



VANCE DALZIN, Ed. D.  
District Administrator

TIMOTHY J. BROWN  
High School Principal

DOUG MOCK  
Activities Director

# ***Oakfield High School***

## **2020-2021**

## ***Student & Parent Handbook***

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

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

### **NON-DISCRIMINATION STATEMENT**

The School District of Oakfield does not discriminate against 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:

Paul Dercks, President      Adam Lichtenberg, Member      John Nyhuis, Treasurer      Jessica Shepherd, Member  
Heidi Kopf, Member      Tanya Marcoe, Clerk      Angie Patterson, Vice President

### Administration:

Vance Dalzin, District Administrator  
Timothy J. Brown, Middle School/High School Principal  
Becky Doyle, Elementary & Child Care Principal  
Holly Rabe, Director of Special Education &  
School Psychologist

### District Personnel:

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

## A MESSAGE FROM THE PRINCIPAL

Dear Oakfield High School Students and Families,

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

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

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

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

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

Sincerely,

Timothy J. Brown, High School Principal

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

(920) 583-3141 x2005

## OAKFIELD HIGH SCHOOL STAFF

### High School Principal

Timothy J. Brown x 2005 [tbrown@oakfield.k12.wi.us](mailto:tbrown@oakfield.k12.wi.us)

### Activities Director

Doug Mock x 2080 [dmock@oakfield.k12.wi.us](mailto:dmock@oakfield.k12.wi.us)

### Pupil Services

Marvel Bakri, School Counselor x 2017 [mbakri@oakfield.k12.wi.us](mailto:mbakri@oakfield.k12.wi.us)

Holly Rabe, School Psychologist/  
Director of Special Education x 3251 [hrabe@oakfield.k12.wi.us](mailto:hrabe@oakfield.k12.wi.us)

Grace Seager, Speech & Language Clinician x 3250 [gseager@oakfield.k12.wi.us](mailto:gseager@oakfield.k12.wi.us)

### School Resource Deputy

Deputy Derek Rehfeldt x 2078 [drehfeldt@oakfield.k12.wi.us](mailto:drehfeldt@oakfield.k12.wi.us)

### Office Staff

Claudia Craig x 2000 [ccraig@oakfield.k12.wi.us](mailto:ccraig@oakfield.k12.wi.us)

Jillian Duel x 2001 [jduel@oakfield.k12.wi.us](mailto:jduel@oakfield.k12.wi.us)

### Teaching/Support Staff

Chelsie Bargenquast	<a href="mailto:cbargenquast@oakfield.k12.wi.us">cbargenquast@oakfield.k12.wi.us</a>	x2049	Biology
Tara Bass	<a href="mailto:tbass@oakfield.k12.wi.us">tbass@oakfield.k12.wi.us</a>		Custodian-Days
Terri Belanger	<a href="mailto:tblanger@oakfield.k12.wi.us">tblanger@oakfield.k12.wi.us</a>	x3079	Choir
Doreen Conger	<a href="mailto:dconger@oakfield.k12.wi.us">dconger@oakfield.k12.wi.us</a>	x2034	Library Aide
Jodi Daniels	<a href="mailto:jdaniels@oakfield.k12.wi.us">jdaniels@oakfield.k12.wi.us</a>	x2102	Special Education
Miranda Estenson	<a href="mailto:mestenson@oakfield.k12.wi.us">mestenson@oakfield.k12.wi.us</a>	x2102	Paraeducator
Brittany Gibson	<a href="mailto:bgibson@oakfield.k12.wi.us">bgibson@oakfield.k12.wi.us</a>	x2101	Special Education
Abigail Henken	<a href="mailto:ahenken@oakfield.k12.wi.us">ahenken@oakfield.k12.wi.us</a>	x2070	Agriculture
Christopher Huebel	<a href="mailto:chuebel@oakfield.k12.wi.us">chuebel@oakfield.k12.wi.us</a>	x2068	Business Education
Al Kamenski	<a href="mailto:akamenski@oakfield.k12.wi.us">akamenski@oakfield.k12.wi.us</a>	x2069	Technology Education
Julie Kautzer	<a href="mailto:jkautzer@oakfield.k12.wi.us">jkautzer@oakfield.k12.wi.us</a>	x2110	Chemistry/Physical Science
Alisha Kuen	<a href="mailto:akuen@oakfield.k12.wi.us">akuen@oakfield.k12.wi.us</a>	x2012	Spanish
Karl McCarty	<a href="mailto:kmccarty@oakfield.k12.wi.us">kmccarty@oakfield.k12.wi.us</a>	x2029	Social Studies
Beth Mohr	<a href="mailto:bmohr@oakfield.k12.wi.us">bmohr@oakfield.k12.wi.us</a>	x3068	Band
Trista Owczarzak	<a href="mailto:towczarzak@oakfield.k12.wi.us">towczarzak@oakfield.k12.wi.us</a>	x2030	English
Donna Perry	<a href="mailto:dperry@oakfield.k12.wi.us">dperry@oakfield.k12.wi.us</a>	x2102	Paraeducator
Amanda Schmidt	<a href="mailto:aschmidt@oakfield.k12.wi.us">aschmidt@oakfield.k12.wi.us</a>	x2111	Art (7-12), World Language
Eric Schreiner	<a href="mailto:eschreiner@oakfield.k12.wi.us">eschreiner@oakfield.k12.wi.us</a>	x2065	Physical Education/Health
Mariah Studer	<a href="mailto:mstuder@oakfield.k12.wi.us">mstuder@oakfield.k12.wi.us</a>	x2028	English
Kirk Tapp	<a href="mailto:ktapp@oakfield.k12.wi.us">ktapp@oakfield.k12.wi.us</a>	x2010	Social Studies
Josh Thone	<a href="mailto:jthone@oakfield.k12.wi.us">jthone@oakfield.k12.wi.us</a>	x2045	Math
Pam Vaughan	<a href="mailto:pvaughan@oakfield.k12.wi.us">pvaughan@oakfield.k12.wi.us</a>	x2011	Math
Chenleng Xiong	<a href="mailto:cxiong@oakfield.k12.wi.us">cxiong@oakfield.k12.wi.us</a>		Custodian-Evenings

## OAKFIELD 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. to 4:00 p.m. on days that school is in session.

### CAFETERIA/LUNCH –

**Costs:**

Breakfast	\$1.65
Hot lunch regular ticket	\$3.20
Adult lunch	\$3.95

### 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 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 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) 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 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 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.

#### **HIGH SCHOOL CLASS SCHEDULE**

Period 1 and 2: 8:00 - 9:30

Period 3 and 4: 9:35 - 11:05

Oakrichment: 11:10 - 11:40

Lunch: 11:45 - 12:15

Period 5 and 6: 12:20-1:50

Period 7 and 8: 1:55 - 3:25

#### **LUNCH HOUR OPEN CAMPUS**

During the COVID-19 pandemic, High School students (9-12) will not have the option for open campus during lunch.

## **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.

## **PARKING**

Bicycles, motorcycles, and automobiles are permitted on campus in designated parking areas only. Bicycle parking is available in front of the main entrance to 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.

## **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.

## **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.**

## **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 by the Principal. Visitors may be permitted at school sponsored dances or activities provided that they have administrative approval.

## **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 staff 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.

### **CO-CURRICULAR ACTIVITIES**

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

The following is a list of WIAA sports available:

- Cross Country, Basketball, Baseball, Golf, Football, Hockey, Soccer, Softball, Track & Field, Volleyball, Wrestling, Girls Swim

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

- **Academic:** Math Team, Quiz Bowl, and Forensics
- **Clubs:** Art Club, Bowling, Future Farmers of America (FFA), Key Club, Spanish Club, Science Club, Skills USA, Tech Ninjas, Theater Club, and Trap-shooting Club
- **Publications:** School/Community Newspaper and Yearbook
- **Music:** Jazz Band, Swing Choir and Pep Band
- **Leadership:** National Honor Society, Student Advisory

***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 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 semester, any student who does not pass all classes, will be ineligible to participate for the following time periods.
  - **FALL:** 21 days from the first day of competition/activity/event or 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 Activities Director.
- Academically ineligible students may practice at the discretion of the coach.
- Any student violating the Co-Curricular 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 Co-curricular Code.***

## **ACADEMICS**

### **A. GRADUATION REQUIREMENTS**

A diploma will be awarded to all pupils who have successfully completed the following minimum requirements, providing they have the recommendation of the Principal.

English	4 credits
Math	3 credits
Science	3 credits
Social Studies	3 credits
Physical Education	1.5 credits
Computer Literacy	0.5 credit
Personal Finance	0.5 credit
Health	0.5 credit
Electives	10.5 credits
<b>Total</b>	<b>26.5 credits</b>

It is the responsibility of each student to be certain that he/she will have the correct courses and amount of credits to graduate.

### **B. 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.

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

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.

### **C. STUDY HALL**

No student will have more than one study hall per day unless approved by the Principal.

### **D. 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 outset of each semester, taking into account credits earned the past semester along with credits earned through alternative means such as summer school.

### **E. 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.

### **F. 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.

### **G. 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 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 (Extension 2017) or checking grades in PowerSchool. Report cards are made available to parents at the conclusion of each quarter.

## H. 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

## TECHNOLOGY

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

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

**A. POSSESSION OF PERSONAL ELECTRONIC COMMUNICATION DEVICES** A student may possess a personal electronic communication device in school, on school property, at after school activities, and at school related functions.

**B. During school hours all personal communication devices are to be OFF and AWAY.** Students are prohibited from using personal electronic devices to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without the express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a personal electronic device to take or transmit audio and/or pictures/video of an individual without his/her consent is not permitted, unless authorized by the building principal. The use of personal electronic devices in school, on school property, at after school activities and at school related functions will be subject to disciplinary action. The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension or expulsion. Students are prohibited from using a personal electronic communication device in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Students are also prohibited from using a personal electronic device to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using personal electronic devices to receive such information.

Possession of a personal communication device by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the electronic device. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. A person who discovers a student in possession of or using a personal communication device in violation of this policy is required to report the violation to the building principal. Students are personally and solely responsible for the care and security of their electronic devices.

Personal Electronic Device Guidelines:

- A. All personal electronic communication devices should remain in lockers during all instructional periods.
- B. Students may use personal electronic devices for instructional purposes as directed by school staff.

- C. Personal electronic devices, including cell phones, shall be silenced.

### **C. 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. Students are responsible for their Chromebooks, including: charging batteries, carrying it in an approved case, no defacement, no modifications of software/hardware, knowing where it is at all times, bringing it to class, backing up files, not using it around food/drink, etc.
11. 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.

### **D. 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.

#### **E. 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.

#### **A. CO-CURRICULAR PARTICIPATION**

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

#### **B. 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.

#### **C. 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 destination the student visited that caused the student to miss school.

#### **D. 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:craig@oakfield.k12.wi.us) and [jduel@oakfield.k12.wi.us](mailto:jduel@oakfield.k12.wi.us))

2. Provide the secretary with the reason for the absence.
3. Without proper notification of an absence, the student's absence is considered either unexcused or truant, and a detention or in-school suspension may be issued.

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

**Communicable Disease** - Please notify the school if your child has a communicable disease and he/she will be kept home.

If your child has a confirmed case of any of these diseases: measles, mumps, rubella, chicken pox, etc. please call the school immediately. The District follows the guidelines for exclusion as outlined in Wisconsin Department of Health and Family Services Guidelines for Communicable Disease in Schools and Daycares.

#### **E. 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.**

#### **F. PRE-EXCUSED ABSENCES**

The Principal will be allowed discretion to approve any requests for family days, personal days, college visits, court appearances, religious observations, driver's license test, 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.

#### **G. 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.

#### **H. 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 principal will regularly monitor attendance data and meet with students who have one or more school period with unexcused absences. Students must have their attendance record amended by the classroom teacher. Students with a habitual unexcused absence record will be met with progressive disciplinary measures, including but not limited to; parent contact, detentions, in-school suspensions, and truancy referrals.

**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). 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 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 a 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.**

#### **I. 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 consequence will occur. A student will be issued a detention for every 5 tardies that they receive. If a student receives 10 tardies during a semester, he/she will not be allowed to exempt any finals. 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 principal.**

**Late to School /Late 1<sup>st</sup> 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 actions may take place.**

**PASS PROCEDURES** – Students who need to go to another room or who are required to do so by a teacher, will present a pass from the teacher to the staff member.

It is required that you report to your assigned study halls. If you wish to go to another room or are required to by a teacher, you must do the following :

1. At a time prior to when the pass is needed you will request and secure a pass with the teacher's signature that will be responsible for supervising you when you are not in study hall.
2. When you report to the study hall, present the pass to the study hall teacher. The study hall teacher will note that you are present and note the time you leave on the pass and dismiss you.
3. If a student is required to return to the study hall during any portion of a given period, the teacher should sign another pass. Otherwise, a student will be expected to remain in the classroom with the teacher who issued the pass.
4. Students must have a signed pass or a teacher's designated pass while in the hallways. Students in the hall without a pass will receive a detention.

#### **Locker/Restroom Passes**

- Only one student will be allowed to leave a classroom at a time.

- Faculty and Administration may limit pass privileges at any time.

## CODE OF CONDUCT

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

**Academic Integrity** - Students are expected to complete their own work. We do recognize peer teaching and peer learning are important and effective study strategies for students. However, giving a completed assignment to a friend is not peer teaching and copying answers is not peer learning. Unintentionally or otherwise, the student who passed on the assignment enabled cheating to occur, and has therefore committed the same violation as the person who turned in copied work.

**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 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.

**Searches of Vehicles** - The School District of Oakfield reserves the right to search vehicles parked on school property when there is reasonable suspicion. Vehicle inspections completed within the parameters set by district policy may be conducted by school authorities, without notice, without student consent, and without a search warrant. **Periodic K9 searches in**

**conjunction with the Oakfield Police Department may also occur. The contents of the vehicle are the responsibility of the student who drove the vehicle to school.**

## **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 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 of 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 the 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. The goal is to learn from the mistake and repair the harm done.

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.

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

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

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

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

INAPPROPRIATE LANGUAGE/GESTURES	Inappropriate language, written or spoken conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive	1- Conference with student, Warning, Parent Contact, 2-Detention(s), 3-In-school Suspension	Suspension, Notification to Law Enforcement/Citation , Expulsion
INSUBORDINATION DEFIANT/ DISRESPECTFUL BEHAVIOR	Refusing to follow staff directions; Walking away from a staff member at an inappropriate time; Speaking in an inappropriate manner or tone	1-Conference with student, Parent Contact, 2-Detention(s), Removal from Class, 3-In-school Suspension	Suspension
<b>Misconduct</b>	<b>Definition</b>	<b>Minimum Action Taken</b>	<b>Maximum Action Taken</b>
MISUSE OF DRIVING OR PARKING PRIVILEGES	Reckless driving or speeding; Leaving campus without permission; Breaking GDL	1 <sup>3</sup> -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
UNEXCUSED ABSENCES	Intentional not reporting to class during instructional period(s) of an academic day	1st offence-Conference with student; warning. 2nd offense-Conference with student; parent contact. 3rd and subsequent offences: 30 minute detention assigned	In-school suspension; revocation of co-curricular participation; truancy referral.
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

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

TOBACCO VIOLATION	Possession and use prohibited by students. This also applies to e-cigarettes, chewing tobacco or other tobacco products.	Parent Contact, 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, 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 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 the 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](mailto:oakfieldscrip@gmail.com). SCRIP is a great alternative to

having the students always sell things to raise funds.