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District Administrator

TYLER WOOD
Middle/High School Principal

DOUG MOCK
Activities Director

Oakfield Middle/High School

2026-2027

Student & Parent Handbook

Oakfield Middle/High School
250 E. Church Street, Oakfield, WI 53065
Phone: (920) 583-3141 | Fax: (920) 583-4673

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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ABOUT OUR SCHOOL

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

School Board Members

- Jessica Shepherd, President
- John Totz, Vice President
- Heidi Kopf, Treasurer
- Kelly Taillefer, Member
- Dustin Wallendal, Member
- Joshua Weninger, Member
- Tim Wiese, Member

District Administration

- Sarah Poquette, District Administrator
- Tyler Wood, Middle/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

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

A MESSAGE FROM THE PRINCIPAL

Dear Oakfield Students and Families,

Welcome to Oakfield Middle/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 Middle/High School.

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

Sincerely,
Tyler Wood, Middle/High School Principal
twood@oakfield.k12.wi.us
(920) 583-3141

OAKFIELD MIDDLE/HIGH SCHOOL STAFF

Office Staff		
Name	Position	Email
Tyler Wood	Principal	twood@oakfield.k12.wi.us
Claudia Craig	Office Staff	ccraig@oakfield.k12.wi.us
Jillian Duel	Office Staff	jduel@oakfield.k12.wi.us
Doug Mock	Activities Director	dmock@oakfield.k12.wi.us
Juliana Delgado	HS Counselor	jdelgado@oakfield.k12.wi.us
Rachel Raskiewicz	MS Counselor/Mental Health Navigator	rraskiewicz@oakfield.k12.wi.us
Holly Rabe	School Psychologist/Director of Special Education	hrabe@oakfield.k12.wi.us
Grace Seager	Speech & Language Clinician	gseager@oakfield.k12.wi.us
Deputy Luke Olson	Police Liaison Officer	lolson@oakfield.k12.wi.us

Teaching and Support Staff			
Name	School	Subject	Email
Jeremy Adolphson	HS	English	jadolphson@oakfield.k12.wi.us
Chelsie Bargaenquast	HS	Biology	cbargaenquast@oakfield.k12.wi.us
Terri Belanger	MS/HS	Choir	tblanger@oakfield.k12.wi.us
April Coates	MS	Paraprofessional	acoates@oakfield.k12.wi.us
Brandon Curtis	MS/HS	Physical Education/Health	bcurtis@oakfield.k12.wi.us
Abigail Daane	MS/HS	Agriculture	adaane@oakfield.k12.wi.us
Bryce Daane	MS/HS	Technology Education	bdaane@oakfield.k12.wi.us
Jodi Daniels	HS	Mathematics	jdaniels@oakfield.k12.wi.us
MaKenna Evola	MS	Language Arts	mevola@oakfield.k12.wi.us
Stephen Gross	MS	Science	sgross@oakfield.k12.wi.us
Brittany Horvath	MS	Special Education	bhorvath@oakfield.k12.wi.us
Christopher Huebel	HS	Business Education	chuebel@oakfield.k12.wi.us
Adrian Johnson	HS	Math	ajohnson@oakfield.k12.wi.us
Nancy Jordan	HS	Paraprofessional	njordan@oakfield.k12.wi.us
Nicholas Kaminski	HS	Spanish	nkaminski@oakfield.k12.wi.us
Julie Kautzer	HS	Chem/Physical Science	jkautzer@oakfield.k12.wi.us
Terra Kind	MS/HS	Literacy Intervention Coach	tkind@oakfield.k12.wi.us
Ashley Kintzler	MS	Language Arts	akintzler@oakfield.k12.wi.us
Shannon Lagore	HS	English	slagore@oakfield.k12.wi.us

Mandy Liebenow	HS	Special Education	mliebenow@oakfield.k12.wi.us
Ray Lindner	MS/HS	Custodian (Day)	rlindner@oakfield.k12.wi.us
Karl McCarty	HS	Social Studies	kmccarty@oakfield.k12.wi.us
Beth Mohr	MS/HS	Band	bmohr@oakfield.k12.wi.us
Mark Morell	MS	Social Studies	mmorell@oakfield.k12.wi.us
Jennifer Newhouse	MS/HS	Art	jnewhouse@oakfield.k12.wi.us
April Reiter	MS/HS	Custodian (Evening)	areiter@oakfield.k12.wi.us
Corey Rickert	MS	Mathematics	crickert@oakfield.k12.wi.us
Aaron Shepp	MS	Mathematics	ashepp@oakfield.k12.wi.us
Kirk Tapp	HS	Social Studies	ktapp@oakfield.k12.wi.us
Lydia Thomas	MS	Special Education	lthomas@oakfield.k12.wi.us
Heidi West	MS/HS	Library Aide	hwest@oakfield.k12.wi.us
	MS/HS	Math Intervention Coach	
	MS	Paraprofessional	

RIGHTS AND RESPONSIBILITIES

Equal Educational Opportunity

Oakfield MS/HS 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 **Holly Rabe**, Director of Special Education, hrabe@oakfield.k12.wi.us

Anti-Harassment and Bullying Prevention

Oakfield MS/HS 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

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:
 - a. Information on the level of achievement of their child(ren) on the required State academic assessments;
 - b. 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/HIGH 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.

Meal Costs

- Breakfast \$2.25
- Reduced breakfast \$0.30
- Hot lunch regular ticket \$3.75
- Reduced lunch \$0.40
- Milk \$0.50
- Adult breakfast \$3.15
- Adult lunch \$5.15

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

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.

Updated Parent Contact Information

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.

Parking

Bicycles, motorcycles, and automobiles are permitted on campus in designated parking areas only. Bicycle parking is available at the back of the building. Motorcycle and automobile parking are available on the east side of the building. Students must fill out an application to receive permission to park a motorcycle or automobile on School District of Oakfield property during school hours. Students are expected to utilize their vehicles in a lawful manner and to keep parking areas free from litter. The school district is not responsible for damage to vehicles parked on campus. Students who park on the streets in the neighborhood of the school are subject to whatever the posted parking restrictions may be. All violators to the above mentioned policies are subject to ticketing.

Academics

High School Graduation Requirements

A diploma will be awarded to all students who have successfully completed the following minimum requirements. It is the responsibility of each student to be certain that he/she will have the correct courses and amount of credits to graduate.

Graduation Requirements	
Subject	Required Credits
English	4
Math	3
Science	3
Social Studies	3
Physical Education	1.5
Computer Literacy	0.5
Personal Finance	0.5
Health	0.5
Electives	10.5
Total	26.5

Grading Scale

Cumulative GPA will be calculated at the conclusion of each semester. The final semester grade for each class will be used to calculate cumulative GPA. Class rank is based on cumulative GPA. Rank at the conclusion of the first semester of senior year will determine valedictorian, salutatorian and recipient of the Academic Excellence Scholarship. In the result of a tie in GPA, the next steps are to look at the highest ACT composite score, highest ACT sub-score in any category, and then finally a coin flip.

Oakfield High School Grading Scale		Weighted Grading Scale (beginning for the class of 2028)	
Grade Scale	Grade Points	AP Class Grade Points	CAAP Grade Points
94-100 A	4.0	4.33	4.66
91-93 A-	3.67	4.0	4.33
88-90 B+	3.33	3.66	3.99
84-87 B	3.0	3.33	3.66
81-83 B-	2.67	3.0	3.33
78-80 C+	2.33	2.66	2.99
74-77 C	2.0	2.33	2.66
71-73 C-	1.67	2.0	2.33
68-70 D+	1.33	1.66	1.99
64-67 D	1.0	1.33	1.66
60-63 D-	0.67	1.0	1.33

Beginning with the graduating class of 2028 class rank will be determined by the Weighted Grade Point Average on the students official transcript as of the last day of the first semester. Advanced Placement (AP) courses are designated for weighted grades with an additional .33 toward their grade point average for successful completion of the course. CAPP classes, Start College Now, and Early College Credit Program (ECCP) will be weighted an additional .66 toward their grade point average for successful completion of these courses.

All students are expected to enroll in a minimum of three and a half credits per semester, unless officially enrolled full-time at a post-secondary school or in an Individualized Education Plan (IEP) as defined by state and federal law. Exceptions may be made/given upon parental and administrative approval.

Advanced Credit, Dual Enrollment & Other Course Options

High School students can currently earn college credit in a variety of ways at Oakfield High School, including Advanced Placement exams, Early College Credit Program (ECCP) or Start College Now, Cooperative Academic Partnership Program (CAPP through UW-Oshkosh or Lakeland University), and transcribed credit through the Wisconsin Technical College System (WTCS). CAPP courses are actual coursework taught here at Oakfield High School.

There is a cost associated with CAPP courses. Students and/or their family are responsible for this cost. Failure to pay could result in your student being dropped from the course.

Study Hall - High School only

No student will have more than one and one-half study hall per semester unless approved by the principal.

Class Standing

Students who have earned the minimum or more credits for their class standing are classified as "in good standing." Students who lack credits to be with the class they entered high school with are classified as "at risk." Class standing will be established at the onset of each semester, taking into account credits earned the past semester along with credits earned through alternative means such as summer school.

Textbook/Expendable Materials

Textbooks are available to students free of charge. Students may be asked to buy their own book for particular advanced placement classes to allow them to be kept and marked as would be customary in college. A student whose textbook is lost, stolen, damaged, or shows wear beyond normal use shall be required to pay an amount not to exceed the cost of replacement. Students may be required to pay for workbooks and other expendable materials as indicated for particular classes.

Grading Standards

All courses are graded on a four point scale. All subjects are included in the cumulative grade point average. Grades from accredited high school official transcripts are treated the same as grades earned at Oakfield High School. Credit based on alternative or home school experiences may be granted, given administrative approval, with corresponding grades registering as pass or fail. All coursework, whether completed or not, will appear on the student's transcript.

Grade Reporting

Teachers shall communicate to both students and their parents how student's grades are to be determined, along with the specific grading scale that will be used, at the beginning of each course that they teach. Students may request of their teachers that their current grade be provided at any point during the course of the semester. Teachers shall provide progress reports to students and parents during the semester when deemed appropriate. Parents may request reports of progress for any or all of their child's classes at any point during the semester by calling the counseling office (Extension 2017) or checking grades in PowerSchool. Report cards are made available to parents at the conclusion of each semester.

Graduation Ceremony Participation

In order to participate in the Oakfield High School graduation ceremony, the following requirements must be met:

- All graduating credit requirements completed
- Fines and fees accumulated in the School District must be paid in full and/or return of Chromebook
- Consequences related to any disciplinary action must be completed

Bell Schedule

Middle/High School Schedule			
8:00 - 8:45		1st Period	
8:48 - 9:33		2nd Period	
9:36 - 10:21		3rd Period	
10:24 - 11:09		4th Period	
Middle School		High School	
11:09 - 11:39	Lunch	11:12 - 11:42	Oakrichment
11:42 - 12:13	Oakrichment	11:42 - 12:13	Lunch
12:16 - 1:01		5th Period	
1:04 - 1:49		6th Period	
1:52 - 2:37		7th Period	
2:40 - 3:25		8th Period	

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.

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.

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.

Any student with outstanding fees will not be allowed to attend prom. 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.

Athletics and Co-Curricular Activities

Oakfield MS/HS offers a variety of athletics & 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.

Fall Sports		
Football	Volleyball	
Boys Soccer (co-op with NFDL & Springs)	Cross Country	
MS Football	MS Girls Basketball	MS Cross Country

Winter Sports		
Boys Basketball	Girls Basketball	Wrestling
Hockey (co-op with FDL)		
MS Boys Basketball	MS Volleyball	MS Wrestling

Spring Sports		
Baseball	Softball	Golf
Track & Field	Girls Soccer (co-op with NFDL)	
MS Baseball	MS Softball	MS Track & Field

Non-WIAA Sports		
Fall	Winter	Spring
Bowling	Powerlifting	Trap
	Dance	

Non-Athletic Co-curriculars			
Art Club	Forensics	FFA	Gaming Club
Jazz Band	Key Club	Math Team	MS PBIS
National Honor Society	Outdoor Club	Spanish Club	Summer Reading Club
Swing Choir	Theatre Club	Quiz Bowl	

Students that choose to participate in activities will receive a student handbook that will contain information containing WIAA rules and the Co-Curricular Code of the School District of Oakfield.

Students who leave school early to participate in co-curricular activities should get assignments for missed classes before leaving for such activities. **NOTE: Students must be present in school the entire day to be eligible to participate. Students who are suspended in or out of school cannot participate in practice and scheduled events on the days of suspension. Students who are absent on the day of a contest**

must be excused by the Principal prior to the absence if he/she is to participate in the contest or event. Only a parental request will be accepted.

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 Semester of the previous school year.
- Academic eligibility will be based on grade checks every three weeks of each semester. Weeks 3,6,9 and 12. If a student has an F at one of the grade checks they are ineligible to compete in competitions until they can show they are no longer on the F list.
- At the end of the Semester, the quarter grade will be used to determine eligibility.
- At the end of the semester, any student who does not pass all classes, will be ineligible to participate for the following time periods:
 - o **Fall:** 21 days from the first day of competition/activity/event or 1/3 of the maximum games/activity/events whichever is less restrictive
 - o **Winter and Spring:** 15 school days
- Reinstatement will occur when a 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 Activities Director.
- Academically ineligible students may practice at the discretion of the coach.
- If a student is ejected from a WIAA tournament, competitions require that the student be immediately disqualified for the remainder of the total tournament series in that sport.

For additional information consult the Co-Curricular Code.

Lunch Hour Open Campus - High School students only

Leaving campus during lunch hour is not a right but a privilege. If a student is granted the privilege of leaving school grounds during lunch hour, it is expected that they will behave as a model citizen. For example, positive citizen characteristics such as respecting our neighbors' properties, no littering, and staying on sidewalks where available. If a student with permission leaves school grounds and transports a student who is not permitted to leave, then the student with permission may lose their privilege. In addition, all traffic laws must be obeyed, and the use of tobacco, alcohol, and other drugs is forbidden.

Age of Majority

Students are not exempt from complying with school rules and regulations enacted by the Board of Education because they have reached the age of majority (18) and have administrative approval to become an emancipated adult.

18 Year-old Students

Students that are 18 years of age must follow all attendance procedures that are related to excused or unexcused absences as listed in this handbook and School Board Policy. An 18 year-old student may assume this responsibility if approved by the principal. The agreement will stipulate responsibilities assumed and will indicate removal of this right if it is abused. Students may apply for Independent Status with the Principal at the end of semester in which they turn 18 years old. Parents of students who assume this responsibility are not exempt from calls by school officials for the purpose of informing them of events involving the student or gathering information related to these events. Students must complete form 5780.

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.
- 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.

Part Name	Example Cause of Damage	Fined
Full Device Replacement	Unrepairable - drops, throws, spills or other negligence	\$521.00
Non-Touch Screen	Unrepairable - drops, throws, spills or other negligence	\$200.00
Motherboard	Damaged Board - dropped device, spilled liquid or milk on device	\$100.00
Battery	Device Not Functioning: dropped device, or spilled on	\$50.00
Keyboard/Mousepad	Removing key(s) - must replace entire keyboard and trackpad	\$50.00
Top Screen Enclosure	Cracked/Damaged Enclosure - dropping device and/or vandalism of the enclosure that holds the screen	\$40.00
Bottom Screen Enclosure	Cracked/Damaged Enclosure - dropping device and/or vandalism of the enclosure that holds the keyboard, motherboard and components of the computer itself	\$40.00
Power Adapter (Cord)	Damaged or Missing	\$35.00
Protective Case	Cracked/Damaged Case - dropping device, adding decoration to case	\$40.00
Webcam	Damaged: Intentional breaking or removal of lens	\$25.00
Audio Jack Input on Motherboard	Damaged Port - Insertion of object or breaking off a headphone jack	\$20.00
USB-C Power/Input on Motherboard	Damaged Port - Insertion of object or result of a drop	\$20.00
Hinge Assembly	Inoperable Hinge - dropped device, folded beyond hinge point	\$10.00
Screen Bezel	Damaged Housing - dropped device, prying open	\$10.00
Speakers	Damaged: Drops, spills	\$10.00
Asset/Follett Tags	Damaged/Removal	\$5.00

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 21st century, and we encourage our students to be contributing members of the global society.

Use of computers, technology and the internet by the students is considered a privilege. The users are responsible for their actions in accessing these services, and for adhering to district policies and guidelines. Teachers and administrators have the right to review files and communications to maintain system integrity and to insure appropriate student use. Students should not expect that e-mail and other files will be private or protected. Violations may result in loss of this privilege as well as other disciplinary or legal actions in accordance with school policy and local or state statutes.

CELL PHONES AND ELECTRONIC DEVICES POLICY

No Cell Phones During School Hours

Cell phones and all personal electronic devices are 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 middle/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 brought to the office. Parents will be notified. The student may pick up the device after school.

Second Offense

The device will be confiscated and brought to the office. Parents will be notified. The student may pick up the device after school. The student will serve a detention and the device will be dropped off and picked up in the office for two school days.

Third Offense

The device will be confiscated and brought to the office. Parents will be notified. A parent or authorized adult (cannot be a current student) will pick up the device from the office. The student will serve a detention and the device will be dropped off and picked up in the office for 15 school days.

Fourth and Subsequent Offenses

The device will be confiscated and brought to the office. Parents will be notified. A parent or authorized adult (cannot be a current student) will pick up the device from the office. An in person conference will be required between the parent, student, and administration to determine an individualized plan. An individualized plan may include but is not limited to serving detentions and/or dropping off the device in the office. 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**.

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:
 - a. Storage of personal files, personal digital photographs, or music.
 - b. 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.
 - c. Impersonation of another user.
 - d. Illegal installation of software, including copyrighted software.
 - e. Use of the network for commercial and non-profit purposes and advertisement.
 - f. 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".

- g. 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.

Parents may excuse their student 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.

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, 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.

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**" 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 and 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. The parent/guardian will have a two week time frame to provide proper documentation to correct an unexcused absence. When a student is marked unexcused, notification of the unexcused absences will be emailed to parents once in the morning, and again in the afternoon

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. 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.

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).

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 Police Department at which time a local citation may be issued for truancy and/or loitering. 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 programming options.

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.

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 administrative consequences will occur such as detention, suspension, meetings with parents, truancy, etc. may take place.

Pass Procedures

Students who need to go to another room or who are required to do so by a teacher, will need permission to leave class. Faculty and Administration may limit pass privileges at any time. Students may receive a loitering ticket if they are not in their assigned location.

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**.

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.

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.

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. 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. Students in violation of this policy will be asked to change.

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 Middle/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. 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

- 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 may only ride their assigned bus. Requests to ride a different bus must be submitted in advance using the appropriate transportation form and must include parent or guardian approval prior to the requested date.
- The district has equipped all of the buses to run video cameras.

Failure to follow bus rules may result in school consequences and the suspension of bus privileges for time to be determined by the principal.

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.

Minor Behaviors	Major Behaviors
Interrupting Blurting out Crude or Inappropriate Comments Throwing Things Misuse of Computers (games) Arguing Off-task Wandering hallways Consistently forgetting materials Talking while the teacher is talking	Damage to school property Physical Aggression Cheating Stealing Refusing to do work Defiance Verbal Aggression

*Not limited to only these behaviors.

Misconduct	Definition	Minimum Action Taken	Maximum Action Taken
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.	Confiscation, Parent Contact, Suspension of Computer Privilege, and/or Detention	Suspension Expulsion
PUBLIC DISPLAYS OF AFFECTION	Provocative behavior Inappropriate/ excessive physical contact	Conference with student, Warning, Parent Contact, and/or Detention	In-school Suspension
DISRUPTIVE BEHAVIOR/ DISORDERLY CONDUCT	Any behavior that disrupts education	Conference with student, Warning, Parent Contact, Conflict Resolution, and/or Detention(s)	Suspension Notification to Law Enforcement/Citation

Misconduct	Definition	Minimum Action Taken	Maximum Action Taken
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, and/or Change at school	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
ELECTRONIC DEVICES	Telephones & other communication devices used during the school day without staff permission	Conference with student, Confiscation, Device placement in office for day, lunch detention assigned, Parent Contact	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, and/or Serve Additional Obligations,	Suspension
FIGHTING OR ASSAULT	Physical confrontation between two or more students; Physical Threat; Striking another student or staff member	Parent Contact, Conference with student, and/or Detention,	Suspension Expulsion
FORGERY OF NOTE FAKE ABSENCE CALL	Forging parent/teacher signature, Calling attendance as a parent or guardian	Conference with student, Parent Contact, and/or 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	Parent Contact, Conference with student(s), Warning, Conflict Resolution, and/or Detention(s)	Suspension, Notification to Law Enforcement/Citation, Expulsion

Misconduct	Definition	Minimum Action Taken	Maximum Action Taken
INAPPROPRIATE BEHAVIOR	Behavior that inhibits the comfort or safety of students or staff; Horseplay; Practical jokes	Conference with student, Warning, Parent Contact, and/or Detention(s)	Suspension
INAPPROPRIATE LANGUAGE / GESTURES	Inappropriate language, written or spoken conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive	Conference with student, Warning, Parent Contact, and/or Detention(s)	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	Conference with student, Parent Contact, Detention(s), and/or Removal from Class,	Suspension
MISUSE OF DRIVING OR PARKING PRIVILEGES	Reckless driving or speeding; Leaving campus without permission; Breaking GDL	Conference with student, Warning, Parent Contact, Detention(s), and/or Staying on Campus for Lunch,	Suspension, Notification to Law Enforcement/Citation
REPEATED REFUSAL TO FOLLOW SCHOOL RULES	Repeated discipline referrals	Maximum action	Suspension Expulsion
TARDINESS	Not in classroom prepared to work when the bell rings	Conference with student, Warning, Parent Contact, and/or Detention(s)	In-school Suspension
THEFT	Taking of school/personal property without permission	Warning, Parent Contact, Detention, and/or Restitution (as determined by administration)	Suspension, 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

Misconduct	Definition	Minimum Action Taken	Maximum Action Taken
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
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, and/or 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. SCRIP is a great alternative to help students raise funds.