



TRACEY CONNERS
District Administrator

BECKY DOYLE
Elementary Principal

School District of oakfield

Elementary



Parent & Student Handbook

2023 - 2024

OAKFIELD ELEMENTARY SCHOOL
200 White Street, Oakfield WI 53065
Phone: (920) 583-3141 | Fax: (920) 583-3820

OUR ROOTS RUN DEEP - OUR BRANCHES STRETCH FAR

NON-DISCRIMINATION STATEMENT The School District of Oakfield does not discriminate against individuals on the basis of race, color, national origin, ancestry, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, learning disability or handicap in its education programs or activities. Federal law prohibits discrimination on the basis of age, race, color, national origin, sex, or handicap and/or any other characteristics prohibited by State or Federal law. 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 individuals on the basis listed above, send a complaint to the administration office at the following address: Oakfield Elementary, 200 White St., Oakfield, WI 53065.

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SCHOOL DISTRICT OF OAKFIELD

School Board:

Paul Dercks, President
 Angie Patterson, Vice President
 Heidi Kopf, Treasurer
 Jessica Shepherd, Clerk

John Totz, Member
 Sal Arellano, Member
 Tim Wiese, Member

Administration:

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

District Personnel:

Heather Bradwin-Haseman, Administrative Assistant
 Jackie Hungerford, Bookkeeper
 Doug Mock, Activities Director
 Deputy Tyler Tikkanen, School Resource Deputy
 Kenzie Bowe, School Nurse
 Bre Reis and Dani Cords, Child Care Directors
 Jon Wessel, Building & Grounds Supervisor

OAKFIELD ELEMENTARY SCHOOL STAFF

POSITION	STAFF	EXTENSION	EMAIL ADDRESS
Principal	Becky Doyle	3005	bdoyle@oakfield.k12.wi.us
School Resource Officer	Deputy Tyler Tikkanen	2221	ttikkanen@oakfield.k12.wi.us
Office Staff	Linda Garriety Amy Steinke	3000 3002	lgarriety@oakfield.k12.wi.us asteinke@oakfield.k12.wi.us
Nurse	Kenzie Bowe	3001	nurse@oakfield.k12.wi.us
4-Year-Old Kindergarten	Becky Luth Angie Giese Sue Gurno - Paraeducator	3030 3079	bluth@oakfield.k12.wi.us agiese@oakfield.k12.wi.us sgurno@oakfield.k12.wi.us
Kindergarten	Katie Narges Madison Dietzel	3029 3026	knarges@oakfield.k12.wi.us mdietzel@oakfield.k12.wi.us
First Grade	Ashley Lindsley Gina Zuehlke	3024 3021	alindsley@oakfield.k12.wi.us gzuehlke@oakfield.k12.wi.us
Second Grade	Kristan Boruch Presley Litterick	3010 3013	kboruch@oakfield.k12.wi.us plitterick@oakfield.k12.wi.us
Third Grade	Julie Pinno Haley Polakowski	3018 3016	jpinno@oakfield.k12.wi.us hpolakowski@oakfield.k12.wi.us
Fourth Grade	Leigh Pollpeter Hannah Schneider	3144 3143	lpollpeter@oakfield.k12.wi.us hschneider@oakfield.k12.wi.us
Fifth Grade	Courtney Larson Alyssa Sabel	3141 3142	clarson@oakfield.k12.wi.us asabel@oakfield.k12.wi.us
Art	Emily Vande Berg	3037	evandeberg@oakfield.k12.wi.us
Custodians	Malcolm Fink - Evenings Allen Wiese - Days		mfink@oakfield.k12.wi.us awiese@oakfield.k12.wi.us
District Assessment Coordinator/Literacy Coach	Molly Liebelt	3039	mlielt@oakfield.k12.wi.us
Intervention Staff	Ashley Lindsley - Math Jen Harrison - Reading	3024 3067	alindsley@oakfield.k12.wi.us jharrison@oakfield.k12.wi.us
Library Media Aide	Laura Pontow	3038	lpontow@oakfield.k12.wi.us
Music	Terri Belanger (3-5) Beth Mohr (K-2)	3068 3068	tblanger@oakfield.k12.wi.us bmohr@oakfield.k12.wi.us
Physical Education/Health	Karen Albert	3101	kalbert@oakfield.k12.wi.us
School Counselor	Brittany Bergum	3239	bbergum@oakfield.k12.wi.us
Special Education	Holly Rabe <i>Director of Special Education & School Psychologist</i>	3251	hrabe@oakfield.k12.wi.us

POSITION	STAFF	EXTENSION	EMAIL ADDRESS
Speech & Language Clinicial	Grace Seager -	3140	gseager@oakfield.k12.wi.us
Special Education	Katie Voss - <i>Multicategorical</i> Kaylynn Kind - <i>Multicategorical</i> Jonah Krug - <i>Multicategorical</i> Annette Bath - <i>Paraeducator</i> Susan Holl - <i>Paraeducator</i> Patricia Schmidt - <i>Paraeducator</i>	3042 3042 3140 3140 3042 3042	kvoss@oakfield.k12.wi.us kkind@oakfield.k12.wi.us jkrug@oakfield.wi.us abath@oakfield.k12.wi.us sholl@oakfield.k12.wi.us pschmidt@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 am delighted to welcome you to the 2023 - 2024 school year. Oakfield Elementary is a school with strong traditions, and is known for its academic excellence, strong parent support, and dedicated staff. Our school continues to earn awards for high-achieving students thanks to our partnership with students, staff and families all working together to best serve our students.

*Our theme for this school year is **Getting Into the Game at OES!** This year's theme was designed to empower students to be an engaged member of their "classroom team" while participating in the "game of learning". It starts with owning their work habits, striving towards goals, and as I like to say, "keeping their bodies in the green zone, so their brains can learn." Our school environment and instruction is designed to support students on their journey of possibilities. My primary role as principal is to ensure that instruction and learning is taking place in each classroom and to ensure a safe and orderly environment throughout the school building. Following the school expectations will make this mission possible.*

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

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>).

*I look forward to working with you as partners in helping your children **find success** academically, socially, and emotionally. 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

(920) 583-7430

EQUAL EDUCATION

OPPORTUNITY/ANTI-HARASSMENT

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

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

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

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

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

Doug Mock, MS/HS Athletics Director
920-583-3141
250 Church Street 5 Oakfield, WI 53065
dmock@oakfield.k12.wi.us

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

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

any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Board Policy 5517.01 - Bullying, and not harassment under Board Policy 5517, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal. Under no circumstances will the District threaten or retaliate against anyone who raises or files a Complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students. Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

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

NONDISCRIMINATION ON THE BASIS OF SEX

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

Becky Doyle, Oakfield Elementary Principal
920-583-7430
200 White Street Oakfield, WI 53065
bdoyle@oakfield.k12.wi.us

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

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both. The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and

employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond. It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The District will not tolerate such conduct, which is a violation of the Student Code of Conduct. Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or Board Policy 2266, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of Board Policy 2266 that can result in the imposition of disciplinary sanctions, consequences, and/or 7 other appropriate remedies. All students, parents, and their representatives are advised to review Board Policy 2266 for more information and detail regarding the District's commitment to nondiscrimination on the basis of sex.

SEXUAL HARASSMENT

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

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

Sexual harassment may include, but is not limited to:

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

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature;
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;

G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

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

Becky Doyle, Oakfield Elementary Principal

920-583-7430

200 White Street Oakfield, WI 53065

bdoyle@oakfield.k12.wi.us

Doug Mock, MS/HS Athletics Director

920-583-3141

250 Church Street Oakfield, WI 53065

dmock@oakfield.k12.wi.us

Any person may report sexual discrimination, including sexual harassment, to the District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non business hours. A copy of Board Policy 2266 - Nondiscrimination of the Basis of Sex in Education Programs or Activities, including the reporting, investigation, and resolution procedures, is available in the school office and on the District's website. Board Policy 5517 – Student Anti-Harassment, as well as the Board Policy both contain the complaint procedures and steps for investigating complaints under these policies.

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

OAKFIELD ELEMENTARY GUIDELINES

SCHOOL ELIGIBILITY

State law, Wis. Stat. Sec. (118.14(1)(a), specifies that children are eligible for kindergarten based on their age. To be eligible for 4-year-old kindergarten, a child must be 4 by September 1 of the school year. To be eligible for 5-year-old kindergarten, a child must be 5 by September 1 of the school year.

Oakfield Elementary 4-year-old kindergarten is designed to be a one year program. If a parent or legal guardian wishes to have a child repeat 4-year-old kindergarten, the parent(s) or legal guardian would be required to meet with the *Student Intervention Team* consisting of the principal, school psychologist, school counselor, intervention staff, and current classroom teacher to discuss the needs of the child which would support the need for their child to repeat 4-year-old kindergarten.

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.

Students will be required to enter and depart from the school building independently. Oakfield Elementary staff will be available to assist students as needed. Families are welcome to walk their child(ren) to the door and wait outside for end of the day dismissal.

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 7:30 – 8:00 AM and 3:10 – 3:30 PM to assist students 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, the child should check-in at the office. An adult does not need to walk them into the building. We ask that adults **ONLY** enter the building during scheduled events or for situations that can not be handled with a phone call to the office.

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.

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 the following ways:

- Parent/Guardian emails
- Parent/Guardian text messaging
- Parent/Guardian phone message
- School District Facebook Page and Instagram Page
- Parent/Guardian emails

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

Taher will be providing food services for the School District of Oakfield. Please contact **Taher at (920)583-2562** for any lunch related questions.

Costs

The cost for student meals at **Oakfield Elementary** is as follows:

Student Breakfast: \$1.75

Student Lunch: \$3.05

Reduced Student Breakfast: \$0.30

Reduced Student Lunch: \$0.40

Student Milk: \$0.50

Adult Breakfast: \$2.75

Adult Lunch: \$4.75

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 into 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 \$5.00. For any family account that is negative, the school will send home paper letters on Friday’s with the oldest elementary student.

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. 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

ATTENDANCE EXPECTATIONS

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

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

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

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

EXPLANATION of the absence. The determination whether an absence is unexcused or excused will be made on the basis of information provided by the parent/guardian.

PROCEDURES FOR EXCUSING AN ABSENCE

Illness and Unexpected Emergencies

1. Have a parent/guardian notify the Elementary office by 8:30 AM (telephone number 583-3146 or email **BOTH** administrative assistants at lgarriety@oakfield.k12.wi.us and asteinke@oakfield.k12.wi.us
2. Provide 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.

Excused absences are granted for valid reasons when students are not in attendance. An excused absence is due to medical appointments, illness or other family circumstances. 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:

Tardy =	Arriving between 8:00 a.m. - 9:00 a.m.
Present 1/2 Day =	Arriving / leaving between 9:00 a.m. - 2:00 p.m
Present Full Day =	Arriving before 8:00 a.m. and in class until 2:00 - 3:15 p.m.

ILLNESS

Parents, when your child is observed during the day having any of the symptoms listed below, we will need to contact you to pick up your child immediately. Students should remain at home if any of these symptoms are present: fever over 100 degrees, diarrhea, vomiting, or signs/symptoms of certain communicable diseases(see communicable disease section).

IMMUNIZATIONS

All children enrolled in Wisconsin public schools must have on file at school, a copy of their immunization history. Since we maintain immunization histories of all students, we will depend on you to inform our nurse of new immunizations or health conditions to keep our health records current. If your child has not had all the required immunizations to attend public school in Wisconsin and you do *not* want them to receive these vaccinations, we must also have a waiver form on file. Wisconsin law allows parents to sign waivers for religious, health or personal conviction reasons.

Grade/Age

Number of Doses

Pre-K (ages 2 through 4 years)	4 DTaP/DTP/DT		3 Polio	3 Hepatitis B	1 MMR	1 Varicella
Kindergarten through Grade 5	4 DTaP/DTP/DT/Td		4 Polio	3 Hepatitis B	2 MMR	2 Varicella
Grades 6 through 12	4 DTaP/DTP/DT/Td	1 Tdap	4 Polio	3 Hepatitis B	2 MMR	2 Varicella

INHALERS

Students with asthma and other respiratory illness may carry their inhalers on them while at school. However, such students must have written approval by their physician *and* parent or guardian. Please stop at the school office for our medication authorization form.

MEDICATIONS

Whenever possible, please schedule medications to be given outside of school hours in an effort to keep medications in the school to a minimum. A medication authorization form *must* be filled out before we can administer *any medication* to your child. All medication must be in the original container and kept in the school office (exceptions only for inhalers and epinephrine auto injectors). We must receive a new medication authorization form for any dosage changes throughout the school year.

- **Prescriptions**

- A licensed physician's signature and parent signature is required on the medication authorization form for all prescription medication. Prescription medication will be given as directed on the prescription label. A record will be maintained of all medications given at school. **All medications and refills must be brought to the school office by a parent/guardian.**

- **Over the Counter Medications**

- A parent signature is required on the medication authorization form for all over the counter medication. All over the counter medication will be given as directed on the manufacturer's label. If you would like your child to receive a dose less than as indicated on a non-prescription manufacturer's label, please indicate such on the medication authorization form. At no time will we dispense a dose that is more than on the manufacturer's label for a non-prescription medication unless we have an order indicating this from your child's physician. **All medications and refills must be brought to school office by a parent/guardian and labeled with your child's name.**

COMMUNICABLE DISEASES

Children diagnosed or suspected of suffering from a communicable disease may be restricted from attending school. The school district will work with the Fond du Lac County Health Department in following communicable disease control procedures. To protect other students and staff please notify the school as soon as possible if your child is diagnosed or suspected of having a communicable disease. A few common communicable diseases include chickenpox, impetigo, influenza, mononucleosis, pink eye, and strep throat. For more detailed information on school restrictions for all childhood communicable diseases please visit

<https://www.dhs.wisconsin.gov/publications/p4/p44397.pdf>. 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 and treat accordingly. For more information on the treatment of lice please visit

<https://www.cdc.gov/parasites/lice/head/>. Please keep in mind that the Oakfield School District has a limited contract with the Fond du Lac county public health nurse (5 hours/wk.), 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.

PERSONAL ELECTRONIC COMMUNICATION DEVICES (cell phones, tablets, etc)

All personal electronic communication devices should remain in the designated student locker during the school day (7:45 AM - 3:15 PM). They are not allowed outside the student's locker at any time, unless permission is given by an Oakfield School District staff member.

TECHNOLOGY OVERVIEW

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 21st 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 listservs, bulletin boards, or online services must be approved by the District Administrator or his/her designee prior to any such usage.

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.

C. **DAMAGE or REPAIRS**

1. Chromebooks are a tool for access and completion of many learning activities. Their function as a digital textbook and information access tool is necessary for many classroom lessons. The Chromebooks will be distributed and recorded in the district inventory system. **Each student will be assigned a specific device. The School District of Oakfield does not support students bringing their own device (BYOD).**
2. Returning Your Chromebook
 - a. All Chromebooks and accessories will be accounted for daily.
 - b. Students leaving the district must return district owned Chromebooks and charger prior to withdrawal from the School District of Oakfield.
 - c. If a Chromebook and/or accessory is lost, stolen, or not returned, the student/guardian will be charged the full replacement cost and law enforcement agencies may be notified.
3. Taking Care of Your Chromebook
 - a. Chromebooks are expected to be treated respectfully during daily use.
 - b. Students are responsible for the general care of the Chromebook they have been issued by the School District of Oakfield.
 - c. All district labels and barcodes must remain on the equipment.
 - d. Chromebooks must remain free of any personalization, such as: writing, drawing, stickers, etc.
 - e. Be mindful of food, drink, etc. that may come in contact with the Chromebook when it is stored or in use.
 - f. Chromebooks should not be left unsupervised; they are in danger of being stolen.
 - g. If an unsupervised Chromebook is found, students will notify a staff member immediately.
 - h. Students who leave their Chromebooks unsupervised may face disciplinary action.

- i. Upon discovery that a Chromebook has been stolen, report the information to building administration who will involve law enforcement as necessary
4. Screen Care
 - a. The Chromebook screens can easily be damaged. The screens are particularly sensitive to damage from excessive pressure.
 - b. Do not lean or put pressure on the top of the Chromebook when it is closed.
 - c. Do not poke the screen with anything that will mark or scratch the screen surface.
 - d. Do not place anything on the keyboard before closing the lid (pens, pencils, papers, etc).
 - e. Clean the screen with a soft, dry, microfiber cloth or anti-static cloth.
 - f. Do not use window cleaner, household cleaners, or other sprays, as they may damage the Chromebook.
5. Account Security
 - a. Students are required to use their own Oakfield Google Apps username and password, and keep this password confidential.
 - b. Students are able to change their password if needed
6. Backgrounds
 - a. Inappropriate media may not be used as a screensaver or background.
 - b. Presence of guns, weapons, sexualized material, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary actions.
7. General Guidelines
 - a. Students are responsible for ethical and educational use of technology.
 - b. Access to School District of Oakfield technology is a privilege, not a right. Students are required to follow Oakfield policies and rules.
8. Privacy and Safety
 - a. Teaching our students how to be productive, ethical, and successful digital citizens is a top priority.
 - b. Additional resources can be found on the website Common Sense Media
 - c. Students must abide by Copyright and Plagiarism Laws.
9. Legal Property
 - a. Chromebooks issued are the property of the School District of Oakfield. All Oakfield Board policies apply.
 - b. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline.
 - c. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.
10. Email Electronic Communication
 - a. Email and communications sent/received should be related to educational needs.
 - b. Email and communications are not private and subject to inspection by the district at any time.
11. Appropriate Use
 - a. The student in whose name a system account and/or hardware is issued will be responsible at all times for its appropriate use.
 - b. The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
 - c. Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.
12. School Issued Device Insurance and Warranty
 - a. Student School Issued Devices have a limited warranty against manufacturer defects provided by the School District of Oakfield.
13. Damage Claims
 - a. Damage claims will be tracked over the 4 year life cycle of the School Issued Device (K-4,5-8,9-12)
 - b. The district reserves the right to charge for the entire replacement or repair cost if intentional damage is determined. Examples of intentional damage include, but are not limited to, breaking keys, breaking the screen, throwing the device.
 - i. First Claim: Covered by the School District of Oakfield.
 - ii. Second Claim: The student/family is responsible for covering the cost of repair up to \$100 or the cost of the damages (whichever is cheaper).

- iii. Third Claim: Student is responsible for the full cost of repair/replacement and/or disciplinary action by OSD.
 - iv. Manufacturer defects covered under warranty will not be subject to the above criteria.
- c. Cost of Damages
- i. Power cord replacement: \$35
 - ii. Broken Screen: \$100
 - iii. Broken Keys/Keyboard: \$20
 - iv. Case replacement: \$40
 - v. Full Replacement Costs
 - 1. Students will be responsible for covering the cost of lost or stolen items:
 - a. Chromebook - \$300
 - b. Charger/Power Cord - \$35
 - c. Case - \$40
 - d. iPad - \$300

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.

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.

THREATS OF VIOLENCE

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

STUDENT APPAREL

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.

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 wood chips 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!actions up to expulsion.

BUS TRANSPORTATION

Johnson Bus Service is contracted by the Oakfield School District to provide transportation for students. 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. Johnson Bus Company can be reached at (920)583-3335.**

BUS BEHAVIOR EXPECTATIONS FOR ALL STUDENTS

The bus is an extension of the school. In general, all school expectations of behavior and conduct apply to students on the bus.

1. Follow the direction of the bus driver at all times.
 - a. Be safe at the bus stop and getting on the bus.
 - b. Remain seated in assigned seat unless driver grants permission to move.
 - c. Keep hands, feet, and objects to yourself and inside the bus.
 - d. Keep the bus neat and orderly.
 - e. Talk in a normal voice.
 - f. The window may be lowered halfway with driver's permission.
 - g. Be polite and respectful of the driver and other riders
 - h. Students are not allowed to ride any bus other than their own. With a parent note, signed by school office personnel, you may be able to get off at a different stop on your own bus.
 - i. Johnson Bus has equipped all of the buses to run video cameras.

Failure to follow bus rules will result in:

1. **First Referral** – Principal meets with student to reteach expectations.
2. **Second Referral** – Parents notified and the student meets with the principal to review expectations to help student follow expectations.
3. **Third Referral** – Bus riding privilege suspended for two (2) days. 26

4. **Fourth Referral** – Bus riding privilege suspended for three (3) days. Parent, student, bus company representative and principal conference.
5. **Fifth Referral** – Bus riding privilege suspended for five (5) days.
6. **Sixth Referral** – The Principal will refer the case to the District Administrator with a recommendation of suspension of bus riding privileges for an extended period of time. This will normally be for a minimum of 30 days. Parents and students have the right to due process procedures in this and the following step.
7. **Gross misconduct** can result in any or all of the above steps being skipped, police may be called to the bus and/or the bus may return to the school. Gross misconduct includes fighting, gross disrespect toward the driver and willfully failing to follow the driver's directions.

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. Staff have created ways to celebrate positive choices in classrooms and around the school.

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.

- Major infractions are issues that result in office time. Parents/guardians will always be notified by the principal or teacher about major infractions. Suspensions will be determined on a case-by-case basis, and in accordance with District policy
- Minor infractions are behaviors that are disruptive to the learning environment, but are handled by the supervising staff member.

We will practice 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
 - Be respectful
 - Be responsible
 - Be safe
- Providing positive reinforcement (rewarding good choices with compliments or quality time) at home
- Sharing comments with or asking questions of PBIS team members

Oak Pride Way, "Be Respectful! Be Responsible! Be Safe!"



OAKFIELD ELEMENTARY EXPECTATIONS MATRIX

	Classroom Areas	Cafeteria	Bathrooms	Hallways	Buses	Assembly	Recess
Respectful	<ul style="list-style-type: none"> ● Follow directions ● Raise your hand ● Use appropriate language ● Use an appropriate tone ● Keep your hands & feet to yourself 	<ul style="list-style-type: none"> ● Follow directions ● Listen to adults ● Show good table manners ● Keep food on your plate or in your mouth ● Keep food in cafeteria 	<ul style="list-style-type: none"> ● Respect school property by keeping it clean and neat ● Respect the privacy of others ● Use quiet voices (level 0 or 1) 	<ul style="list-style-type: none"> ● Observe personal space ● Listen to adults in hallway ● Volume 0 	<ul style="list-style-type: none"> ● Follow directions ● Wait in line ● Listen to the bus driver ● Share seats ● Use appropriate language 	<ul style="list-style-type: none"> ● Positive cheer ● Level 0 when someone is speaking ● Sit on your seat 	<ul style="list-style-type: none"> ● Follow adult directions ● Use appropriate language ● Obey fire drill procedures
Responsible	<ul style="list-style-type: none"> ● Employ active listening ● Participate actively 	<ul style="list-style-type: none"> ● Stay in designated area ● Clean up your eating area 	<ul style="list-style-type: none"> ● Do your business & leave ● Flush the toilet ● Wash hands ● Keep the bathroom clean 	<ul style="list-style-type: none"> ● Keep hands & feet to yourself ● Use a hall pass ● Go straight to your destination ● Clean halls clean 	<ul style="list-style-type: none"> ● Stay seated while the bus is moving ● Keep your body and belongings inside the bus ● Keep body to self 	<ul style="list-style-type: none"> ● Sit in designated areas ● Keep belongings with you 	<ul style="list-style-type: none"> ● Dispose of trash in appropriate receptacles ● Put equipment away ● Keep body to self
Safe	<ul style="list-style-type: none"> ● Keep your hands & feet to yourself ● Remain in assigned location 	<ul style="list-style-type: none"> ● Wait in line for your turn ● Wash hands before eating ● Keep body to self 	<ul style="list-style-type: none"> ● Keep body to self 	<ul style="list-style-type: none"> ● Walk at all times ● Watch where you are walking 	<ul style="list-style-type: none"> ● Face forward ● Stay in your seat ● Report any incidents 	<ul style="list-style-type: none"> ● Enter and exit in orderly fashion ● Keep body to self 	<ul style="list-style-type: none"> ● Dress for the weather ● Use equipment correctly

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. James Catholic Church, 101 N Main Street, Oakfield 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.

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

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 for 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 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 Friday is the day the orders are placed to the national and local businesses for items not kept in inventory. The current inventory is also replenished 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 a week. All orders need to be turned into the Oakfield Elementary Office in the morning or submitted online.

SCRIP is also ONLINE!! Families can place orders online for all products offered in our program as well as hundreds of other national companies. Many of these are available as immediate downloads or on reloadable cards so you can utilize this great program from anywhere!

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



OAKFIELD PLANNED ABSENCE EXCUSE FORM

Directions

The parent/guardian is to complete Section I and return this form to the Principal/Designee before leaving for the planned absence. School personnel will complete Sections II and III.

SECTION I

Student's Name

Teacher

Student's Name

Teacher

Student's Name

Teacher

Dates _____
First Day Absent Return Date

Reason for Absence _____

To the best of my knowledge the information above is correct. As the parent/custodian I assume full responsibility for this absence of the student name above.

Signature of Parent or Guardian

Date

SECTION II

Signature of Teacher

Date

SECTION III

This form was returned prior to the planned absence and is being approved by the Principal/Designee..

Signature of Principal/Designee

Date



When To Keep Children Home From School

- Remember the 24 hour Rule of Thumb!
- Keep child home for 24 hours after...
 - A fever has resolved and without using fever reducing medications (Tylenol or Advil)
 - Diarrhea, nausea or vomiting has resolved
 - Receiving antibiotics (may return 24 hours after starting antibiotic)

As always check with your child’s doctor if symptoms are prolonged or behavior is unusual for your child.

Disease	Symptoms	Recommendations
Common Cold	Stuffy nose (clear drainage); Sneezing; Mild cough	Should attend unless not able to participate in activities
Earache	Trouble sleeping; Ear tugging; Poor appetite	24 hour rule
Flu	Fever (100 F or higher); Body aches; Fatigue	Exclude until fever resolved for 24 hours.
Diarrhea	3 or more loose stools in 24 hours	Exclude until symptoms are not present for 24 hours.
Hand Foot Mouth Disease	Rash on hands, feet or mouth; Sore throat; Vomiting; Diarrhea	Keep home if child has fever or if they are not able to avoid close contact with others.
Head Lice	Itching scalp, especially behind ears and back of neck. Many children have no symptoms.	Do not allow back to school until after initial treatment or removal of live lice.
Impetigo	Small red pimples; Fluid-filled blisters; Crusted yellow scabs, often found around nose and mouth	Stay home until lesions are treated with antibiotics and lesions are covered or crusted.
Pink Eye	Red/Irritated Eyes; Drainage of mucous; Drainage of pus	Keep home if child has fever, behavior changes or unable to avoid touching eyes.
Strep Throat	Swollen lymph nodes; Fever, chills, sweats; Decreased appetite	Exclude for 24 hours after starting of appropriate antibiotic and fever resolved.
Vomiting	Vomiting	Exclude until no symptoms for 24 hours.

Adopted From: Wisconsin Department of Health Services (www.dhs.wisconsin.gov/publications/p4/p44397.pdf) in conjunction with the Fond du Lac County Health Department guidelines

HANDBOOK NOTIFICATION FORM

Oakfield Elementary School

2023 - 2024

1. All families attending Oakfield Elementary shall be provided with a current digital copy of the handbook.
2. It is expected that students and families become familiar with the contents of the handbook.
3. Your acknowledgement to the handbook on PowerSchool verifies your family has received a digital copy of the Oakfield Elementary Handbook for the 2023 - 2024 school year and is aware of the information contained therein.