

OCONTO FALLS ELEMENTARY

Parent/Student Handbook

2026-2027



415 Maria Volk Drive
Oconto Falls, WI 54154
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Oconto Falls Elementary Staff 2026 - 2027
 Jon Jagler, Principal jonathan.jagler@of-ps.org
 Melissa Gossfeld, Assistant Principal melissa.gossfeld@of-ps.org

Grade Five	Room	Library Media Specialist	153	
Nick Berg	109	Suanne Prestby		
Haylee Hurth	110			
Emily Robinson	111	Integrated Technology	159	
Allison Wuensch	108	Jessica Jahnke		
Grade Four		Music	138	
Briley Durocher	118	Melody Kostreva		
Stephanie Froberg	116			
Liz Huempfer	117	Physical Education	129	
Brittany Schaden	115	Rochell Otto		
		Tori Proctor		
Grade Three		Support Professionals		
Brett Crandall	119	Connie Allen	Title One Paraprofessional	
Kaitlynn Kasten	120	Tracey Anderson-Ash	Special Ed Paraprofessional	
Rachel Krieser	124	Brenda Athey	Special Ed Paraprofessional	
Michaela Schuh	125	Sarah Barrett	Playground Supervisor	
Grade Two		Jamie Bowden	Special Ed Paraprofessional	
Isabella Backhaus	136	Amanda Bursa	Special Ed Paraprofessional	
Ellen Dehut	134	Rebecca Fowler	Special Ed Paraprofessional	
Brianne LaBlanc	135	Sue Gonnering	4K Paraprofessional / Noon Supervisor	
Emily Reinhard	137	Courtney Kean-Johnson	RTI Paraprofessional	
Grade One		Megan Jensen	4K Paraprofessional	
Caty Alsteen	160	Lisa Dellise	ELL Paraprofessional	
Jamesen Engel	163	Tracy Johnson	Special Ed Paraprofessional	
Lory Styczynski	162	Danielle Keiler	Special Ed Paraprofessional	
Marcie Waeghe	161	Madison Krings	Special Ed Paraprofessional	
5 - Year Old Kindergarten		Kelley Krueger	IMC Paraprofessional	
Crystal Berg	152	Brenda Kutska	Special Ed Paraprofessional	
Ashley Britton	150	Aimee Lohfink	Special Ed Paraprofessional	
Lisa Shamburek	151	Tracy Rice	Playground Supervisor	
4 - Year Old Kindergarten		Linda Rodefer	Special Ed Paraprofessional	
Alison Clausen	155	Jordyn Sagen	Special Ed Paraprofessional	
Summer Sadowsky	156	Leah Thronson	Special Ed Paraprofessional	
		Sara Waite	Special Ed Paraprofessional	
Special Education		Custodial / Maintenance		
Karli Nelson	Speech/Lang	147	Leah Bennett	Kimberly Bruesch
Betsy Fletcher	Special Education	114	Adrianna Siech	Rose Zempel
Brittany Geimer	Special Education	141		
Sarah Harke	Special Education	148		
Olivia Kobus	Speech/Lang	103		
Ulla McClintock	Special Education	140		
Nicole Goeben	Special Education	164		
Kari Pagel	Speech/Lang	149		
Lynn Simonet	Special Education	107		
Jennifer VanHulle	Speech/Lang			
Amber Whiting	Early Childhood Ed	149		
Title One Interventionists				
Nichole Gaulke		130		
Carrie Panske		133		
Math Support		144		
Lisa Delfosse				
Art		106		
Jenna Egeland				
School Counselors / Life Skills		102		
Angela Parkansky / Carly Hanson				
			Food Service	
			Tina Gregg	Nina Novak
			Dena Spiegel	Darla Swiecichowski
			Secretaries	
			Jennifer Brazzell	Alyssa Gernon
				Sarah Meyer
			District Personnel	
			Jessica Carriveau	Physical Therapy
			Kristen DePouw	Educational Audiologist
			Jocelyn Dunks	Reading Specialist
			Jessie Gauthier	O&M Specialist
			Kate Hebel	Blind & Visually Impaired
			Kristin Hodkiewicz	Occupational Therapy
			Beth Lindenmeyer	ELL Teacher
			Mikayla Maus	Deaf and Hard of Hearing
			Brianna Morrissey	School Social Worker
			Karen Houston	Pupil Services/Spec Ed Director
			Carrie Schneider	Physical Therapy Assistant
			Dan Seaman	School Psychologist
			Brittany Shaffer	School District Nurse
			Cassie Tyczkowski	School District Nurse
			Megan Valley	Occupational Therapy Assistant

WELCOME TO OCONTO FALLS ELEMENTARY SCHOOL

OCONTO FALLS SCHOOL DISTRICT INFORMATION

200 N. Farm Road, Oconto Falls, WI 54154

(920) 848-4471

Superintendent: Mr. Stuart Russ

→ **Board of Education:** Clint Gardebrecht (President), Emilie Trudell (Vice President), Sarah Schindel (Board Clerk), Ginny O'Harrow (Treasurer), Chad Earley, Bryan Baumler and Misty Gilbertson.

OCONTO FALLS ELEMENTARY SCHOOL INFORMATION

4K morning students whose parents provide transportation to school are to arrive no earlier than 7:50 a.m. and no later than 8:05 a.m. OFES 4K classes begin at 8:05 a.m. and dismiss at 11:00 a.m.

4K afternoon students whose parents provide transportation to school are to arrive no earlier than 12:05 p.m. and no later than 12:15 p.m. Afternoon 4K classes begin at 12:05 p.m. and dismiss at 3:15 p.m.

5K through Grade 5 students whose parents provide transportation to school are to arrive no earlier than 7:50 a.m. and no later than 8:05 a.m. Students are allowed to enter the building at 7:50 a.m. 5K through Grade 5 classes begin at 8:05 a.m. and dismiss at 3:15 p.m.

OFES 5K- 5th Grade
8:05 - 3:15 p.m.

OFES 4K AM
8:05 - 11:00 a.m.

OFES 4K PM
12:05 - 3:15 p.m.

07:50 a.m. - 08:05 a.m. = OFES Breakfast
08:05 a.m. Start of School
08:05 a.m. - 08:30 a.m. = Tardy
08:05 a.m. - 11:30 a.m. = 1st Half of Day
11:30 a.m. - 03:15 p.m. = 2nd Half of Day
02:45 p.m. - 03:15 p.m. = Early Out
03:15 p.m. Dismissal

LUNCH / LUNCH RECESS SCHEDULE -

Grade	Lunch	Recess
5K	11:05 - 11:25	11:25 - 11:45
1st Grade	11:45 - 12:05	12:05 - 12:25
2nd Grade	11:30 - 11:50	11:05 - 11:25
3rd Grade	12:05 - 12:25	12:25 - 12:45
4th Grade	11:20 - 11:40	11:40 - 12:00
5th Grade	12:30 - 12:50	12:50 - 1:10
4K	12:15 - 12:35	

SCHOOL CLOSING (Policy 8220)

The district administrator may close school, delay the opening or dismiss school early for the protection of the health and safety of students and staff members by using our school district's notification system, ParentSquare, to generate phone calls, text messages, and/or emails to students and parents. School closing will also be broadcast on local television stations and radio stations:

WOCO (Oconto)	107.1 FM	WIXX (Green Bay)	101.1 FM	WBAY
WAPL (Appleton)	105.7 FM	WDUZ (Green Bay)	102.5 FM	WFRV
WGEE (Green Bay)	93.5 FM	WNCY (Green Bay)	100.3 FM	WLUK-FOX
WRVM (Suring)	102.7 FM	WTCH (Green Bay)	96.1 FM	WGBA

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INCLEMENT WEATHER DAYS

With respect to inclement weather resulting in hazardous driving conditions, parents make the ultimate decision regarding their child's attendance at school. Absences due to inclement weather will be considered excused.

GENERAL INFORMATION

BIRTHDAY TREATS

All treats brought in by parents for classroom events must be store-bought, pre-packaged items in their original packaging. Birthday treats should be for your child's classroom only. Children will not be able to pass out treats throughout the school as it takes away too much learning time. Please do not send balloons or flowers to school as these can be very disruptive to the learning environment and can't be taken on the bus.

DIVORCED OR LEGALLY SEPARATED PARENTS (Policy 5230)

Only the parent granted primary placement or sole custody will be authorized to pick up his/her child from school unless shared custody is documented in an official court order or unless mutually agreed upon, in writing, by both parties. It is important that parents supply the school office with the most recent custody documents so that custody orders can be followed by the school in a fair, unbiased, and legal manner.

EMERGENCY INFORMATION (Policy 5341)

Emergency information will be required in online registration. Please be sure to update this information as necessary. We cannot overemphasize the importance of the school's need to contact a parent/guardian or a designated alternate contact in the case of an emergency. Thank you for helping us keep your child safe.

FIELD TRIPS AND CHAPERONING (Policy 8120)

Field trips offer students unique opportunities to learn and apply knowledge and concepts from the curriculum in real-world settings. These trips can be valuable, enriching experiences that are both engaging and fun for students. Because field trips occur away from school, it is necessary to provide adequate adult chaperones to ensure that students are safe in the new setting. Parent volunteers have been invaluable in providing this supervision, and we appreciate parent's willingness to chaperone. Having said that, certain difficulties have arisen over the years with field trip chaperones, and as a result, the following guidelines have been established:

- Only parents or guardians are allowed to serve as chaperones. No brothers, sisters, aunts, uncles, grandparents will be allowed. Sorry if this causes an inconvenience. We try to rotate chaperons so that all parents get a chance to go along.
- To ensure the focus on the chaperone on supervising the students, younger siblings or other guests may not accompany the chaperone on the field trip;
- All chaperones must have a current background check on file with the district. Background checks are performed on a yearly basis. Building administrators retain the authority to approve all school chaperones and the tasks they perform. Background check forms are available in the school office;
- Students and chaperones are expected to ride school transportation (not in private vehicles for reasons of convenience);
- Field trips are an extension of the school setting and the use of alcohol and tobacco (smoking, vaping, chewing) is prohibited.

Again, while field trips are excellent experiences for students, they do create considerable extra responsibility for staff members as they work to ensure that the trips go safely and smoothly, and minimizing variables is essential. Thank you in advance for understanding.

FOOD SERVICE

Breakfast and lunch are served daily at Oconto Falls Elementary School. Free/Reduced applications are available at all school offices and through online registration forms. All students who qualify for free or reduced lunches

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automatically qualify for free or reduced breakfast. If your child qualifies through direct certification there is no need to fill out a paper application. An application needs to be filled out every year and can be filled out anytime throughout the school year. Please return them as soon as possible. Breakfast will be held so that students may exit the bus first to allow them time to eat and still get to class on time. This is available to the students in grades 4K through 5th grade starting at 7:50 a.m. Students in grades 5K-5th grade will have a 45-minute lunch period and recess. Students are NOT allowed to have soda or energy drinks with their lunch. We also ask that students not share any part of their lunch due to potential allergies. Lunch includes the Fruit and Vegetable Bar and one milk daily.

Oconto Falls Elementary School unfortunately can not allow any guest or visitors to attend student meals.

BREAKFAST PRICES	\$2.00 All Grades	\$0.30 Reduced
LUNCH PRICES	\$3.20 Grades 4K- 5th	\$0.40 Reduced
Extra / Snack Milk	\$0.50	

The Oconto Falls School District has a computerized prepayment system for our Food Service program. Students must have money in their accounts to purchase breakfast, lunch or extra milk. If there is no money in the account, students will be given a wow butter or cheese sandwich for lunch until the account has sufficient funds. If parents do not wish their students to buy extra items out of the family account, they are to notify the Food Service in writing or by phone. Purchases will not be allowed for any deficit accounts.

This is a pre-pay system and we request that you maintain a positive balance in your family account. Families need to prepay into their family account. When your account falls below \$15.00 you will receive an automated message reminding you to make a payment. You can also view your account activity online within Skyward Family Access. We have multiple payment options available: cash, check, online credit/debit payments, online check payments. Cash and checks should be in an envelope and labeled with your child's full name, grade and amount of money enclosed. Payments can be dropped off at any school office, kitchen or mailed directly to:

Food Service
210 N. Farm Rd.
Oconto Falls WI 54154

Family account balances at the end of a school year will be carried over to the next school year. Refunds may be requested in writing or by phone if your children will be leaving the Oconto Falls School District. Deficit accounts from the previous year will be denied service until balance is paid in full.

If you have any questions please feel free to call: Emily Marcheske, Food Service Director, 920-848-4466 ext. 1

WITHDRAWING STUDENTS

Refunds for families withdrawing from the district; Any money in the meal account under \$10 when the student withdrawals will be donated to the deficit meal accounts. If there is more than \$10 in the account we will send you a refund by check. If you do not cash the check within 90 days the money balance will be donated to the deficit meal account. We encourage you to make sure that the account is as close to \$0 as possible when the child withdraws. If you have recurring payment set up through RevTrak please make sure to deactivate this when your child leaves the district so that we can process the refund from your lunch account. Any questions please contact the Food Service Director, Emily Marcheske; Phone (920) 848-4466 Ext. 1 or email emily.marcheske@of-ps.org to receive your remaining balance left in the food service account.

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GUM

Students are not allowed to chew gum in the school building or on school grounds unless unique circumstances exist and permission from the classroom teacher is granted.

LOCKERS (Policy 5771)

A hall locker is provided for students to store books, coats, and other personal belongings. Valuable items should not be brought to school or stored in lockers. Lockers are the property of the school and are provided as a convenience and a privilege. At no time does the school relinquish its exclusive control of lockers, and they may be opened or inspected by school personnel at any time. Students may not place locks on their lockers.

LOST OR DAMAGED BOOKS

Students are responsible for books and materials given to them for use by the school. Fines are assessed for damaged books. Students who lose a book or damage it beyond repair will be required to pay the replacement cost of the book(s).

LOST AND FOUND

In order to assist in the identification of missing items of clothing, it is recommended that all boots, mittens, hats, coats, etc., be plainly marked with your child's name. A lost and found area is located outside the office. Unclaimed articles will be donated to a charitable organization at the end of each trimester.

MEDIA CONSENT FORM

This is a form that is included with your online registration each year. Please remember that if you take a picture of students at school or on a field trip, you should not automatically post this to websites like Facebook as you don't know which parents have asked that their children not be photographed. Please see the office if you have any questions regarding this policy.

NON-SUFFICIENT FUND CHECKS

A service charge of \$25.00 will be assessed for each individual who writes a non-sufficient funds check. The charge may be waived by the District accountant if the error was caused by a financial institution and the appropriate documentation is submitted. After the second non-sufficient funds check has been received, the district may require cash payment for the remainder of the school year. Names of repeat offenders will be placed on a confidential list to be distributed to the appropriate school buildings with instructions to accept no further checks.

PERSONAL COMMUNICATION DEVICES (Policy 5136)

Students are not permitted to possess or use personal communication devices (ex. cell phones, computers, tablets, etc.) at school without specific permission from administration. For most elementary school students, there is no need to bring personal communication devices to school. However, in some cases, a parent may wish a student to have access to a cell phone, tablet, etc., for use after school hours. In these cases, the parent should contact administration for further discussion. If approved, the personal communication device must remain powered off and held in the main office until the end of the school day.

If a device is taken out or used during the school day, the following consequences will be enforced by school staff:

- **1st Offense:** Teacher takes the device from the student and brings it to the office. The student may come to the office at the end of the school day to get the PCD back. The offense is documented in EduClimber and the teacher is responsible for contacting the parents about the offense.
- **2nd Offense:** Teacher takes the device from the student and brings it to the office. The student will meet with Admin (most likely during a recess or lunch time). The offense will be documented in EduClimber. Admin will contact the family and a parent/guardian will need to come to school to pick up the device.
- **3rd Offense:** Teacher takes the device from the student and brings it to the office. The student will meet with Admin (most likely during a recess or lunch time). The offense will be documented in EduClimber.

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Admin will contact the family and a parent/guardian will need to come to school to pick up the device. From that point forward, if the device needs to come to school, it will need to be checked in and out of the office daily.

PERSONAL POSSESSIONS

Our school discourages students from bringing valuable toys, games, or other items to school, as we do not wish to see these items stolen, damaged, or misused. Students are not allowed to play with these items in the classroom or to bring them onto the playground at recess. We have defined “valuable” to be items valued at \$20 or more. Game Boys, iPods, Nintendo DSs, and Kindles are all examples of items that cannot be used during the school day. However, we understand that some students have very long bus rides (some up to an hour) and that having access to these types of items may help them to pass the time. If you choose to allow your child to take Game Boys, iPods, etc. to school, please communicate to your child that the item is for use on the bus only and that the school cannot be responsible if the item is lost, stolen, or damaged. If a less valuable item can be substituted, please consider doing so. The school is not responsible for any possessions.

PARTNERS IN EDUCATION (P.I.E)

P.I.E. is a voluntary organization made up of parents and teachers from Oconto Falls Elementary School. There are no dues or fees. Meetings are generally held on the first Tuesday of the month and are open to everyone. P.I.E. works hard to enrich and improve the educational experience for all Oconto Falls Elementary students - and to have some fun along the way! There is also a Facebook page you can belong to, Search for: OFES PIE

P.I.E. is dedicated to helping improve and enhance the educational opportunities for all our children. Everything we do is aimed at that goal. We encourage you to get involved in helping us help our children.

Fundraiser:

- In order to sponsor special events & activities, P.I.E organizes a few fundraising events.

Non Profit Sales:

- Throughout the year, the P.I.E. organizes events which are not fundraisers but allow families to purchase items.

Special Events/Projects:

- Throughout the year, the P.I.E sponsors a number of events & activities to supplement curriculum, improve the school or for plain fun. (Field trips, teacher donations, big ticket items)

PLAYGROUND RULES

Students will show respect for other people and for school property.

- No teasing, bullying, harassment, fighting, and unkind words.
- Equipment should be used correctly. Students should take turns when using equipment.
- No intentional damage to grounds (trees, flowers, grass, etc.) Wood chips should not be picked up and thrown.

All students will go and stay outside unless told otherwise by school personnel.

- Special health circumstances should be documented with a doctor's note.

Students must obey safety rules, including the following:

- Stay in designated areas of the playground.
- No food, drinks, candy, or gum on the playground.
- No dangerous, valuable, or breakable items on the playground.
- No climbing on top of the slides.
- One student per swing; do not walk in front of the swings.
- No tackle football or other rough games allowed.
- If students are hurt, they should find a supervisor or ask another student to get help.

Students must follow the directions of the playground supervisor the first time given. When the bell rings, they should line up quickly.

During the winter months...

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Snow stays on the ground unless students are building a snowman or structure.

- Ice should not be picked up.
- No running or sliding games on the ice.

Sledding is permitted at the discretion of the teacher/playground supervisor.

- Only one student may sled at a time.
- No sleds with sharp plastic or metal edges.
- No standing on sleds; snowboards are not allowed.

At all times, students should think before they act. The playground should be a place for students to have fun and get some exercise in a safe and pleasant environment. Any behavior that creates an unsafe or unpleasant environment will not be allowed.

RECESS DRESS GUIDELINES

Students should wear comfortable clothing that is appropriate for our Wisconsin weather. Students are required to go outside for recess unless the temperature or wind chill is below zero or it is raining. Therefore, students must be dressed appropriately, especially when the weather is cold or damp. The following temperature guidelines have been developed to help with the selection of clothes. Parents are encouraged to direct their children to dress warmer than the temperature ranges indicated if they feel it is necessary. However, given the length of our recesses (15 or 20 minutes) and the active nature of play by most children, these guidelines should be appropriate for most.

Over 60 degrees - Short-sleeved shirts and shorts are fine.

50 – 59 degrees - Long-sleeved shirt.

40 – 49 degrees - Lighter jacket. If in the upper range, then a heavy hooded sweatshirt is fine.

Under 40 degrees - Winter jacket, hat or headband, mittens or gloves. 5K – Grade 3 students are expected to wear snow pants outside if parents send them to school with the child and the temperatures warrant their wear. Students in Grades 4-5 may choose to wear/not wear snow pants on the blacktop area.

Snow conditions - When snow is present, snow pants and boots must be worn to play off the blacktop area. When the ground is sufficiently dry such that if students step off the blacktop area they will not track mud into the school and classrooms, then boots will not be required.

Grade 4 and Grade 5 students often prefer not to wear boots at recess. When the asphalt is dry, this is not a problem. However, occasionally the asphalt area on the playground is snow-covered or covered with slush (sometimes this happens during the school day). For that reason, we recommend that all students have a pair of boots available at school to wear during recess as needed. Please note that these are approximate guidelines, not absolutes. If the temperatures are close to the next range, supervisors will use their discretion if they feel some modification is OK. If other conditions are present, such as heavy wind or a very light mist (one not hard enough to call for inside recess), then warmer dress will be called for. It is highly recommended that each student have a heavy sweatshirt, sweater, or light jacket at school each day to allow for variations in temperature throughout the day.

STUDENT DRESS CODE (Policy 5511)

Student dress should be clean, comfortable, modest, and in good taste. Because student dress is a subject that is open to varying interpretations, the following guidelines have been set:

1. Students are to dress in a manner that does not distract others from learning. Choices of hairstyles and hair colors also fall under this guideline. While our goal is not to unduly inhibit creativity or expression, our first priority is to maintain an appropriate learning environment.
2. Clothing and shoes should provide for the safety of your child. For this reason, students must wear shoes at all times, and flip-flops are not allowed.
3. Students will not be allowed to wear hats or hoods during the school day.
4. Students are not permitted to wear tube tops, see-through shirts, halter tops, or midriff tops.
5. Skirts and shorts must be no more than four inches above the kneecap.
6. Clothing that advertises alcoholic beverages or tobacco products, promotes drug or drug use, and/or contains inappropriate language or messages is not allowed.
7. Appropriate gym shoes must be worn during physical education classes.
8. Jewelry, clothing, and other ornamental wear (including wallet chains) must be deemed safe and must not be worn to designate any group/gang affiliation.

PLEASE NOTE: The school retains the right to determine the appropriateness of student dress, with the final decision resting with the building principal/assistant principal.

TOBACCO/NICOTINE USE ON SCHOOL GROUNDS (Policy 7434)

The Oconto Falls School Board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The School Board is concerned about the health of its employees and others and recognizes the importance of role modeling for students during formative years. Therefore, tobacco/nicotine use is strictly prohibited on or in school district property. This will include school buildings, grounds, school-owned vehicles, and all property owned by, rented by, and/or under the control of the Oconto Falls School District. This ban is in effect during all times including field trips off of school properties, vacations, holidays, summer, etc., and therefore is not limited to the school year or school day.

VOLUNTEERING (Policy 8120)

School safety is always of primary concern at OFES. In order to help us keep our children safe, we require that all volunteers submit to a criminal background check. Background checks are performed on a yearly basis. Building administrators retain the authority to approve all school volunteers and the tasks they perform. Background check forms are available in the school office.

WELLNESS (Policy 8510)

The district has created a comprehensive wellness policy for students and staff in the district. The goal is to create an overall school and community environment that promotes better understanding, beliefs, and habits related to good nutrition and physical activity. The wellness policy is just another piece of the “big picture” designed to help every student be prepared to do their best at school. One part of the overall policy promoting healthy snacks and treats in the classroom. Items such as raw veggies and fruit, low-fat cheese and crackers, trail mix, low-fat muffins, yogurt, 100% fruit juices, low-fat pudding cups, and popcorn are recommended as simple, yet healthy treats to bring to school for special occasions.

ACADEMICS

ASSIGNMENT NOTEBOOKS

Students in grades 3 - 5 are provided an assignment notebook through our school for free. It is an important tool to help students be organized and responsible and a GREAT way for parents and teachers to communicate.

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Parents are encouraged to monitor daily work through the planner and are asked to sign them nightly. Students who lose their assignment notebook will be charged the purchasing price to obtain a new one.

GRADING/REPORT CARDS

Report cards will be sent home three times a year, in December, March, and June. We use report cards to keep you informed about your child's academic progress. They will reflect the learning standards we're working on and show how your child is meeting those targets. The report cards will include grades and comments in different subject areas. If you have any questions, please don't hesitate to contact your child's teacher or the principal. A grading scale of 1, 2, and 3 is used in standards-referenced grading. This approach focuses on a student's understanding of specific learning objectives or standards, rather than a letter grade that might represent a combination of factors. This type of grading scale can be beneficial because it provides clear feedback to students about where they stand in relation to specific learning goals. It allows teachers to target instruction more effectively and students to focus on areas where they need improvement.

Here are some additional things to keep in mind about a 1-3 grading scale:

- The specific descriptions for each level may vary depending on the school or program.
- This approach is often used alongside other forms of assessment, such as teacher observations and student portfolios.

If you'd like to know more about how a 1-3 grading scale is used in your child's school, it's best to consult with their teacher or the principal

- 1: This indicates that the student has not yet mastered the concept or skill being assessed. They may have little understanding of the material.
- 2: This shows that the student is partially grasping the concept. They may be able to demonstrate some understanding, but not everything.
- 3: This signifies that the student has mastered the concept or skill. They can demonstrate a strong understanding and can apply their knowledge.

HOMEWORK POLICY/PROCEDURES

Homework is an assignment given to a student to be completed outside the regular class period. It is meant as a review or practice of concepts taught during the school day. Our school recognizes meaningful, carefully planned homework that can support student success and be a complementary part of a student's overall learning program. This topic requires conversation and cooperation at the class level to provide information to clarify expectations and to assist students with assignments. Our school also recognizes:

- The potential impact of homework on family time
- The role homework may play in supporting students' self-confidence as a successful learner
- The benefit of a school-wide, balanced, reasonable approach to homework

Procedures

1. Types of homework
 - a. Practice of previously taught concepts
 - b. Completion of classwork not done during the allotted time frame
 - c. Enrichment is meant to extend the curriculum
 - d. Projects related to work that might need additional time outside the school day and may involve collaboration with fellow students
2. Guiding Principles
 - a. Ensure work is purposeful and meaningful
 - b. Differentiate assignments in order to ensure student success independently or with minimal support
 - c. Consider impact of home/family life and keep the value of family time balanced with homework
 - d. Home and school encouraged to use strategies for communicating challenges when completing homework
 - e. Work to avoid overload
3. Roles and Responsibilities

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- a. Teachers
 - i. Maximize instruction during the school day
 - ii. Differentiate expectations when homework is assigned
 - iii. Ensure homework is for review, practice, enrichment or completion and not introduce new concepts
 - iv. Develop and use a communication strategy with parents when there are homework struggles
- b. Parents/Guardians
 - i. Partner with teachers to support the child's learning
 - ii. Encourage and supervise learning at home
 - iii. Understand how their child is doing at school
 - iv. Communicate with teachers regarding struggles or difficulty with finding time and space or needed modifications
- c. Students
 - i. Responsible to do his/her best work
 - ii. Share challenges encountered with parents and teachers
- d. Administration
 - i. Work with staff to develop details and processes to meet school and individual student needs
 - ii. Communicate plans and procedures
 - iii. Support all stakeholders in finding solutions to issues
 - iv. Organize professional learning related to homework, assessment and feedback

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be held two times a year. Notices will go out to parents giving the dates and times when parents meet with teachers. We will use online conference scheduling in Skyward Family Access for conferences. Information on how to register will get sent home prior to conferences or talk with your child's teacher for more information.

PUPIL RECORDS

Pupil records are maintained in the interest of the student to assist the school in providing appropriate educational experiences. Retention and destruction of student records will be done in accordance with school district policies and DPI guidelines. Parents may inspect, review, and amend a student's educational record in accordance with FERPA guidelines.

TECHNOLOGY INFORMATION - INTERNET (Policy 7540.03)

All students and parents will sign an OFSD Parental Consent Form during online registration. The use of the District's Technology resources, including the Internet, is a privilege, not a right, and users should take personal responsibility for their behavior. It is expected that students and their parents will conduct their activities under the provisions of this policy.

Chromebooks (Policy 7540.03)

Chromebooks are valuable educational tools that can be used to enhance student learning. Chromebooks are considered school property and all board policies relating to district property apply to Chromebooks. Students will receive a Chromebook at the beginning of the year and are responsible for general care and maintenance of their devices. Following these guidelines will help ensure that the device is usable as an educational tool at all times:

- The physical appearances should not be customized in any way
- Students should not lean, sit, step, or apply heavy pressure to the Chromebook
- Students should not store any items between the screen and the keyboard
- Students should not share passwords or allow others to use their devices as they are responsible for the device at all times.

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Chromebook Repair Structure:

- 1st Accidental Breakage – \$0
- 2nd Accidental Breakage – \$60
- 3rd Accidental Breakage – \$299
- Broken Stylus – \$50
- Broken Screen – \$100
- Non-return of the device – \$299 (and the device will be disabled)
- Removal of stickers – \$5
- Please Note: School administration will determine accidental vs. negligent damage.

ATTENDANCE (Policy 5200)

In Wisconsin, all students are required to attend school regularly and be on time. Our school records student attendance every day that school is in session. Students who have good attendance generally learn more, earn higher grades, and enjoy school more than those with irregular attendance. In addition, regular attendance helps students develop habits of punctuality, self-discipline, and responsibility that are important throughout life. Also, please note that state statutes require students who are enrolled in 5-year old kindergarten to attend regularly. Completion of 5K is now also a requirement of enrollment into 1st Grade.

Obviously there are times in which it is necessary for a child to miss school. If a child is truly ill, please keep the child home – it will help facilitate a speedy recovery and will reduce the chance of passing along the illness to others. Family vacations are important, and we realize that sometimes these must be scheduled during the school year. Ultimately, parents are responsible for their child's attendance and for making decisions within the guidelines set by the state and by the school. But the simple truth is that when a child is absent from school, he/she misses out on learning as well as socialization. For this reason, we ask that parents attempt to minimize school absences to every extent possible.

Types of absences/reporting procedures:

1. Excused - *per state statute, excused absences are limited to not more than ten (10) days per school year.
 - Illnesses, professional appointments, family emergencies, funerals, etc. require the following procedure to be followed so the school knows and can be accountable for all students each day.
 - o Parents or guardians *MUST* call the school before 8:00 A.M. on the day of the absence. Please note that messages can be left on the attendance answering machine 24 hours a day. Prompt notification helps us to account for all students each day.
 - o Parents should ask the doctor's office for a slip stating they were seen. Office's can get these for you right away if you let them know the school needs it. If the absence is caused by a contagious disease, a statement from a physician may be required upon the child's return to school.
 - Planned Absences
 - o Planned absences (vacations, hunting trips, extended holidays, etc) for families can be facilitated by notifying the classroom teacher and the office two weeks prior to the date of the vacation so teachers can prepare some work for the student. A Pre-Planned Absence form will need to be completed. No school work will be sent home with your child if this is not turned in. It is the responsibility of the student to complete all schoolwork. This form can be requested in the office.
2. Unexcused / Truancy - These include absences for which the school has not been contacted by the child's parent as per the reporting procedures; absences for reasons other than those indicated above; and/or absences in excess of the stated limits. *When a child accumulates five (5) unexcused absences in a semester, the school will begin the truancy referral process.

Tardiness:

- When a student arrives late to school between 8:05–8:30 A.M. for reasons other than professional appointments, the student is considered tardy. Regardless of the reason for your child's late arrival, please stop in the office to sign your child in.

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- Absences are recorded in ½ -day increments. Students arriving at school after 8:30 A.M. are recorded as absent for ½ -day, and students leaving in the afternoon before 2:45 P.M. are considered absent for ½ -day.

Attendance Notices and Meetings:

1. When a child begins to accumulate a number of absences, the school will send an attendance notice. Attendance notices are required per state. These notices are meant to be informational to parents, to inform of the number of days a student has been absent. You will see a variety of codes that explain the reason for each absence. If you are questioning what a code means, please visit the attendance section of our school website.
2. If a student reaches the point in which subsequent absences will require professional documentation, a notice will be sent to the parents requesting a meeting with the child's teacher and the principal.
3. If a child **accumulates five (5) unexcused absences in a semester (half the year), a truancy notice will be mailed** to the parent and a meeting with the principal requested to discuss the problem and ways to solve it. **If the truancy continues, the matter will be forwarded to the appropriate law enforcement agency for follow-up.**

Attendance notices will be sent at each of these intervals:

Semester 1:

- 5 days - Attendance Letter Sent
- 10 days - Attendance Letter Sent / Meeting requested
- 15 days - Attendance Letter Sent

Semester 2:

- 7 days - Attendance Letter Sent
- 12 days - Attendance Letter Sent / Meeting requested
- 15 days

BEHAVIOR/DISCIPLINE (Policy 5610.02; Policy 5610)

Oconto Falls Elementary School is committed to creating and maintaining a positive school climate that is safe, orderly, and conducive to learning. In order to provide this climate, the school will:

1. Clarify for students and parents the expectations that will exist school wide and in classrooms;
2. Provide positive feedback to students who meet or exceed behavioral expectations;
3. Hold accountable those students whose behavior falls short of meeting expectations with the goal being to facilitate a change in their behavior.

Specific student behaviors can be classified into one of three types:

- Desired behavior;
- Unacceptable behavior (mild to moderate);
- Unacceptable behavior (serious).

Desired behavior meets or exceeds classroom and school wide expectations. The following general behavioral expectations will be in effect (please note that specific guidelines for individual classrooms will be provided to students during the first week of school). Unacceptable behavior (mild to moderate) is that which is unsafe, disorderly, and/or interferes with the ability of teachers to teach and others to learn. When a student exhibits this type of behavior, a classroom teacher or staff member will intervene. Students are reminded that all staff members in the school have the right and responsibility to address inappropriate student behavior at any place and at any time. Interventions will vary, depending upon the level of seriousness of the behavior and the age/level of development of the student. Examples of interventions may include, but are not limited to, verbal warnings, breaks, withdrawal of privileges (ex. recess), and/or parent telephone calls.

Unacceptable behavior (serious) is that which results in a referral to the principal and the involvement of parents. When this type of serious unacceptable behavior takes place, interventions may include required conferences between the student, parent, teacher, guidance counselor, and principal; temporary isolation of the student

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through in-school or out-of-school suspensions; referral to outside agencies (ex. social services or law enforcement); and/or expulsion from school for a period of time. A teacher may remove a student from class if a student violates the behavior expectations set by the school and teacher or is dangerous, unruly, disruptive, or exhibits behavior that interferes with the ability of the teacher to teach effectively. **(Policy 5500)**

BULLYING (Policy 5517)

The Oconto Falls School District is committed to providing a safe, secure, and respectful learning environment for all students in school buildings, on school buses, and at school-sponsored events. Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying is a repeated behavior and involves an imbalance of power. Bullying is not a rite of passage that must be endured by young people. Instead, it is a behavior that must be addressed because of the harmful social, physical, psychological, and academic impact on all those involved. Examples of bullying include physical (ex. hitting, kicking, taking property), verbal (ex. name calling, threatening), psychological (ex. spreading rumors, extortion), and cyberbullying (ex. using email or social media to spread rumors). Bullying is a serious behavioral infraction, and the consequences of bullying include parent contact, reteaching of social expectations, loss of privileges, and possible in-school suspension, out-of-school suspension, and/or expulsion.

Any student who believes he/she has been or is the victim of bullying should immediately report the situation to the building principal or a school staff member. Student witnesses, as well as parents, are encouraged to report potential acts of bullying. All reports will be promptly and fairly investigated to verify the circumstances and seriousness of the situation; addressed through educational and/or disciplinary interventions as the situations warrant; and documented. Filing a report in good faith will not reflect negatively on a complainant's status, and the school staff and administration will support students in making such reports and protect them against any potential retaliation. Please contact the building principal or assistant principal if you have any questions about this important issue. Board of Education Policy 5517.01 (available at <http://www.neola.com/ocontofalls-wi/>) addresses this topic.

CAFETERIA EXPECTATIONS

The cafeteria is a busy place, with many students scheduled throughout the various grade-level lunch periods. The following is a summary of key points regarding our goals and expectations:

- We want students to have a positive experience at lunch.
 - Children are working hard in class in the morning learning – they need to have some social “downtime” at lunch that is relaxing and enjoyable.
- We encourage all students to eat a well-balanced, nutritious lunch.
 - The portions given to students by our food service staff are appropriate for elementary-aged children. Unfortunately, most visitors to the cafeteria are shocked by the amount of food that children waste each day. And some students, unless reminded, will spend too much time socializing and not enough time eating. Our cafeteria supervisors do encourage children to try to eat the food that they have in front of them before dumping their trays – particularly if they see that they have eaten very little or if they have voluntarily taken additional food from the fruit and veggie bar. However, they do not force children to eat.
 - Parents sending cold lunches with students are asked to consider the nutritional value of the lunches and to refrain from sending excessive amounts of “junk food”. Please note that soda is not allowed in the cafeteria during lunch and should not be sent to school.
- Students need to exhibit a level of self-control while in the cafeteria.
 - Children can have a positive experience in the cafeteria while still demonstrating good manners and appropriate, respectful, and orderly behaviors. The role of the cafeteria supervisors is to make sure that the environment is “school-appropriate”.
 - Because there are a large number of students in the cafeteria for each lunch session, children need to keep their voices at a conversation level; otherwise, the atmosphere becomes uncomfortable for all. Movement throughout the cafeteria also needs to take place

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- carefully, as space is limited. Students are expected to treat others with respect; keep their hands to themselves; and clean up after themselves while in the cafeteria.
- o Lunch sessions are 20 minutes long. For most children, this is more than enough time to eat their lunch. If special circumstances warrant additional time, it will be provided.

CLASSROOM CONDUCT

Each teacher will adopt a set of classroom rules and consequences to be displayed in the classroom. Parents are encouraged to familiarize themselves with the specific rules of their child's teacher.

HARASSMENT (Policy 5517)

Harassment is defined as any behavior towards others based in whole or in part on sex, race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, disability (physical, mental, emotional, or learning), or any other characteristic protected by federal or state civil rights law, that 1- places a student in reasonable fear of harm to his/her person or damage to his/her property; 2- has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or 3- has the effect of substantially disrupting the orderly operation of a school. Harassment is a serious behavioral infraction, and the consequences of harassment include parent contact, loss of privileges, and possible in-school suspension, out-of-school suspension, and /or expulsion.

Any student who believes he/she has been or is the victim of harassment should immediately report the situation to the building principal, a school staff member, or a district compliance officer (CO). The following individuals serve as district compliance officers:

Stuart Russ
District Administrator
Oconto Falls School District
200 N. Farm Road
Oconto Falls, WI 54154

Susan Monroe
Director of Pupil Services
Oconto Falls School District
210 N. Farm Road
Oconto Falls, WI 54154

Student witnesses, as well as parents, are encouraged to report potential acts of harassment. All reports will be promptly and fairly investigated to verify the circumstances and seriousness of the situation; addressed through educational and/or disciplinary interventions as the situations warrant; and documented. Filing a report in good faith will not reflect negatively on a complainant's status, and the school staff and administration will support students in making such reports and protect them against any potential retaliation. Harassment will not be tolerated at Oconto Falls Elementary School. Please contact the building principal or a compliance officer if you have any questions about this important issue

PAWS PROGRAM

You might be asking yourself, "What is the Panther PAWS program?" As a result of implementing the Panther PAWS program at Oconto Falls Elementary School we will establish positive and consistent expectations for all students, staff, families and the community. By teaching students how to meet these expectations we provide them with the tools and resources necessary to demonstrate growth in character and help them become valued and contributing members of the school community, thus creating a healthy, positive school culture where all students feel a sense of belonging to foster social and academic growth. School expectations for students reinforced daily:

P - Practice responsibility
A - Act respectful
W - Willing to learn
S - Stay safe

When the school expectations are followed, students have an opportunity to be recognized for their efforts by

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receiving Panther PAWS. When school expectations are not followed, specific consequences and reteaching of the desired behavior result based on the behavior.

HEALTH INFORMATION

The School Nurse visits Oconto Falls Elementary School one to three days a week. Students who indicate or appear to not be feeling well will be sent to the health room. If the school nurse is not in the building the office staff will use the First Aid, Injury and Illness Protocols to provide care for the student. The student's temperature as well as all their symptoms will be taken into consideration when providing care. Children with temperatures of 100.4 or greater or students vomiting will be sent home as soon as possible. Parents will be called and the student will be monitored until the parent is able to pick up their child. Minor bumps and scrapes will be dealt with appropriately. Head bumps and more serious injuries will result in a call to the parents as soon as possible. Emergency nursing services will be provided for all emergency situations following the First Aid, Injury and Illness Protocols until the parent can pick up the child or until emergency medical services arrive at the school. Please see the Nursing Services in School Document located at the end of this handbook for more information.

HEAD LICE

Head lice is a fairly common problem in school-age children. It is most prevalent among preschool and elementary school-age children and their household members or caregivers. While head lice is inconvenient, it does not pose a significant health hazard. Head lice can be acquired anywhere in the community and may not be identified until weeks or months after exposure. Having head lice is not related to the cleanliness of the person or their environment. If a child is assessed as having head lice, confidentiality will be maintained. We will discreetly check with other family members within the school district. The child's parent or guardian will be notified as soon as possible. The child will stay in the office until he or she can be picked up from school. Educational information will be given and reviewed with the family regarding the safe and effective treatment of head lice. The child will be allowed to return to school after proper treatment. Upon the student's return, the school office personnel or school nurse will re-check affected students to ensure they do not have live lice. The school will also periodically recheck this student within the next 7 to 10 days to ensure the head lice treatment was successful.

If several cases of head lice occur in the same classroom, the principal or school nurse may choose to send a letter home notifying classmates' parents that a case of head lice is suspected and asking them to check all of their children for head lice. All students in the classroom/grade will not be checked unless unusual circumstances warrant it. The school will continue to keep a clean environment and extra vacuuming and washing/cleansing will be done in the classrooms when head lice cases are detected. Parents have the ultimate responsibility for their children. This includes assisting in the prevention and management of head lice cases by regularly checking their children's hair and immediately treating them when head lice is detected.

ILLNESS

Please see the Nursing Services In School Poster at the end of this handbook for a more detailed description.

IMMUNIZATIONS

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.

- Pre-K (ages 2 through 4 years) - 4 DTaP, 3 Polio, 3 Hepatitis B, 1 MMR and 1 Varicella (or history of having the chickenpox disease)
- Kindergarten through Grade 5 - 4 DTaP, 4 Polio, 3 Hepatitis B, 2 MMR and 2 Varicella (or history of having the chickenpox disease). For Kindergarten students each student must have received one dose of DTaP after their 4th birthday.
- Grades 7 through 12- 4 DTaP, 1 Tdap, 4 polio, 3 Hepatitis B, 2 MMR, 1 MenACWY for meningitis and 2 Varicella (or history of having the chickenpox disease)

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Any updated information on immunizations your child has received should be reported to the school. You may contact your child's health care provider or Oconto County Department of Health and Human Services (920) 834-7000, to schedule an appointment for your child to receive required immunizations.

MEDICATION (Policy 5330)

Before any prescribed medication may be administered to any student during school hours, the school requires written instructions from the child's practitioner accompanied by the written authorization of the parent. Prescribed medication must be provided to the school in the original pharmacy-labeled container; labeled with the date; the student's name; the exact dosage and the time to be administered. Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parents. Substances that are not FDA-approved (i.e. natural products, food supplements, essential oils), will require the written instruction of a practitioner and the written consent of the parent. Nonprescription drugs that are provided by the parent may be administered if they are supplied in the original manufacturer's package which lists the ingredients and recommended therapeutic dosage in a legible format. Any dosage of nonprescription medication other than that listed on the medication packaging must be authorized in writing by a medical practitioner.

Students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying education condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, essential oils, etc). Students with prior approval are allowed to self-carry rescue inhalers, auto-epinephrine injectors, and emergency glucagon. Students who carry any of these emergency medications are required to have the proper practitioner and parent consent forms on file. Parents should bring their student's medication to the school office, so the medication can be reviewed and appropriate staff can make sure necessary medication forms are filled out and signed. No medication will be accepted if brought to school in plastic bags or envelopes.

SAFETY DRILLS and PROCEDURES (Policy 8420)

For the protection of our students, safety measures such as fire drills, tornado drills, educational lockdown drills, and school evacuation drills are practiced regularly.

- **Fire Alarms and Drills**

- Fire drills at regular intervals are required by state law and are important safety precautions.

When the fire alarm sounds:

- Students should leave in a quick, quiet, orderly manner.
- Windows are closed, lights are turned off, and doors are closed, but not locked
- Teachers are the last to leave the room.
- Once outside the building, teachers will see that all students under their supervision are accounted for and remain together.

- **Tornado Procedures**

- If a certain combination of weather conditions exists that could possibly cause a tornado, a tornado watch is issued. This means that school will continue as normal, and the radio will be monitored for further developments. When a tornado is sighted, a tornado warning is issued and everyone should seek shelter immediately. A civil defense warning siren will sound, and an announcement will be made on the loudspeaker indicating the need to seek appropriate shelter. Each teacher will have an established tornado emergency procedure for exiting the classroom. Students will move to a safe location.

- **Intruder Drills**

- Oconto Falls Elementary conducts regular intruder drills, empowering students to know that they have options if an intruder enters the school. We follow the ALiCE protocol: A- Alert, L- Lockdown, I- Inform, C- Counter, E Evaluate.

STUDENT SAFETY (Policy 8420, 8462.01)

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The Oconto Falls Public School District and Oconto Falls Elementary staff are continually working on creating protocols and conducting drills that will protect your students while at school.

VIDEO SURVEILLANCE/ELECTRONIC MONITORING (Policy 7440.01)

In order to further the safe and orderly operation of the school, video surveillance/electronic monitoring may be used in common areas such as hallways, entryways, parking lots/outside areas, buses, the cafeteria, and the gymnasium.

Use of Electronic Scanning / Metal Detectors Guidelines (Policy 5771)

The Board grants authorization to conduct screening at Oconto Falls Schools with metal detectors when there is reasonable suspicion to believe that the health and safety of the students may be in question, subject to the following conditions. All searches are to be conducted in accordance with the guidelines set forth below. The District may use hand-held wand metal detectors to conduct screenings of students. Searches using hand-held metal detectors may only be undertaken if the School Administration has reasonable suspicion to believe that missing school materials or items that would endanger the health or safety of the school population may be present or that other materials or items are present that would constitute a violation of school rules, Board Policy or the law or in circumstances in which the student or parents have consented to random searches. Parents and students shall be provided written notice that screenings using metal detection devices may be conducted.

If the metal detection device is activated during a screening, and staff are unable to readily determine the cause for the alert (e.g. belt buckle, etc.), if the building School Resource Officer (SRO) is not present, school staff should contact the SRO or other law enforcement to be present.

The student should be asked to remove all metal items from their person and property. After removing all metal items, the student should be scanned again. If, after a second screening, the device is again activated, and the student does not cooperate with efforts to determine the cause of the alert, the student will be monitored until a parent or guardian arrives. Additional search efforts, if any, shall be determined by and conducted by the SRO or other law enforcement (i.e. pat-down search).

Once the guardian arrives, if the student is still not cooperative, the student will be released either to the custody of law enforcement or sent home with parents or guardians. The Oconto Falls School District shall not discriminate on the basis of race, religion, creed, political affiliation, physical, mental, emotional, or learning disabilities, handicap, gender, gender orientation, age, national origin, citizenship, marital, parental or pregnancy status, ancestry, color, or any other reason prohibited by state or federal law.

Use of electronic scanning shall comply with Oconto Falls School Board Policy 5771, Search and Seizure. These guidelines are designed to balance student privacy with our commitment to maintaining a secure learning environment, in accordance with Board Policy 5771 (Search and Seizure).

VISITORS

All visitors entering the building when the children are present must stop in the office to sign in to receive a visitor badge that must be worn the entire time. Please do not be offended if a staff member questions you if you do not have a badge on. They have been told to do that as a security measure to keep everyone safe. Also as part of our security protocols, all parents going down to a classroom when students are in the building will require teacher notification. A phone call to the teacher will be needed so the teacher knows a visitor is on their way to the classroom.

TRANSPORTATION INFORMATION (Policy 8600)

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Oconto Falls is a great community to live in – friendly, caring, and overall very safe. In many ways, our school practices at OFES reflect the type of community that we are a part of. We have tried to maintain a level of informality and a “small town” feel as we consider how our school will operate. It has served us well over the years in providing a quality education for our children in an environment that we hope parents and visitors have found to be welcoming. Over the years, Oconto Falls Elementary School has taken reasonable steps in response. Locking all building entrances, a secure entryway in the main office, requiring staff and visitors to wear ID tags while in the building, and running criminal background checks on all volunteers are examples of such steps. In recent years, several additional steps have been taken in order to improve school security. These involved 1- ID checks; 2- beginning of the day drop off procedures; 3- end of the day dismissal procedures; and 4- traffic flow in the parking lot.

Student Sign-In: When dropping your child off at school after the school day has started (8:05 a.m.), please report to the office and sign your child in.

ID checks: Between 7:45 a.m. and 3:20 p.m., all adults who are visiting or volunteering at school or who are picking up a student will be asked to show a photo ID.

Rationale:

- We want to make sure that children are released only to adults who are authorized to pick them up.
- We are a relatively large school, and there are several different staff members who could potentially be monitoring student sign-outs.
- Asking all adults for an ID, regardless of their familiarity with staff, takes the awkwardness out of asking others who may be less familiar to staff. We simply ask everyone.
- Most adults carry an ID with them anyway, and pulling it out of one's purse or wallet requires very little effort.
- This is a common practice in many other schools, and we feel that it is a simple and reasonable expectation.
- If you happen to forget your ID, we will work to verify your identity through different means. This may be very quick (ex. a staff member recognizes you) or it may take more time (ex. a new visitor that is unfamiliar to staff). If we are unable to verify an identity, we will not provide access to the school or students.

Student Sign-Out: When picking your child up from school before the school day has ended (3:20 p.m.), please report to the office and sign your child out. A note to the teacher will help them have your child ready to leave. However, students will not be called to the office until you arrive. The office will call the classroom upon your arrival. You will be asked to show a photo ID, and then your child will be called to the office to meet you. Children will not be permitted to sign themselves out or wait in the parking lot for their parents' arrival. Only authorized individuals, as reported on your child's emergency information sheet, will be allowed to sign your student out. Siblings, relatives, or friends will not be allowed to pick up your child unless written notification has been received. This is a precautionary measure to ensure the safety of all children. You will not be allowed to go to your child's room, cafeteria, or playground.

Biking / Walking Students

Students who walk home or take their bikes will be dismissed from their classrooms at 3:15 p.m. and released to Farm Road to walk. During the fall and spring, students are encouraged to ride their bicycles to school if parents feel they can do so safely. Parents are asked to send a note giving the student permission to bike to school, and we will then create a backpack tag (similar to a bus tag) indicating that permission has been received. Bicycles must be “walked” on sidewalks adjacent to school and at all times on school property before and after school. All bicycles should be parked and locked in the bicycle rack near the Grade 5 entrance. During the school day, the area around the bicycle rack is off-limits to students. The school will not be responsible for missing or stolen bicycles.

Student Drop Off

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Incoming vehicles must enter the school grounds from the north (from the high school) and exit to the south (Maria Volk Drive). This traffic pattern applies at all times of the day when entering and leaving the school.

4K through Grade 2 Students

- Enter through the cafeteria doors in the rear of the school. Follow the arrows on the playground to avoid the steeper slope in the middle.
- A staff member will be stationed outside the cafeteria entrance. Do not drop off students in the rear of the school before 7:50 a.m. or after 8:05 a.m. when there is not a supervisor present.
- Wait until you approach the cafeteria doors before dropping off the children. Be aware of other vehicles/children.
- If you would like to sign into the building, park in the visitor parking in the front of the school and enter through the main entrance (no sign-ins through the cafeteria).

Grade 3 through Grade 5 Students

- The drop-off zone is between the Grade 4 and Grade 5 entrances. This is a quick drop-off area – 30 seconds or less (use visitor parking if you need to sign in).
- Always pull alongside the curb to the left when dropping off students (never drop off from the right lane).
- Pull up as far as possible in the zone when dropping off so that traffic does not back up.
- 4th and 5th grade students enter through their respective entrance doors (3rd grade may enter through either of these entrances).

End of Day Student Pickups

- Incoming vehicles must enter the school grounds from the north (from the high school) and exit to the south (Maria Volk Drive). This traffic pattern applies at all times of the day when entering and leaving the school.
- If you will be picking up your child from school, it is important that you provide timely notice. If we have not heard from you, we will follow the students' scheduled end of day plan. No exceptions.
 - If at all possible, please send a written note with your child in the morning – that is the best way to ensure that the message will be received.
 - If the request for pick up is on a permanent basis, we will make a “pick up tag”, similar to a bus tag, that the child will affix to his/her backpack.
 - We cannot guarantee any dismissal request changes made through apps, attendance line, email or voicemail. If the app or email recipient is absent, the message will not be received and the office will not be notified.
 - Last-minute requests can disrupt our dismissal process and compromise safety. Please plan ahead whenever possible. Emergencies arise, and we understand that. However, non-essential, last-minute changes strain our resources.
- If picking up a student before 3:05 p.m., simply report to the office and sign your child out.
- If picking up your child after 3:05 p.m., drive around the back and join the car rider line that forms in the back. A staff member will be coming up to your vehicle to radio your car rider number. Your child will then be walked out to your car. Please be careful when pulling away from the car rider line.

Parent Pick Up

- Students in 4K through 5th Grade who have more than one sibling, or are picked up in a group with multiple families will be dismissed from their classrooms at 3:15 p.m. and released to the cafeteria for pickup. Students will be released to authorized pickups only through our car rider line.

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- After parents pick up their students and enter Maria Volk Drive, they will take a right on Maria Volk Drive before the buses have departed the school. After the buses have departed, a barrier will be put up and all parents will be required to take a left on Maria Volk Drive towards County I.
- Students in 3rd through 5th Grade who are single pickups (only one student), will be dismissed from their classrooms at 3:15 p.m. and released to the single pickup zone between the 4th and 5th Grade Doors for pickup. Students will be released to authorized pickups only.
- After parents pick up their students and enter Maria Volk Drive, they will take a right on Maria Volk Drive before buses have departed the school. After the buses have departed, a barrier will be put up and all parents will be required to take a left on Maria Volk Drive towards County I.

Bus Students (Policy 8600)

Students who ride the bus will be dismissed from their classrooms at 3:20 p.m. and released to Maria Volk Drive to the bussing area. Students will be walked down by their teachers. The mission of the Oconto Falls School District is to provide safe, efficient and professional transportation service for our students. The district provides regular education transportation only to students who reside in the Oconto Falls School District. Due to shortage of bus drivers, Oconto Falls School District needed to reduce the number of bus routes. OFPS will only be offering busing services to students who live outside the two-mile radius of County I south of Oconto Falls High School and north of Oconto Falls Elementary School. Students living outside the school district boundaries must be transported by their parents/guardians, to a location along an established bus route. The size of the district and the miles driven each day does not permit us to go down every road or stop in front of every child's residence.

All bus routes are scheduled for specific times when picking up or dropping off a student. Students should be at their bus stops 5 minutes before the bus arrives. Bus routes may vary throughout the year because of new students enrolling in school and students moving. Information becomes available for parents around the end of August explaining pick-up and drop-off places and times through Skyward. A color-coded tag will be placed on your child's backpack on the 1st day of school. This tag **MUST BE ATTACHED TO THE OUTSIDE OF YOUR CHILD'S BACKPACK** so staff can see where a student belongs.

Bus rider agreements are part of online registration. Please take time to carefully discuss the rules with your child, as behavioral problems can potentially endanger the safety of everyone on the bus. Consequences for not following the rules may include a change in seat assignment, writing the rules and their rationale, recess restrictions, and/or possibly being removed from the bus for a period of time. If you become aware of serious or ongoing problems on the bus, please notify the bus garage or principal immediately so that the concern can be addressed.

All students are allowed one pick up and one drop off location unless there is split custody between parents. There will also be no bus passes given unless there are emergency circumstances. For safety reasons, Early Childhood, 4K and 5K parents must be at the bus stop for these students. They will not be allowed off the bus unless there is an adult present. They may exit the bus with an older sibling (1st grade and up). Once a child is on the bus, they will not be allowed to get off until their designated stop. If you have any specific questions regarding bussing, please contact the transportation garage.

NOTE: A more comprehensive bus rider regulation is part of online registration. (Policy 8600)

OCONTO FALLS SCHOOL DISTRICT TRANSPORTATION GARAGE

337 Monroe Street, Oconto Falls, WI 54154

Phone: (920) 848-4460

Fax: (920) 848-4459

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Garage Hours:

- School Day: 6:00 a.m. - 4:45 p.m.
- Non-School Day: 6:00 a.m. - 2:00 p.m

Transportation Supervisor: Brandi Binion

OTHER NOTICES & INFORMATION

OCONTO FALLS PUBLIC SCHOOLS ANNUAL NOTICE OF:

LIFE SKILLS AND COUNSELING

Students meet in a class-like setting weekly and have access to small-group and individual small-group counseling sessions.

GENERAL COMPLAINT PROCEDURE/DUE PROCESS (Policy 9130)

In the event of a student or parent disagreement with a staff member, the following procedures have been identified for resolution of the conflict:

1. Attempts should be made to resolve all conflicts at the lowest level possible with the appropriate staff member(s) involved before moving on to the next step.
2. If the grievant(s) is still in disagreement with the situation, he/she may appeal to the principal within five school days of the disagreement. The principal will respond to the complaint within three school days.
3. If disagreements still exist, the grievant(s) may appeal to the district administrator within five school days. If the superintendent is unable to satisfactorily resolve the complaint, it shall be referred to the school board, whose decision shall be final.

In situations involving student suspension from school, the parent will be given prompt notice of the suspension and the reason for the suspension. The parent may, within five school days following the beginning of the suspension, have a conference with the district administrator. If the district administrator finds that the student was suspended unfairly or unjustly, the student's record will be expunged.

INCLUSION OF STUDENTS

As per federal statutes, students with exceptional needs are included in the regular school program to the maximum extent appropriate. There are social and academic benefits for all children when educated together. Some of the values of inclusion are:

- The opportunity to develop friendships
- The opportunity to fully realize potential skills
- The opportunity to learn from peers
- Learning to accept differences in people
- Learning to be helping, caring people
- Learning how and when to help

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY (Policy 2260)

The Board of Education is committed to providing an equal educational opportunity for all students and does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

Reporting Procedures

Students, parents, and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity. Students who believe they

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have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with the knowledge that it is false.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Stuart Russ
District Administrator
Oconto Falls Public School District
200 N. Farm Road
Oconto Falls, WI 54154

Susan Monroe
Director of Pupil Services
Oconto Falls Public School District
415 Maria Volk Drive
Oconto Falls, WI 54154

Investigation and Complaint Procedure

- The CO shall investigate any complaints brought under this policy.
- All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses. 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.
- 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. The Complainant should be notified of any proposed action prior to such action being taken.
- As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.
- Within five (5) business days of receiving the complaint, the CO will initiate an investigation.
- Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include 1) interviews with the complainant; 2) interviews with any persons named in the complaint; 3) interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations; and 4) 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.
- At the conclusion of the investigation, the CO 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.
- Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding or request the complaint for further investigation. A copy of the District Administrator's final decision will be delivered to the complainant.
- 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 ten (10) business 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

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Administrator shall be final. 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.

- The Board reserves the right to investigate and resolve a complaint or report regardless of whether the member of the School District community or a third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed, however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the complainant's identity. During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that s/he learns or s/he provides during the course of the investigation. All public records created as a part of an investigation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

NONDISCRIMINATION POLICY (Policy 2266)

It is the policy of the Oconto Falls Public School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational or other program or activity because of the person's gender, race, national origin, ancestry, creed, pregnancy or learning disability or handicap as required by S. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973. The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Oconto Falls Public School District. Any questions concerning this policy should be directed to:

Stuart Russ, District Administrator
Oconto Falls Public School District
200 N. Farm Road
Oconto Falls, WI 54154

SPECIAL EDUCATION

Special Education is a program provided for children for whom it is shown through evaluation, observation, and medical diagnosis to be in need of special services. Its purpose is to assure that each child who has special needs will receive a free and appropriate public education in the least restrictive environment. Areas of disability include: Significant Developmental Delay served through the Early Childhood Program, Cognitive Disability, Emotional Behavioral Disability, Significant Learning Disability, Other Health Impairment, Autism, Orthopedic Impairment, Visual Impairment, Hearing Impairment, Speech & Language, and Traumatic Brain Injury. Occupational and/or Physical Therapy may also be provided for those children who need the service in conjunction with an established area of disability.

SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES (Policy 2460; Policy 2260)

Upon request, Oconto Falls School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will

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appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides. Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting the Director of Pupil Services and Special Education, Oconto Falls School District, at 920-848-4443 ext. 2, or by writing him/her at: Oconto Falls High School; 210 N. Farm Rd.; Oconto Falls, WI 54154.

STUDENT CONSULTATION TEAM

The Student Consultation Team (SCT) is the school's problem-solving team. The SCT consists of the student's classroom teacher, school counselor, and other specialists, who meet as needed to discuss academic and behavioral concerns with students and to identify possible interventions. The SCT works closely with parents and makes referrals to community-based agencies when school-based services are not appropriate or sufficient to meet student needs.

TITLE I SERVICES

Title I is a federally funded program designed to provide regular education children with extra help in reading/language arts or math. It is not a Special Education Program. Students in 5K through Grade 5 can be selected for Title I services based on test results, teacher recommendation, and/or if classroom performance indicates that additional help is needed. Students are involved in small group or individual learning experiences in the regular classroom or in the Title I Interventionists room. The Title I teacher works closely with the classroom teacher to provide positive, supplemental learning experiences targeted to meet each student's needs. In accordance with federal Title I requirements, parents may request the following information regarding their child's classroom teachers or paraprofessionals:

- Teacher License and Paraprofessional Certifications
- Emergency Licenses

At Oconto Falls Elementary School, we are committed to providing every student with the tools and support they need to thrive. To monitor your child's progress, we administer district reading and math assessments three to four times each year, alongside reviewing classroom performance data. This helps us celebrate their growth and quickly identify students who might benefit from extra, targeted assistance.

These specialized supports are provided through our Title I Services program. To ensure there are no delays in getting your child this extra help right when they need it, we love to have permissions ready to go. By signing below, you give consent for your child to receive these Title Services if our team identifies that they would benefit from the extra reading or math boost.

If your child qualifies, we will reach out to let you know. If you have any questions at all, please feel free to contact Principal and Title I Coordinator, Jon Jagler, at (920) 848-4476.

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Nursing Services in School

Medications in School

A medication consent form is required for any medications (prescription or OTC) that will be stored at school

An adult must drop off medications

A separate form is required for each medication, each dose change, and each school year

Vision screenings

Vision screening with spot screener is done by the Lions club for all 4k and 5k students. The district nurses screen long distance vision, color blind vision and depth perception in 1st, 3rd, 5th, 7th and at the end of 8th grade.

Immunization requirements

State law requires all schools to review immunization records for all students. This is done at the start of each school year. Guardians will be contacted if we are unable to verify compliance or waivers.

Annual online health form

Please fill out the annual online health information forms, this helps us update our records, allows you to alert nurses of new or concerning information and also gives consent for OTC medications that are stocked by the school

Too sick for school? When to stay home

- symptoms that prevent active participation
- fever 100.4 F or greater- student may return when fever free without the use of fever reducing medication for 24 hours
- vomiting and/or diarrhea
- new rash with a fever

Rule of thumb: students may return when fever free x24 hours without the use of fever reducing agents, and significant improvement in symptoms

When to get a doctors note

Attendance: Parents must call the attendance line by 8:00am if their child is to be absent

*Excused absences for illnesses and professional appointments require professional documentation stating they were seen, and if additional days at home are recommended

Other times a note is required:

- *Injury with activity restrictions
- *Planned or unplanned surgical procedures
- *Confirmation that the student is cleared of any previous activity restrictions

Nursing contact information

Brittany Shaffer RN BSN
brittany.shaffer@of-ps.org

To reach us by phone: call
your school and use option 4

Cassandra Tyczkowski RN BSN
cassandra.tyczkowski@of-ps.org

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PARENT ACKNOWLEDGEMENT

Please use the acknowledgement in Parent-Square confirming that you have read the Oconto Falls Elementary School Parent-Student Handbook electronically. If you would prefer a paper copy, please contact the school office directly. Acknowledgement of reading the OFES Parent-Student Handbook must be received either electrically or on paper by **Friday, September 18, 2026**.

If you have any questions regarding the information in the handbook, please do not hesitate to contact, (920) 848-4476.

Mr. Jon Jagler, Principal
jonathan.jagler@of-ps.org

Mrs. Melissa Gossfeld, Assistant Principal
melissa.gossfeld@of-ps.org

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