



2023 - 2024 STUDENT & FAMILY HANDBOOK ELEMENTARY

GREENLAND ELEMENTARY
IXONIA ELEMENTARY
MEADOW VIEW ELEMENTARY
PARK LAWN ELEMENTARY
SUMMIT ELEMENTARY



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Park Lawn Elementary School

Student and Family Handbook

If a student or parent/guardian would prefer to have this information translated into Spanish, please contact us at 262-560-2176.

Si un estudiante, padre ó guardian prefiere tener esta información traducida en Español, por favor contactenos en el 262-560-2176.

MISSION, VISION, AND CORE VALUES

Mission

Empowering a community of learners and leaders.

Vision

To be an unrivaled learning community, seeking wisdom, honoring the past, and shaping the future.

Non-Negotiable Core Values

- All learners will be held to high expectations.
- All learners will succeed.
- All teachers will collaborate to strengthen each other's effectiveness.
- All teachers teach all learners.
- All individual learners' needs will be met in the general education environments through flexible learning experiences.
- All learners will engage in relevant curriculum that is diverse.
- All teachers will design instruction by knowing each individual.

ACKNOWLEDGEMENT AGREEMENT

This handbook is given to every student to ensure that rules, policies, procedures, and expectations for behavior have been made available. Parents/Guardians are asked to review this handbook with their student(s). Please call the school if you have questions or concerns regarding the content.

I understand I am responsible for knowing and abiding by the contents of the Student and Family Handbook and I understand that School Board policies are available at the School, District Office, and on the District's website www.oasd.org

Electronic signature is indication of acceptance.

NONDISCRIMINATION

The Board of Education of the Oconomowoc Area School District is committed to a policy of nondiscrimination in employment and in implementation of instructional programs.

Under s. 118.13, except as provided in s. 120.13 (37m), no pupil may be excluded from a public school, or from any school activities or programs, or be denied any benefits or treated in a different manner because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

PRINCIPAL'S MESSAGE

Dear Students and Families,

Welcome to the 2023-2024 school year at Park Lawn Elementary School! The purpose of this handbook is to help everyone become familiar with the procedures at Park Lawn and what we value. Our families have always shown a deep, caring commitment to the children attending our school. Our staff team shares that same care and commitment and will always focus on providing your child with successful and positive learning opportunities.

Positive Behaviors Interventions and Supports (PBIS) by being Responsible, Respectful, and Safe. Our Panther Pride will be evident as we work towards displaying positive behavior and learning how easy and rewarding it is to express kindness and appreciation on a daily basis. In addition, we will bring our vision statement to life each and every day. I LEARN which translates to; Individualized Learning that is Engaging, Active, Reflective, and Nurturing is our vision and commitment to you and your family.

Educational success for all students cannot be complete without an effective partnership with our families. You are the most essential part of your child's education and it is important that we build and maintain strong relationships in order to best serve your child's educational needs. Likewise, your input and involvement is greatly appreciated as we work to accomplish our school goals.

We are looking forward to a fantastic 2023-2024 school year.

Sincerely,



Jennifer R. Jones
Principal

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DISTRICT BELIEFS

The Values That We Hold as A School District:

- All learners will be held to high expectations
- All learners will succeed
- All teachers will collaborate to strengthen each other's effectiveness
- All teachers teach all learners
- All individual learner's needs will be met in the general education environments through flexible learning experiences
- All learners will engage in relevant curriculum that is diverse
- All teachers will design instruction by knowing each individual

SCHOOL HOURS

Entrance Bell	8:30 a.m.
School Begins	8:40 a.m.
A.M. 4 Kindergarten dismissal	11:20 a.m.
P.M. 4 Kindergarten begins	1:00 p.m.
Dismissal	3:40 p.m.

[2023-24 SCHOOL CALENDAR – Park Lawn](#)

STUDENT FEES

Student fees are collected at the beginning of each school year. A single payment by each family is encouraged.

The fees for the 2023-24 school year are as follows.

4 yr. old Kindergarten	— \$30.00 annual fee
5 yr. old Kindergarten	— \$55.00 annual fee
Grades 1-4	— \$80.00 annual fee
Club Participation Fee	— \$10.00 one-time fee charged to students once per school year if the student participates in at least one club

All fees are paid via Family Access.

TELEPHONE NUMBERS

The **main number** for Park Lawn Elementary School is (262) 560-8200.

The **attendance number** is (262) 560-8202.

To hear closings and cancellations, call the school's main number, and press option 8.

The number for Health Services is (262) 560-2114

The number for Riteway Bus Services Inc. is (920) 355-4040.

The number for Oconomowoc Lunch Program is (262) 560-2146.

The number for the Administrative Offices is (262) 560-2100.

Before and after-hours messages can be left by calling the main number and choosing ext. 8205. External calls will not go directly to teacher's classrooms – but rather to their voice mailboxes. Time sensitive messages should be left with the school administrative assistant at ext. 8205.

We request that parents limit telephone messages for students to those involving unexpected situations or emergencies. Whenever possible changes in after school routine should be finalized before a child leaves for school. Student use of the school telephone will not be allowed except in an emergency! This means that students should not be asking to use the phone because they forget homework, lunch money, etc. Our intention is to help encourage student responsibility.

LUNCH PROGRAM

The district contracts with Aramark to provide breakfast and lunch with a computerized payment system. Each family is given a family account number and each student is assigned an individual PIN number, which is entered/scanned after they go through the lunch line. Payments may also be made online at the District website www.oasd.org through Family Access. Parents can pay weekly or in any other amount they wish. Aramark and the district expects that students **prepay** for their lunches, rather than “owe” for lunches already eaten. Each time a student has lunch or milk, the cost is deducted from the prepaid balance. Families will receive low balance alerts to notify them when the student account needs funds. Students with a negative balance will not be allowed to continue purchasing meals. Free and reduced meal applications are available to assist families who qualify. Monthly breakfast and lunch menus are available on the school website.

- Paid Breakfast (milk included) \$1.50
- Paid Lunch (milk included) \$ 2.55
- Reduced Breakfast (milk included) \$0.30
- Reduced Lunch (milk included) \$0.40
- Free Breakfast or Free Lunch (milk included) \$0.00
- Milk (Grades 1-4 and Full-Day Kindergarten) \$.50
- Milk (4K optional) - \$.50
- Adult \$4.00

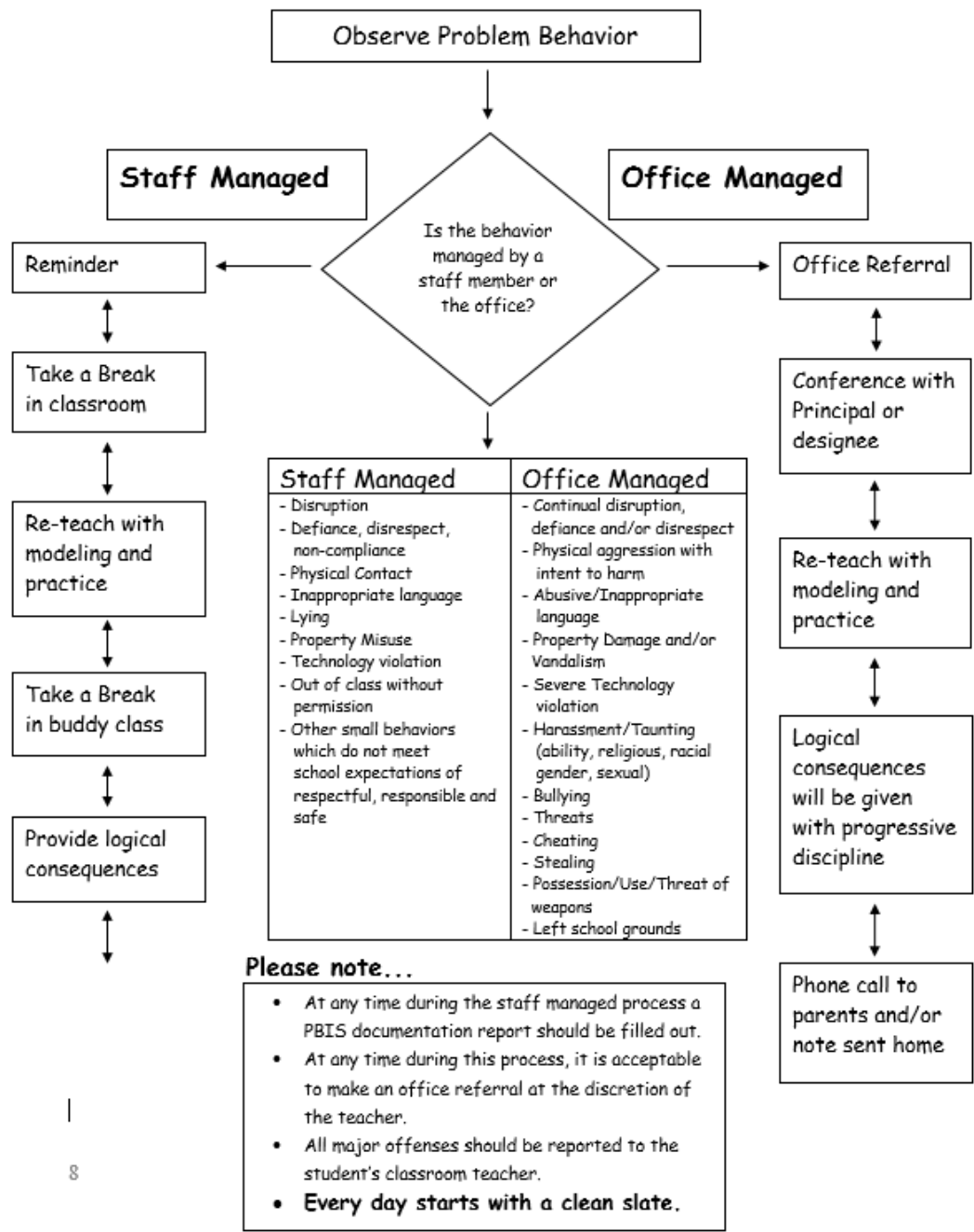
*Prices are subject to change

Free and reduced lunch applications are available in the school office or on the District website www.oasd.org.

STUDENT EXPECTATIONS

Positive Behaviors Interventions and Supports - PBIS

We are committed to creating a supportive environment for all students so they can meet our high expectations both academically and behaviorally. Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.



CODE OF CONDUCT

The Oconomowoc Area School District Board of Education has approved a code of classroom conduct (Board Policy 443). Students in the Oconomowoc Area School District shall be expected to act in such manner that their behavior will reflect favorably on the individual student and on the school, show consideration for fellow students, and promote good decorum and a favorable academic atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations and discharge them accordingly.

[Link to Policy on Student Conduct and Discipline](#)

[Link to Policy on Code of Classroom Conduct](#)

Anti-Bullying/Hazing and Harassment Policies

The Oconomowoc Area School District strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying/hazing and/or harassment has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The school district consistently and vigorously addresses bullying/hazing and/or harassment so that there is no disruption to the learning environment and learning process.

- [Anti-Bullying/Hazing](#) (Policy 443.71)
- [Harassment](#) (Policy 411.1)
- [Student Harassment Complaint Procedures](#) (Rule 411.1-R)
- [Student Harassment Complaint Form](#) (Exhibit 411.1-E)

COMPUTER USE POLICY

The Computer, Internal Network, Electronic Mail, and Internet Safety Policy will be distributed to each family. Parents and students are responsible for reading the policy, signing the student/staff/form, and returning it to school. Permission forms will remain on file at the school. A copy of the policy is also available [here](#).

Computer networks, including the Internet, offer vast, diverse, and unique resources to both students and teachers. Our goal in providing these services to staff and students is to promote learning by facilitating resource sharing, innovation, and communication.

Through network access, learners will:

- Gain employable skills needed for the twenty-first century
- Broaden their problem-solving and decision-making abilities
- Enter, into partnerships to enhance their learning options and interact effectively with others
- Develop their higher-level thinking skills
- Apply and demonstrate effective communication skills in realistic situations
- Access global resources and broaden their research capabilities, thus strengthening their communication skills

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on a network far outweigh the possibility that users may produce material that is not consistent with the educational goals of the District.

The smooth operation of a network relies upon the proper conduct of the users who must adhere to strict guidelines. The guidelines are provided below. In general, this requires efficient, ethical, and legal utilization of the network resources for educational purposes only. As students/staff use networks, it is essential that each user on a network recognize their responsibility in having access to the vast services, sites, and people. The user is ultimately responsible for their actions in accessing network services and for adhering to District use policies, procedures, and guidelines. If an Oconomowoc Area School District user violates these provisions, their account may be terminated and future access could be limited or denied. Each staff member, student, and parent/guardian will need to sign a document which is legally binding and indicates that the parties who have signed have read the terms and conditions carefully and understand their significance prior to use of the school network and/or Internet.

ACCEPTABLE USE OF MOBILE TECHNOLOGY DEVICES

Consistent with applicable federal laws, the Board believes that the best approach to student safety as it relates to use of the Internet and other electronic resources involves a combination of technology protection measures, monitoring, and instruction. Oconomowoc Area School District uses a comprehensive approach to student Internet/technology safety, taking into account the differing ages and instructional levels of the students in the District.

The District permits approved use of mobile technology devices by students and employees in support of teaching and learning, managing resources, and connecting with stakeholders. Use of personal devices is permitted for legitimate educational use. Mobile technology devices may include laptop computers, portable digital assistants (PDA), cell phones, gaming devices, iPods/MP3 players, wireless access points, wireless devices, digital cameras, video cameras, storage devices, and other electronics that may be carried on a person. The District is not liable for the loss, damage, or misuse of any personal mobile technology devices while on District property or while attending school sponsored activities. The District also reserves the right to examine any device at any time to ensure policy compliance.

The policy sets forth guidelines for safe and acceptable use of mobile devices. Improper use may result in loss of network privileges, device confiscation, disciplinary action and/or criminal charges, depending on the severity of the infractions.

1:1 Chromebook Program Information:

The Oconomowoc Area School District will provide all students in grades 4-12 a Chromebook for educational use at school and home. This is a great opportunity for our students to continue enhancing and extending their learning through digital resources.

[Link to 1:1 Chromebook Program](#)

[Link to District Information Technology and Network Use Policy 363.2](#)

[Link to District Information Technology and Network Use Guideline Rule 363.2-R\(1\)](#)

Go Guardian Information:

To help keep your child safer and more scholarly online, we have adopted online services provided by GoGuardian. GoGuardian's web-based services operate on our school's managed Google Suite for Education Chrome accounts (i.e., when a student is logged into Chrome or a Chromebook with their school email address). We have chosen Go Guardian services to:

- Help protect students against harmful and inappropriate online material
- Help students stay "scholarly" and more focused when learning online
- Helping assess students' progress towards class assignments
- Facilitating communication between teachers and students during class time
-

To help your child remain scholarly and safe online, GoGuardian collects certain personally identifiable information about your child. For more detailed information about GoGuardian, you may visit GoGuardian's [website](#), [Trust & Privacy Center](#) or GoGuardian's [Product Privacy Policy](#).

DRESS CODE

Students are expected to dress in a manner conducive to learning, health and safety. We recognize that students' individual dress is primarily a parental responsibility which should reflect concern for the health and safety of the child. When the dress of the student constitutes a physical danger to any person, or when it causes a disruption or disturbance to the learning environment, the student will be asked to change or may be sent home to change. The following will apply:

- Clothing that disrupts the educational process (e.g. halter-tops, very short skirts may not be worn).
- Students are expected to wear shoes at all times. Flip flops are discouraged.
- Hats, scarves, and other headgear, which includes hoods, may not be worn in the building/classroom during the school day.
- Athletic shoes and non-restrictive clothing are required for physical education classes.
- Clothing that advertises alcoholic beverages, drugs, drug paraphernalia, firearms or suggestive material may not be worn.
- No colored hairspray, dye, etc. or painting of face or skin unless approved by the school for a special event.

For your child's health and safety please help him/her dress appropriately for winter weather conditions. During noon hour recess students may be playing outside for up to 30 minutes.

ITEMS OF VALUE

Parents/Guardians are encouraged not to send to school items of extreme value. Personal electronic devices may be used at school with teacher permission.

Lost items or clothing, etc. are usually placed in the "Lost and Found" hallway. We urge you to **label all outer clothing articles**. It is difficult to imagine the great number of clothing articles left unclaimed at school each year. Such items are either laundered and placed in the "give away box" in the office or donated to a charity.

Money that you send to school with your child should be put in a sealed envelope. Please mark the envelope with your child's name, the teacher's name, and the purpose for which the money is to be used. Checks are to be made payable to the school. Checks are to be made out for the exact amount for a given transaction. Checks for classroom book orders must be made payable to the book company and not to the school. We encourage you to pay for milk and lunches via Family Access, if possible.

The school is not responsible for lost money, toys, or other valuables carried by students.

TOBACCO-FREE ENVIRONMENT

The use of any, and all tobacco and nicotine products shall be prohibited in all school buildings and on District owned sites. The ban encompasses all employees, patrons, visitors, or any others attending events or meetings, and shall be, in effect at all times (24 hours a day). This policy includes field trips. The School Board issues this ban in a sincere appeal to all to cooperate in helping to create a truly healthful environment within our facilities for all concerned.

The possession and/or use of tobacco or nicotine products by a minor is prohibited in all school buildings and District owned sites.

SCHOOL PROCEDURES AND STUDENT SAFETY

BUILDING SAFETY/SECURITY/VISITORS

All doors, except the front door are locked after children have arrived. We maintain visitor logs, require visitors to display a badge or identification card, and require all visitors, including parents, substitutes, and staff from other schools to wear a badge.

The district implemented the **Raptor Visitor Management System** at each front office. This visitor management software electronically logs visitors at check-in, screens all visitors against a national sex offender database, and provides real-time offender alerts. [Link to the Raptor website.](#)

VISITOR'S POLICY

The District welcomes members of the community and other interested persons to visit our schools (Board Policy 860-R-1). It is the District's obligation to provide education to students within its jurisdiction; to protect the safety and welfare of its students and employees; to protect its buildings and grounds from damage, theft, and vandalism; and to balance this with the rights of the public to access and use public property.

Check-in Process (During School Hours)

- 1) First time access requires collection of identification to register.
- 2) Approval will generate ID badge.
- 3) Visitor signs in at computer kiosk

Check-out Process (During School Hours)

- 1) Visitor signs out at kiosk.

1. The Site Administrator is responsible for all persons on school premises, including any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school administration. Visitors are required to obtain permission from the school's main office upon entering a building. When determining whether to permit the presence of a person during classroom instruction or other school activity, factors including, but not limited to the following will be considered: 1) the intent for which the person desires to be in the classroom or building; 2) the relationship of the person to any other person in the classroom or building (e.g., parent/guardian); 3) the anticipated impact of the presence of the person on the educational function to be carried out in the classroom or building while the person is present; 4) the number of adults or young children attending and 5) confidentiality of students in the classroom or building. The Site Administrator reserves the right to accompany or limit or prohibit access of any individual.

The Site Administrator is given the responsibility and authority to set parameters as may be reasonably necessary to ensure that the educational function to be carried out in the classroom or building while the

person is present is not disrupted, impaired, or diminished. Such parameters may include, but are not necessarily limited to the following: 1) designating a particular place or seat in the classroom or building for the person; 2) instructing the person not to speak and/or engage students while class is in session unless requested or authorized to do so by the teacher; 3) instructing the person not to stand up, move about, or leave the classroom or setting while class is in session unless authorized by the teacher; and 4) requiring the dress and grooming of the person to be consistent with the dress code for employees within the building.

Registered sex offenders are prohibited by state law from being on public school premises unless they have provided the required notification, including the specific, date, time and place of the visit and their status as an offender, to school officials. Exceptions include:

- a. A registered sex offender who is on the school premises to vote
- b. A registered sex offender attending an activity that is not sponsored by the school.

It is the responsibility of the registered sex offender to provide the required school notification. After receiving prior notification, the Site Administrator shall determine whether the registered sex offender will be allowed to be present on school premises for the purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment. Exceptions are considered for a registered sex offender who is the parent/guardian of a child enrolled at the school if the parent/guardian notifies the school of their status at time of enrollment and at the beginning of each academic school year. 24 hours written notice is required for any sex offender on active supervision and requires an approved escort for the duration of their visit. Violators will be asked to leave the premises.

2. In the event a person authorized to be in the classroom or building fails to comply with any reasonable parameters, the teacher or Site Administrator may immediately request such person to leave the classroom or building and may call upon assistance to carry out such request.

If the person refuses to cooperate, and/or if the presence, actions, and/or behavior of the person is a disruption, the Site Administrator may contact appropriate law enforcement officials for assistance.

3. During open-house, parent-teacher conferences, and back-to-school nights, parent(s)/guardian(s) are urged to visit the schools. Parent(s)/guardian(s) are invited and encouraged to visit and confer with Site Administrators and teachers during these events. If needed, a parent-teacher conference can be held at a pre-arranged time so that normal classroom instruction will not be disrupted.

[Link to Visits to the Schools Administrative Rules 860-R\(1\)](#)

WEAPONS POLICY

The school district's dangerous weapons and explosives policy states: "Students may not possess a weapon on school property, school buses or at any school related event. A weapon is defined as any object, such as a gun, knife, metal knuckles, razors, karate sticks, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or which may cause property damage."

Students may not possess or use explosives on school property, school buses, or at any school related event. Explosives are defined as smoke bombs, firecrackers or other devices which may explode, create fire, cause bodily harm, or which may cause property damage.

Students who possess or use weapons or explosives will:

1. be reported to their parents/guardians,
2. be subject to disciplinary actions which may include suspension and expulsion, and
3. result in immediate notification to the police and to the criminal justice or juvenile delinquency system.

Students may **not** carry a pocketknife and may not bring look-alike weapons to school. Students may also **not** possess or use pepper spray or any chemical type spray as the use or possession of chemical type sprays by students, staff members, or public, is prohibited within any school facility or at any school sponsored event as provided by Board Policy No. 443.6.

EMERGENCY DRILLS

Directions for Fire and Storm Warning drills are posted in each room indicating which exits are to be used by students during a drill. Fire drills are held monthly. Weather-related drills are held twice annually. School violence drills are held at least two times per school year and may include evacuation.

EMERGENCY RESPONSE PLAN

An emergency response plan was developed through the cooperative efforts of District staff, parents/guardians, police and fire departments serving our District. The plan provides all staff with a quick reference of what to do in various emergency situations, ranging from handling a situation within the school to calling 911. The plan was approved by the Board of Education. Copies of the plan are in each room of every school building.

EMERGENCY SCHOOL CLOSINGS

On occasion, it is necessary to close school as a result of an emergency. This could result from excessive snow, extreme cold, power failure, a heating problem, etc. When possible, decisions about school closing are made prior to the beginning of the normal school day. In the event that school closes, please make arrangements so that your child has someplace to go if you will not be home. It may be helpful to write the teacher a note if your child is very young and may not remember where they are to go in the event school will close early. YMCA after-school childcare is not provided on emergency closing days. Morning 4-year-old kindergarten will not meet if there is a “Delayed Start”. Families will receive a phone call and/or e-mail from the OASD in the event school is delayed or canceled.

Information about school delays or closings will also be posted on our website at www.oasd.org

If weather conditions present a serious threat to the health and safety of children at dismissal time (i.e. tornado warnings), students will be kept inside school until either the threat of danger has passed or a parent/guardian or other responsible adult has arrived at school to safely escort the child home.

Call the school's main number, and press option 8 to hear early closings, cancellations, or other emergency information.

HEALTH SERVICES

If a student becomes ill or injured during the school day, he/she will report to the health room. Parents, guardians or their designees will be contacted if a student is too ill to remain at school. Please reference the health services website or click [here](#) for our school illness guidelines.

Health rooms are staffed with health assistants that are trained by the Director of Nursing Services.

Health Care Plans

If your child has a health condition such as asthma, severe allergies, diabetes, seizures, migraines, or any other health concern, please obtain a health care plan from the health room or [online](#). You may also contact the District Nurse to discuss your child's health needs. We would appreciate having a health plan on file prior to August 10th each school year to ensure safety and promote a healthy learning environment.

*All medication must be supplied by the parent/guardian. School medication policy is directed in accordance with the State of Wisconsin Medication Law: Wisconsin State Section 118.29.

Prescription Medications

School officials will only dispense prescribed medication if the prescription drug is supplied by the parent/guardian in the original pharmacy-labeled package/bottle. The packaging must specify the student's name, the prescriber's name, name of the medication, dose, the effective date, and the directions for use. A parent/physician medication form is filled out for any medication not included on a current health care plan or any medication changes made by physician throughout the school year. Parent and physician signatures must be obtained prior to us administering any prescription medications to students.

Emergency medications, such as Epi-pens or inhalers may be carried by a student only if both the parent and physician consent forms are completed and the physician deems it safe for the student to self-administer. Certain medications, such as controlled substances, will not be eligible for self-administration.

*Note: if your child's signed health care plan lists all medications to be taken at school, you do NOT need to provide an additional medication consent form.

Over the Counter Medications

A parent consent form is necessary for school officials to administer any over the counter medication to a pupil. Examples of such medications are Tylenol, ibuprofen, Benadryl and cough drops. For the safety of all students, medication should be brought to and stored in the health room for proper dispensing. All over the counter medications must be supplied by the student's parent or guardian in the original manufacturer's package. The package must list the ingredients and recommended therapeutic dose. Any request for administration of medication outside the recommended therapeutic dose can only be honored with the written permission of the student's health care provider.

All medication consent forms can be obtained on our school website under forms, or in the office/health room.

ALLERGIES

Oconomowoc Area School District is committed to providing a safe and healthy learning environment for students with severe or life-threatening allergies.

The District shall:

1. Maintain knowledge of and follow any applicable state or federal laws.
2. Provide staff training to ensure a rapid and effective response in the case of severe or life-threatening allergic reaction.
3. Partner with parents, guardians and physicians to develop prevention and emergency plans.
4. Reduce risk of exposure to allergens.
5. Share information with parent/guardian as necessary. Precautions and posting may be required in schools or classrooms based on student health needs.
6. Avoid latex products where possible. Eliminate latex balloons from all school functions. Mylar balloons may be substituted as a safe alternative.
7. Ask that students must, for health and safety reasons, comply with posted signs regarding allergens. Failure to obey these expectations will result in consequences being issued.

COMMUNICABLE DISEASES

The Board of Education for the Oconomowoc Area School District is committed to programs that will reduce, wherever possible, the exposure of staff and students to communicable diseases. The Board directs the Superintendent of Schools to develop and implement procedures and programs for the control of communicable diseases in the schools which conform to the guidelines provided by the Center for Disease Control, Department of Health and Social Services, the Department of Public Instruction, and local health officials.

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

**Table 144.03-A
Required Immunizations for the 2023-2024 School Year**

Age/Grade	Required Immunizations (Number of Doses)							
5 months through 15 months	2 DTP/DTaP/DT		2 Polio			2 Hep B	2 Hib	2 PCV
16 months through 23 months	3 DTP/DTaP/DT		2 Polio	1 MMR		2 Hep B	3 Hib	3 PCV
2 years through 4 years	4 DTP/DTaP/DT		3 Polio	1 MMR	1 Var	3 Hep B	3 Hib	3 PCV
Kindergarten through grade 6	4 DTP/DTaP/DT		4 Polio	2 MMR	2 Var	3 Hep B		
Grade 7 through grade 12	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B		

- Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 6, which would normally correspond to the individual's age.
- D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12; Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. **Note:** A dose four days or less before the 4th birthday is also acceptable.
- DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. **Note:** a dose four days or less before the 4th birthday is also acceptable.
- Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
- Polio vaccine for students entering grades Kindergarten through 12; Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. **Note:** a dose four days or less before the 4th birthday is also acceptable.
- Laboratory evidence of immunity to hepatitis B is also acceptable.
- MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. **Note:** A dose four days or less before the 1st birthday is also acceptable.
- Varicella vaccine is chickenpox vaccine. Students with a reliable history of varicella disease are not required to receive the Varicella vaccine. A parent or guardian may indicate that their student has had chickenpox on the Student Immunization Record form (F-04020L).



CHILD ABUSE

Wisconsin Statute 48.981(2) requires that certain individuals whose employment brings them into contact with children are required by law to report any suspected abuse or neglect or threatened abuse or neglect to a child seen in the course of their professional duties. Anyone who suspects a child is being maltreated may make such a referral. Persons making reports in good faith are immune from criminal or civil liability. Reports are made to the county in which the child or the child's family resides.

STUDENT SUPERVISION (Before and after school)

There is no supervision on the playground before and after school. Supervision is provided when the first bus arrives in the morning. Students are encouraged to arrive at school no earlier than 8:20 a.m. Students may only enter the building when the first bell rings unless accompanied or supervised by an adult and for a specific purpose. Students are expected to depart from school grounds at dismissal time.

INSURANCE

The Oconomowoc Area School District does not provide any type of health or accident insurance for injuries incurred by children at school.

BICYCLE RULES

Bicycle riding presents a safety hazard when students do not follow proper bicycle safety rules. If your child is not able to handle a bicycle safely, please do not allow him/her to ride it to school. Children are to ride their bike on the right side of the road, watch out for cars, and stop at all stop signs. We expect students to walk their bikes on school grounds. Helmet use by students is recommended. Bicycles must be kept in the bike racks all day. We strongly recommend that all children lock their bikes once they arrive at school. The school will not be responsible for lost or damaged bicycles.

BUS RULES

Students who ride the school bus maintain same behavior expectations aligned with PBIS that students follow when they are at school. These expectations can be found on the school-wide teaching matrix found in the PBIS section of this handbook. Should a student fail to comply with bus behavior expectations, the following procedures may be considered as a consequence:

Riteway Bus Services Inc.
Student Transportation
Procedures for handling discipline cases

- Step 1. Discuss the behavioral concerns with the student. Use a positive problem-solving approach.
(Bus Driver)
If behavior(s) continue.....
- Step 2. Assign the student(s) away from other students in their peer group, assign student to seat near front of bus, etc. (Bus Driver)
If behavior(s) continue...
- Step 3. Parent/guardian of student and building principal will receive Bus Conduct Report describing the behavioral concerns and actions taken.
If behavior(s) continue...
- Step 4. Additional infractions would result collaboration between Riteway and the building principal to determine the most appropriate discipline for the behavior. Repeated offenses may result in bus suspension ranging from one day up to a suspension for the remainder of the school year. Copies of suspension notices are sent to parent/guardian and building principal.

Severe infractions or behavior concerns could result in immediate suspension of bus transportation.

BUS SAFETY

To help us ensure the safety of all children, a child is required to ride the bus which they are assigned. Students are not allowed to ride another bus or to get off at a different stop other than their normal one without a signed note from their parent/guardian. Please have your child bring a written and signed note to school indicating any changes before the student gives the note to the driver. In most instances, with permission, children may ride on a different bus if there is space available. For busing concerns, please contact Riteway Bus Services Inc. at (920) 355-4040.

BIRTHDAY PARTIES

If you are planning a party at home and wish to invite class members, please phone the invitations or mail them directly to the home rather than handing them out at school. Please do not send balloon bouquets or flowers to children at school. If balloons or flowers are sent, they will be kept in the office and given to the child at the end of the day.

SNACKS & CLASSROOM TREATS

We recognize that many students need a nutritional snack during the morning in order to optimize their learning capabilities. A brief time (approximately 10 minutes) may be allotted in each grade K-4 classroom during which the students can eat a snack if they choose to do so. The students will continue to be involved in class activities or individual work as they are eating their snacks.

Research has shown that a child's diet has a strong impact on their behavior as well as their capacity to learn. The Oconomowoc Area School District, as part of their student wellness policy, has developed some guidelines to help choose healthy snacks that will provide energy, nutrition and sustenance while

limiting unnecessary sugar and fat. We ask that parents send a nutritious snack that can be eaten as finger food without being too messy. Some examples are listed below. No gum is allowed at school.

For the safety and participation of all students, all classroom and learning spaces are PEANUT AND NUT-FREE. For if your child would like to bring in an edible treat to share, please ensure it is peanut and nut-free and also provide...

1. A list of ingredients.
2. Nutritional label, including serving size and carbohydrate count
3. Treats should be brought in individual packages or baggies

Recommended Snacks

- Fresh Fruits
- Fresh Vegetables
- 100% Fruit Juices
- Dried fruits (raisins, banana chips, etc.)
- Party mix (variety of cereals, pretzels, etc.)
- Low sodium and whole grain crackers
- Baked corn tortilla and baked snack chips, pretzels
- Low fat muffins, granola bars and cookies
- Bagels – whole grain are best
- Low fat Pudding, Jell-O, or applesauce cups
- Yogurt
- Popcorn, rice cakes and soy crisps
- Dry Cereals – Whole grain cereals are best. Avoid brightly colored, sugary cereals.
- Cheese and Crackers

Birthday Treats: Due to the growing number of allergies and health concerns for our students, all OASD elementary schools are asking families to not send in food items to celebrate a child's birthday. We take the safety of our students seriously, and we appreciate your cooperation and understanding. Children are recognized in a variety of ways during the school day in honor of their birthday.

COMMUNICATION

COMMUNICATION: PARENT/SCHOOL

It is in the best interest of a successful school setting that lines of communication between all concerned parties remain open and operational. Parents are urged to honor the following reference points in the order in which they appear, when seeking answers to questions pertinent to their child's education: 1) Classroom teacher 2) Building Principal 3) District Superintendent 4) Oconomowoc Area School Board. Elementary School faculty members are available before and after school hours for meetings with parents and/or students except in cases of prior commitment. Other conference times are available upon request. Communication between the home and school is very important. Please call or email any staff member with concerns or questions you may have.

Please let your child's teacher know about things that may have an impact on student behavior (death, separation, parent out of town, etc.) Be sure to share such things as winning an award, getting a new pet, birth of a sibling, etc.

Expectations of Parents

- That parents realize that they are an essential supporting element in the school/parent team.
- That parents maintain an open relationship with school staff and contact the school as they see problems developing.
- That parents will set a good example by emphasizing academics and encouraging their child to do their best in school.
- That parents will support and reinforce school rules and policies.

Expectations of School Personnel

- That staff provide a safe and orderly school environment.
- That staff maintain a positive relationship with parents and contact them as they see problems developing.
- That staff provide a classroom environment which promotes what we know about learning.
- That staff encourages parent participation in their child's learning.

FAMILY ACCESS

Family Access (FA) is a web-based application that allows parents and students to view attendance, alerts, report cards, lunch accounts, and more. If you are a parent or legal guardian of a current Oconomowoc student, you can sign up for FA by completing and signing the FA registration form (part of the school registration packet). Answers to commonly asked questions are presented below.

Frequently Asked Questions

1. **Who benefits from Family Access (FA)?** Everyone. Strengthening home-school communication is mutually beneficial.
2. **What information is viewable via FA?** Attendance, emergency contact, and demographic information is currently available for all students in the District.
3. **Who can view my child's information?** FA allows only the parent/guardian that has requested the username and password to view their child's information. The parent/guardian

should keep their username and password in a secure place so that it would not be available to other people. The Login History menu informs the user when logins to this account have occurred.

4. **How secure is FA?** The District's student management system is very secure. It is 128 Bit SSL encrypted. It is comparable to the level of security that most online banks use. When you log into FA you will receive a message that you are accessing a secure site. This is the same message you receive when accessing a secure site over the Internet.

5. **Are all parents/guardians assigned a FA username and password?** No. Only parents/guardians that have registered for this service. If a non-custodial parent/guardian lives in another state and currently receives report cards and forms; that parent/guardian would have to register and a unique username and password would be assigned to them. Since this is FA, only one password per guardian is required for all the children in the family attending the Oconomowoc Area School District.

6. **Will parents/guardians be able to change information—such as an address-- via FA?** No. Parents/guardians will have “read only” access. This means that information can be viewed only. Notifying your child's school with the new information is necessary to make changes.

7. **Who do I contact with FA-related questions or to change my FA password?** Please contact the District Technology Center; at (262) 560-2170 or at familyaccess@oasd.org.

8. **How do I access FA?** Via the District's website at [FA Registration Form](#).

9. **Must I register for FA each school year?** No. FA will become part of the District's annual school registration packet. If you are using FA or have filled in a form and turned it in during Registration, you do not have to fill out another form.

VOLUNTEERS

Volunteers provide a valuable service to our organization, staff, and students. The countless hours of assistance are greatly appreciated. Information regarding volunteer opportunities is available from your child's teacher, the Parent Teacher Organization, or the building principal. Volunteers must comply with all policies and procedures of the Oconomowoc Area School District.

Within a typical school day there are a wide variety of tasks to be completed. We encourage volunteer help in our schools. If you have some interest, skill, talents and/or time to share, please contact the principal or your child's classroom teacher. It is important for volunteers to be able to commit their time consistently so school personnel can plan, schedule, and depend on them.

The Oconomowoc Area School District uses SecureVolunteer to process criminal background checks for volunteers. All volunteers must be screened prior to volunteering for a school event or in a building. SecureVolunteer from BIB is a completely web-based/paperless system. BIB takes personal data security and privacy very seriously and has instituted safeguards to protect personal data.

[Visit the OASD SecureVolunteer website](#) to begin the background check process.

REPORTING STUDENT PROGRESS

A great school strives to develop an educational program suited to the developmental level of each child. Report Cards are designed to evaluate each student on an individual basis without making peer comparisons. These reports provide an “assessment in time” as it relates to the student demonstrating knowledge and skill in relation to core academic and behavior standards. These reports occur twice a year (January and June), but are also combined with parent-teacher conferences, end of unit assessment reports, and other classroom feedback structures to provide families the updates they need to gauge their student’s academic performance. Report Cards are available via Family Access and parents are urged to contact teachers, specialists, or principals if questions arise.

SCHOOL COMMUNICATION

School Related Information

Meadow View posts school information on the website and via Family Access once a week. Information may include items like a letter/newsletter from the principal, lunch menus, PTO information, etc.

Non-School related Information

Community groups often request to post community information on the website. Community information may include, but is not limited to, announcements of sports events, camps, scouting, festivals, or community events believed to be of interest to families and students. The Oconomowoc Area School District does not endorse or take responsibility for the contents of community flyers. Parents who are interested in receiving community information must click on the disclaimer to access any community information.

ACADEMICS

ATTENDANCE

The Oconomowoc Area School District encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. While at school students are given many opportunities for learning through direct instruction and assistance with difficult subjects, unfortunately when your child is absent they miss learning opportunities.

Fostering punctuality is a shared responsibility between students, parents and the school. It is an important factor in the individual student's character development and future success in post-secondary educational and career opportunities. Student tardiness is disruptive to the learning process and is detrimental to the individual student's educational progress.

When picking up your child from school for an appointment, please come into the office to sign your child out of school. When child returns to school, check them back into the office.

In accordance with state law, Wisconsin State Statutes, Sections 118.15 and 118.16, all children, beginning with those enrolled in five-year-old-kindergarten, up to those who are 18 years of age, must attend school full-time until the end of the term, quarter or semester, in which he/she becomes 18 years of age, unless he/she:

1. Is excused temporarily for physical or mental reasons (certification by a licensed physician, or the equivalent shall be sufficient proof) or other reasons defined by the Board
2. Has graduated
3. Has been authorized to attend an alternative educational program

It is the legal responsibility of the parent(s), guardian(s) or legal custodian(s) to require the child to attend school regularly during the full period and hours that school is in session. It is important to establish a pattern of regular school attendance early in a child's life. School and community resources are available to give support to parents as needed to ensure regular school attendance.

Excusing Absences

Parent(s)/guardian(s) are to call the school by noon to explain the reason for their child's absence.

Contact the Park Lawn Attendance Office at 262-560-8202

- This number is available 24 hours a day; please be sure to leave your child's first and last name, as well as the reason for the absence.
- If a child's absence is due to illness, a parent/guardian shall be asked to indicate the child's symptoms (See Health Room Guidelines).

Pre-Arranged Absences:

A parent may excuse pre-arranged absences for a student from school for part or all of, but not more than, ten (10) days per school year [WI Statute 118.15(3)(c)]. A [Family Absence Request Form](#) may be obtained in the school office or online. Form completion must be done three days before a pre-arranged absence. A schedule for class work or assessments missed should be developed with each teacher immediately upon return. It is the responsibility of the student and parent to make arrangements for all missed work. Students and parents need to be aware that many classroom activities cannot be replicated.

Excused Absence: The parent or guardian has requested that the student be excused because of:

- (1) a personal illness (verification may be required)
- (2) severe illness or a death in the family
- (3) religious observance
- (4) required court appearance
- (5) health appointments (verification may be required)
- (6) disciplinary suspension from school
- (7) special cases of an emergency nature at the discretion of the principal

In accord with Wisconsin Statutes, Section 118.15, a student may be excused for no more than 10 absences per school year. Excessive absences can lead to decreased achievement and can have long term negative effects on graduation rates.

OASD Absence response Progression:

10+ student absences: Development of Attendance Improvement plan with student and family.

12+ student absences: Additional absences would require medical reason/medical excuse from a medical provider.

15+ absences: Referral to law enforcement for Truancy citation and/or formal Truancy petition with county.

Tardy: Students will be considered tardy if they arrive after the established start time of the school day or class period. A pattern of tardiness on the part of any student will be brought to the attention of the student's parent(s) or guardian(s). Appropriate action will be taken consistent with school policy.

Excessive Absences and Tardiness Notification: Should school administration notice an excessive pattern of absences or tardiness, parents(s)/guardian(s) will be notified to contact the school to address concerns and to establish a plan to improve school attendance. If attendance does not improve, written notification will be sent to the parent/guardian regarding the legal consequences of truancy.

Habitual Truancy: A student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester is considered a habitual truant. [WI Statutes, Section 118.16(1)(a) and (c)].

Wisconsin State Truancy Regulations: Wisconsin state law requires that any person having under their control a child who is enrolled in 5-year-old kindergarten shall cause the child to attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session at the school in which the child is enrolled until the end of the school term. [WI Statutes Section 118.15 (1)(am)] Any person having under his/her control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age. [WI Statutes, Section 118.15(1)(a)]

Under state law the following penalties may be imposed on parent(s)/guardian(s) for contributing to truancy: fines of up to \$1000, up to 90 days imprisonment, or both. [WI Statutes, Section 118.15 (5)(a)]

LEGAL REF: Wisconsin Statutes, Sections 118.15 and 118.16

FIELD TRIPS & CHAPERONES

Field trips are an integral part of our educational program and are supplemental to the units taught in the classroom. Teachers will notify parents prior to each field trip. The goal is for all students to participate in field trips, unless determined otherwise by school administration. Students are expected to follow all applicable school rules and display appropriate behavior. Field trip fees may not be refundable due to the purchase of tickets and busing costs assumed as part of the reservation process. Students not attending field trips may be assigned an alternative assignment.

Guidelines for Volunteer Chaperones

Student safety is our paramount concern, therefore all volunteers must have successfully completed a background check prior to the trip.

1. All school rules apply on school sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. The chaperone will follow the trip plan developed by the teacher.
2. In order to comply with school policy, before or during the field trip, chaperones may not administer any medications, prescription or nonprescription (Tylenol, cough drops, etc.), to students.
3. Students must be supervised at all times while at a school sponsored event. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with their chaperone, at all times. Go over the use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site-specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the teacher. While you are responsible for student behavior, it is the responsibility of the teacher to discipline a student.
5. Eating and drinking are not permitted outside of designated areas and predetermined times.
6. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
7. Siblings and family members may not participate in a school sponsored field trip. (Young children can easily distract you from your primary responsibility of supervising your group of students.)
8. Please follow the directions of the docents and guides even if other groups do not.

9. While it is the Oconomowoc Area School District’s (OASD) expectation that students utilize school provided transportation when it is provided, exceptions may be allowed. It is District policy for parents to give a minimum of one-day notice to the school administration that their child/student will not be utilizing the school provided transportation. Please contact your child’s school for the “Non-Use of School-Provided Transportation” approval form.

ACADEMIC RESOURCES

Multi-Leveled Systems of Support (MLSS)/Response to Intervention (RTI)

Implementing MLSS involves providing equitable services, practices, and resources to every learner based upon responsiveness to effective instruction and intervention. In this system, staff are dedicated to high quality instruction, strategic use of data, and collaboration within a continuum of supports to foster learner success. Oconomowoc Elementary School staff provide varying types of supports at differing levels of intensity to proactively and responsively adjust to the needs of the whole child. These include the knowledge, skills, and habits learners need for success.

Programs & Services for English Language Learners

Oconomowoc Area School recognizes that there are students in the district who speak a language other than English or have consistently been exposed to a language other than English. Accordingly, the district provides services and support for students who are in the process of becoming proficient in the English language. The purpose of these services is to help students acquire English language skills that will enable them to be successful in the classroom and meet established academic standards.

[Link to Services/Programs for English Language Learners Policy 342.7](#)

GIFTED AND TALENTED PROGRAMMING

The Oconomowoc Area School District prides itself on comprehensive gifted and talented programming for grades K-12. Multiple criteria used for identification of gifted and talented students may include standardized test scores, individualized testing, parent/guardian nominations, teacher nominations, and district assessments. Students are monitored or identified from year to year. Multi-Level Systems of Support allow for high quality instruction using a tiered approach to effectively differentiate for all students. This support occurs in the classroom and in small groups with the building Advanced Learning Interventionist. Various activities are always available should a student wish to partake in an opportunity outside the classroom walls. These include summer enrichment, specialized field trips, leadership programs, writing contests, and a wide range of camps. To find out more regarding gifted and talented programming, please contact The District Elementary Gifted and Talented Specialist.

STUDENT SERVICES

The Student Services department includes Social Workers, School Psychologists, Gifted and Talented Coordinator and School Counselors. They support students in the areas of academic, social and emotional development. Student Services staff use a data driven model to make decisions around individual student academic progress and unique learning needs. Student Services run a variety of support groups based on the needs of our students.

The Oconomowoc Area School District is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year: The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the District and who have not graduated from high school. Upon request the school district will evaluate any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting the Director of Student Services, Oconomowoc Area School District, at (262) 560-2156, or by written request at 915 E. Summit Ave., Oconomowoc, WI 53066.

Annually the District conducts developmental screening of preschool children. Each child's motor, communication, and social skills are observed at various play areas. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believes a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Please check District website for dates or contact the Early Childhood Team at (262) 560-3157.

Translation/Interpreter Services: If families have a need for school information to be translated to another language or if any family member needs a sign language interpreter to attend a school meeting or event please contact Student Services at 262-560-2155.

EQUAL EDUCATIONAL OPPORTUNITIES

The Oconomowoc Area School District is committed and dedicated to the task of providing the best education possible for every student in the District.

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs, activities or opportunities shall not be abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap. Specifically, the Oconomowoc Area School District prohibits staff, students and volunteers from discriminating against others based on any of these characteristics.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services and/or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

This policy prohibiting discrimination also applies to the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons.

This policy does not prohibit the District from placing a student in a school, class, program or activity based on objective standards of individual performance or need. In addition, this policy does not prohibit the use of special testing or counseling materials or techniques to meet the individual needs of students. Furthermore, this policy does not prohibit separate locker rooms, showers and toilets for males and females, although the District will maintain comparable separate facilities. Finally, this policy does not prohibit separate programs in interscholastic athletics for males and females while comparable programs will be available in type, scope and District support.

Complaints regarding the interpretation or application of this policy shall be referred to the Director of Student Services and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the District's official newspaper and posted in each school building in the District. In addition, a student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

If any person believes that the Oconomowoc Area School District has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or the Americans with Disabilities Act or in some way discriminates on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap, they may bring forward a complaint to the Director of Student Services Dyanna Kadrich at 262-560-2156 or kadrichd@oasd.org. as the responsible District Administrator for Title VI, Title IX, Section 504 or ADA.

INFORMAL PROCEDURE

The person who believes s/he has a valid basis for complaint shall discuss the concern with the building principal, who shall in turn investigate the complaint and reply to the complainant in writing within 5 school/business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps. If more time is needed for investigation or review, the number of days may be extended, with mutual agreement of the complainant and principal.

FORMAL COMPLAINT PROCEDURES

Step 1: A written statement of the complaint shall be prepared by the complainant, signed and presented to the Director of Student Services. The Director shall further investigate the matters of the complaint and reply in writing to the complainant within 10 school/business days.

Step 2: If the complainant wishes to appeal this decision of the Director, s/he may submit a signed statement of appeal to the Superintendent. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within 10 school/business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the School Board. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives at the next regular Board meeting or within 15 school/business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within 10 school/business days of this meeting. The decision of the Board shall include a notice to the complainant of his/her right to appeal the determination to the State Superintendent of Public Instruction.

Step 4: If, at this point, the complaint has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison, WI 53707.

A complaint or appeal may also be made on some of the above bases (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the U.S. Office for Civil Rights – Region V in Chicago.

[Link to full District Policy on Student Harassment](#)

[Discrimination Complaint Form](#)

GRADE ADVANCEMENT POLICY

Fourth-grade students must meet additional academic criteria for promotion to grade five according to Wisconsin law (Wisconsin Statutes, Sections 118.33[6]a). The Oconomowoc Board of Education's advancement policy reflects these requirements.

[Link to Promotion of 4th/8th Grade Students](#)

HOMEWORK POLICY

The Oconomowoc Area School District's Board of Education, in partnership with District administrators, principals and teachers has established policy which recognizes the importance of homework as essential to the learning process. Homework is defined as tasks assigned to students by teachers that are meant to be carried out during non-school hours. As stated in school board policy, the building principal and teachers within each elementary school work collaboratively to establish homework guidelines that are communicated in September to students and families.

Teaching and Learning Administrators provide the following “suggested practices” to direct the process of establishing guidelines in each elementary building.

Suggested Practices for Teachers:

- Share specific classroom expectations for homework with both students and parents early in September
- Establish consistent expectations and practices across grade level to ensure that all students have similar expectations regardless of teacher placement in that grade level
- Design homework assignments that directly relate to classroom instruction and consists of clear, purposeful activities that support content area standards or performance expectations
- Provide appropriate and timely feedback relative to the assignment.
- Encourage a partnership with parents through consistent communication practices that supports families in the homework process for their student

Suggested Practices for Parents to Support Student Success:

- Check assignment notebooks or school/home communication tool to encourage completion of homework or assigned reading (teacher will communicate this tool to parents in early September)
- Parents should not be completing homework for students, rather encouraging independence and productive struggle
- During the elementary grades, parents should establish homework practices in which the parent actively participates in conversation about learning that occurred that day, in previous days or up-coming days to build organization and self-management skills
- The parent should directly contact the teacher (email or phone) if issues arise over homework (ie. difficulty of tasks or inability to complete tasks with minimal guidance from parent)

Administrator Responsibilities:

- Explain and clarify the Board of Education Homework Policy to all teachers
- Encourage effective communication across each grade level and/or content area to ensure continuity relative to homework expectations across the building and school district
- Assist parents and teachers when issues involving homework arise, drawing on suggested practices (Elementary Handbook language) and board policy

Absences/Make-Up Work:

When a child has been absent, they are responsible for completing the work missed. Students will be given one day for homework catch up for each day of illness. Work to be made up by an absent child is to be picked up in the office or may be shared with the student/family electronically. Prior arrangements to have the work available in the office should be made with the teacher. The teacher has the discretion to use recess time for making up assignments which require direct teacher instruction or assistance.

PARENT OR GUARDIAN RIGHTS AND THE CURRICULUM

Parents may request a change in or exemption to their child’s participation in certain District educational programs or activities in accordance with state and federal laws (Board Policy 333). The laws also grant

parents and guardians the right to inspect certain materials that are part of the District’s curriculum and other activities.

Parents shall make any requests regarding inspection of materials or student participation in certain activities in writing to the applicable building principals or his/her designee. Other parent requests dealing with student participation in other curricular, instructional or programmatic activities that are not expressly identified in this policy may be made in the same manner. All requests will be judged individually and shall be based upon any applicable state or federal requirements or guidelines. The principal or his/her designee shall respond to such requests in a timely manner.

[Link to Parent Rights and District Programs/Activities \(Student Privacy\) Board Policy 333](#)

PHYSICAL EDUCATION

All children are required to participate in the physical education program unless a written excuse from a physician is submitted. Students are required to wear tennis shoes for gym classes. These shoes may be the same as those worn in class, or students may choose to keep a separate pair of gym shoes in their desks or cubbies.

RECESS

Students are expected to dress appropriately and will be required to go out for recess, weather permitting. The only acceptable reasons for staying in at recess are with the teacher or principal’s permission or there is a written medical excuse due to injury or illness from parent/guardian or doctor.

This written doctor’s excuse should indicate the time period for staying in, any medication to be administered, and other limitation placed on the student. NOTE: If a student is well enough to come to school, they will be considered well enough to participate in recess unless a doctor’s order prohibiting recess is presented to the school office.

All students will go out daily for a full recess when the weather permits. During the winter, students go outside when the weather (per the National Weather Service and the Wind Chill Chart) shows that the temperature presents little danger for properly clothed persons. The typical guideline is a wind-chill at or above zero.

Children who wish to play in the snow are required to wear snow pants or snowsuits, hats, mittens or gloves, and outdoor boots. If you need assistance providing winter clothing, please contact your child’s school counselor or school social worker.

STUDENT RECORDS

Student records shall be available for inspection or release only with proper prior approval of the parent/guardian, except in situations where legal requirements specify release of records without such prior approval.

[Link to Student Records Policy 347-R\(1\)](#)

**2023-2024
BOARD OF EDUCATION**

Mr. Jason Baumann
Email: BaumannJ@oasd.org
Term Expires: April 2026

Mr. Matt Carrico - Clerk
E-mail: CarricoM@oasd.org
Term Expires: April 2024

Mr. Neal Ninmann
E-Mail: NinmannN@oasd.org
Term Expires: April 2025

Mrs. Jessica Karnowski
Vice President
E-mail: karnowsj@oasd.org
Term Expires: April 2024

Mr. Bill Thiel
Email: ThielW@oasd.org
Term Expires: April 2025

Mr. John Barnes, Treasurer
E-Mail: BarnesJ@oasd.org
Term Expires: April 2026

Mr. James Wood - President
E-Mail: woodj@oasd.org
Term Expires: April 2024

Mrs. Meghan Goldner, Board Deputy Clerk
Email: GoldnerM@oasd.org

Public Board packets are available electronically on the District website. Paper copies of the Board packet may be requested from the Superintendent's Office (262-560-2111) and picked up at 915 E. Summit Ave., Oconomowoc, WI 53066. In addition, meeting notices are posted at all public schools in the Oconomowoc Area School District and on the District Website.

administration@OASD.k12.wi.us

APPENDIX

ALL MATERIAL IN THIS HANDBOOK IS SUBJECT TO CHANGE BASED ON CHANGES IN SCHOOL BOARD POLICY, STATE AND LOCAL LAWS, AND INDIVIDUAL CIRCUMSTANCES. THE MATERIAL INCLUDED IN THIS HANDBOOK IS NOT ALL-INCLUSIVE AND CAN BE EXPANDED.

[2023-24 Annual Notification Information](#)