



# 2024 - 2025 STUDENT & FAMILY HANDBOOK ELEMENTARY

- 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](http://www.oasd.org)

**Electronic signature is indication of acceptance.**

## **NONDISCRIMINATION**

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

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

## PRINCIPAL'S MESSAGE

Greenland Elementary, established over 60 years ago, is located in the heart of Oconomowoc, within walking distance of Fowler Lake and Lac La Belle. Visit Greenland on a beautiful day, and you'll understand why it is considered the quintessential neighborhood school. Families and children gather on the green spaces and playground before and after school, fostering a close-knit community.

Our learning community at Greenland consists of approximately 255 outstanding students, 40 dedicated and caring staff members, and an incredibly involved parent community. We serve students from 4-year-old kindergarten through 4th grade. Greenland staff are committed to educating all students, providing a well-rounded education that includes core academic subjects and a variety of enrichment activities. Our students participate in Physical Education, Music, Art, STEM, and Guidance programs, which help to foster creativity, critical thinking, and physical well-being.

The commitment of our parents to the success of both students and staff is evident in their regular classroom volunteering, participation in field trips, attendance at family events, and generous donations. Our PTO has organized and sponsored events such as Movie Night, Book Fairs, the School Dance, the Science Fair, and various celebrations for our students and staff.

At Greenland, we embrace PBIS (Positive Behavior Interventions and Supports). Our staff takes a proactive approach to developing students' social skills, ensuring a supportive and positive learning environment.

We firmly believe that a strong partnership between school and family is essential to student success. When families are actively involved in their children's education, it creates a cohesive support system that enhances academic achievement and personal growth. We encourage open communication and collaboration with parents to ensure that each child receives the support they need both at school and at home. Together, we can create a nurturing environment where students thrive and develop a lifelong love of learning.

The 2024-2025 school year promises to be an exciting journey. We look forward to our Greenland Stars shining bright socially, emotionally, and academically. Please feel free to call, email, or stop by the office. I am eager to serve the students, families, and staff of Greenland Elementary.

Sincerely,



Shannon McCaffery  
Greenland Principal

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## DISTRICT BELIEFS

The Values That We Hold as A School District:

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

## SCHOOL HOURS

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

## [2024-25 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 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](http://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](#)

- Paid Second Chance Breakfast (milk included) \$1.50
- Paid Lunch (milk included) \$ 2.55
- 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 \$4.00

\*Prices are subject to change

Free and reduced lunch applications are available in the school office or on the District website [www.oasd.org](http://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.

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

## CODE OF CONDUCT

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

[Link to Policy on Student 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.

- [Student Hazing \(Policy 5516\)](#)
- [Student Anti-Harassment \(Policy 5517\)](#)
- [Student Complaints \(Policy 5710\)](#)
- [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-3 with devices to use in the classroom. Students in grades 4-12 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 4-12) 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 communication 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

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 use of any, and all tobacco and nicotine products shall be prohibited in all school buildings, on District owned sites, and when on school-sponsored field trips.

It shall be a violation to use, consume, or sell any commercial tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. The ban encompasses all employees, patrons, visitors, or any others attending events or meetings, and shall be, in effect at all times (24 hours a day). The possession and/or use of tobacco or nicotine products by a minor is prohibited in all school buildings, District owned sites, and when on school-sponsored field trips.

The School Board issues this ban in a sincere appeal to all to cooperate in helping to create a truly healthful environment within our facilities for all concerned.

# ***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. We maintain visitor logs, require visitors to display a badge or identification card, and require all visitors, including parents, substitutes, and staff from other schools to wear a badge.

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

## **VISITOR'S POLICY**

The 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. It may be helpful to write the teacher a note if your child is very young and may not remember where they are to go in the event school will close early. YMCA after-school childcare is not provided on emergency closing days. Morning 4-year-old kindergarten will not meet if there is a “Delayed Start”. Families will receive a phone call and/or e-mail from the OASD in the event school is delayed or canceled.

Information about school delays or closings will also be posted on our website at [www.oasd.org/Emergency](http://www.oasd.org/Emergency).

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

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

## HEALTH SERVICES

If a student becomes ill or injured during the school day, he/she will report to the health room. Parents, guardians or their designees will be contacted if a student is too ill to remain at school. Please reference the health services [website](#) 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 10<sup>th</sup> 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 30<sup>th</sup> 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 2023-2024 School Year**

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

- Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 6, which would normally correspond to the individual's age.
- D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12; Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. **Note:** A dose four days or less before the 4<sup>th</sup> birthday is also acceptable.
- DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. **Note:** a dose four days or less before the 4<sup>th</sup> 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 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. **Note:** a dose four days or less before the 4<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> birthday is also acceptable.
- Varicella vaccine is chickenpox vaccine. Students with a reliable history of varicella disease are not required to receive the Varicella vaccine. A parent or guardian may indicate that their student has had chickenpox on the Student Immunization Record form (F-04020L).



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.

### **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



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

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

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

### Frequently Asked Questions

1. **Who benefits from Family Access (FA)?** Everyone. Strengthening home-school communication is mutually beneficial.
2. **What information is viewable via FA?** Attendance, emergency contact, and demographic information is currently available for all students in the District.
3. **Who can view my child's information?** FA allows only the parent/guardian that has requested the username and password to view their child's information. The parent/guardian should keep their username and password in a secure place so that it would not be available to other people. The Login History menu informs the user when logins to this account have occurred.

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

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

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

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

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

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

## VOLUNTEERS

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

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

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.

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

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

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

When picking up your child from school for an appointment, 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.

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

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

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

### Excusing Absences

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

**Contact the 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).

### 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.

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

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

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

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

- [Attendance Policy \(Policy 5200\)](#)

## FIELD TRIPS & CHAPERONES

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

### **Guidelines for Volunteer Chaperones**

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

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

## ACADEMIC RESOURCES

### Multi-Leveled Systems of Support (MLSS)

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](mailto: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) 560-3157.

**Translation/Interpreter Services:** If families have a need for school information to be translated to another language or if any family member needs a sign language interpreter to attend a school meeting or event, please contact your child's school office regarding your needs.

## EQUAL EDUCATIONAL OPPORTUNITIES

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

The 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 nonacademic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.

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

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

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

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

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

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

#### INFORMAL PROCEDURE

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

#### FORMAL COMPLAINT PROCEDURES

Step 1: A written statement of the complaint shall be prepared by the complainant, signed and presented to the Director of Student Services. 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.

The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the Complaint Officer;
- D. 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.

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.

Step 2: If the complainant wishes to appeal this decision of the Director, s/he may submit a signed statement of appeal to the Superintendent. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within 5 school/business days. The decision of the District Administrator will be reviewed by the Board upon request.

Step 3: 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. A complaint or appeal may also be made on some of the above bases (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the U.S. Office for Civil Rights – Region V in Chicago.

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

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

**2024-2025  
BOARD OF EDUCATION**

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**Mrs. Meghan Goldner, Board Deputy Clerk**  
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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](mailto: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.***

[2024-25 Annual Notification Information](#)