

School District of Oakfield

Elementary



Parent & Student Handbook

2025 - 2026

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.

Board Approved 7/21/25

A Message from the Principal

Dear Oakfield Elementary Students and Families,

On behalf of the staff at Oakfield Elementary School, I am thrilled to welcome you to the **2025–2026 school year!**

Oakfield Elementary is a place where strong traditions meet continued academic excellence. We are proud of our reputation for high achievement, dedicated staff, and supportive families. Our success is a result of the powerful partnership between students, staff, and families—working together to help every student thrive.

This year, our school theme is:

Charge Into the Storms!

This theme encourages students to embrace challenges, take ownership of their choices, and work toward meaningful goals. At Oakfield, we believe in helping students “keep their bodies in the green zone so their brains can learn.” Our school environment is carefully designed to support learning, not only academically, but also socially and emotionally.

As principal, my main responsibility is to ensure that high-quality instruction is happening in every classroom and that our school remains a safe, supportive place to learn. Following our school-wide expectations makes that possible for all to:

- **Be Responsible**
- **Be Respectful**
- **Be Safe**
- **Be KIND**

Please take time to read through this **Parent and Student Handbook** and review it together as a family. It contains important information about our policies and procedures, and it will remain available throughout the year on our school website at www.oakfield.k12.wi.us.

I am excited to partner with you in supporting your child’s success this school year—academically, socially, and emotionally. If you have any questions or concerns, please don’t hesitate to reach out.


Wishing you a safe and successful school year ahead!

Warm regards,

Becky Doyle

Principal, Oakfield Elementary School

 bdoyle@oakfield.k12.wi.us

 (920) 583-7430

Oakfield Elementary School Handbook

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About Our School

School Board Members

- Jessica Shepherd, President
- John Totz,, Vice President
- Heidi Kopf, Treasurer
- Sal Arellano, Clerk
- Tim Wiese, Member
- Dustin Wallendal, Member
- Vacancy

District Website: <https://www.oakfield.k12.wi.us/district/schoolboardmembers.cfm>

District 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

District Support Staff

- Heather Bradwin-Haseman, Administrative Assistant
- Jennifer Post, Business Manager
- Amy Steinke, District Bookkeeper
- Doug Mock, Activities Director
- Deputy Luke Olson, School Resource Officer
- Katie Engelbert, School Nurse
- Bre Reis & Dani Cords, Child Care Directors
- Jon Wessel, Building & Grounds Supervisor

Staff Directory: <https://www.oakfield.k12.wi.us/district/staffdirectory.cfm>

Oakfield Elementary School Staff Directory

POSITION	STAFF	EMAIL ADDRESS
Principal	Becky Doyle	bdoyle@oakfield.k12.wi.us
School Resource Officer	Deputy Luke Olson	lolson@oakfield.k12.wi.us
Office Staff	JD Castro-Harris Linda Garriety	jcastro-harris@oakfield.k12.wi.us lgarriety@oakfield.k12.wi.us
Nurse	Katie Engelbert	nurse@oakfield.k12.wi.us
4-Year-Old Kindergarten	Angie Giese Katie Narges Kristan Boruch - Paraeducator Sue Gurno - Paraeducator	agiese@oakfield.k12.wi.us knarges@oakfield.k12.wi.us kboruch@oakfield.k12.wi.us sgurno@oakfield.k12.wi.us
Kindergarten	Presley Kehl Becky Luth	pkehl@oakfield.k12.wi.us bluth@oakfield.k12.wi.us
First Grade	Ashley Lindsley Gina Zuehlke	alindsley@oakfield.k12.wi.us gzuehlke@oakfield.k12.wi.us

Second Grade	Tim Anderson Kristin Stortz	tanderson@oakfield.k12.wi.us kstortz@oakfield.k12.wi.us
Third Grade	Tyler Olson Julie Pinno	tolson@oakfield.k12.wi.us jpinno@oakfield.k12.wi.us
Fourth Grade	Leigh Pollpeter Hannah Wanta	lpollpeter@oakfield.k12.wi.us hwanta@oakfield.k12.wi.us
Fifth Grade	Alyssa Bovee Courtney Larson	abovee@oakfield.k12.wi.us clarson@oakfield.k12.wi.us
Art	Emily Vande Berg	evandeberg@oakfield.k12.wi.us
Custodians	Malcolm Fink - Evenings Shannon Kamenski - Days	mfink@oakfield.k12.wi.us skamenski@oakfield.k12.wi.us
District Assessment Coordinator/Literacy Coach	Molly Liebelt	mliebelt@oakfield.k12.wi.us
Intervention Staff	Jen Harrison - Reading	jharrison@oakfield.k12.wi.us
Library Media Aide	Laura Pontow	lpontow@oakfield.k12.wi.us
Music	Terri Belanger (3-5) Beth Mohr (K-2)	tbelanger@oakfield.k12.wi.us bmohr@oakfield.k12.wi.us
Physical Education/Health	Karen Albert	kalbert@oakfield.k12.wi.us
School Counselor	Brittany Bergum	bbergum@oakfield.k12.wi.us
Special Education	Holly Rabe <i>Director of Special Education & School Psychologist</i>	hrabe@oakfield.k12.wi.us
POSITION	STAFF	EMAIL ADDRESS
Speech & Language Clinician	Grace Seager	gseager@oakfield.k12.wi.us
	Katie Voss - <i>Multicategorical</i> Kaylynn Kind - <i>Multicategorical</i> Jonah Krug - <i>Multicategorical</i>	kvoss@oakfield.k12.wi.us kkind@oakfield.k12.wi.us jkrug@oakfield.k12.wi.us
Special Education Teachers	Camryn Garriety - <i>Paraeducator</i> Susan Holl - <i>Paraeducator</i> Kristan Hollenbeck - <i>Paraeducator</i> Lindsey McNinch - <i>Paraeducator</i> Patricia Schmidt - <i>Paraeducator</i>	cgarriety@oakfield.k12.wi.us sholl@oakfield.k12.wi.us khollenbeck@oakfield.k12.wi.us lmcninch@oakfield.k12.wi.us pschmidt@oakfield.k12.wi.us

School Hours

Oakfield Elementary operates on a regular school day schedule from **8:00 a.m. to 3:15 p.m.** for students in **grades 4K–5th**. Students will have a **30-minute lunch period** each day.

Hallways open to students at **7:45 a.m.**, and school supervision is available beginning at **7:30 a.m.** The **school office is open from 7:30 a.m. to 4:00 p.m.** on days when school is in session.

To ensure safety, all students are expected to go directly home or to another location approved by a parent or legal guardian unless prior arrangements have been made.

School Eligibility

Per **Wisconsin State Statute Sec. 118.14(1)(a)**, children become eligible to attend kindergarten based on their age:

- **4-Year-Old Kindergarten (4K):** A child must be **4 years old on or before September 1** of the school year.
- **5-Year-Old Kindergarten (5K):** A child must be **5 years old on or before September 1** of the school year.

Repeating 4-Year-Old Kindergarten

Oakfield Elementary's 4K program is designed as a **one-year educational experience**. However, if a parent or legal guardian believes it is in the child's best interest to repeat 4K, a formal review process is required.

In such cases, the parent(s) or legal guardian must request a meeting with the **Student Intervention Team**, which includes:

- The Elementary Principal
- School Psychologist
- School Counselor
- Intervention Staff
- The Child's Current Classroom Teacher

This team will collaboratively review the child's developmental, academic, and social-emotional needs and determine whether a second year in the 4K program would be appropriate.

Wisconsin Student Locator Numbers

The Federal **No Child Left Behind (NCLB) Act** requires extensive data collection and reporting to ensure that all students meet key educational goals, including proficiency in reading and math, regular attendance, and high school graduation. To track progress toward these goals, schools, districts, and the state must document the academic progress of all students, including specific groups such as economically disadvantaged students, students with disabilities, students from all racial groups, and English language learners.

In Wisconsin, this data collection is managed through systems known as the **Wisconsin Student Locator System (WSLS)** and the **Individual Student Enrollment System (ISES)**. These systems assign every public school student a unique identifier called the **Wisconsin Student Number (WSN)**.

- The WSN is assigned by the Wisconsin Department of Public Instruction (DPI) and serves as the sole identifier for a student throughout their entire PK-12 education in the state.
- Protecting student privacy is the highest priority of WSLS and ISES.
- Student information is safeguarded under strict state and federal privacy laws.
- Confidential individual student data is **not accessible to the public**.
- Only aggregated data about groups of students will be publicly reported, and only when group sizes are large enough to protect individual anonymity.

Rights and Responsibilities

At Oakfield Elementary, every student and family has the **right to a safe, inclusive, and respectful educational environment**. We are committed to supporting the academic, social, and emotional growth of all students. To make that possible, we work together to uphold the following rights and responsibilities:

Equal Educational Opportunity

Oakfield Elementary follows **Board Policy 2260** and is committed to **providing equal educational opportunities** to all students. No student will be denied the chance to participate in school programs or activities based on:

- Sex, including gender identity or transgender status
 - Race or color
 - National origin or ancestry
 - Religion or creed
 - Marital or parental status
 - Sexual orientation
 - Physical, mental, emotional, or learning disability
 - Socioeconomic background
 - Place of residence within district boundaries
- Or any other characteristic protected by law

If your child has a disability or requires special support, please contact one of our Section 504 Case Managers: **Becky Doyle** or **Doug Mock**

Anti-Harassment and Bullying Prevention

Oakfield Elementary strives to maintain a **harassment-free learning environment**, as outlined in **Board Policy 5517**. Harassment in any form—whether it be student-to-student, staff-to-student, or third-party—is not tolerated and will be addressed immediately.

Harassment may include, but is not limited to:

- Name-calling, jokes, graffiti, or rumors targeting a protected characteristic
- Threats, slurs, or intimidation
- Physical aggression, assault, or property damage tied to bias
- Offensive written or graphic content displayed or shared at school

If a situation is found to be bullying (see Board Policy 5517.01), it will be handled under the bullying investigation process.

Title IX and Sexual Harassment

Under **Board Policy 2266**, our district does not discriminate based on sex and prohibits all forms of **sexual harassment**, including:

- Unwelcome sexual advances or inappropriate touching
- Verbal abuse or jokes of a sexual nature
- Spreading rumors about someone's sexual orientation
- Displaying sexually explicit materials
- Retaliation for reporting harassment

Any person—student, parent, or staff—may report sexual harassment to one of our **Title IX Coordinators** listed below. Reports can be made in person, by phone, mail, or email, at any time:

Title IX Coordinators:

Becky Doyle, Oakfield Elementary Principal

☎ 920-583-7430 | 📍 200 White Street, Oakfield, WI

✉ bdoyle@oakfield.k12.wi.us

Doug Mock, MS/HS Athletics Director

☎ 920-583-3141 | 📍 250 E. Church Street, Oakfield, WI

✉ dmock@oakfield.k12.wi.us

Retaliation is strictly prohibited and will be addressed with appropriate disciplinary actions.

Parents' Right to Know (Title I)

As a Title I school, parents have the right to request information about the qualifications of their child's teachers and instructional staff, including:

- Whether the teacher meets state licensing and certification requirements
- If the teacher is working under an emergency or provisional license
- The teacher's college major and advanced degrees
- Qualifications of paraprofessionals working with your child
- Your child's academic performance on state assessments
- Notification if your child is being taught for 4+ consecutive weeks by a teacher not "highly qualified"

This information will be provided in a clear format and, when possible, in your preferred language.

Student Responsibilities

All Oakfield Elementary students are expected to follow our school-wide values:

- **Be Responsible**
- **Be Respectful**
- **Be Safe**
- **Be KIND**

By upholding these values, we create a school where everyone feels safe, included, and ready to learn.

If you have any concerns or need help with any of the information in this section, please don't hesitate to reach out to our school office or the Title IX Coordinators. Copies of all referenced board policies are available on the District's website: www.oakfield.k12.wi.us.

School Communication

Parent and Staff Communication Expectations

At Oakfield Elementary, we value strong communication between home and school. To help maintain respectful and effective communication, we ask parents and guardians to please follow these expectations:

- Staff are available to respond to emails and Seesaw messages between 7:30 a.m. and 4:00 p.m. on school days.
- If a message is sent outside of these hours, please understand that you may not receive a response until the following school day.
- During the school day, staff are actively engaged in teaching and supervising students. Immediate responses should not be expected during instructional hours.
- If you have an urgent matter or emergency, please call the school office directly.

Thank you for helping us prioritize our students' learning and ensure healthy boundaries for staff.

School Information

Staying connected is key to supporting your child's success at Oakfield Elementary!

- Each month, families will receive a **Family Memo** through our school communication platform, **Seesaw**, and via **email**. These updates include important dates, reminders, and school news.
- Please check **Seesaw and your email regularly** to stay informed.
- We also encourage families to follow the **School District of Oakfield on Facebook and Instagram** for highlights, announcements, and celebrations.
- For additional information and resources, visit our school website:

 www.oakfield.k12.wi.us

Staying informed helps us all work together to provide the best experience for our students!

Parent Contact Information

To ensure effective communication, it is essential the parent and guardian contact information is kept **current and accurate** in the student information system, [PowerSchool](#). Keeping this information updated is critical for receiving important messages, including those sent through our automated calling system. This includes:

- Home phone numbers
- Work and cell phone numbers
- Names and phone numbers of adults designated as emergency contacts
- Up-to-date email addresses

Additionally, please provide current **emergency contact information**, including your child's doctor and dentist phone numbers, to ensure we can respond promptly if needed.

Divorced or Separated Parents

If parents live at separate addresses and both wish to receive school communications such as report cards, parent conference notices, newsletters, and other correspondence, please notify the school of the appropriate mailing addresses.

If there are legal restrictions preventing a parent from picking up or visiting their child, the school must have a **copy of the relevant court documents** (such as separation agreements, divorce decrees, or restraining orders) on file to ensure student safety and compliance with legal requirements.

Student Information File

To protect student privacy, the school does **not release student addresses or phone numbers** to individuals or organizations outside of the school community.

Student Images

With the growing use of technology and social media in education, student images may be used in the School District's social media. **Student names will not be published alongside images.** Parents who prefer their child's images **not be used** in these ways should contact the Elementary Office to opt out.

Daily Procedures

Arrival and Dismissal Procedures

Please use extreme caution when dropping off or picking up your child. The front driveway and parking lot are **one-way only**:

- **Enter on the west side** (near the Elementary Office)
- **Exit on the east side** (near School Drive and the Childcare Center)

Morning drop-off should occur in the **designated Drop-Off/Pick-Up Area** in front of the school. For security reasons, please do **not** enter through the Childcare Center unless you are a parent of a childcare student.

At dismissal:

- **Walkers** will exit through the **west front door** near the office.
- Students should **use sidewalks and crosswalks** only.
- Bikes, scooters, skateboards, etc. must be **walked** while on school grounds.
- Students will **enter and exit the building independently**. Staff will be available to assist if needed.

Parents and guardians are welcome to **walk their child to the door** or **wait outside at the end of the day**.

Security

To maintain a safe learning environment, Oakfield Elementary uses a secure entry system.

- A staff member is on duty from **7:30–8:00 a.m.** and **3:10–3:30 p.m.** to assist with building entry.
- From **8:00 a.m. to 3:10 p.m.**, all students and visitors must be **buzzed in**.

- If dropping off your child during the school day, students should **check in at the office**. Adults do not need to enter the building unless absolutely necessary.
- We ask the **adults to only enter the building** during scheduled events or for matters that cannot be handled via a phone call.

Visitors

All visitors must enter the building through the **west entrance** (by the Elementary Office). Upon entry, visitors are required to **sign in at the office** before proceeding into the school.

School Delays and Closings

The School District of Oakfield uses an **autodialer system** to notify families of school closings, delays, or early dismissals. Be sure your contact information is up-to-date to receive timely alerts.

Notifications will be sent via:

- **Email**
- **District Text Message and Phone Automated System**
 - Parents/Guardians: Please ensure your preferred contact numbers are updated in PowerSchool. In the *Legal Guardians* section (Tab B), scroll to the bottom of the page to verify or update your email addresses and audio dialer (automated phone system) information.
- District **Facebook** and **Instagram** pages

Announcements begin as early as **6:00 a.m.** In the event of inclement weather or hazardous travel conditions, you may keep your child home **even if school is not closed**. These absences will be **excused**.

We appreciate families refraining from calling the school during closures or delays, as phone lines are needed for communicating with bus companies and staff.

Food Services

Taher Food Service provides breakfast and lunch to students in the School District of Oakfield. If you have any questions regarding school meals, please contact **Taher at (920) 583-2562**.

Meal Costs

The meal prices for Oakfield Elementary students and adults are listed below:

- **Student Breakfast:** \$2.15
- **Reduced Student Breakfast:** \$0.30
- **Student Lunch:** \$3.65
- **Reduced Student Lunch:** \$0.40
- **Student Milk (extra or cold lunch):** \$0.50
- **Adult Breakfast:** \$3.05
- **Adult Lunch:** \$5.05

Free and Reduced Price Meals

Families experiencing financial hardship are encouraged to apply for free or reduced-price meals. Applications must be completed **each school year**, even if you qualified in the past.

You may submit your completed application to the **school office** or **Food Service Department**.

All application information is kept **strictly confidential**.

Account Balance Notification

We encourage all families with internet access to use the **Wordware Family Website** to regularly monitor their food service account balances.

To access your account for the first time, you will need your **Family ID** and **PIN number**. Please contact the Food Service Department to obtain this information.

Negative Account Balance Guidelines

According to the **Oakfield School District's Negative Account Balance Guidelines**:

- Families **not approved** for free meals whose account balances exceed **\$-50.00** will have their student's **food service account suspended** until the balance is paid in full and will receive an **alternate meal**.

Attendance

Attendance Expectations

The School District of Oakfield follows Wisconsin's **Compulsory School Attendance Law** (Wis. Stat. Sec. 118.15), which legally requires student attendance. The district is responsible for enforcing this law. Regular attendance is directly tied to student success—excessive absenteeism often leads to lower achievement. Good attendance is also necessary for participation in extracurricular activities and is a valued trait by future employers.

Students are expected to be present in their scheduled classes each day. Attendance includes being physically present at the correct time and location according to the student's schedule or administrative direction. The school may adjust a student's schedule without parent/guardian consent for safety, disciplinary reasons, or to address disruptions.

Attendance Guidelines

Parents/guardians may excuse a student for **up to 10 days per school year**. These absences must be communicated with the school and may include:

- Illness
- Vacations
- Personal days
- Religious observances

In addition to the 10 excused days, the following absences **do not count toward the 10-day limit** when **proper documentation is provided**:

- **Medical or dental appointments** (must be verified with a note from the provider)
- **Funerals**
- Other medically necessary absences

If your child has a **medical appointment during the school day**, please request a note from the provider confirming the appointment. This documentation may be **emailed** or submitted as a **paper copy to the elementary office**.

If proper documentation is not provided, the absence will count toward the 10 days of excused absences. Properly documented absences help ensure accurate attendance records and support your child's educational progress.

If absences (excused or unexcused) become excessive, a written notification or a parent conference will occur. See the progression chart below:

Absences/Tardies Communication

Total Absences/Tardies	Action Taken
5+ Days	Email or Phone Call
7 - 9 Days	Warning Attendance Letter
10 Days	Meeting with Principal
11+ Days	Legal Referral

Note: Verified documentation (e.g., doctor's note, court letter) is recommended whenever possible. Written verification is required even after a phone call. Emailing the office counts as written notification.

Absence Protocol

For **illness or unexpected emergencies**, follow these steps:

1. Call the **Elementary Office by 8:30 a.m.** at (920) 583-3146 **or email** both administrative assistants:
 - o lgarriety@oakfield.k12.wi.us and jcastro-harris@oakfield.k12.wi.us
2. State the **reason** for the absence.
3. Notify the school **each day** your child is absent.

If no notification is received within **24 hours**, the absence is considered **unexcused or truant**. A student's absence remains "**Unexcused – No Verification**" in school records until a signed and dated explanation is provided, per WI Statute 118.15(3)(a).

Planned Absence

If your child will be absent from school for **two or more consecutive days** due to a planned absence (such as a family trip or special event), a **Planned Absence Form** must be completed in advance.

- The **Parent/Guardian Section** of the form must be filled out and submitted to the **Principal or Designee at least five (5) school days prior** to the absence.
- This form helps ensure that the school is aware of the absence and allows teachers time to prepare any necessary assignments or materials.

You can access the form on the last page of the handbook, in the OES office or on our school website:

<https://www.oakfield.k12.wi.us/schools/elementary/families/forms.cfm>

Elementary Attendance Tracking

Attendance is recorded by **half-days** at the elementary level. Here's how it's measured:

Attendance Status	Time Frame
Tardy	Arriving between 8:00 a.m. and 9:00 a.m.
Present 1/2 Day	Arriving or leaving between 9:00 a.m. – 2:00 p.m.
Present Full Day	Present by 8:00 a.m. and until 2:00 - 3:15 p.m.

Health and Wellness

Illness Guidelines

To ensure the health and safety of all students and staff, Oakfield Elementary follows the guidelines below when addressing student illness during the school day:

- Students showing symptoms that impact their ability to learn will be sent home. These symptoms may include:
 - Vomiting
 - Diarrhea
 - Severe coughing
 - Headaches
 - Stomach discomfort
 - Fever (100.4°F or higher)
 - Symptoms of a communicable disease (see next section)

Students should **remain home** if they have:

- A fever over 100.4°F
- Vomiting or diarrhea within the past 24 hours
- Signs or symptoms of a communicable disease

Fever

- A student with a **temperature above 100.4°F** in both ears will be sent home.
- If close to 100.4°F, the student may rest in the nurse's office for 10–15 minutes for reevaluation.
- Students may return to school when they are **fever-free for 24 hours** without fever-reducing medication.

Vomiting

- Students who vomit at school will generally be sent home unless there is a clear non-illness explanation and the student is well enough to learn.
- Students may return after they have been **vomit-free for 24 hours**, including eating and drinking normally.

Diarrhea

- Students experiencing **3 or more episodes of unexplained watery stool within 24 hours** or a sudden onset of loose stools will be sent home.
- Students may return to school **24 hours after the last episode**.

Communicable Diseases

If a student is **diagnosed or suspected** of having a communicable disease (e.g., chickenpox, strep throat, pink eye, influenza), they must stay home according to public health guidelines.

For full details on communicable diseases and school attendance requirements, visit:

 [WI DHS School Exclusion Guidelines](#)

Lice

When lice cases are reported:

- Families will be notified in writing.
- Parents should check their children daily for 7 days and treat as needed.

More information on treatment:

 [CDC Lice Info](#)

Immunizations

All students must have up-to-date **immunization records** on file per Wisconsin state law. Records are maintained through the **Wisconsin Immunization Registry**. Parents must inform the school nurse of any new immunizations or health changes.

If your child is not vaccinated due to **religious, health, or personal beliefs**, a signed **waiver form** must be submitted.

 [Find the waiver form](#)

Required Immunizations (K–7th Grade):

- 4 doses Polio
- 4 doses DTaP/DTP/DT/Td
- 3 doses Hepatitis B
- 2 doses MMR
- 2 doses Varicella (or documented chickenpox diagnosis)
- 1 dose Tdap (7th grade)
- 1 dose MenACWY (7th grade)

Reaching Our Oaks Through Services (ROOTS) Program

The School District of Oakfield is committed to promoting the health and wellness of all students. We are proud to offer a continuum of emotional and mental health support to meet our student's needs.

In partnership with local agencies, the School District of Oakfield offers mental health services beyond what is offered in a typical school setting. These services are provided by licensed therapists and are available during the school day to meet the needs of our students.

For more information, check out our district website at

<https://www.oakfield.k12.wi.us/academics-services/mental-health-roots.cfm>

Medication Guidelines

- A **Medication Authorization Form** must be on file.
- All medications must be in the **original container** and delivered to the office by a **parent/guardian**.
- A new form is required for **any dosage changes**.

Prescription Medications

- Requires signatures from both the **licensed physician** and **parent/guardian**.
- Will be administered as directed on the prescription label.
- All doses will be documented by school staff.

Inhalers

Students may carry their inhalers if a **Medication Authorization Form** is completed and signed by both a **physician and parent/guardian**. Otherwise, inhalers will be kept in the nurse's office.

Over-the-Counter Medications

- Requires **parent/guardian signature** only.
- Will be administered per the manufacturer's instructions.
- A **physician's note is required** for any dose exceeding the label recommendation.
- All medication must be labeled with the **student's name** and delivered by a **parent/guardian**.

Academic Expectations

Grading and Report Cards

Oakfield Elementary follows a **trimester schedule**, meaning there are **three grading periods** throughout the school year. Parents can expect to receive **report cards** at the following times:

- **December**
- **March**
- **Last Day of School**

We use a **proficiency-based grading scale** on report cards and for some assessments. This scale reflects a student's level of understanding and ability to apply skills independently. The grading scale is as follows:

Grade	Description
4 – Advanced	Demonstrates in-depth understanding that exceeds the required level. Applies this consistently and independently.
3 – Proficient	Demonstrates the required skills or processes with minimal errors. Understands the concept but may occasionally need reminders.
2 – Basic	Shows an inconsistent understanding with some significant errors. Needs frequent reminders and support.
1 – Minimal	Demonstrates limited understanding with many significant errors. Relies heavily on assistance and shows minimal mastery.

This approach focuses on **student growth and mastery of standards**, providing a clearer picture of academic progress.

Student Assessments

Throughout the school year, students will participate in various assessments to help monitor their academic progress and guide instruction. These assessments provide valuable information for teachers, families, and students.

Students will take the following assessments during the school year:

- **AIMSweb Plus Literacy** – Administered to students in **grades 4K – 3** to assess foundational literacy skills.
- **i-Ready Reading and Math Diagnostic** – Administered to students in **grades K – 5** to measure growth and inform individualized instruction.
- **Forward Exam** – A state-mandated assessment for students in grades 3-8, covering English Language Arts, Mathematics, Science, and Social Studies.
- **ACCESS for ELLs** – Administered to English Language Learners to measure English language proficiency.
- **District or Classroom-Based Assessments** – These may include unit tests, benchmark assessments, or other teacher-created tools to assess student understanding throughout the year.

Assessment results are used to support student learning, identify areas of need, and celebrate academic growth.

Behavior Expectations

Our school expectations are designed to support both students and adults throughout all areas of our school community. These expectations apply to everyone on school grounds, riding the bus, or inside the school building — whether or not school is in session.

Our Four Basic Expectations Are:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**
- **Be Kind**

At Oakfield Elementary, we are committed to teaching and reinforcing positive behaviors. We recognize and celebrate students when they demonstrate expected behaviors, and we provide support when they do not. This approach focuses on improving our school's ability to teach and encourage positive behavior for all students.

- Consistent routines and clear, uniform language about expected behaviors are used throughout the school.
- This consistency allows us to maximize instructional time and maintain a calm, pleasant environment conducive to learning.
- Our school-wide expectations lay the foundation for student success in every school setting.
- We dedicate time to practice these expectations during the first week of school and after extended breaks.

Behavior Consequences

Consequences means to teach. At Oakfield, we understand student behavior is a form of communication, often expressing feelings or needs that students may not be able to verbalize.

- While there are many behaviors that may be considered inappropriate, our focus remains on ensuring **safety**, teaching **self-regulation**, and building **life skills**.
- We balance **empathy** with **accountability**, recognizing the context behind behaviors while maintaining clear expectations.
- Some behaviors may lead to **suspension**, depending on severity.

When a student struggles to meet expectations despite reteaching and support, a meeting will be held involving:

- The student's family/guardian
- The student
- The staff member(s) involved
- The principal or school counselor

This meeting will help develop a plan to support the student's success moving forward.

At the School District of Oakfield, we believe the foundation for a positive and productive learning environment begins with a shared commitment between home and school. Together, we guide students toward becoming responsible, respectful, and contributing members of society.

- **Home and school share responsibility** for helping students develop desirable attitudes, habits, and behaviors.
- A **valuable part of learning** includes teaching and modeling caring, respect, and responsibility within a safe, supportive school environment

- Through this collaborative effort, students will grow in their ability to take **ownership of their learning and behavior**.

We recognize every student is on a journey to becoming an increasingly independent individual. At Oakfield Elementary, we strive to:

- Encourage students to **make positive choices**
- Support students in learning to **accept responsibility for their actions**
- Provide guidance that helps students **manage their own behavior** in appropriate and respectful ways
- Promote a culture where every student feels safe, valued, and ready to learn

Our goal is to foster a school environment that not only supports academic achievement, but also cultivates strong character and lifelong personal growth.

Harassment And Bullying

At Oakfield Elementary School, we have **zero tolerance for bullying** in any form. We are committed to fostering a **safe, respectful, and positive school climate** where all students and staff feel welcome and supported. Everyone—students, staff, and parents—has the right to be in a learning environment **free from harassment and bullying**.

Definition of Harassment and Bullying

Harassment and bullying are defined as **repeated acts**, either verbal, physical, or digital, that are intended to **intimidate, threaten, or harm** another person. According to Wisconsin Statute 947.013(a), harassment means a pattern of behavior made up of a series of acts over a short or long period of time, which shows a continuity of purpose.

These behaviors may include but are not limited to:

- Physical aggression (e.g., hitting, pushing)
- Verbal abuse (e.g., name-calling, taunting)
- Social exclusion
- Cyberbullying or online threats
- Intimidation or threats of any kind

Threats Of Violence

The **safety of all students and staff** is our highest priority. Any **threats of violence**, whether toward oneself or others, will be taken seriously and investigated by school administration.

- All threats will be addressed using the **Wisconsin Department of Justice's Threat Assessment Protocol**, in accordance with DPI's Safe Schools guidelines.
- Threats may result in a referral to **local law enforcement**, depending on severity.
- **Words, actions, or images that suggest serious harm to others**—such as statements like “I will kill you”—will result in **maximum disciplinary action**.
- This protocol applies to both **in-school and out-of-school** threats that may impact the safety or well-being of the school community.

We believe every child has the right to learn and grow in a space that is physically and emotionally safe. Students, families, and staff must work together to create and maintain a **culture of kindness, accountability, and respect**.

Additional Student Support Programs

Special Education / Exceptional Educational Needs (EEN) Services

The Oakfield School District provides special education services to students aged three through twenty-one who have disabilities impacting their learning, as defined by federal law. Below is a description of the programs available for children with special education needs:

- **Early Childhood EEN Program (EC):** A developmental program for preschool and kindergarten-age children experiencing developmental delays or challenges in various areas.
- **Learning Disabilities / Multi-Categorical Program (LD/MC):** For students with average or above-average aptitude who require supplemental instruction due to unique learning styles. Instruction is provided by certified learning disabilities specialists.
- **Speech/Language Therapy:** Supports students with speech or language difficulties that affect academic growth, delivered by qualified speech/language clinicians.
- **Cognitive Disabilities Program (CD):** Designed for students with cognitive disabilities, offering programs tailored to their unique needs.
- **Emotional/Behavioral Disabilities Program (ED/EBD):** For students with chronic or severe emotional or behavioral challenges that impact learning.
- **Autism Spectrum Disabilities Program:** Serves students diagnosed with autism spectrum disorders, including Asperger's Syndrome.
- **Occupational and Physical Therapy (OT/PT):** Provided as related services to special education students who qualify for these therapies.
- **Hearing/Vision Impaired Services:** Supports students with hearing and/or vision impairments.

Student Referral for Special Education Services

Referrals for special education are governed by state and federal laws. Students are typically referred by classroom teachers, often in consultation with parents. Parental consent is required before any evaluation or placement in special education services can occur. Assessment results and placement recommendations are shared with parents, who must consent before services begin. A school psychologist or case manager oversees referrals. Parents with questions should contact their child's teacher or the building principal.

Title I Services and Resource Room

The federally funded Title I program offers extra reading and language arts support for qualifying students in grades K–3. Our resource room approach involves special education, Title I, reading, and at-risk teachers and aides collaborating with classroom teachers to provide additional support through individual, small group, or team teaching.

Pupil Services Staff Available

- **Elementary School Counselor:** Works with students individually, in small groups, and in classrooms. The counselor is also a resource for families and guardians.
- **School Psychologist:** Conducts evaluations, provides placement recommendations, consults with staff, and works with students as needed.
- **Director of Special Education:** Coordinates special education services across the district, ensures compliance with laws, and supports staff, students, and families.

Bus Transportation

The Oakfield School District contracts with **Johnson Bus Service** to provide safe and reliable transportation for our students.

- If your child needs to be picked up from or dropped off at an address **other than your home address**, families must submit a **written request** to the school office in advance.
- Students **will not** be dropped off at alternate locations without written permission from a parent/guardian.
- Johnson Bus Service can be contacted directly at **(920) 583-3335** for route or transportation-related questions.

Bus Behavior Expectations For All Students

The school bus is an **extension of the school environment**, and students are expected to follow all school rules while on the bus.

Student Expectations on the Bus:

- Follow the **directions of the bus driver** at all times.
- Be safe at the **bus stop** and when boarding the bus.
- **Remain seated** in your assigned seat unless permission is given to move.
- Keep **hands, feet, and objects** to yourself and **inside** the bus.
- Keep the bus **neat and orderly**.
- Use a **normal speaking voice**; no yelling or inappropriate language.
- Windows may be opened **halfway** with the driver's permission.
- Be **polite and respectful** to the bus driver and fellow passengers.

Other Important Notes:

- Students are **not allowed to ride a different bus**. With a written note from a parent/guardian, signed by the office, students **may be permitted** to get off at a different stop on their **assigned** bus.
- All buses are equipped with **video cameras** for safety monitoring.

Consequences For Bus Misconduct

Failure to follow the bus behavior expectations will result in the following consequences:

1. First Referral

- Student meets with the principal to review and reteach expectations.

2. Second Referral

- Parents are notified; student meets with the principal to discuss expectations and strategies for improvement.

3. Third Referral

- **Bus privileges suspended for two (2) days.**

4. Fourth Referral

- **Bus privileges suspended for three (3) days.**
- Parent, student, principal, and bus company representative meet for a conference.

5. Fifth Referral

- **Bus privileges suspended for five (5) days.**

6. Sixth Referral

- Principal refers the matter to the **District Administrator** with a recommendation for **extended suspension** of bus riding privileges.
- A minimum suspension of **30 days** is typical.
- Parents and students maintain the **right to due process**.

Gross Misconduct Clause:

Serious infractions—such as fighting, gross disrespect, or willfully ignoring driver instructions—may result in **skipping steps**, immediate police involvement, and/or the bus returning to school. These cases will be handled on an individual basis with the appropriate level of disciplinary action.

Special Events and Organizations

Wall of Fame

At Oakfield Elementary, we believe in celebrating the achievements and positive character of our students. One special way we do this is through our **Wall of Fame** program.

- Each month, we hold a **school-wide assembly** to recognize students who have demonstrated outstanding effort, kindness, leadership, or other positive qualities.
- **Students are nominated by staff members** and notified through a flyer sent home to families.
- Nominated students will have their **photo taken and displayed on our Wall of Fame bulletin board** for the month.
- **Wall of Fame Assemblies are typically held on the first Friday of each month at 2:45 p.m.**, though this may occasionally change.
Be sure to check the **OES Family Memo** each month for specific dates and times.
- On Wall of Fame days, **students are encouraged to wear their school shirt** to show their OES pride!

Walking Field Trips

Throughout the school year, classes may take **walking field trips** to locations within the Oakfield community as part of their learning experiences.

- Families will be **notified through classroom communication** (such as Seesaw or newsletters) when a walking field trip is planned.
- **A separate permission slip is not required** for these local trips, as general permission is included in the enrollment process.
- If you have any **questions or concerns about your child leaving school grounds**, please contact **Mrs. Doyle, Principal**, or your child's teacher directly.

These trips are a great way for students to explore and engage with the community around them in a safe and educational setting.

Birthday Treats

We understand birthdays are a special part of a child's life. To celebrate, each student's birthday will be **announced on their special day** at school.

Due to dietary restrictions and allergy concerns, **birthday treats are not allowed** at Oakfield Elementary. Instead, students will receive a **prize from the school** to recognize their birthday.

School Parties

Students in Grades 4K through 5th grade participate in **three scheduled class parties** each year:

- **Halloween**
- **Christmas**
- **Valentine's Day**

Please note **Halloween costumes should not include weapons or depict violent characters**. Parties typically last **20 to 30 minutes**.

If parents prefer their child **not participate** in any of these parties, they should contact the classroom teacher. Parents may choose to **pick up their child during the party**, or the teacher will arrange appropriate activities within the school to support the child during that time.

Volunteering

We warmly welcome parents, grandparents, and community members who are interested in volunteering in classrooms or helping with daily tasks around the school.

If you know someone who would make a great volunteer and would like to get involved, please encourage them to contact your child's teacher or the elementary office.

All volunteers are required to complete a **volunteer application** to ensure the safety and security of our students.

SCRIP Gift Certificate Program

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. Families can order from hundreds of national companies with options for immediate downloads or reloadable cards — perfect for ordering anytime, anywhere. 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. SCRIP is a great alternative to help students raise funds.

Oakfield Parent/Teacher Organization (PTO)

All parents, guardians, staff, and community members are part of the Oakfield Parent/Teacher Organization (PTO), which exists to support our students and enhance their educational experience.

The PTO typically meets **3 to 4 times a year** and organizes **1 to 2 fundraisers** as well as a **Family Night** event.

We encourage all families to consider supporting the PTO to help provide additional opportunities and resources for your child and all students at Oakfield Elementary.

Emergency Drills

The safety of our students and staff is a top priority. Throughout the school year, we will conduct a variety of emergency drills, including fire, severe weather, and lockdown drills. These drills are an essential part of our school safety procedures and help ensure that everyone knows what to do in the event of a real emergency.

By practicing regularly, students become more confident and prepared, and staff are able to respond quickly and effectively. We encourage families to talk with their children about the importance of staying calm, listening to adults, and taking all drills seriously.

Fire Exit Plans

- Fire drills are conducted regularly throughout the school year.
- Students should learn the **fire exit plan** for every room they use.
- The fire alarm is a **continuous-sounding fire horn** that will sound until everyone is safely out of the building.
- When the alarm sounds, everyone must move **quickly, quietly, and in an orderly manner**.
- Fire exit routes are posted inside the front area of each classroom door.
- Students should walk at least **100 feet away from the building** once outside.

Fire Equipment

- Tampering with fire safety or detection equipment, or setting off alarms without cause, is a **serious offense**.
- Such violations may result in **suspension or expulsion**, and a referral to legal authorities under **Wisconsin State Statute Chapter 941**.

Severe Weather Drills

- Weather emergency drills, including tornado drills, are conducted periodically.
- In the event of severe weather, students will be directed to move to **designated safety areas** within the school.
- Students **will not be permitted to leave the building** during severe weather unless accompanied by a parent or guardian.
- An **“all clear” announcement** will be made over the P.A. system when it is safe to resume normal activities.
- Directions for sheltering during weather events are posted inside each classroom door.
- Students are expected to be familiar with these procedures for all classrooms they attend.

Safety Drills

- The district also conducts drills related to other safety scenarios such as lockdowns, secure-in-place, and evacuation drills.
- All students and staff are required to participate and follow the directions of adults and school administrators during these drills.

School Evacuation

In the unlikely event that Oakfield Elementary School must be evacuated for an extended period, the designated **reunification site** is:

Fond du Lac County Highway Commission Building

1820 S Hickory Street, Fond du Lac, WI

- During an actual emergency, parents will receive communication about the reunification process via **text messages, email, and automated phone calls**.

- For planned evacuation drills, families will be notified in advance with additional information.

Student Apparel

At Oakfield Elementary School, student attire should support a safe, respectful, and active learning environment. We ask families to help their children understand the difference between **fashion clothing/shoes**, **summer clothing/shoes**, and **school clothing/shoes**.

General Guidelines

- **Clothing should be practical and functional** for both classroom learning and physical activity, including outdoor recess.
- **Shirts and dresses must have straps at least two inches wide** and must cover the **midriff and shoulders**.
- **Footwear is required at all times** while inside the school building.
- **Sandals, flip-flops, or shoes without back straps** are not safe for playground use. If worn to school, students should bring **tennis shoes** to change into for recess.
 - Wood chips under playground equipment can cause **painful slivers** if feet are not properly protected.
 - Students who do not have safe shoes or appropriate clothing for recess may be asked to **sit out and observe** instead of participating.

Weather and Comfort Considerations

- Our school building is **air conditioned year-round**, even during warmer months. Students are encouraged to **keep a sweatshirt or sweater at school** to stay comfortable throughout the day.

Dress Code Enforcement

- If a student's clothing is determined to be distracting to themselves or others, staff may provide a **school-issued t-shirt or sweatshirt** for the student to wear during the day.
- These guidelines are in place to ensure that students can **focus on learning and stay safe during daily activities**.

Seasonal Clothing Expectations

Students are expected to come to school prepared with appropriate seasonal clothing for outdoor recess. Recess is held daily, weather permitting, and proper attire ensures students can participate comfortably and safely.

Winter Weather

- Students should wear coats, hats, gloves or mittens, snow pants, and boots during cold weather and snowy conditions.
- If a student is not dressed appropriately for snow, they may be asked to remain on cleared blacktop areas and may miss out on full recess participation.

Spring & Fall Weather

- Students should dress in layers to adjust to changing temperatures throughout the day.
- Light jackets or sweatshirts are recommended for cooler mornings.

Summer & Warm Weather

- Lightweight, breathable clothing is encouraged, but students should continue to follow the school's dress code, including proper footwear for playground use.
- Open-toed shoes or sandals without back straps are not recommended for recess.

Technology Guidelines

Personal Electronic Communication Devices (Cell phones, tablets, smartwatches, etc.)

All personal electronic communication devices must remain in the student's designated locker during the school day (7:45 AM – 3:15 PM). These devices are not permitted to be used or visible outside of the locker at any time unless specific permission is granted by an Oakfield School District staff member.

This policy helps minimize distractions and ensures a focused, respectful learning environment for all students.

Technology Use Philosophy

The **School District of Oakfield** believes that integrating technology into the learning environment supports our mission of excellence and innovation. We are committed to providing students with the tools needed to succeed in a connected, global society.

Technology is essential for preparing students for the future, and we encourage responsible, respectful use of devices as part of a dynamic, yet safe learning experience.

Student Responsibility and Privilege

- The use of district technology and internet services is a **privilege**, not a right.
 - Students are expected to use all technology tools in alignment with **district policies** and **guidelines**.
 - Staff and administration reserve the right to **monitor files, emails, and communications** to maintain system integrity and ensure appropriate use.
- Students should **not expect email, files, or device activity to be private**.

Violations of these expectations may result in:

- Suspension of technology privileges
- Disciplinary action as outlined in the student handbook
- Legal consequences if applicable under local or state law

School District Of Oakfield 1:1 Device Policy

The Oakfield School District is committed to providing students with access to technology to support learning and prepare them for success in a digital world. This 1:1 Device Policy outlines the acceptable use of electronic devices by students while on school grounds and during school-related activities.

The purpose of this policy is to promote the responsible, respectful, and appropriate use of technology to enhance education, while also ensuring a safe and productive environment for all students and staff.

This policy applies to all students enrolled in the Oakfield School District and covers both:

- **Personal Electronic Devices**, and
- **District-Issued Devices**

Examples include, but are not limited to:

- Smartphones
- Tablets
- Laptops/Chromebooks

- Wearable technology (e.g., smartwatches)

Students are expected to use all devices in a manner that supports learning, respects the rights of others, and complies with school and district rules. Misuse of devices may result in disciplinary action and/or loss of technology privileges.

1:1 Device Use Policy — Guidelines & Expectations

The School District of Oakfield provides Student School Issued Devices (Chromebooks or iPads) to support learning and ensure equitable access to educational resources. This section outlines expectations regarding device ownership, usage, care, internet access, student conduct, and responsibilities for repair and replacement.

Device Ownership

- All Chromebooks and related accessories issued to students remain the property of the School District of Oakfield.
- The student to whom the device is issued is responsible for its appropriate use at all times.

Device Usage

- Devices are to be used for **educational purposes only** and only during **designated times and in designated areas**, as determined by school staff or administration.
- Devices must not disrupt learning, distract others, or interfere with classroom instruction.
- Students are expected to bring their device to school fully charged each day and ensure it is kept in good working condition.

Device Care

- Students are responsible for the **general care and maintenance** of their school-issued device.
- To avoid damage:
 - Do not drop the device or apply excessive pressure to the screen.
 - Do not place items on or near the device that could damage the screen or keyboard.
 - **No food or drink** should be kept near the device.
- **District labels, barcodes, and accessories (chargers, cases)** must remain on/included with the device at all times.
- Report any damage to the **school librarian** or **IT Department** as soon as possible.

Internet Access

- Internet access is intended for educational use. Students may use school-issued or personal devices to go online only for approved activities.
- **Prohibited activities include:**
 - Accessing explicit or inappropriate content
 - Visiting gambling or unapproved social media sites during instructional time
- All email and communications using district systems may be monitored and are subject to public inspection under the **Wisconsin Open Records Act**.

Respect for Others

- Students must respect the **privacy and safety** of others:
 - Do not take photos or videos without permission.
 - Do not share personal information without consent.

- **Cyberbullying, harassment, or intimidation** via electronic devices is strictly prohibited and will result in disciplinary action.

Device Security

- Students are responsible for keeping their device secure:
 - Devices should be **password-protected** and **never left unattended or unlocked**.
 - Report any lost, stolen, or damaged device to school authorities **immediately**.

Compliance with School Policies

- All device use is governed by the **Acceptable Use Policy** and **Student Code of Conduct**.
- Violations may result in:
 - Device confiscation
 - Loss of privileges
 - Disciplinary action

Loaner Devices

- If a student's issued Chromebook is unavailable, a **loaner device may be signed out** for temporary use.
- Students are expected to treat loaner devices with care and respect.
- **Repeated damage or loss** of loaners may result in:
 - Disciplinary action
 - Loaner device remaining at school
 - Loss of take-home privileges

Repairs & Fees

- Devices are covered by a **limited manufacturer's warranty**.
- **Report any issues immediately** to the librarian or contact the Technology Department at: ithelp@oakfield.k12.wi.us
- If the device is damaged due to **neglect or abuse**, repair fees will be charged up to the full replacement cost.
- **Intentional damage or repeated incidents** may result in loss of privileges, additional charges, or disciplinary consequences.

Estimated Repair & Replacement Costs *(subject to change)*:

ITEMS	COST
Power Cord Replacement	\$35
Broken Screen	\$100
Keyboard/Keys Replacement	\$20
Case Replacement	\$40
Full Chromebook Replacement	\$300
Full iPad Replacement	\$300

***Lost or stolen devices** require full cost replacement.

After **two incidents of accidental damage**, the student may:

- Lose the privilege of taking the device home
- Be subject to further disciplinary action
- Be charged additional fees, including purchasing extra insurance coverage

Device Returns

- Students are responsible for keeping track of their **Student School Issued Devices** and all accompanying accessories (e.g., chargers, cases).
- Students who are **withdrawing from the district** must return all district-owned devices and accessories prior to their departure.
- At the **end of each school year**, devices will be collected and inspected for damage or missing components.
 - Families may be charged for **repairs or replacement** of broken or missing items.

Enforcement

- This policy is enforced by **school administration and faculty**.
- Any **violations of the student device policy** will be addressed in accordance with the **disciplinary procedures outlined in the Oakfield Elementary Student Handbook**.
- Consequences may include:
 - Loss of technology privileges
 - Disciplinary action
 - Financial responsibility for damaged or lost items

Acknowledgement of Policy

By using a **Student School Issued Device** or bringing a **personal electronic device** onto school grounds, students and families acknowledge that they understand and agree to follow all terms of this policy.

School Policy On Possession Of Inappropriate Images

Purpose

This policy is designed to uphold a safe, respectful, and supportive learning environment for all students by specifically addressing concerns related to the creation, possession, and distribution of inappropriate images, including those generated using artificial intelligence (AI).

Scope

This policy applies to all students, staff, and visitors while on school property and during any school-sponsored or school-related activity, whether held on or off campus.

Although much student use of social media occurs off-campus, the **Supreme Court of Wisconsin** has affirmed that certain off-campus speech—especially if it involves severe bullying, harassment, threats, or disruption to the learning environment—may be subject to school regulation. This includes any off-campus activity that:

- Targets individual students or staff;
- Contains vulgar, lewd, obscene, or offensive content;
- Causes a material disruption to classwork or school activities;
- Violates the rights of others in the school community.

Policy Statements

1. Prohibition of AI-Generated Nude Images

The **creation, distribution, or possession** of AI-generated inappropriate images involving students is strictly prohibited. This includes manipulated or deepfake images using AI technology.

2. Possession of Inappropriate Images

Possessing inappropriate images of other students is strictly forbidden—regardless of how the images were created or obtained. This applies to:

- Cell phones and electronic devices
- Printed materials
- Any other physical or digital medium

3. Distribution or Display of Inappropriate Images

Students may not show, share, send, or post inappropriate images involving students. This includes:

- Social media platforms
- Messaging apps
- Email
- Airdrop or Bluetooth sharing
- Any other method of transmission or communication

Consequences for Violations

Violations of this policy will result in **immediate disciplinary action**, which may include law enforcement involvement depending on the nature and severity of the incident.

- **First Offense:**
Out-of-school suspension (1–10 days), with potential additional consequences including a **law enforcement referral** and/or **expulsion**.
- **Subsequent Offenses:**
Out-of-school suspension (up to 10 days), referral to law enforcement, and additional **disciplinary action up to expulsion**.
- **Legal Action:**
If state or federal laws are violated, the school is obligated to contact law enforcement. Criminal charges may result from the investigation.

Reporting Procedures

- **Students, staff, or visitors** who become aware of inappropriate image-related behavior are **strongly encouraged to report the incident** to school administration immediately.
- All **staff members are mandated reporters** and must report incidents to their supervisor without delay.
- Reports may be made anonymously.
- All reports will be handled confidentially to protect the rights and privacy of those involved.

Support for Affected Students

Oakfield School District is committed to supporting any student affected by the creation, possession, or distribution of inappropriate images.

Support services may include:

- Counseling and mental health services
- Academic accommodations
- Protection planning as necessary

Violations & Consequences Related to Technology Use

Disciplinary responses will be tailored to the specific nature of the violation and the individual needs of the student. The goal is to:

- Address misuse effectively,
- Promote personal responsibility, and
- Ensure a safe learning environment for all students.

Violations of the **District's Internet Safety and Acceptable Use Policy** may result in:

- Restriction or suspension of technology privileges
- Confiscation of devices
- Restitution for damages or IT repair costs
- Other appropriate disciplinary action per the school code
- Referral to law enforcement for criminal behavior

Repeated violations will result in **progressive discipline** with increasing consequences.

In the event of a suspected violation, the school will conduct a full investigation. Students are reminded that **use of district devices and networks is not private**, and all files or communications may be reviewed to ensure system integrity and appropriate usage.

The **School District of Oakfield** is committed to maintaining a learning environment where **respect, safety, and digital responsibility** are prioritized. Students, staff, and families are expected to help uphold this policy to protect the **well-being, dignity, and privacy of all students**.



OAKFIELD ELEMENTARY PLANNED ABSENCE EXCUSE FORM

DIRECTIONS: The parent/guardian is to complete the Parent/Guardian Section and return this form to the Principal/Designee at least 5 school days before leaving for the planned absence. The form is **ONLY** needed when a student will be out for two or more days.

COMPLETED BY PARENT/GUARDIAN

Student's Name

Teacher

First Day Absent from School

Return Date to School

Parent/Guardian email

Reason for planned absence

To the best of my knowledge, the information above is correct. As the parent/guardian, I assume full responsibility for the absence of the student named above. I also understand that this absence could cause my student to be truant, if at the time of the absence the student exceeds 10 days.

Signature of Parent or Guardian

Date

COMPLETED BY OFFICE STAFF

Number of student absences at the time of the submission of this form.

Date of Report Run

Office Staff Initials

COMPLETED BY SCHOOL STAFF

Signature of Teacher

Date

Signature of Principal

Date

Comments (optional): _____

☐ Completed form emailed to both parents/guardians

☐ Completed form filed in office