12.wi.us</a>	x2069	Technology Education
Julie Kautzer Science	<a href="mailto:jkautzer@oakfield.k12.wi.us">jkautzer@oakfield.k12.wi.us</a>	x2110	Chemistry/Physical
Logan Killam	<a href="mailto:logkill@oakfield.k12.wi.us">logkill@oakfield.k12.wi.us</a>	x2037	Technology Support
Alisha Kuen	<a href="mailto:akuen@oakfield.k12.wi.us">akuen@oakfield.k12.wi.us</a>	x2012	Spanish
Will Manier	<a href="mailto:wmanier@oakfield.k12.wi.us">wmanier@oakfield.k12.wi.us</a>	x2109	Science/Math
Hannah Millard	<a href="mailto:hmillard@oakfield.k12.wi.us">hmillard@oakfield.k12.wi.us</a>	x2028	English/Research Paper
Beth Mohr	<a href="mailto:bmohr@oakfield.k12.wi.us">bmohr@oakfield.k12.wi.us</a>	x3068	Band
Elizabeth Rhoades	<a href="mailto:erhoades@oakfield.k12.wi.us">erhoades@oakfield.k12.wi.us</a>	x2102	Paraeducator
Bob Ronca	<a href="mailto:bronco@oakfield.k12.wi.us">bronco@oakfield.k12.wi.us</a>	x2044	Social Studies/Science
Nancy Schaefer	<a href="mailto:nschaefer@oakfield.k12.wi.us">nschaefer@oakfield.k12.wi.us</a>		Custodian
Eric Schreiner	<a href="mailto:eschreiner@oakfield.k12.wi.us">eschreiner@oakfield.k12.wi.us</a>	x2065	Physical Education/Health
Kirk Tapp	<a href="mailto:ktapp@oakfield.k12.wi.us">ktapp@oakfield.k12.wi.us</a>	x2010	Social Studies
Heather Thone	<a href="mailto:hthone@oakfield.k12.wi.us">hthone@oakfield.k12.wi.us</a>	x2046	Language Arts
Josh Thone	<a href="mailto:jthone@oakfield.k12.wi.us">jthone@oakfield.k12.wi.us</a>	x2043	Math
Mitch Wedel	<a href="mailto:mwedel@oakfield.k12.wi.us">mwedel@oakfield.k12.wi.us</a>	x2068	Business Education
Emily Waisanen	<a href="mailto:ewaisanen@oakfield.k12.wi.us">ewaisanen@oakfield.k12.wi.us</a>	x2112	Language Arts

## OAKFIELD MIDDLE 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.

### EARLY DISMISSAL PROGRAM

The School District of Oakfield has a staff development program where school is dismissed at 1:25 p.m., two hours earlier than a regular day, each month. Please refer to the school district calendar in the Appendix. Buses will bring students home two hours early on these days.

### CAFETERIA/LUNCH –

#### Costs:

Breakfast	\$1.55
Hot lunch regular ticket	\$2.95
Adult lunch	\$3.90

#### Please adhere to the following regulations concerning the cafeteria:

1. Cafeteria Expectations:
  - Refrain from cutting or “budging” in line or saving spots.
  - Wait your turn patiently.
  - Pay attention to personal space of others.
  - Walk at all times.
  - Clean up your area – table and floor – even if left by others.
2. When the dismissal bell rings, walk out of the cafeteria in an orderly manner.
3. Follow the directions of staff who supervise lunch.
4. Energy drinks of any kind are not allowed on school premises during lunch or any other part of the school day.

### MEDICATION

Corresponding with Wisconsin State Law, the School District of Oakfield has policies regarding the administration of all medication, both prescription and over the counter. Prescribed medication must have a doctor’s signature and dosage verification in order to be administered. 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. See Appendix for Administration Approval form.

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 the 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) The Physicians Order for Medication Administration has been submitted to the Main Office authorizing the student to possess and use an inhaler.

Per Wisconsin State Statue 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 "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 cancelled 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, 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.

### **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.

## MIDDLE SCHOOL CLASS SCHEDULE

### 6th Grade Schedule

1st	8:00 - 8:45
2nd	8:48 - 9:33
3rd	9:36 - 10:21
4th	10:26 – 11:11
Lunch	11:11 – 11:41
5th	11:44 – 12:29
6th	12:32 – 1:17
7th	1:20 – 2:05
8th	2:08 – 2:53
Oakrichment	2:56 - 3:25

### 7th/8th Grade Schedule

1st	8:00 - 8:45
2nd	8:48 - 9:33
3rd	9:36 - 10:21
4th	10:26 – 11:11
5th	11:14 – 11:59
Lunch	11:59 - 12:29
6th	12:32 – 1:17
7th	1:20 – 2:05
8th	2:08 – 2:53
Oakrichment	2:56 - 3:25

### **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 cleanup. 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.

## **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. Visitors may be permitted at school sponsored dances or activities provided that they have administrative approval.

## **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 Extracurricular Activities should be directed to Doug Mock, Athletic Director, at 583-4599.

The following is a list of sports available:

- Cross Country, Basketball, Baseball, Football, Volleyball, Wrestling

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

- **Academic:** Forensics
- **Clubs:** Art Club, Future Farmers of America (FFA)
- **Music:** Jazz Band, Swing Choir and Pep Band
- **Leadership:** Student Government

***Students that choose to participate in activities will receive a student handbook that will contain information containing WIAA rules and the Extracurricular Code of 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.**

## **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 teachers 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 of 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 without a release form signed by a parent and is escorted by that 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.

### 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 term. 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 Tuesday. 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 term, the term grade will be used to determine eligibility.**
- At the end of the term, any student who does not pass all classes, will be ineligible for the period including at least the next 15 regularly scheduled school days and nights or 21 days from the first day of competition, whichever is less restrictive. (A/B day class grades will be used after the second and fourth term.) Reinstatement will occur when a weekly grade check reveals the student to be meeting the eligibility criteria after the said time period. Reinstatement for students deemed ineligible at the end of the term will take place the Tuesday following a weekly report indicating them to be meeting criteria.
- 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 Athletic Director. Academically ineligible students may practice at the discretion of the coach.
- Any student violating the Extracurricular 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 Extracurricular Code.*

### 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.**

### GRADING SCALE

Grade Scale-	Grade Points –
98-100 A+	4.0 A+
94-97 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-	.67 D-

## **GRADE REPORTING**

Teachers shall communicate to both students and their parents how student's grades are to be determined 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 or checking grades in PowerSchool. Report cards are made available to parents at the conclusion of each quarter.

Names of students who make the Oakfield Middle School Honor Roll (quarterly GPA of 3.5 to 4.0 high honors, 3.0 to 3.49 honors) are published in the school newsletter.

## **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.

### **A. 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. Any subscription to list serves, bulletin boards, or online services must be approved by the District Administrator or his/her designee prior to any such usage.
11. Students are responsible for their Netbooks, 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.

## **B. 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.

## **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.

## **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. Attendance and classroom achievement are closely related. To simply pass tests is not a true indication of what a student learns. Much more learning takes place during classroom discussions, research, and related activities than takes place by taking tests. 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 extracurricular 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.

**Extracurricular 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.

## **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 the destination the student visited that caused the student to miss school.

**EXCUSED ABSENCES** are granted for valid reasons when students are not in attendance. An excused absence is due to illness (E-IL), other family circumstances (E-FV)—vacations, hunting, college visits, driver’s license tests--, and any unexcused circumstances (U- ) will be counted toward a student’s 10 days of absence. When a student has accumulated 10 days (or 80 class periods) of absences due to illness (E-IL), other family circumstances (E-FV), and any unexcused absences (U- ), **the only absences that will be excused will be verified medical/dental appointments (E-M/D), funerals (E-FU), court appearances (E-CT), school activities (A-SA), and religious observations (E-R).**

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. 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 583-3141)
2. Provide the secretary with the reason for the absence.
3. Without proper notification of an absence within 24 hours, 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.

**Pre-Excused Absences** – The Principal will be allowed discretion to approve any requests for family days, personal days, college visits, court appearances, religious observations, driver’s license test, funerals; These are excused absences other than illness and unexpected emergencies. **A written excuse signed by a parent or guardian must be received in the office BEFORE the absence occurs.** This written excuse must be received at least 24 hour in advance of the absence. A “Pre-Excused” form will be completed in the office and taken by the student to his/her teachers for initialing. This form should be turned back into the office by the student after the student’s teachers have signed it and prior to the date(s) of absence. This procedure insures that the students will have assignments and will have met the expectations of their teachers BEFORE their absence. In the case of illness or unexpected emergencies parents are expected to follow the procedure above for reporting the absence.

### **Appointments** - Medical/Dental/Orthodontic

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

For an appointment to be termed excused,

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.

**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.

**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". Unexcused absences will result in a detention, suspension, or other response deemed appropriate by the administration.

**When a student accumulates 5 days (or 40 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). 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 districts planned absence policy**, per Wisconsin Statute 118.15(3)(c). **Please refer to the planned absence form in the appendix.**

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 letter will be sent to the parents/guardians. Additionally, a statement quoting the state law governing school attendance will be enclosed.

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/Home Bound 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 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 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 (E-IL), other family circumstances (E-FV)—vacations, hunting, college visits, driver's license tests--, and any unexcused circumstances (U- ) will be counted toward a student's 10 days of absence. When a student has accumulated 10 days (or 80 class periods) of absences due to illness (E-IL), other family circumstances (E-FV), and any unexcused absences (U- ), **the only absences that will be excused will be verified medical/dental appointments (E-M/D), funerals (E-FU), court appearances (E-CT), school activities (A-SA), and religious observations (E-R).**

#### **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. A tardy may also be assigned to a student if they are not prepared at the start of class by having all necessary classroom materials with them. Consequences are based on being tardy to one single class hour and are not a combination of the different periods of the day. If a pattern of tardiness is constant then administration consequences will occur. Being on time and ready for work is a "Career Readiness Skill" that must be followed and enforced.

**Classroom Tardiness** – Students will be on time to class when they have "TWO FEET in the Door and Devices OFF!" Students are to be in class and prepared to start work as described by each classroom teacher when the tardy bell rings. Learning begins when the bell rings, so it is important that students arrive to class on time! When tardy, go directly to the class in which you are late. If you have an emergency between classes, go to the Main Office or your teacher and explain the matter. **Students will make up their tardies within 24 hours in collaboration with the Dean of Students.**

**Late to School /Late 1<sup>st</sup> Hour**– Students must report immediately to the Main Office if they arrive late to school. The following procedures will be followed:

- The first two tardies can be excused with communication from the parent . At the 3rd tardy to school, and thereafter, is unexcused: a meeting with the principal or designee to address the issue of tardiness will take place.

**If tardiness becomes a habitual problem, further disciplinary action, meetings with parents, etc. may take place.**

**Pass procedures** – Students who need to go to another room or who are required to do so by a teacher, will need to use their assignment notebook.

### **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.**

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 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.

### **DISCIPLINE**

Discipline is the changing of an unacceptable behavior to an acceptable behavior. Discipline is not done TO a person, but FOR a person. 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 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 in 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 will address 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 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.

Below is a description of the more severe consequences:

**In-School Suspension:** Students will be placed in ISS when their actions or inactions become disruptive to the school day; when behaviors pose a threat to the health and welfare of others etc. In-school suspension may be for a portion or the entire day based on the specific behavior displayed by the students.

**Out-of-School Suspension:** Students who fail to follow the expectations on In-School Suspension, who have had physical altercations with others, violated policy on Drugs, Alcohol and Tobacco, refused to follow school rules, etc. will serve an Out-of-School Suspension for at least one day. A parent/teacher/student/ administrator conference must be conducted before a student is reinstated.

**Expulsion** - The School Board may expel a student from school whenever it finds the student guilty of repeated refusal or neglect to obey the rules, or finds that a student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the student engaged in conduct while at school or while under the supervision of a school authority or endangered the property, health or safety of others or finds that a student while not at school or not under the supervision of a school authority engaged in conduct which endangered the property, health, or safety of others at school or under the supervision of school authority or endangered the property, health or safety of any employee or school board member of the School District in which the student is enrolled, and is satisfied that the interest of the school demands the student's expulsion.

**Suspension/Expulsion** (School Board Policy 5610) -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.

The following list contains examples of poor student choices that may result in immediate consequences including Out-of-School Suspension and possible further disciplinary action up to and including expulsion. Obscenity/Profanity (whether written, spoken, or gestured), Fighting or any physical contact, Smoking, Alcohol use or possession, Drug use or possession, Improper or Inappropriate dress, Excessive tardiness, Unbecoming citizenship, Gang activity, Harassment, Theft, Threatening the safety of others, Vandalism, Weapons, Continued non-compliance of school rules, or other as deemed by the principal or designee.

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 re-admitted 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.

## **EXPECTATIONS AND RULES**

**Academic Dishonesty** – Oakfield MS/HS promotes and expects ethical behavior from all members of its community. Honesty and integrity are valued at Oakfield MS/HS in all of our classrooms, programs, and activities. Dishonest and unethical behavior, such as lying or cheating, will not be tolerated at any time by anyone. Cheating is defined as: a) copying someone else’s work, such as an assignment, quiz, or test, and submitting it as your work; b) allowing another student to copy your work; c) utilizing aids such as notes or crib sheets to assist in completion of a quiz or test when such aids are not authorized by the teacher; d) copying source material or not crediting sources in an attempt to present another’s work as your own on a class assignment; or e) doing work for someone else. Penalties will be applied in each incident.

**Alcohol and Drugs** (School Board Policy 5530) - The use and/or possession of alcohol and the use and/or possession of illegal drugs (those not prescribed by a physician) and/or drug paraphernalia during school hours, on school property or during school related activity is strictly prohibited. Any student in violation of this rule will be subject to the procedures of our school district’s AODA policy.

**Alcohol and Other Drug Abuse** (School Board Policy 5530) - The district shall assist students, parents and staff to be aware that a community procedure is available to deal with the problems, which are created by drug and alcohol use and abuse. Student’s parents and faculty will be informed that use of alcohol or other drugs may lead to chemical dependency. The district will participate in a community program, which will focus on prevention of drug and/or alcohol problems.

**Student Alcohol and Other Drug Abuse** - Students have a right to attend school in an environment that is free of the non-medical use of alcohol, drugs and other controlled substances. Therefore, the use, possession, manufacture, sale or intent to sell or transfer alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs in or on school property, in any district-owned or contracted vehicle or at any school- sponsored event is prohibited. The possession of drug paraphernalia is also prohibited.

Violation of this policy will lead to school disciplinary action, up to and including expulsion, and referral to law enforcement agencies for prosecution.

A student may be required to submit to a breath test to determine the presence of alcohol if a designated school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such test shall be administered by e.g., a law enforcement officer, trained school district employee, and shall meet state law requirements. A student may be disciplined for refusing to submit to such test.

**Enforcement Procedures for Student Alcohol and Other Drug Abuse Policy Violations** - Students who violate the District’s student alcohol and other drug abuse policy shall be subject to:

1. Referral to the Oakfield Police Department for prosecution under applicable laws and/or municipal ordinances.
2. Referral to drug abuse counseling program.
3. School disciplinary actions as follows:

- a. **Use, Possession or Being Under the Influence of Alcohol or Illegal Drugs or Possession of Drug Paraphernalia** – Students found using, possessing or being under the influence of alcohol or illegal drugs or possessing drug paraphernalia on school grounds in violation of Board policy shall be subject to disciplinary action deemed appropriate by the building principal. Such disciplinary action shall include

suspension from school and, depending upon the circumstances involved in the particular policy violation, a recommendation for expulsion.

- i. 1st Violation = 5-day suspension and AODA assessment
  - ii. 2nd Violation = 10-day suspension with recommendation for expulsion
- b. **Manufacture, Sale or Intent to Sell or Transfer Alcohol or Illegal Drugs** – Students found manufacturing, transferring, selling or intending to sell alcohol or illegal drugs in violation of Board policy shall be suspended from school and recommended for expulsion. Wisconsin laws shall control when determining intent.
- c. **Failure to Submit to Required Breath Test for the Presence of Alcohol** – Students who refuse to submit to a breath test to determine the presence of alcohol in their system may be subject to disciplinary action deemed appropriate by the building principal, including suspension from school.

**Suspicion of possession** - If a student is suspected of being in possession of alcohol, illegal drugs or drug paraphernalia in violation of the Board’s student alcohol and other drug abuse policy, searches may be conducted in accordance with established Board policies and procedures. Any alcohol, illegal drugs or drug paraphernalia found shall be confiscated by school officials.

**Backpacks/Purses**—Backpacks and purses are to be kept in lockers at all times.

**Displaying Inappropriate Material** (School Board Policy 449) – Students may not draw or display symbols, pictures, or words on their lockers, books, school supplies, Student Planner, and clothing that are prohibited by school rules or School Board Policy or would offend or discriminate against others. Items that cannot be cleaned will be confiscated and may need to be replaced at the student’s expense.

**Displays of Affection** – All students will be respectful of other people who do not want to see excessive displays of affection –groping, kissing, etc. Consequences will follow our verbal warning, detention/parent contact, then to a major offense as outlined on page 29.

**Dress and Grooming Code** (School Board Policy 443.1) – It is important to dress in a manner that reflects the focus on instruction and student performance that Oakfield Middle School values. The student dress code is designed to reduce distraction and disruption and maintain an academic focus in the classroom and on school grounds. Dress should not jeopardize the safety and learning environment of themselves, students, staff or others within the school.

**Be Responsible** – follow the expectations of the school dress code!

**Be Respectful** – respect the learning of others by wearing clothes that are not distracting or offensive!

**Be Safe** – demonstrate this by wearing clothes which do not bring negative attention to yourself--wear clothes which allow you to walk quickly in time of emergency. (avoid saggy pants, shoes too high, etc.)

**Examples of PROHIBITED dress include, but are not limited to the following:**

**Outer wear:** jackets, hats or headgear, swimsuits, bathrobes, pajamas or other items designed for private use, togas, leotards or spandex type clothing unless they are properly covered by another outer garment. (with discretion may be allowed on specified Spirit Days.)

**Accessories:** Metal, leather or plastic items, whether attached or loose, such as collars, studded bands and chains

**Shirts/Blouses/Tops/T-shirts: Must have...**

- 1) Straps that are at least one (1) inch wide
- 2) All undergarments covered
- 3) Necklines that keep cleavage covered
- 4) Length of shirts that cover the midriff—NO exposed hips, midriffs, or waists.
- 5) No shirt can display words or symbols that reference alcohol, tobacco products, drugs, vulgar, obscene, violent or demeaning messages, or products that target an adult age-group market.

**Shorts/skirts/pants:  
Must be...**

- 1) Mid-thigh length or longer—Short shorts and mini-skirts are not appropriate. (when hands are held relaxed to the student's side, hems should be at or past the tips of the student's longest finger.)
- 2) Above the hips with no undergarments showing.
- 3) Free of holes or tears above mid-thigh.

Students who choose to not comply with the school's dress code may be addressed by any adult in the building. Students will demonstrate respect by listening to the adult who is addressing them on their attire and by modifying attire.

**If a student continues to not comply with dress code, further disciplinary penalties may occur. The Administration will provide appropriate attire for students to wear. If students are not willing to wear the provided attire, students will be placed in In-School Suspension for the remainder of the day or until the attire can be modified with appropriate attire from home.**

**Electronic Devices- Middle School students are not allowed to have electronic devices on their person during class unless used for an academic reason approved by the teacher. Devices are to remain in their lockers during the day, except for at lunch.**

**If an electronic device is confiscated by a teacher or administration:**

**1<sup>st</sup> Offense** -- If the device is confiscated, the student may pick up the device from the staff or office at the end of the day.

**2nd Offense** – Device will be confiscated for the remainder of the day and a parent will be contacted.

**3rd Offense** – Device will be sent to the office and a meeting between administration, parents, and the student will take place; further consequences will be implemented.

**Explosives** – The use or possession of explosives or devices or materials that detonate are expressly prohibited. Additionally, it is the obligation of any student having knowledge of another student or person whom possesses or intends to detonate a device or material that explodes to report this information to school authorities immediately.

**Gang Activity** (School Board Policy 443.7) – Our school does not tolerate gang insignias, graffiti, dress, gestures or other activities associated with these groups. Any physical attribute that deters from the established grooming code will not be tolerated. School board policy governs all responses to gang activity. Police intervention may be warranted in all instances of gang activity.

#### **Hallways –**

- **Be SAFE in the hallway...**

- o Walk at ALL times
- o Avoid Parking (Standing in Large Groups)
- o No running
- o Keep hands, feet, and objects to yourself
- o Move with the flow of traffic
- o Stay to the right- down the hallways and stairwells.

- **Be RESPECTFUL in the hallway...**

- o Use quiet voices – so not to disrupt others
- o Provide people with personal space
- o Put trash in garbage cans

- **Be RESPONSIBLE in the hallway...**

- o Two feet in the Door & Devices OFF when the bell rings.
- o Walk with a purpose – get to your destination
- o Keep halls clean – take care of any trash you produce.

#### **Harassment** (School Board Policy 5517)

- a. The District expects and will encourage students and parents/guardians who observe or become aware of an act of harassment and/or bullying by students to report it to the Principal or designee for further investigation. They will be supported by involved staff members in reporting the bullying/harassment to the proper authorities.
- b. The District requires staff members who witness or become aware of an act of student harassment and/or bullying to take immediate, appropriate steps to intervene. First, they need to remove the student doing the bullying/harassing from the classroom, hallway or area by sending him/her to the Principal's Office. Second, they need to report the incident to the Principal or designee. Third, they need to make sure that that victim feels safe.

If a staff member's safety is a concern, additional assistance should be sought immediately by contacting the Principal or designee. If a staff member believes that his/her intervention has not resolved the matter, or if the harassment and/or bullying persists, he/she shall report the harassment and/or bullying to the Principal or designee for further investigation.

c. Upon learning about a harassment and/or bullying incident, the Principal or designee shall investigate.

This investigation may include interviews with students, parents/guardians, and school staff; along with a review of school records. Local law enforcement may assist in the investigation.

d. Consequences for students who harass and/or bully others, or retaliate against another student for reporting these behaviors or participating in a related investigation, shall depend on the results of the investigation. Students who are found to have retaliated will be subject to more serious consequences. Depending on the severity of the incident, the Principal or designee will also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement as appropriate; and developing a supervision plan with the parent/guardians.

The following disciplinary actions will be taken as appropriate in relationship to established District policies and state law. Parent/guardian notification will take place after each step listed below:

- (1) Official warning to cease the offending behavior and detention issued.
- (2) Short-term in-school suspension and meeting with parent
- (3) Out-of-school suspension and meeting with parent before returning
- (4) Meeting with student, parent, and Principal with the possibility of Expulsion

Remedial action will also be taken and may include:

- Restitution and restoration
- Meetings involving school staff and/or local police
- Behavioral management plan
- Student counseling with guidance or other pupil services staff
- Parent conferences including development of a supervision plan as appropriate

Students who have been bullied will be supported by:

- (1) Offering an immediate opportunity to discuss the experience with a guidance counselor or other staff of their choice.
- (2) Offering on-going support with the goal of restoring self-esteem and confidence.

**Harassment, Sexual** (School Board Policy 5517) - Harassment of a student by a student or group of students is not appropriate in our school. If you are a target of harassment or know of someone who is, report it to a teacher, counselor, or administrator.

Sexual harassment can be verbal, non-verbal, and/or physical in nature, and is any unwanted attention of a sexual nature in the workplace or school.

Federal guidelines describe sexual harassment as follows: Unwelcome sexual advances; request for sexual favors; and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. "Generalized sexist statements and behavior convey insulting, degrading, and/or sexist attitudes";
2. Seductive behavior, including "unwanted, inappropriate, and offensive physical or verbal sexual advances;
3. Sexual bribery including "solicitation of sexual activity or other sex-linked behavior by promise of reward";
4. Sexual coercion includes "coercion or sexual activity or other sex-linked behavior by threat of punishment;

5. Sexual assault includes “assault and/or rape”.

There is something you can do. If you observe sexual harassment, don't stand by. Either discuss the incident with the person committing the harassment or report to your counselor, teacher, or administrator immediately. Only with the cooperation of all of us can we eliminate sexual harassment.

If you feel you are the victim of sexual harassment, you do not have to tolerate being a victim of sexual harassment. The most ineffective way of handling the problem is to ignore it. Immediate and direct action by the victim is needed to stop unwelcome behavior. Tell the harasser that you don't like it, that you don't want to hear it, and to stop it. If the harassing conduct continues, you may at any time, report the sexual harassment to your principal, counselor, teacher or the district administrator.

Sexual harassment is sex discrimination and is prohibited by School Board Policy and by local, state, and federal laws. It is outside the scope of one's rights to sexually harass anyone. The School Board may discipline, including expulsion, any student who has sexually harassed another person in the school. If the harassing conduct continues you may at any time report the incident to your principal, counselor or the district administrator.

Sexual harassment is sex discrimination and is prohibited by School Board Policy and by local, state and federal laws. The School Board may discipline, including expel, any student who has sexually harassed another person in school.

**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.

**Respectful Behaviors**—As a member of the Oakfield High School community, you are expected to treat everyone with respect. Therefore...profanity and disrespectful statements are prohibited; fighting or other physical contact is prohibited (The school does not differentiate between a real fight and a play fight); Insubordinate statements and actions toward staff members will not be tolerated.

**Smoking, Possession, Use of Tobacco** (School Board Policy 831 and 831-Rule) – The use or possession of any tobacco product on school property (campus, sidewalks, parking lots, etc.) and at a school function or school sponsored event in any locale is absolutely prohibited. Violation of this rule will lead to school suspension and/or a local citation for smoking in public areas. Use or possession of tobacco products is a violation of our Co-Curricular Code and could result in suspension from these activities.

**Theft** - All thefts should be reported to the office as soon as possible. The student should ask for and fill out a report.

**Threats of Violence** – Any verbal or written threat of possible violence that could affect the health and safety of our student body, staff or school will not be tolerated. Students should report any information involving violence or harm to a teacher or an administrator at Oakfield Middle/High School immediately. Bomb threats and other acts of violence are subject to board policies, police intervention and could lead to suspension and possibly further disciplinary action up to and including expulsion.

**Weapons** (School Board Policy 5772) - No person shall possess or use a weapon or look-alike weapon in school or on school grounds at any time. If an individual is found with a weapon in his/her possession, the weapon will be confiscated and the incident will be referred to the police for arrest and to the school board for possible expulsion. **A weapon** is defined as any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to guns, including BB and pellet firing guns, knives, razors, karate sticks, nunchaku, metal knuckles, chains, pepper spray, and similar items. A weapon may also be any facsimile firearm such as a toy, starter pistol or other object that can be perceived as an actual firearm. Other objects not normally considered to be a weapon but used in the manner defined above will also be considered a weapon.

## **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 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 [oakfieldpto@gmail.com](mailto:oakfieldpto@gmail.com) or the Oakfield Elementary School office 920-583-3146. SCRIP is a great alternative to having the students always sell things to raise funds.

### **MARKET DAY**

Market Day is a food cooperative program that has been in the Oakfield district since 1992. Once a month order forms are sent home with the Oakfield Elementary students, with extra forms available at the MS/HS and Post Office. Market Day products can also be ordered online! Market Day products arrive at Oakfield Elementary usually on the second Thursday of each month to be picked up between 4:30 and 6:00 p.m.

The profit each month ranges between \$400 and \$500. Usually 50% of the profit is designated for a particular grade, school program, or activity. The other percentage is placed in a Market Day account for future projects.

\* If you have questions about Market Day, you can contact the Oakfield Elementary School office (583-3146).





# STUDENT/PARENT SIGN OFF

Oakfield Middle School 2016-2017

- 1) All students attending Oakfield MS shall be provided with a current copy of the handbook.
- 2) It is expected that students be familiar with the contents of the handbook.
- 3) The signatures below verify the student has received a copy of the Student/Parent 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 Main Office the first week of school.
- 5) It is recommended that the student handbook be kept at home to allow for easy reference for both students and parents. Copies of the handbook are available at Oakfield MS should there be a need to reference it.
  - a. Policies for Technology
  - b. Extracurricular Activities
  - c. Attendance
  - d. Discipline
  - e. Academic Guidelines

**I have received a copy of the Oakfield MS Student & Parent handbook and am aware of its contents.**

Printed Student Name: \_\_\_\_\_

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

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

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

## **Oakfield Middle School Protocols for Major/Minor Forms**

Disciplinary forms that are filled out for undesired student behaviors are called major/minor forms, depending on the severity of the issue.

### **Minor behavior issues**

Minor forms are submitted electronically by the teacher so that administration can better keep track of who is receiving them, when and for what issues. Some minor behaviors include:

- Not being prepared for class
- Defiance/Disrespect
- Inappropriate Language
- Physical Contact
- Misuse/damage of school property
- Technology Violation
- Physical Contact
- Not being polite to classmates

Teachers filling out a minor slip will discuss the behavior with the student and agree upon a consequence or course of action to remedy the situation. Continued misbehavior will result in a major occurrence (see below).

The PBIS team will look at the minor data weekly to see where we need to intervene, both in terms of individual students and what behaviors need re-teaching for the student body as a whole.

There will be periodic “big” events that will occur during the school year. These include field trips, dances and “fun days”. Students receiving 3 or more minor forms, or more than one major form, leading up to an event will not be able to attend that event.

**\*\*Students receiving only 3 minor slips, not any more nor any major slips, may have the opportunity to plead their case in front of the adult PBIS team in order to be allowed to attend the event. This re-admittance process can occur only once per activity.**

### **Major behavior issues**

Major behaviors are filled out on a paper form and are a direct referral to the office. Attached is a major behavior form that will be filled out in this circumstance. Major behaviors are listed on the form.

When a student receives a major behavior form, there will be a meeting among the administration, teacher(s) involved and the student to determine the consequence or course of action for that occurrence.

There will be periodic “big” events that will occur during the school year. These include field trips, dances and “fun days”. Students receiving 1 or more major forms leading up to an event will not be able to attend that event.

**\*\*Students receiving only 1 major slip, not any more than 1 nor any minor slips, may have the opportunity to plead their case in front of the adult PBIS team in order to be allowed to attend the event. This re-admittance process can occur only once per activity.**

# Oakfield Middle School Discipline Form

Name: \_\_\_\_\_

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

Referring Staff: \_\_\_\_\_

Grade: 6    7    8

## Location

Classroom  
Bathroom  
Hallway

Elementary  
Outdoor Space  
Cafeteria

Bus  
Library  
Gym

Fitness Center  
Co-Curricular Activity  
Other \_\_\_\_\_

## Major Behavior Report

Location	Major Behaviors	Motivation	Others involved
Classroom	Abusive Language/gestures	Obtain peer attention	No one
Bathroom	Physical Aggression	Obtain adult attention	Peers
Hallway	Fighting	Obtain objects/items	Staff
Elementary	Harassment/Bullying	Avoid tasks/activities	Teacher
Outdoor Space	Cheating/Lying	Avoid peers	Substitute
Cafeteria	Major disruption	Avoid adults	
Bus	Technology Violations	Other	
Extracurricular	Inappropriate language		
Library	Dress Code violation		
Gym	Defiance/Disrespect/Insubordination		
Fitness Center	Vandalism/damaging property		
Other	Stealing		
	Use/Possession of Drugs/Alcohol/Tobacco		
	Use/Possession of weapons		
	Other		

**Other pertinent information:**

**Team Meeting/Administrative Decision:**

# Oakfield Middle School Discipline Form

**Student's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**What happened?** \_\_\_\_\_

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

**What were you thinking at the time?** \_\_\_\_\_

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

**What have you thought about since?** \_\_\_\_\_

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

**Who has been affected by what you have done?** \_\_\_\_\_

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

**What do you think you need to do to make things right?** \_\_\_\_\_

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

\*\*\*\*\*

**Meeting Date/Time:** \_\_\_\_\_

**Meeting Notes:** \_\_\_\_\_

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

**Student Signature** \_\_\_\_\_ **Staff Signature** \_\_\_\_\_