



OCONOMOWOC
AREA SCHOOL DISTRICT



2025-2026

ELEMENTARY

STUDENT & FAMILY HANDBOOK



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

Greenland 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 an 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

Mission: Empowering a community of learners and leaders.

It's hard to imagine a more special place to begin or continue your child's educational journey. Nestled in the heart of Oconomowoc, within walking distance of Fowler Lake and Lac La Belle, Greenland has been a cornerstone of this community for over 60 years. On any given day, you'll find families gathering on our playground and green spaces—reminding us that Greenland is more than a school; it's a neighborhood.

We are proud to serve approximately **260** outstanding students in 4K through 4th grade, alongside 50 dedicated and caring staff members, and an incredibly involved parent community. Our students thrive because of the collective work of our teachers, families, and volunteers. Whether you're helping in the classroom, chaperoning field trips, or attending PTO events, your partnership strengthens the heart of this school.

Speaking of our PTO—thank you! Your generosity helped us update the screen for concerts and assemblies and install beautiful new Greenland signage in front of the building. Events like Movie Night, the School Dance, Book Fairs, and Staff/Student Celebrations continue to enrich our school community, thanks to your leadership. The PTO has generously assisted Greenland in purchasing new playground equipment, updating our audio-visual system in the gym, and a new fridge for the teachers' lounge.

We are proud of our recent achievements and continued growth:

- Silver Recognition in reading, math, and behavior from the Wisconsin RtI Center (2022–23), Wisconsin Title 1 School of Recognition for implementing a multi-level system of support, Herb Kohl Vanguard Award for fostering high-quality learning opportunities

Our team is deeply committed to ongoing improvement and strong support for every child. We also continue to implement **PBIS (Positive Behavior Interventions and Supports)** to develop students' social and emotional skills through proactive, supportive approaches.

This year, we are embracing the theme “Be the I in Kind.”

We are looking forward to a joyful, safe, and inspiring year filled with growth, kindness, and learning. Please feel free to call, email, or visit the office at your convenience. Our doors are always open, and your voice is always welcome.

Here's to another year of watching our Greenland Stars shine bright, because of what we do, all kids grow.

Warmly,

Mrs. Shannon McCaffery

Principal, Greenland Elementary

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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.

[2025-26 SCHOOL CALENDAR-Greenland](#)

STUDENT FEES

Student fees are collected at the beginning of each school year. A single payment by each family is encouraged. Unpaid fees are referred to a collection agency annually. All fees can be viewed and paid via Family Access.

To view the fee schedule, visit the Business Services webpage at [Business Services - Student Fees FAQ](#).

TELEPHONE NUMBERS

The **main number** for Greenland Elementary School is (262) 560-8100.

The **attendance number** is (262) 560-8102.

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 the 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. 8105. 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. 8105.

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. 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 breakfast/lunch line. Payments should be made online at the District website www.oasd.org through Family Access.

The food service account must be **prepaid** for meals, rather than ‘owe’ for meals already eaten. The account can be funded at any amount or time frequency (weekly, monthly, semi-monthly, etc.). Each time a student has breakfast, 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. Automatic replenishment can also be established.

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. [Food Service - menus](#)

Fees Schedule for 2025-26*:

- Paid Second Chance Breakfast (milk included) \$1.75
- Paid Lunch (milk included) \$ 2.80
- Reduced Second Chance Breakfast (milk included) \$0.30
- Reduced Lunch (milk included) \$0.40
- Free Second Chance Breakfast or Free Lunch (milk included) \$0.00
- Milk \$.50
- Adult \$4.65

*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.

Be a STAR at Greenland...					
	BATHROOM	BUS	HALLWAY	LUNCHROOM	PLAYGROUND
Looks Like 	<ul style="list-style-type: none"> Clean floors and sinks Using urinals and toilets appropriately Toilets flushed after use Feet on floor Washing hands Paper towels in garbage cans 	<ul style="list-style-type: none"> Sit down with your back touching seat Keep your hands and heads inside the bus Hands and feet to self Belongings on your seat 	<ul style="list-style-type: none"> Walk Stay on the right side Single file lines Hands at sides and to self Eyes forward Keep cubbies and hallway neat Silent greetings 	<ul style="list-style-type: none"> Going directly to a table Eating your own food Eating and talking quietly Using table manners Hands and feet to self Sitting Walking Raising your hand for help/dismissal Picking up after yourself 	<ul style="list-style-type: none"> Being safe Being responsible for the equipment Using equipment appropriately Using hands and feet appropriately Following the rules Play ends when the bell rings Lining up quickly
Sounds Like 	<ul style="list-style-type: none"> Volume 1 Toilets flushing 	<ul style="list-style-type: none"> Volume 2 Be polite Appropriate talk 	<ul style="list-style-type: none"> Maximum volume 1 during the learning day Volume 2 for arrival and dismissal Be polite Quiet feet 	<ul style="list-style-type: none"> Appropriate conversation Maximum volume 2 Being polite Being kind Being respectful 	<ul style="list-style-type: none"> Appropriate talk Kids playing Laughter Being a good sport Maximum Volume 1 when in line to come in
Feels Like 	<ul style="list-style-type: none"> Private Clean Safe 	<ul style="list-style-type: none"> Calm Safe Enjoyable 	<ul style="list-style-type: none"> Safe Friendly Calm Respectful of others who are learning 	<ul style="list-style-type: none"> Safe Enjoyable Welcoming 	<ul style="list-style-type: none"> Everyone's having fun Safe Choices Including others

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 a 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 Code Of Classroom Conduct \(Policy 5500\)](#)

Anti-Bullying/Hazing and Harassment Policies

The Oconomowoc Area School District is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. We encourage positive interpersonal relations between members of the school community. Bullying/hazing and/or harassment toward a student, whether by other students or staff is strictly prohibited and will not be tolerated. This applies to all activities in the OASD, including activities on school property or while traveling to or from school or to and from school-sponsored functions or events. This also applies during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities. 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.

Procedure for investigating reports of bullying/hazing

Any student who believes they have been or are the victim of bullying should report the situation to the building principal, assistant principal, or counselor. Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student.

All school staff members and school officials who observe or become aware of acts of bullying shall intervene promptly and firmly against it, and shall report the bullying to those identified above.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate the bullying or harassment policy shall be investigated promptly by the Principal/designee. For specific policy language and procedures, please see the following policies.

- [Student Hazing \(Policy 5516\)](#)
- [Student Anti-Harassment \(Policy 5517\)](#)

- [Bullying \(Policy 5517.01\)](#)
- [Student Bullying/Harassment Complaint Form \(5517.01\)](#)

TECHNOLOGY USE

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. The Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. Students' use of District technology resources (see definition in Bylaw 0100) is a privilege not a right. Students and their parents must submit a signed Student Technology Acceptable Use and Safety form annually (See also, Policy 7540.03) and agree to the Student Responsible Use Expectations outlined in the handbook.

Acceptable Use of Technology and Personal Devices

Schools within the district allow the use of technology resources and personal communication devices (PCDs) for educational purposes only. These include, but are not limited to: online apps, email, cameras, printers, gaming devices, computer network, internet, computers/laptops, tablets, cell phones, and smart watches, and other personal electronics. Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. To create a focused learning environment that minimizes distractions and promotes active participation, each school may establish specific rules regarding the use of electronic devices.

OASD Student Technology Program

The District provides students in grades 4K-4 with devices to use in the classroom. Students in grades 5-12 are provided with a Chromebook for educational use at school and home. All students will be issued accounts for online resources to be used for the duration of their time as an OASD student and will access educational websites/apps based on grade level/course needs.

Guidelines for use of student devices:

- Students should use for school purposes and under the direction of their teacher(s)
- Devices kept at school should be stored properly, as directed by staff
- Devices should be stored/transported safely, charged nightly and ready to be used at school
- Families are strongly encouraged to enroll in the district Chromebook insurance program (grades 5-12) annually to cover any accidental damages. Intentional damages will be the financial responsibility of the families and may result in restricted Chromebook access.
- More information can be found online: [Chromebook and Digital Resource Information](#)

Guidelines for use of personal devices (PCDs)

- Students may use PCDs before and after school hours.
- During school hours, PCDs should be turned off and stored in bags, lockers, or designated areas unless a teacher specifically approves their use for a class activity.
- Family communication during the school day should be done through the school office.
- All PCD use on school grounds must comply with the district's Acceptable Use Policy (7540.03).
- Devices with cameras or recording functions are strictly prohibited in bathrooms and locker rooms.
- The District is not liable for the loss, damage, or misuse of any personal 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.

Responsible Use and Safety

The district utilizes a multi-layered approach to student online safety, including:

- Internet Filtering: Chromebook filtering restricts access to inappropriate content at school and home (to the extent possible with district tools). We acknowledge there may be instances where filtering fails. Parents and students are encouraged to report any concerns about inappropriate content access.
- Staff Monitoring: Staff monitor student online activity. This may include observing online behavior in class or using monitoring tools to check browser history and logs. There is no expectation of privacy when using district technology resources.
- Instruction: Students participate in lessons on responsible online behavior and digital citizenship.

Students are expected to use technology responsibly. The District Student Technology Acceptable Use and Safety Policy (7540.03) sets forth guidelines for safe and acceptable use of technology. In addition, student responsible use expectations are outlined below. Improper use may result in loss of network privileges, device confiscation, disciplinary action and/or criminal charges, depending on the severity of the infractions.

STUDENT TECHNOLOGY RESPONSIBLE USE EXPECTATIONS

Using technology at school is a privilege, and any privilege comes with responsibility. There are expectations for anytime you are using school-provided devices or digital resources, or when using your personal devices at school.

Digital Citizenship

- I will treat everyone with dignity and kindness when using technology and online.
- I will be honest and ethical in all digital communications.
- I will be kind and will not make threats, insult, gossip, or tease others online.
- I understand that anything I post online can be seen by a wide audience.
- I will not share personal information about myself or others online, including addresses, phone numbers, or details about family and friends.
- I will consider how my words might be interpreted by others online.
- I will use respectful and appropriate language online.
- I will fact-check information before sharing it digitally.
- I will not impersonate others online.

Personal Responsibility and Safety

- I will use school computers and internet tools properly and responsibly.
- I will use technology to verify information and give credit to the creators of information or ideas that are not my own (including the use of Artificial Intelligence tools).
- If I find inappropriate content online, I will notify a teacher or trusted adult.
- I will take care of all school technology equipment and will not intentionally damage anything.
- I will only download approved apps or content.
- I will only use my school email for school purposes.
- I will only log in with my own username and password and will only share my password with trusted adults (parents and school staff) when necessary.
- I understand that responsible use is required to maintain technology privileges. When I make a mistake, I will notify a trusted adult and ask for help making things right. Consistent violations may result in the loss of privileges and further consequences.

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 advertises alcoholic beverages, drugs, drug paraphernalia, firearms, suggestive material or disrupts learning may not be worn.
- Students are expected to wear shoes at all times.
- Hats, scarves, and other headgear, which includes hoods, may not be worn in the building/classroom during the school day.
- Athletic shoes are required for physical education classes and encouraged during recess.

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". We urge you to **label 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.

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

TOBACCO-FREE ENVIRONMENT

Policy 5512 - USE OF TOBACCO AND NICOTINE BY STUDENTS

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to

participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

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.

SCHOOL PROCEDURES AND STUDENT SAFETY

BUILDING SAFETY/SECURITY/VISITORS

All exterior doors will be locked during school hours. Visitors must enter through the controlled exterior main entrance to the vestibule and then through the controlled interior main office door for entry.

The district utilizes the **Raptor Visitor Management System** in 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.](#) We require all visitors, substitutes, and staff to wear a badge.

VISITOR'S POLICY

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines (Board Policy 9150).

Check-in Process (During School Hours)

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

Check-out Process (During School Hours)

- 1) Visitor signs out at kiosk.

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the District Administrator or designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Parents who are registered sex offenders and wish to participate in their child's school activities may be allowed on campus at the discretion and under the direction of the Principal. Such parents must inform

the school administration of any time that they will be on school grounds. Conditions may be imposed upon participation, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.

Non Staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the Principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be non obtrusive to the educational process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in [Board Policy 9130 - Public Complaints](#), a copy of which is available at the Board office and at each school.

The District Administrator shall promulgate such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks.

[Link to Facility Security & Public Access to School Facilities Policy \(Policy 7440\)](#)

WEAPONS POLICY

OASD prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District. This includes all school district property, school buses or at any school related event.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The school administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

For more information, please consult our [Weapons Policy \(Policy 5772\)](#)

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 and First Responders 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 is reviewed annually and approved by the Board of Education every three years as required. Updated plans are shared with staff members and first responders before the start of each school year.

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. 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, text message, and/or e-mail from the OASD in the event school is delayed or canceled.

If weather conditions present a serious threat to the health and safety of children at dismissal time (i.e. severe weather), 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.

Information about school delays, closings, or emergency situations will be posted on our website at www.oasd.org/Emergency.

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](#) 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 the health services [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. 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.

Additional Student Allergy Management Guidelines can be found on the health services [website](#).

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.

IMMUNIZATIONS

State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of admission. These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school. Students not in compliance by the 30th day of school may be excluded until compliance is achieved.

Forms are available on the health services [website](#) and in the health room.

The following are the minimum required immunizations for each age/grade level:

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 2021-2022 School Year and the Following School Years

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 11	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B			1 Mening
Grade 12	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B			2 Mening

- Requirements did not take effect until February 1, 2023, and the rule was therefore not in effect for the 2021-2022 or 2022-2023 school years. The Tdap requirement for grades 7-11 was implemented for the 2023-2024 school year. The Meningococcal (serogroup A,C,W,Y) requirement was implemented for the 2024-2025 school year.
- Schools are not required to verify Hib and PCV vaccines for Pre-K students.
- 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 5, 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 physician, physician assistant, or advanced practice nurse prescriber must document a reliable history of varicella disease by indicating that the student has had varicella and signing the Student Immunization Form (DHS Form 04020L). Students (excluding new enterers and kindergartners) with a parental report of disease prior to May 2024 are considered compliant.
- One dose of Meningococcal vaccine (serogroup A,C,W,Y) is required for students entering 7th grade, and a booster dose is required for students entering 12th grade. Students are assessed for this requirement in 7th grade and 12th grade only. Current Wisconsin students in 8th-11th grade will not be assessed for this requirement until they enter 12th grade. A second dose is not required for students who received their first dose of MenACWY at age 16 years or older.



CHILD ABUSE

Wisconsin Statute 48.98 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. Each OASD employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring, or has reasonable cause to believe a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur shall be responsible for reporting immediately every case, whether verified or suspected, the circumstances giving rise to the reasonable cause.

Reporting is mandatory even if the staff member has reason to believe that the abuse or neglect occurred, but is no longer occurring (for example, the child is no longer living with the suspected abuser). Staff members make reports based on reasonable cause to suspect abuse or neglect and are not permitted to first investigate the circumstances in an effort to verify abuse or neglect. 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. In the event of a law enforcement or social services investigation involving allegations of child abuse under Chapter 48 of the Wisconsin Statutes, school officials shall permit access to any student with whom the law enforcement officer or social services agent determines s/he must speak.

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 the 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:

GO 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(s) to sit near the front of the bus, etc. (Bus Driver)
If behavior(s) continue...
- Step 3. Parent/guardian of the student and building principal will receive a Bus Conduct Report describing the behavioral concerns and actions taken.
If behavior(s) continue...
- Step 4. Additional infractions would result in collaboration between Go 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 the 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. If you have been asked to bring in an edible treat to share for a teacher organized party, 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

Additional information on PEANUT AND NUT-FREE snacks can be found on the health services [website](#).

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 provides a safe and orderly school environment.
- That staff maintain a positive relationship with parents and contact them as they see problems developing.
- That staff provides 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 secure, web-based tool designed to enhance home-school communication by allowing parents and guardians to view student information such as attendance, report cards, and lunch account balances. To access FA, you must be a parent or legal guardian of a current student and complete a one-time FA registration form included in the school registration packet or at [FA Registration](#). Registered individuals can access their child's data via a unique username and password; FA offers read-only access to student information, changes such as address updates require contacting the school directly. Questions or password resets, can be directed to the District Technology Center at (262) 560-2126 or at familyaccess@oasd.org,

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.

In an effort to provide a safe learning environment in our schools, Oconomowoc Area School District human resource personnel complete a background check on volunteers. Please complete the Volunteer Background Check available at the OASD website if you are interested in volunteering.

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. Our 5K-6th grade classrooms utilize standards-based grading practices and score students on a 4 point grading scale. The following scale and general descriptors are used by 5K-6th grade teachers within the OASD.

4: Advanced	3: Proficient	2: Developing	1: Minimal
Student consistently demonstrates work products, knowledge, and/or skills that exceed grade-level standards.	Student consistently demonstrates work products, knowledge, and/or skills that meet grade-level standards.	Student inconsistently demonstrates work products, knowledge, and/or skills that meet grade-level standards	Student demonstrates minimal work products, knowledge, and/or skills that meet grade-level standards

SCHOOL COMMUNICATION

School Related Information

Greenland 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

Attendance Policy (Policy 5200)

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.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term [WI Statute 118.15].

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

Excusing Absences

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

Contact the Greenland Attendance Office at 262-560-8102

- 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).

When picking up your child from school for an appointment, a parent/guardian or other designee must come into the office to sign your child out of school. When your child returns to school, you must check your child back into the office.

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]. 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 through written or oral communication that the student be excused because of:

1. a personal illness
2. severe illness or a death in the family
3. religious observance
4. required court appearance
5. health appointments (verification from medical provider encouraged to properly code as medical excuse)
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.

Tardiness/Late Arrival and Early Dismissal: It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. Tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

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)].

Attendance and Open Enrollment/In-district Transfer Programs: Wisconsin law allows for the revocation of open enrollment status for students who are habitually truant. According to Wisconsin Statute [118.16\(1\)\(a\)](#), a nonresident school district may deny a pupil who has been habitually truant, from

that nonresident district, in any semester of the current or preceding school year. This also applies to our in-district transfer policy, which families apply for annually.

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 who are not chaperones 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)

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 For Bilingual Students/English Learners \(Policy 2260.02\)](#)

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, Bethany Staus (stausb@oasd.org) .

STUDENT SERVICES

The Student Services department includes Social Workers, School Psychologists, 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 evaluated through family questionnaires. If additional information is needed based on the responses on the questionnaire, the child will be invited into the school for follow-up screening developmental screening activities. 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. If school staff reasonably believe a child is a child with a disability, they refer the child for evaluation by a school district team. Please check the District website for dates or contact the Early Childhood Team at (262) 560-8200.

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 your child's school office regarding your needs.

EQUAL EDUCATIONAL OPPORTUNITIES

The Board is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517)
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

The District will identify, evaluate, and provide a free appropriate public education to students with disabilities who are determined eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

The District's educational programs include the academic and nonacademic setting. Each qualified student with a disability shall be educated with students without disabilities to the maximum extent appropriate. In the non academic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.

The District Administrator shall publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The Board is committed to educating (or providing for the education of) each qualified person with a disability with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the Board operates a separate class or facility under Section 504 that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

The District Administrator shall attempt annually to identify children with disabilities, ages 3 - 22, who reside in the District but do not receive a public education.

In addition, the District Administrator shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

Reporting Procedures

1. Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) days.
2. Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.
3. If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO

investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

4. The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the District community or a Third Party and reports that initially are made to another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.
5. The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the District Administrator or oversee the preparation of such recommendations by a designee. All members of the District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct. Any District employee who directly observes discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any District employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age of eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

District Compliance Officers (hereinafter referred to as the COs)

Stacy Yearling Director of Student Services 915 Summit Ave. Oconomowoc, WI 53066 262-560-2156 yearlings@oasd.org	Carly Hertel Director of Human Resources 915 Summit Ave. Oconomowoc, WI 53066 262-560-2151 hertelc@oasd.org
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Investigation and Complaint Procedure

1. The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.
2. All complaints must include the following information to the extent known: a description of the alleged violation, the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.
3. If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.
4. Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of work assignment or class schedule for the Complainant,

tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the District Administrator.

5. As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.
6. All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The complaining party shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the complaining party.
7. The investigation will include: interviews with the Complainant; interviews with the Respondent; interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO; consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.
8. At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.
9. Absent extenuating circumstances, within five (5) days of receiving the report of the CO or designee, the District Administrator either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and Respondent. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.
10. If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above. The decision of the District Administrator will be reviewed by the Board upon request.
11. If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157. Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a grievance utilizing the District's grievance procedure as outlined in Policy 3340 or Policy 4340.

Additional School District Action: If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.) (Policy 8462), or threats of violence (Policy 8462.01), the CO or District Administrator shall take such additional actions as necessary and appropriate under the circumstances, which may include a

report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

[Link to Nondiscrimination and Access to Equal Educational Opportunity Policy 2260](#)
[Link to Student Anti-Harassment Policy 5517](#)
[Bullying/Harassment Complaint Form Policy 5517.01](#)

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.

Revised Policy: 5410: Promotion, Placement, and Retention.

A student shall be promoted from 4th to 5th grade when the student meets one or more the following criteria:

- A. Scoring 'basic' or above on the English Language Arts and Mathematics subtests of the Wisconsin Statewide Assessment ;
- B. Scoring 'basic or above on the Reading and Mathematics subtests of the district's universal screening/interim assessment;
- C. Recommendation from a committee appointed by the principal based upon the student's academic performance.

HOMEWORK POLICY

The Oconomowoc Area School District's Board of Education, in partnership with District administrators, principals and teachers, has established a policy which recognizes the importance of homework as essential to the learning process. [Link to Homework Policy 2330](#)

Homework is defined as assigned tasks by the teacher to be completed by students outside the school day or independently while in attendance at school. The District has established the following standards for the assignment of homework:

- Homework should be a properly planned as part of the curriculum to extend and/or reinforce the learning experience occurring in the classroom
- Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, integration of knowledge, and/or an opportunity to remediate learning key course standards or skills
- The schools should recognize the role of parents by suggesting ways in which parents can assist the teacher in helping their child carry out the assigned tasks
- Homework should always serve a valid learning purpose and never used as a punitive measure

Elementary Principals will communicate and monitor the following guidelines in order to meet the District homework standards

Homework Guidelines for Elementary Teachers:

- Share specific classroom expectations for homework with both students and parents early in September
- Establish consistent expectations and practices across the grade level (within each building) 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 skills
- 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 to catch up on homework 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 5780). 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 Student Privacy and Parental Access to Information Board Policy 2416](#)

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 athletic 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 athletic 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 a doctor.

This written doctor's excuse should indicate the time period for staying in, any medication to be administered, and other limitations 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

The OASD must collect, retain, and use information about individual students. Simultaneously, the OASD recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information. 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. Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person

who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board designates as student "directory data" a student's name, address, telephone number, date of birth, photograph, participation in officially recognized activities and sports, height and/or weight, if a member of an athletic team, dates of attendance, date of graduation, degrees and awards received and name of the school most recently previously attended. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory data" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice.

Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete the appropriate acknowledgement, which includes a limitation on the refusal to disclose directory data obtained during the course of the student's participation in extracurricular activities.

For more information about Student Records, please see policy 8330.

- [Link to Student Records Policy 8330](#)

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

Mr. Matt Carrico - Clerk
E-mail: CarricoM@oasd.org
Term Expires: April 2027

Mr. Neal Ninmann - Treasurer
E-Mail: NinmannN@oasd.org
Term Expires: April 2028

Mrs. Jessica Karnowski
Vice President
E-mail: karnowsj@oasd.org
Term Expires: April 2027

Mr. Andrew Maduscha
Email: MaduschaA@oasd.org
Term Expires: April 2026

Mrs. Katie Marks
E-Mail: MarksK@oasd.org
Term Expires: April 2028

Mr. James Wood - President
E-Mail: woodj@oasd.org
Term Expires: April 2027

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.***

Annual Notification Information

Visit the [annual notices page of the OASD website](#) to read all of the Oconomowoc Area School District's annual notices.