



VANCE DALZIN, Ed. D.
District Administrator

CARMEN KLASSY
Principal

DOUG MOCK
Dean of Students/ Athletic Director

Oakfield Middle School

2017-2018

Student/Parent Handbook

MIDDLE SCHOOL & HIGH SCHOOL
250 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 pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental emotional or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on basis of age, race, color, national origin, sex, or handicap. The district encourages informal resolution of complaints under this policy. If any person believes that the School District of Oakfield or any part of the school organization has failed to follow the law and rules of s.118.13 Wis.Stat..or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: Oakfield MS/HS, 250 Church St., Oakfield, WI 53065

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SCHOOL DISTRICT OF OAKFIELD

School Board:

Penny Kottke, President
Paul Derks, Vice President

John Nyhuis, Treasurer
Angie Patterson, Clerk

Heidi Kopf
Tanya Marcoe
Thomas Schulz

Administration:

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

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

District Personnel:

John Tyner, Technology Coordinator
Jackie Hungerford, Business Coordinator

A MESSAGE FROM THE PRINCIPAL

Dear Oakfield Middle School Students and Families,

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

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

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

Please read the following Parent/Student Handbook and discuss the contents as a family. Our intention is to familiarize you with the policies and procedures of the Oakfield Middle School. It will also be available for ongoing reference on our school website (www.oakfield.k12.wi.us).

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

Sincerely,

Carmen Klassy, Middle School Principal

cklassy@oakfield.k12.wi.us

(920) 583-3141

OAKFIELD MIDDLE SCHOOL STAFF

Principal/Summer School Director

Carmen Klassy x 2005 cklassy@oakfield.k12.wi.us

Dean of Students/Athletic Director

Doug Mock x 2080 dmock@oakfield.k12.wi.us

Pupil Services

Marvel Bakri, School Counselor x 2017 mbakri@oakfield.k12.wi.us

Holly Rabe, School Psychologist/
Director of Special Education x 3251 hrabe@oakfield.k12.wi.us

Police Liaison Officer

Officer Dave Tackett x 2078 dtackett@oakfield.k12.wi.us

Office Staff

Claudia Craig x 2000 ccraig@oakfield.k12.wi.us

Jillian Duel x 2001 jduel@oakfield.k12.wi.us

Teaching/Support Staff

| | | | |
|-----------------|--|-------|---------------------------|
| Tara Bass | tbass@oakfield.k12.wi.us | x2102 | Paraeducator |
| Amanda Bates | abates@oakfield.k12.wi.us | x2111 | Art (7-12)/World Language |
| Terri Belanger | tblanger@oakfield.k12.wi.us | x3079 | Choir |
| Doreen Conger | dconger@oakfield.k12.wi.us | x2034 | Library |
| Jodi Daniels | jdaniels@oakfield.k12.wi.us | x2102 | Special Education |
| Lynsey Esser | lessor@oakfield.k12.wi.us | x2042 | Math |
| Brittany Gibson | bgibson@oakfield.k12.wi.us | x2101 | Special Education |
| Tom Higgins | thiggins@oakfield.k12.wi.us | | Custodian |
| Al Kamenski | akamenski@oakfield.k12.wi.us | x2069 | Technology Education |
| Ashley Kintzler | akintzler@oakfield.k12.wi.us | x2112 | Language Arts |
| Alisha Kuen | akuen@oakfield.k12.wi.us | x2012 | Spanish |
| Jenimae Maly | jmaly@oakfield.k12.wi.us | x3037 | Art (Grade 6) |
| Will Manier | wmanier@oakfield.k12.wi.us | x2109 | Science/Math |
| Barb Melius | bmelius@oakfield.k12.wi.us | | Custodian |
| Hannah Millard | hmillard@oakfield.k12.wi.us | x2028 | English/Research Paper |
| Beth Mohr | bmohr@oakfield.k12.wi.us | x3068 | Band |
| Mark Morell | mmorell@oakfield.k12.wi.us | x2043 | Math/Science |
| Michael Primeau | micprim@oakfield.k12.wi.us | x2037 | Technology Support |
| Elizabeth Stobb | erhoades@oakfield.k12.wi.us | x2102 | Paraeducator |
| Bob Ronca | bronca@oakfield.k12.wi.us | x2044 | Social Studies/Science |
| Eric Schreiner | eschreiner@oakfield.k12.wi.us | x2065 | Physical Education/Health |
| Josh Thone | jthone@oakfield.k12.wi.us | x2045 | Math |
| Mitch Wedel | mwedel@oakfield.k12.wi.us | x2068 | Business Education |
| Emily Waisanen | ewaisanen@oakfield.k12.wi.us | x2046 | Language Arts |

OAKFIELD MIDDLE SCHOOL GUIDELINES

SCHOOL HOURS

The regular school day for students is 8:00 a.m. until 3:25 p.m. The **school office** is open from 7:30 a.m. to 4:00 p.m. on days that school is in session.

EARLY DISMISSAL PROGRAM

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

CAFETERIA/LUNCH –

Costs:

| | |
|--------------------------|--------|
| Breakfast | \$1.55 |
| Hot lunch regular ticket | \$3.05 |
| Adult lunch | \$3.90 |

Please adhere to the following regulations concerning the cafeteria:

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

MEDICATION

Corresponding with Wisconsin State Law, the School District of Oakfield has policies regarding the administration of all medication, both prescription and over the counter. Prescribed medication must have a 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 personal.

Asthmatic students may, while in school, at a school-sponsored activity or under the supervision of a school authority, possess and use a metered dose inhaler or dry powder inhaler when three (3) conditions are met: 1) The student is required to carry an inhaler for the use prior to physical activity to prevent the on-set of asthmatic symptoms or for use to alleviate asthmatic symptoms. 2) The completed Parent Consent Form has been submitted to the Main Office and 3) 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 (such as snow day, fog delay, etc.), it will be announced on the following stations:

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

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

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

KEEP TELEPHONE NUMBERS / E-MAIL ADDRESSES CURRENT

Please keep phone numbers up-to-date and accurate (home numbers, 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's and dentist's numbers also needs to be kept up-to-date.

DIVORCED/SEPARATED PARENTS

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

STUDENT IMAGES

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

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 that they have administrative approval.

MIDDLE SCHOOL CLASS SCHEDULE

6th Grade Schedule

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

7th/8th Grade Schedule

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

LOCKER ASSIGNMENT

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

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

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

FEES/COLLECTION POLICY (School Board Policy 6152)

The Oakfield Board of Education believes that all assessed fines, fees, or charges of the student body should be collected. It is also their belief that some parents may need time to make payment of these fines, fees or charges. **Seniors who have unpaid fines, fees, or other charges from any school year will not be allowed to participate in graduation ceremonies.**

CO-CURRICULAR ACTIVITIES

Oakfield MS/HS offers a variety of co-curricular activities. Students are encouraged to participate in those activities that may be of interest to them. Questions about Extracurricular Activities should be directed to Doug Mock, Athletic Director, at 583-3141 x2080.

The following is a list of sports available:

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

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

- **Academic:** Forensics
- **Clubs:** Art Club, Future Farmers of America (FFA), Tech Ninjas, Yearbook
- **Music:** Jazz Band, Swing Choir and Pep Band
- **Leadership:** PBIS Student Team, Student Advisory

Students that choose to participate in activities will receive a student handbook that will contain information containing WIAA rules and the Extracurricular Code of School District of Oakfield. Students who leave school early to participate in extracurricular activities should get assignments for missed classes before leaving for such activities. **NOTE: Students must be present in school the entire day to be eligible to participate. Students who are suspended in or out of school cannot participate in practice and scheduled events on the days of suspension. Students who are absent on the day of a contest must be excused by the Principal prior to the absence if he/she is to participate in the contest or event. Only a parental request will be accepted.**

ACADEMIC GUIDELINES

- All students must be passing all classes.
- A student's academic eligibility for fall sports is determined by the grades earned during the final term of the previous school year.
- Academic eligibility will be based on weekly checks of student's cumulative grades after three weeks into a quarter. Should a check reveal a student to not be meeting eligibility criteria, a period of probation will be instituted for one week. Should the student not meet eligibility criteria the following week, the student becomes academically ineligible. The period of ineligibility will run from Tuesday to Monday. The student will regain eligibility when a weekly check reveals them to be meeting the criteria. Reinstatement will occur on the Tuesday following such report.
- **At the end of the quarter, the quarter grade will be used to determine eligibility.**
- At the end of the quarter, any student who does not pass all classes, will be ineligible to participate for the following time periods.
 - **FALL:** 21 days from the first day of competition/activity/event or 1/3 of the maximum games/activity/events whichever is less restrictive
 - **WINTER AND SPRING:** 15 school days
- Reinstatement will occur when a weekly grade check reveals the student to be meeting the eligibility criteria after the said time period.
- The official date used for determining academic eligibility at the end of a grading period will be the date when a computer printout of grades is made available to the Athletic Director.
- Any student violating the Extracurricular Code of Conduct that results in the student being suspended for one or more WIAA tournament competitions will require that the student be immediately disqualified for the remainder of the total tournament series in that sport.

For additional information consult the Extracurricular Code.

EMERGENCY DRILLS

Fire Exit Plans - Fire drills are conducted regularly, and students should learn the fire exit plan for each room in which they spend a part of their time. The fire signal is a continuous sounding of the fire horn, which sounds until all students and teachers are out of the building. Everyone is to move quickly in a quiet and orderly manner whenever the alarm is given. The fire exit route is posted in the front area of each classroom on the inside of the classroom door. Students should walk a minimum of 100 feet from the building.

Fire Equipment - Tampering with any firefighting or detection equipment is a serious offense as is the unjustified setting off of alarms. Violators will not only face suspension and/or expulsion from school, but a referral will be made to the legal authorities as this is a violation of State law Chapter 941 Wisconsin State Statutes.

Severe Weather Drills –Procedure drills for weather related emergencies are conducted throughout the year. In the event of a tornado, students will be instructed to move from their classrooms into designated safety areas. Students will not be permitted to leave school during severe weather conditions 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.

GRADING SCALE

| Grade Scale- | Grade Points – |
|--------------|----------------|
| 98-100 A+ | 4.0 A+ |
| 94-97 A | 4.0 A |
| 91-93 A- | 3.67 A- |
| 88-90 B+ | 3.33 B+ |
| 84-87 B | 3.0 B |
| 81-83 B- | 2.67 B- |
| 78-80 C+ | 2.33 C+ |
| 74-77 C | 2.0 C |
| 71-73 C- | 1.67 C- |
| 68-70 D+ | 1.33 D+ |
| 64-67 D | 1.0 D |
| 60-63 D- | 0.67 D- |

GRADE REPORTING

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

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

TECHNOLOGY

The School District of Oakfield believes that technology and its integration support our commitment to excellence by encouraging a dynamic, yet safe learning environment. Technology is essential in preparing children for life in the 21st century, and we encourage our students to be contributing members of the global society.

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

A. ACCEPTABLE USES OF THE NETWORK/TECHNOLOGY

The District provides student and staff access to its school computer systems, computer networks, and the Internet following predetermined guidelines. The guidelines below outline the District's expectations for such use. If a user has any doubt about whether a contemplated activity is educational, he/she may consult with the person(s) designated by the school to help them decide.

1. Access to the network is a privilege, not a right. Inappropriate, unauthorized, and illegal use will result in the removal of privileges and appropriate disciplinary action.
2. The building administrator /designee or other network supervisor reserves the right to deny access to any person who is in violation of the use of district technology systems.
3. To maintain system integrity and ensure responsible use of our network, all utilization of district technology, including computers, internet sites visited, email and material saved on the network, may be monitored and accessed. Users should not expect privacy in any work they do, any communication they make, or any material they save.
4. Certain web-based services such as wikis, podcasts, blogs, and feeds that emphasize educational collaboration and sharing among users may be permitted by the District.
5. All use of district/school networks must be appropriate for school use.
6. Students may access the Internet via District technology only with the proper consent of the instructional staff. As the Internet is an extension of the classroom, instructional staff is responsible for student usage of the Internet.
7. All users must abide by rules of network etiquette, including using appropriate language, graphics, and rules of "netiquette."
8. All users must adhere to the copyright laws of the United States (U.S.C. 17) and the Congressional Guidelines regarding software, authorship, and duplication of information.
9. Images and work products of 4K-12 students may be included on the website without identifying captions or names. Under no circumstances will 4K-12 student photos or student work be identified with first and last names on a School District of Oakfield website.

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

B. UNACCEPTABLE USES OF THE NETWORK

Unacceptable uses of the network include, but are not limited to:

1. Use of threatening, profane, harassing or abusive language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language is permitted. Avoid language and/or graphic representations which may be offensive to others. Do not use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
2. Accessing pornographic or obscene materials, or other materials harmful to children.
3. Uses that cause harm to others, damage to property, or jeopardizes network security.

For example:

- Storage of personal files, personal digital photographs, or music.
 - Interfacing with the work of other users of the system, such as tampering with files, data, or passwords, and/or destroying, modifying, or abusing hardware or software.
 - Impersonation of another user.
 - Illegal installation of software, including copyrighted software.
 - Use of the network for commercial and non-profit purposes and advertisement.
 - Use of the network to install, upload, or develop programs to infiltrate a computer or computing system and/or damage the hardware or software components of a computer or of a computer system: "hacking".
 - Damage to or modification of network hardware or software.
4. Use of the network for any illegal activities, such as use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance.
 5. Use of the Internet for commercial, political, financial, or religious purposes.
 6. Sharing personal information of self or others.

VIOLATIONS/CONSEQUENCES

Student disciplinary actions are tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. A user who violates the District's Internet Safety and Acceptable Use Policy and Rule shall be subject to disciplinary action by the building principal/designee. Depending on the nature or severity of the violation, individuals may have their access to the district's computer network, devices and/or the Internet restricted, suspended, terminated, or be subject to other appropriate disciplinary actions,

which may include restitution for damages or compensation for necessary network, and/or computer restoration work by technicians. Repeated violation will be dealt with in a progressively more severe manner. Any violation of federal, state or local laws or ordinances will be in addition to district disciplinary action and will follow legal procedures as established by statute. In the event there is an allegation that a user has violated the District Internet Safety and Acceptable Use Policy and/or rules, an investigation will be conducted.

ATTENDANCE EXPECTATIONS

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

The Principal or designee reserves the right to refuse any absence as excused. The responsibility for seeing that a student attends classes rests with the parents/guardians and the student. Attending class means the student is in the class or room assigned him/her at a specific time during the school day. The student's schedule or administrative action determines where the student should be throughout the school day. The administration may modify the student's schedule for any part of any day, a number of consecutive days, or the remainder of a grading period or semester without parent/guardian consent for the purposes of discipline, safety, or to quell a disruption.

EXTRACURRICULAR PARTICIPATION

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

ABSENCES ARE EITHER EXCUSED OR UNEXCUSED

Parents may excuse their son/daughter for up to ten (10) days in a school year. In situations where a student has shown a pattern of accumulating excessive absences either excused or unexcused, parents/guardians/adult students will be notified in writing and/or a conference will be held to determine whether truancy charges will be filed. Student absences that are verified with third party verification are recommended when available. Third party verification is a written note from a member of the office or the destination the student visited that caused the student to miss school.

EXCUSED ABSENCES

Excused absences are granted for valid reasons when students are not in attendance. An excused absence is due to illness or other family circumstances including vacations, hunting, college visits, and driver's license tests. All excused and unexcused circumstances will be counted toward a student's 10 days of absence. **When a student has accumulated 10 days (or 90 class periods) of absences due to illness, other family circumstances, and any unexcused absences, the only absences that will be excused will be verified medical/dental appointments (only for time and travel of appointment), funerals, court appearances, school activities, and religious observations.**

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

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

PROCEDURES FOR EXCUSING AN ABSENCE

Illness and Unexpected Emergencies

1. Have a parent/guardian notify the MS/HS office by 8:30 AM (telephone number 583-3141 or email **BOTH** secretaries at [craig@oakfield.k12.wi.us](mailto:crcraig@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 within 24 hours, the student's absence is considered either unexcused or truant, and a detention or in-school suspension may be issued.

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

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

Pre-Excused Absences – The Principal will be allowed discretion to approve any requests for family days, personal days, court appearances, religious observations, funerals; These are excused absences other than illness and unexpected emergencies. **A written excuse signed by a parent or guardian must be received in the office BEFORE the absence occurs.** A "Pre-Excused Absence" form will need to be completed and taken by the student to his/her teachers for initialing. Once completed, this form should be turned back into the office by the student at least 3 days prior to the date(s) of absence. This procedure insures that the students will have assignments and will have met the expectations of their teachers BEFORE their absence. In the case of illness or unexpected emergencies parents are expected to follow the procedure above for reporting the absence.

Appointments - Medical/Dental/Orthodontic

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

For an appointment to be termed excused,

1. A phone call or written note is required from the parent.
2. A written note from the professional or office that was visited is required upon the student's return. If a note from the professional is not brought to the office, the absence will not be excused. **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 then:

1. Attempt to contact the parent at home or work to inform and/or release the student from school after attempting to return to the next curricular class.
2. Attempt to contact an emergency person, as previously designated by the parent. Parents/Guardians should keep the school informed of the current emergency contact person and health conditions that may affect attendance.
3. Inform the student that he/she must stay at school when the school is unable to contact the parent or emergency person.

UNEXCUSED ABSENCES (School Board Policy 5200)

Absences that occur with or without parental knowledge that have not been classified as "excused" by the administration in accordance with School Board Policy are termed unexcused. Missing the school bus, shopping, oversleeping, hair appointments, car trouble, driver education class, family trips not approved in advance, gainful employment, errands, etc., are examples of absences that may be classified as "unexcused". Students have two weeks to have their unexcused absences cleared up, or they will remain as such for the remainder of the year.

When a student accumulates 5 days (or 45 class periods) of unexcused absences in a semester, the student will be considered a habitual truant.

Truancy (School Board Policy 5200) - Daily attendance is required by State Statute (§.118.15). All students are required to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element for success and is the responsibility of both parents/guardians and the students. Students not in attendance are considered to be TRUANT and will be followed up by an administrator.

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

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

Truancy violations are both counted and considered for programming over the student's middle/high school career. All offenses of truancy and habitual truancy will be referred to the Local City Police Department at which time a local citation may be issued. Truancy that is not habitual will also be dealt with through our Progressive Discipline Plan. Parents of students who are truant will be contacted by phone and/or letter. If necessary, a parent conference will be requested by the building principal or designee to discuss the following programming options:

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

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

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

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

TARDINESS

Students are expected to be in the classroom and preparing to learn when the bell rings to start class and must remain in the classroom until the bell rings to end the class. There is a three-minute passing time between classes at Oakfield MS/HS. A student is considered tardy if they arrive to class after the bell has sounded and do not have authorization from a staff member. If a pattern of tardiness is constant then administration consequences will occur. A student will be issued a detention for every 5 tardies that they receive. Being on time and ready for work is a "Career Readiness Skill" that must be followed and enforced.

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

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

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

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

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

Locker/Restroom Passes

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

CODE OF CONDUCT

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

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

Students are:

- Responsible for respecting the expectations of the school and classroom in an effort to become responsible and community minded citizens.
- Responsible for respecting personal property and physical well-being of other students.
- Responsible for respecting personal property and physical well-being of all adults in the building.
- Responsible for respecting and maintaining the appearance and cleanliness the building, grounds, and property of the school district.
- Responsible for maintaining an exemplary learning environment by refraining from any action or inaction that may disrupt the school day.
- Responsible for conducting himself or herself in a manner that poses no threat to the health or welfare of others.
- Responsible for keeping their body and mind in sound, healthy condition and attend classes.
- Responsible for remaining in designated areas while on school grounds and for vacating school premises upon the conclusion of school events.

Parent Notification (Calls to Parents) – School officials have a right and need to run an orderly school environment and will contact parents or legal guardians when needed. Calls will be made to inform parents/guardians of any student concern unless the parent or legal guardian designates a different contact person (designee) and provides both home and work numbers. The designee will have the authority to make decisions concerning the student in discipline matters, attendance, illness, etc. while the student attends school and school functions. This request must be in writing to the principal.

Participation/Attendance at School Events - As a member of the Oakfield High School, students are expected to act respectfully at all school functions in and outside of the school day. Inappropriate behavior by students in attendance at school events will be grounds for removal from the event and may be grounds for suspension from future school events.

DISCIPLINE

Discipline is the changing of an unacceptable behavior to an acceptable behavior. Discipline is not done TO a person, but FOR a person. Each classroom teacher has carefully created a plan for discipline that will help students develop responsible behavior and personal discipline. In all disciplinary situations, the teacher is responsible for gaining 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.

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

Majors/Minors

Minor behaviors are behaviors typically handled between the teacher and the student in the classroom. Accumulation of three or more minors in a week's time will result in a major referral.

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.

| 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, Redo work, zero grade in gradebook, Parent Contact, Detention | In-School Suspension |
| COMPUTER VIOLATION | Use of the computer for anything other than teacher assigned purposes. Any violation of the computer use agreement. | 1 ¹ - Confiscation, , Parent Contact, 2- Suspension of Computer Privilege, 3- Detention | Suspension Expulsion |
| PUBLIC DISPLAYS OF AFFECTION | Provocative behavior Inappropriate/ excessive physical contact | Conference with student, Warning, Parent Contact, Detention | In-school Suspension |
| DISRUPTIVE BEHAVIOR/ DISORDERLY CONDUCT | Any behavior that disrupts education | 1- Conference with student, Warning, Parent Contact, 2- Conflict Resolution, 3- Detention(s), 4- In-school Suspension | Suspension Notification to Law Enforcement/Citation |
| DRESS CODE VIOLATION | Revealing clothing, High cut shorts, Revealing midriffs, Displaying poor taste/obscenity, Advertisement of tobacco, alcohol, or drugs promoting offensive or derogatory messages, underwear should not be visible, wearing of outdoor attire during class is prohibited, wearing head coverings in the building is prohibited except in the shop | Conference with student, Warning, Confiscation, Parent Contact, Change at school, Send Home to Change | Detention In-School Suspension |

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

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

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

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

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

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|------------------------|---|--|---|
| | This also applies to e-cigarettes, chewing tobacco or other tobacco products. | Suspension | 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, Detention(s), In-school Suspension | Notification to Law Enforcement/Citation |
| Misconduct | Definition | Minimum Action Taken | Maximum Action Taken |
| 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 certificate program that has been operating in Oakfield since 1994 for the benefit of the Oakfield students. It costs you nothing more than what you already spend on food, clothes, gas, etc. A \$10.00 certificate to any participating business costs you \$10.00 and you receive \$10.00 worth of merchandise. The profit is made when the Oakfield SCRIP/PTO purchases the certificate at a reduced price. The certificates look like any gift certificate you probably have purchased in the past. It spends just like money!

SCRIP has profited thousands of dollars for the Oakfield students. SCRIP was set up so students and their families would not have to participate in numerous fund raising projects. At Oakfield Elementary the profit in the past has helped pay for the school logo T-shirts, soccer goals, and much of our playground equipment. The Profits are now made available for families to bank in Family accounts. These accounts can be used for school fees and school related expenses. If you have questions, please feel free to ask.

SCRIP orders can be placed any day of the week, but Monday is the day orders are placed to the national and local businesses for items not kept in the inventory and we replenish the inventory items on that day. When orders are sent to school with your child, we will try to fill them and send them back to you within 1-2 days. All orders need to be turned into the Oakfield Elementary Library in the morning. Orders will be filled as time permits.

The items on the front of the order blank are kept in inventory (limited numbers). Items on the back need to be ordered. Order blanks are sent home periodically with the Oakfield Elementary students.

Relatives, family and friends can also help out, and just think, they don't have to buy anything they don't already use. If you have any questions about SCRIP you can contact Sarah Laning oakfieldscrip@gmail.com or the Oakfield Elementary School

office 920-583-3146. SCRIP is a great alternative to having the students always sell things to raise funds.

STUDENT/PARENT SIGN OFF

Oakfield Middle School 2017-2018

- 1) All students attending Oakfield MS shall be provided with a current copy of the handbook.
- 2) It is expected that students be familiar with the contents of the handbook.
- 3) The signatures below verify the student has received a copy of the Student/Parent Handbook for the 2016-2017 school year and is aware of the information contained therein.
- 4) Once signed, this sheet should be removed from the handbook and turned in to the Main Office the first week of school.
- 5) It is recommended that the student handbook be kept at home to allow for easy reference for both students and parents. Copies of the handbook are available at Oakfield MS should there be a need to reference it.
 - a. Policies for Technology
 - b. Extracurricular Activities
 - c. Attendance
 - d. Discipline
 - e. Academic Guidelines

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

Printed Student Name: _____

Student Signature: _____ Date: _____

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____