



SARAH POQUETTE  
District Administrator

JOHN ODENWALD  
Middle School Principal

DOUG MOCK  
Activities Director

# *Oakfield Middle School*

**2025-2026**

## *Student & Parent Handbook*

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

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

### **NON-DISCRIMINATION STATEMENT**

The School District of Oakfield does not discriminate against 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, 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: School District of Oakfield-District Office, 250 Church Street, Oakfield, WI 53065.

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## **SCHOOL DISTRICT OF OAKFIELD**

### **School Board:**

Jessica Shepherd, President,	John Tottz, Vice President	Heidi Kopf, Treasurer
Sal Arellano, Clerk	Tim Wiese, Member	Dustin Wallendall, Member

### **Administration:**

Sarah Poquette, District Administrator  
John Odenwald, Middle School/High School Principal  
Becky Doyle, Elementary & Child Care Principal  
Holly Rabe, Director of Special Education &  
School Psychologist  
Jennifer Post, Business Manager

### **District Personnel:**

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

## **A MESSAGE FROM THE PRINCIPAL**

Dear Oakfield High School Students and Families,

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

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

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

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

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

Sincerely,  
John Odenwald, Middle School Principal  
jowdenwald@oakfield.k12.wi.us  
(920) 583-3141 x2005

## OAKFIELD MIDDLE SCHOOL STAFF

### Middle School Principal

John Odenwald

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

### Office Staff

Claudia Craig

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

Jillian Duel

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

### Activities Director

Doug Mock

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

### Pupil Services

Rachel Raskiewicz, School Counselor/Mental Health Navigator

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

Holly Rabe, School Psychologist/Director of Special Education

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

Grace Seager, Speech & Language Clinician

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

### Police Liaison Officer

Deputy Luke Olson

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

920-583-7425

### Teaching/Support Staff

Terri Belanger

Choir

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

Melissa Boothe

Paraeducator

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

Brandon Curtis

Physical Education/Health

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

Abigail Daane

Agriculture

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

Bryce Daane

Technology Education

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

Stephen Gross

Special Education

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

MaKenna Harmsen

Language Arts

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

Terra Kind

Special Education

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

Ashley Kintzler

Language Arts

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

Eli Liebelt

Science

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

Ray Lindner

Custodian (Day)

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

Beth Mohr

Band

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

Mark Morell

Social Studies

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Jennifer Newhouse

Art

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Donna Perry

Paraeducator

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

Corey Rickert

Mathematics

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

Aaron Shepp

Mathematics

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Micheal Waggener

Custodian (Evening)

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

Heidi West

Library Aide

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

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

Doug Mock  
MS/HS Athletics Director  
920-583-3141  
250 E. Church Street  
Oakfield, WI 53065  
[dmock@oakfield.k12.wi.us](mailto: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  
920-583-3146  
200 White Street  
Oakfield, WI 53065

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

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

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Board Policy 2266 –Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond. It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

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

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

## **SEXUAL HARASSMENT**

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

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

- 1. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- 2. Rating a person's sexuality or attractiveness;
- 3. Staring or leering at various parts of another person's body;
- 4. Spreading rumors about a person's sexuality;
- 5. Letters, notes, telephone calls or materials of a sexual nature;
- 6. Displaying pictures, calendars, cartoons or other materials with sexual content;
- 7. 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;
- 8. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

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

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

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

Doug Mock  
MS/HS Athletics Director  
920-583-3141  
250 E. 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.

## **PARENTS' RIGHT TO KNOW**

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, the District Administrator shall make sure that all parents of students in that school are notified that they may request, and the District will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents **shall** be provided:
  1. Information on the level of achievement of their child(ren) on the required State academic assessments;
  2. Timely notice if the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who is not "highly qualified".

The notices and information shall be provided in an understandable format, and to the extent possible, in a language the parent(s) understand.

## **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. until 4:00 p.m. on days that school is in session.

### **CAFETERIA/LUNCH**

Breakfast \$2.15  
Reduced breakfast \$0.30  
Hot lunch regular ticket \$3.65  
Reduced lunch \$0.40  
Milk \$0.50  
Adult breakfast \$3.05  
Adult lunch \$5.05

### **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 the 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 medications, both prescription and over the counter. Prescribed medication must have a prescription label or doctor's signature and dosage verification in order to be administered. Over the counter medication will only be administered by the recommended dosage unless given written permission by the doctor. All medication should be brought directly to the school office **in the original container** and must be taken under the supervision of the office personnel.

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

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

## SCHOOL DELAY AND CLOSING PROCEDURES

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

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

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

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

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

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

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

### **DIVORCED/SEPARATED PARENTS**

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

### **STUDENT IMAGES**

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

### **VISITORS**

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

### **MIDDLE SCHOOL CLASS SCHEDULE**

Period 1 8:00 - 8:45

Period 2 8:48 - 9:33

Period 3 9:36 - 10:21

Period 4 10:24 - 11:09

Period 5 11:12 - 11:57

Lunch 11:57 - 12:27

Oakrichment 12:31 - 1:01

Period 6 1:04 - 1:49

Period 7 1:52 - 2:37

Period 8 2:40 - 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, contact the Main Office and a custodian will be called upon to repair it. Students may be held responsible for any damage done to their assigned lockers. Students should refrain from excessively decorating the inside of lockers, particularly when materials used are difficult to clean up. Only school related decorations will be allowed on the outside of lockers unless special permission has been granted. The school is not responsible for items left in assigned lockers beyond students' last day of attendance. The school is not responsible for items stolen from your locker. To minimize the risk of theft: **keep your locker locked!**

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

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

## **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.**

## **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 alarms. Violators will not only face suspension and/or expulsion from school, but a referral will be made to the legal authorities as this is a violation of State law Chapter 941 Wisconsin State Statutes.

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

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

## **SCHOOL EVACUATION**

If Oakfield Middle and High School has to be evacuated for a period of time, the district reunification site is the Fond du Lac County Highway Commission Building, 1820 S Hickory Street, Fond du Lac. In active threat situations, parents will be required to follow the District Reunification Process. The process would be communicated to families via text messaging, email, and an automated phone call.

## CO-CURRICULAR ACTIVITIES

Oakfield MS/HS offers a variety of co-curricular activities. Students are encouraged to participate in those activities that may be of interest to them. Questions about co-curricular Activities should be directed to Doug Mock, Activities Director, at 920-583-3141.

## 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 semester. Should a check reveal a student to not be meeting eligibility criteria, a period of probation will be instituted for one week. Should the student not meet eligibility criteria the following week, the student becomes academically ineligible. The period of ineligibility will run from Tuesday to Monday. The student will regain eligibility when a weekly check reveals them to be meeting the criteria. Reinstatement will occur on the Tuesday following such report.
- At the end of the semester, any student who does not pass all classes, will be ineligible to participate for the following time periods.
  - **FALL:** 21 days from the first day of competition/activity/event or  $\frac{1}{3}$  of the maximum games/activity/events whichever is less restrictive
  - **WINTER AND SPRING:** 15 school days
- Reinstatement will occur when a weekly grade check reveals the student to be meeting the eligibility criteria after the said time period.
- The official date used for determining academic eligibility at the end of a grading period will be the date when a computer printout of grades is made available to the Athletic Director.

## GRADING SCALE

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

## GRADE REPORTING

Teachers shall communicate to both students and their parents how a 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. 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 semester.

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.

### **SCHOOL DISTRICT OF OAKFIELD 1:1 DEVICE POLICY**

This policy outlines the acceptable use of electronic devices by students within the premises of the School District of Oakfield. The purpose of this policy is to ensure the responsible and appropriate use of technology to enhance learning while maintaining a safe and productive environment for all students and staff.

This policy applies to all students enrolled in the School District of Oakfield and covers the use of Personal Electronic Devices and Student School Issued Devices including but not limited to smartphones, tablets, laptops, and wearable technology.

#### **Device Ownership:**

- Chromebooks issued as Student School Issued Devices are the property of the School District of Oakfield.
- The student in whose name a system account and/or hardware is issued will be responsible at all times for its appropriate use.

#### **Device Usage:**

- Electronic devices may be used for educational purposes during designated times and in designated areas as determined by school administration.
- Devices should be used in a manner that does not disrupt classroom activities, distract other students, or interfere with the learning process.
- Students are responsible for charging their Student School Issued Devices each day and keeping them in good repair.

#### **Device Care:**

- Students are responsible for the general care of the Chromebook they have been issued by the School District of Oakfield. This includes keeping Chromebooks in good maintenance and avoiding actions that can cause damage to the device, including dropping the device, applying excessive pressure to the screen, or putting items in/near the device that would cause damage to the screen or keyboard.
- Do not keep food or drinks near School-Issued Chromebooks.
- District labels, barcodes, and device accessories (such as chargers and cases) must remain with all Student School Issued Devices.
- In the event that damage is noted on the device, contact either the designated school librarian or the IT department, as referred to in Repairs & Fees.

#### **Internet Access:**

- Students may access the internet for educational purposes using their personal devices, but are expected to do so responsibly and in accordance with school policies regarding appropriate online behavior.
- Accessing inappropriate or unauthorized content, including but not limited to explicit material, gambling sites, and social media platforms during instructional time, is strictly prohibited.
- Email and communications are not private and subject to inspection by the district at any time. Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

#### **Respect for Others:**

- Students are expected to respect the privacy and personal space of others when using electronic devices, including refraining from taking unauthorized photos or videos and sharing personal information without consent.
- Cyberbullying, harassment, or any form of intimidation using electronic devices is strictly prohibited and will result in disciplinary action.

#### **Device Security:**

- Students are responsible for the security of their electronic devices and should take precautions to prevent theft or damage.
- Devices should be password-protected and never left unattended or unlocked.
- Any loss, theft, or damage to personal devices should be reported to school authorities immediately.

**Compliance with School Policies:**

- The use of personal electronic devices is subject to all applicable school policies and regulations, including but not limited to the Acceptable Use Policy and Code of Conduct.
- Failure to comply with school policies regarding device usage may result in disciplinary action, including confiscation of devices, loss of privileges, or other appropriate consequences.

**Loaner Devices:**

- In the case you are unable to use your issued Chromebook for the school day, you may sign off to borrow a loaner Chromebook to continue your studies.
- Loaner devices are to be treated as if they were your own issued Chromebook.
- Any damaged or missing loaners will be reported and followed up with disciplinary action.
- In the case of continual need for loaner devices, action can be taken to keep the loaner device at the school at all times.

**Repairs & Fees:**

- Student School Issued Devices have a limited warranty against manufacturer defects provided by the School District of Oakfield.
- Chromebooks that are broken or fail to work properly must be reported immediately to the designated school librarian or the Technology Department at [ithelp@oakfield.k12.wi.us](mailto:ithelp@oakfield.k12.wi.us).
- If deemed necessary, a replacement will be issued if there is one available.
- If repair is needed due to abuse or neglect, there will be a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The school may also refuse to provide a loaner or reissue a Chromebook for repeated or intentional damages, and may incur additional charges.
- Any hardware/software repairs not due to misuse or intentional damage will be covered by the Insurance Plan; however, any intentional damage to the device will incur a cost, refer to cost/fees at the end of this section.
- Fines will be imposed as the circumstances may warrant at the discretion of the District.
- After two incidents of accidental damage, the student may lose the privilege of taking the device home, and may also result in disciplinary action, and additional fees including the purchase of additional insurance.
- Estimated costs/fees are listed below and subject to change.
  - Power cord replacement: \$35
  - Broken Screen: \$100
  - Broken Keys/Keyboard: \$20
  - Case replacement: \$40
  - Full device replacement per device
    - Chromebook - \$300
    - Ipad - \$300
  - Lost/Stolen devices will also require a full cost replacement.

**Device Returns:**

- Students are responsible for keeping account of their Student School Issued Devices and all accessories supplied with those devices.
- Students leaving the district must return district-owned devices and all accessories.
- When checking in devices at the end of each school year, devices will be assessed for damages and missing accessories. Students are liable for the cost to repair or replace broken or missing components.

**Enforcement:** This policy will be enforced by school administration and faculty members. Any violations of the student device policy will be addressed according to the disciplinary procedures outlined in the school handbook.

**Review and Amendments:** This policy will be reviewed periodically to ensure its effectiveness and relevance. Amendments may be made as necessary to address changes in technology or emerging issues related to device usage.

**Acknowledgement:** By bringing personal electronic devices and in using Student School Issued Devices onto school premises, students acknowledge their understanding and agreement to abide by the terms outlined in this policy.

**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.

## **Cell Phones and Electronic Devices Policy**

### **Effective September 1, 2025 – No Cell Phones During School Hours**

Beginning September 1, 2025, the use of **cell phones and all personal electronic devices** is strictly prohibited during school hours, from **8:00 a.m. to 3:25 p.m.**

This includes, but is not limited to: cell phones, two-way communication devices (e.g., texting, photo sharing), music players, wireless headphones and wireless earbuds, Smartwatches with communication capabilities, and/or any similar electronic devices.

**Students are not permitted to carry these items on their person during the school day.** Devices must be **turned off and securely stored in personal lockers** until dismissal.

### **Emergency Communication**

All emergency messages must go through the main high school office. The building principal may authorize individual use of a phone for medical, vocational, or other documented reasons.

### **Violation Consequences**

#### **First Offense**

The device will be confiscated and may be picked up between **3:00–4:00 p.m.** from the high school office by a **parent or emergency contact**.

#### **Second Offense**

The device will be held at school until the **next school day**. The student will serve a **detention** and a **parent conference** will be required.

#### **Third and Subsequent Offenses**

The student must turn in their device to the office **each morning** and will not be permitted to access it during the day for **20 consecutive school days**.

Continued violations may result in **permanent loss of device privileges**, including a **complete ban** on bringing devices into the school building. Devices may be held for an **indefinite period**.

### **Non-Compliance and Disruptions**

Students who **refuse to turn over a device** when requested by staff will receive **additional consequences**, such as detentions and extended phone restrictions.

Any student who causes a **disruption or altercation** when asked to surrender a device may receive a **disorderly conduct citation** from the **Oakfield Police Department**, at the request of administration.

If a device is involved in a **serious school violation**, law enforcement may **confiscate the device indefinitely** for use as evidence.

This policy is intended to foster a focused, respectful, and distraction-free learning environment while promoting student **responsibility and accountability**.



## SCHOOL POLICY ON AI-GENERATED NUDE IMAGES AND POSSESSION OF INAPPROPRIATE IMAGES

### Purpose

This policy aims to ensure a safe and respectful environment for all students by addressing the creation, possession, and distribution of inappropriate images, particularly those generated by artificial intelligence (AI).

### Scope

This policy applies to all students, staff, and visitors within the school premises and during any school-related activities, both on and off-campus. In general, the majority of student social media use will occur off-campus. The Supreme Court of Wisconsin has noted that certain types of off-campus speech might be deemed permissible to regulate by schools, including speech that may engage in serious/severe bullying or harassment, that targets particular individuals, threatens students or teachers, is vulgar, lewd, obscene, or offensive, and materially disrupts classwork, involves substantial disorder, or invades the rights of others.

### Policy Statement

1. **Prohibition of AI-Generated Nude Images:** The creation, distribution, or possession of AI-generated nude images of any student is strictly prohibited. This includes any image where AI technology has been used to create or manipulate a photo to appear nude or sexually explicit.
2. **Possession of Nude Images:** Possessing nude or sexually explicit images of other students, regardless of the method of creation, is strictly forbidden. This includes any electronic device, printed material, or any other medium.
3. **Distribution and Showing of Nude Images:** Showing, sharing, or distributing nude or sexually explicit images of students is prohibited. This applies to all forms of communication, including but not limited to social media, messaging apps, email, as well as both physical and electronic distribution.

### Consequences

Violation of this policy will result in immediate disciplinary action. Consequences may include:

**First Offense:** Out-of-school suspension. The suspension period will be between 1-10 days, depending on severity of the incident, with potential for further disciplinary actions including law enforcement referral and up to and including expulsion.

**Subsequent Offenses:** Out-of-school suspension for a period of up to 10 days, with potential for further disciplinary actions up to and including expulsion, depending on the severity and circumstances of the incident and referral to law enforcement.

**Legal Action:** In cases where the incident violates state or federal laws, law enforcement agencies will be notified, and legal action may be pursued.

### Reporting Procedures

Any student, staff, or visitor who becomes aware of the creation, possession, or distribution of inappropriate images is encouraged to report the incident to school administration immediately. All staff members are mandated reporters and must report the infraction to their immediate supervisor as soon as possible.

Reports can be made anonymously, and all reports will be handled with strict confidentiality to protect the privacy and rights of all individuals involved.

### Support for Affected Students

The school will provide support and resources to students affected by the creation, possession, or distribution of inappropriate images. This includes school counseling services and any necessary academic accommodations.

## **Conclusion**

Maintaining a respectful and safe school environment is a shared responsibility. By adhering to this policy, we commit to protecting the well-being and dignity of every student.

## **ACCEPTABLE USES OF THE NETWORK/TECHNOLOGY**

The District provides students 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.

## **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 violations 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, as attendance and classroom achievement are closely related. Excessive absenteeism usually leads to lower student achievement. This means that you must be in your scheduled classes each day to avoid attendance issues. Good attendance is also a must for co-curricular activity participation. Finally, future employers require good attendance of their prospective employees.

The Principal or designee reserves the right to refuse any absence as excused. The responsibility for seeing that a student attends classes rests with the parents/guardians and the student. Attending class means the student is in the class or room assigned to 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.

## **CO-CURRICULAR PARTICIPATION**

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

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

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

## **PROCEDURES FOR EXCUSING AN ABSENCE**

### **Illness and Unexpected Emergencies**

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

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

### **Communicable Disease**

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

### **Appointments**

Medical/Dental/Orthodontic

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

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

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

### **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:

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 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". Students have two weeks to have their unexcused absences cleared up, or they will remain as such for the remainder of the year.

**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.

**When a student accumulates over 10 days of excused or unexcused absences in a school year, the student will be considered a habitual truant and will be immediately issued a truancy citation, as well as a citation for subsequent absences.**

Attendance will be taken at the beginning of each class period. Students are expected to be in the room when the class bell rings. A student will be considered unexcused absent if they arrive at class 10 minutes after the bell rings. Consistent or persistent violation of the school attendance policy will result in appropriate disciplinary action and legal referral for Habitual Truancy. By law, an unexcused absence for all or part of a day is considered **"truancy"**. Repeated cases of truancy will be grounds for discipline including suspension and court referral. A student who is truant for five days out of a semester is defined as a **"habitual truant"**. Notifications of truancy will be mailed to the student's parent or guardian (WI S.S. 118.15, 118.16, 948.45). Additionally, a statement quoting the state law governing school attendance will be enclosed. The parents or guardians have the right to request that their student be **excused for any sensible reason (including family vacation)**, **provided such absence has been approved prior to comply with the district's planned absence policy**, per Wisconsin Statute 118.15(3)(c).

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

Truancy violations are both counted and considered for programming over the student's middle/high school career. All offenses of truancy and habitual truancy will be referred to the Local City Police Department at which time a local citation may be issued. Parents of students who are truant will be contacted by phone and/or letter. If necessary, a parent conference will be requested by the building principal or designee to discuss the following programming options:

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

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

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

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

## **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 and up to 10 minutes after the bell. If a pattern of tardiness is constant then administration consequences will occur. A student will be issued a lunch detention for every 3 tardies that they receive. 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 present a pass from the teacher to the staff member.

### **Locker/Restroom Passes**

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

## **CODE OF CONDUCT**

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

**Academic Integrity** - Students are expected to complete their own work. We do recognize peer teaching and peer learning are important and effective study strategies for students. However, giving a completed assignment to a friend is not peer teaching and copying answers is not peer learning. Unintentionally or otherwise, the student who passed on the assignment enabled cheating to occur, and has therefore committed the same violation as the person who turned in copied work. Without express consent of the classroom teacher, AI-assisted technology (for example, ChatGPT), will be included as a violation of academic integrity.

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

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

Students are:

- Responsible for respecting the expectations of the school and classroom in an effort to become responsible and community minded citizens.
- Responsible for respecting personal property and physical well-being of other students.
- Responsible for respecting personal property and physical well-being of all adults in the building.

- Responsible for respecting and maintaining the appearance and cleanliness of the building, grounds, and property of the school district.
- Responsible for maintaining an exemplary learning environment by refraining from any action or inaction that may disrupt the school day.
- Responsible for conducting himself or herself in a manner that poses no threat to the health or welfare of others.
- Responsible for keeping their body and mind in sound, healthy condition and attending classes.
- Responsible for remaining in designated areas while on school grounds and for vacating school premises upon the conclusion of school events.

**Dress Code** - All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

All clothing must be worn to completely cover genitals, buttocks, chest and midriff. That being said, students must wear: A shirt (shirt must have fabric in front, back, and sides of underarms), Pants/Jeans/Shorts/Equivalent and footwear. This will be applied universally to all students. The following clothing items and accessories are prohibited. Students may not wear: images or language alluding to drugs, alcohol, or illegal activity, vulgar language, profanity, hate speech, fighting words, or pornography, languages or images that target individuals or groups of individuals creating an intimidating or hostile environment, clothing that reveals waistbands, items that cover face or ears (religious observance exempt), items that could be dangerous or used as a weapon, hoods and hats.

**Food/Drink in Classrooms** - Only water will be allowed in classrooms. Food and/or flavored drinks are not permitted in the classroom, and/or the middle and high school break-out areas, and/or testing rooms and all food and/or flavored drinks must remain in student lockers or the main commons area.

**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.

## **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 the respect and cooperation of students so that an effective learning environment exists. Students are responsible for complying with the expectations established by teachers, the school and/or community.

(School Board Policy 5600) All students, staff, and parents/guardians in the Oakfield MS/HS Community have basic rights and responsibilities designed to maximize academic freedom and individual expression while maintaining an orderly and respectful atmosphere for all members 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 addresses behavior when and where it occurs (classroom, hallway, cafeteria, etc.)
- All staff will address the behavior of any/all students.
- All behaviors are discussed professionally with appropriate staff and/or parents.
- At any time during the consequence process, it is acceptable to make an administrative referral at staff discretion.

Situations involving the threat or endangerment of health, safety, and/or wellbeing of others; tobacco, drugs, alcohol, controlled substances; theft of or damage to property, persistent violation of school rules, or similar action will be addressed by 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.

### **THREATS OF VIOLENCE**

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

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

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

Failure to follow bus rules will result in:

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

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

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

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

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

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

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



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

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

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

### **MAJORS/MINORS**

Minor behaviors are typically handled between the teacher and the student in the classroom.

Major behaviors are behaviors that warrant removal from the class and/or involvement by the administration. The following rubric outlines major discipline referrals that are typically taken care of by administration.

### **CHECK IN - CHECK OUT**

At Oakfield Middle School we strive to create an inclusive and welcoming learning environment where students can learn the skills they need to be successful. In order to accomplish this goal we provide extra support to students who have shown difficulty demonstrating skills such as self-control, staying on-task, making appropriate choices and other social skills by having them participate in our check-in check-out (CICO) program.

Identified students are chosen to participate in this program in order to create a more engaging classroom experience and provide positive feedback from his or her teachers.

Each day, students on CICO will check in with their advisor. During this brief meeting, they will remind students of their specific daily or weekly goals, so they are ready to start their school day on a positive note! Teacher feedback on the use of these new skills is documented using a daily progress report. The positive skills that the students demonstrated during the day will be discussed with them when they check out with me at the end of the day. The advisor will provide positive comments, encouragement for ongoing success and additional instruction if the student struggled at a particular time in their day. Students will receive a copy of the progress report for parent review.

The goal of check-in check-out is to have a student earning 80% of their possible points, 80% of the time. We understand that learning and using a new skill takes time and practice and that none of us are perfect all of the time. Points earned by a student on check-in check-out are entered into a data system, and we will review this data to track a student's progress and make any necessary adjustments to the plan. Typically, the additional attention provided by their classroom teachers help them reach their goals within the program rather quickly. We begin to fade the support after a student has met their goal for 3 consecutive weeks and has not qualified for CICO (4 minors or 1 major in the 3 consecutive weeks following initial CICO qualification).



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

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

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

<b>Misconduct</b>	<b>Definition</b>	<b>Minimum Action Taken</b>	<b>Maximum Action Taken</b>
INAPPROPRIATE LANGUAGE/GESTURES	Inappropriate language, written or spoken conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive	1- Conference with student, Warning, Parent Contact, 2-Detention(s), 3-In-school Suspension	Suspension, Notification to Law Enforcement/Citation, Expulsion
INSUBORDINATION DEFIANT/ DISRESPECTFUL BEHAVIOR	Refusing to follow staff directions; Walking away from a staff member at an inappropriate time; Speaking in an inappropriate manner or tone	1 <sup>2</sup> -Conference with student, Parent Contact, 2-Detention(s), Removal from Class, 3-In-school Suspension	Suspension
MISUSE OF DRIVING OR PARKING PRIVILEGES	Reckless driving or speeding; Leaving campus without permission; Breaking GDL	1-Conference with student, Warning, Parent Contact, 2- Detention(s), Staying on Campus for Lunch, 3-In-school Suspension	Notification to Law Enforcement/Citation, Suspension
REPEATED REFUSAL TO FOLLOW SCHOOL RULES	Repeated discipline referrals	Maximum action	Suspension Expulsion
TARDINESS	Not in classroom prepared to work when the bell rings	1-Conference with student, Warning, Parent Contact 2-Detention(s)	In-school Suspension
THEFT	Taking of school/personal property without permission	Warning, Parent Contact, Detention, Suspension, Restitution (as determined by administration)	Notification to Law Enforcement/Citation, Expulsion
THREATS	Verbal or written statements, images, gestures	Parent Contact, and/or Out-of-school Suspension, and/or referral to police, and/or referral for counseling services.	Notification to Law Enforcement/Citation, Expulsion
ALL/ANY TOBACCO /NICOTINE VIOLATION	Possession and use prohibited by students. This also applies to any/all e-cigarettes, chewing tobacco or other tobacco products or any product that contains nicotine.	Parent Contact, Out-of-School Suspension	Notification to Law Enforcement/Citation

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

<b>Misconduct</b>	<b>Definition</b>	<b>Minimum Action Taken</b>	<b>Maximum Action Taken</b>
TRUANCY/ ATTENDANCE	Absent without contact by a parent/guardian to excuse (includes all classes, study halls, and homeroom) Leaving class/campus without permission (including leaving during lunch)	Conference with student, Staying on Campus for Lunch, Parent Contact, Detention(s), In-school Suspension	Notification to Law Enforcement/Citation
VANDALISM	Causing or intending to cause damage to the building or personal property (including computer tampering and graffiti)	Restitution as determined by the administration, Parent Contact, Suspension	Notification to Law Enforcement/Citation, Expulsion
WEAPONS	Possession, use, sale, and/or distribution of weapons; Possession of facsimiles (i.e. toy weapons, etc.); Use of any object to cause bodily or property harm	Parent Contact, Confiscation, Suspension	Notification to Law Enforcement/Citation, Expulsion

## **OAKFIELD DISTRICT FUNDRAISING PROGRAMS**

### **SCRIP**

SCRIP is a gift card program operating in Oakfield since 1994 for the benefit of the Oakfield students. The scrip you purchase through our program generates rebates from the participating retailers. These rebates are held in a family account and can be used for school sponsored purchases including school fees, gear, field trips and even college fees. Exceptions to the redemptions include the hot lunch program, child care and activities through the Oakfield Recreation Department.

You can order e-cards or physical cards online from RaiseRight, or turn in an order form to the Scrip Coordinator at the school. You choose where your rebate funds go. If you want your rebate funds to help an Oakfield school, teacher or organization(PTO, FFA, music, etc.), you can choose this when you set up your account.

Order forms and redemption forms may be obtained through the school offices or on the district website. Orders are collected by the Scrip Coordinator and cards are ordered once a week on Tuesday afternoon. Orders are filled on Thursdays and Mondays. The front of the order form is items we keep in stock, in limited quantities. We try to fill orders in about 3-5 days but orders may take 5-10 days to fill depending on UPS delivery schedule.

When using funds, redemption forms are filled out and turned into the school office for school related items. If the redemption is for a college expense or driver's ed program, you would pay for the item and then fill out the redemption form and submit it with receipts for reimbursement.

Relatives, family and friends can also help out by setting up an account. To set up your account, or if you have questions about SCRIP please contact Heather Bradwin-Haseman [oakfieldscrip@gmail.com](mailto:oakfieldscrip@gmail.com). SCRIP is a great alternative to help students raise funds.