



CENTRAL OAKS

Academy Charter School

2024-2025 Family Handbook

Physical Location: 311 Lincoln Street

Mailing Address: 510 Peach Street

Wisconsin Rapids, WI 54494

715-424-6786

www.wrps.org

Principal – Mr. Brian Oswald

****Policy and procedures in the handbook do not reflect changes made due to the COVID-19 pandemic.***

Staff:

Brian Oswald

Emily Jardine

Amanda Akkerman

Amy Korslin

Cyndee Lewis

Megan Onesti

Laura Scheunemann

Rebecca Sturdy

Mission Statement

Mission:

The mission of Central Oaks Academy is to individualize learning, so students can achieve their full potential and positively impact their community.

Core Values:

- We believe all children can learn and grow.
- We value opportunities to develop the whole child through an individualized educational path.
- We value our families' commitment to their children's education and a strong partnership between home and school.
- We believe in creating a welcoming community that strengthens relationships.

Vision:

Central Oaks Academy is committed to fostering strong partnerships with families. Our rigorous and authentic learning opportunities develop well-rounded learners who have a voice in their educational path.

Student Non-Discrimination and Anti-Harassment

The School District of Wisconsin Rapids is committed to equal educational opportunity for all District students. The District will not deny any person admission to, participation in, or the benefits of any curricular, extra-curricular, pupil services, recreational or other program or activity because of a person's gender, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, transgender status, gender identity, or physical, mental, emotional or learning disability, or any other characteristic protected under State or Federal civil rights laws.

The District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. The District prohibits all forms of discrimination and harassment.

The District encourages all students, as well as third parties, to promptly report incidents of discrimination or harassment to a teacher, administrator, supervisor, or other District employee or official so that the District may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall forward the complaint to the District's designated Compliance Officer without undue delay, but not later than two (2) business days. The District's designated Compliance Officer is the Director of Human Resources. Complaints should be submitted to:

Director of Human Resources
School District of Wisconsin Rapids
510 Peach Street
Wisconsin Rapids, WI 54494

To review Board Policy 411 concerning Student Non-Discrimination and Anti-Harassment, go to www.wrps.org and click on School Board Policy 411.

Enrollment Procedure:

If you are a WI Rapids School District family and are ready to apply, please click on the application. Families living outside the school district will need to apply for Open Enrollment prior to completing the Central Oaks Application.

If you are interested in your student attending Central Oaks Academy Charter School, guardians are welcome to apply at any point throughout the year. However, transitions will only occur at the beginning of each trimester.

Applications will be considered on an individual basis. Guardians will be contacted for an enrollment meeting with a Lead Education Guide (LEG) two weeks prior to the start of each trimester. Please see trimester dates below.

Trimester Two Start Date: 12/2/2024

Trimester Three Start Date: 03/5/2025

Applications received during the third trimester will be considered for the fall of 2025

Please call 715-424-6700 x1500 if you have additional questions regarding our school and the application process.

[Central Oaks Academy Charter School Application](#)

[Open Enrollment](#)- Families living outside the WI Rapids school district will need to apply for Open Enrollment prior to completing the Central Oaks Academy Charter School application.

After you have been contacted in regard to your application, you will need to visit the enrollment center to complete your enrollment in the WRPS District.

WRPS Enrollment Center

311 Lincoln Street
Wisconsin Rapids, WI 54494

All enrollment of students shall be done at the WRPS Enrollment Center. Students entering any grade for the first time shall present a birth certificate. Furthermore, all persons ten (10) years of age or younger entering initially or transferring from another state are required to be completely immunized against vaccine preventable diseases as designated by the state health authority. Proof of such immunizations must be submitted to the school or exemption waiver submitted.

Each school year, families will be required to complete online verification of student information.

Enrollment Cap:

Central Oaks Academy will maintain a staff student ratio of 40 students per Lead Education Guide (LEG). If enrollment requests exceed this ratio, efforts will be made to hire additional staff. If the caps are in place and there is no additional staffing added due to availability of qualified candidates, student applicants would be placed on a waiting list and selected according to the lottery process outlined in the charter contract.

Immunizations:

Please check with your doctor, the Wood County Courthouse, or our school nurse, (715-424-6786), for Student Immunization Law Age/Grade Requirements.

Student Screeners in Fall and Spring

*All students will be required to complete the screeners in the Fall and Spring.

WRPS 4K Essentials

All 4K students will complete the WRPS 4K Essentials Screener. This screener consists of basic and early concepts.

STAR Early Literacy

All students in grades K-2 will complete this screener. STAR Early Literacy is a computer-adaptive screener, designed to give you accurate, reliable, and valid data quickly.

WRPS Math Screener

All students in grades K-1 will complete the district math screener. This screener consists of several K-1 grade level tasks that will be administered one-on-one with a teacher.

STAR Reading and STAR Math

All students in grades 2-8 will complete STAR reading and STAR Math. STAR Reading and STAR Math are computer-adaptive screeners designed to give you accurate, reliable, and valid data quickly.

**A math or reading interventionist will contact you to schedule intervention if your child is not meeting the Math or Reading benchmarks.

Progress Reports (4K-8)

Progress Reports will be completed for each child at the end of each Trimester.

Conferences (4K-8)

You are required to meet with your LEG (Lead Education Guide) 3 times a year (November, March, May) for a formal conference to discuss each child's progress per Trimester. This is in addition to the regular check-ins to discuss progress with the curriculum.

Curriculum Plan

A curriculum plan for each subject area (English Language Arts, Math, Social Studies and Science) is required for each child for the school year. Curriculum orders will not be considered without an approved curriculum plan. The curriculum order must reflect your curriculum plan.

Communication

Our primary form of communication is email. Therefore, check your email weekly, at the very least. In addition, it is required that you inform the secretary, Emily Jardine, of any changes in email, phone, or address. You must also keep your district assigned Skyward account up to date. You will receive [Skylerts](#) from WRPS and Central Oaks Academy.

Lack of communication may result in dismissal from Central Oaks Academy Charter School.

Wisconsin Forward Exam

This state exam is used to gauge how well students are performing in specific grade levels in the areas of English language arts (ELA), mathematics, science, and social studies.

Wisconsin students take the assessments in the following grades:

- Grade 3, 5, 6, and 7: English Language Arts & Math
- Grades 4 and 8: English Language Arts, Math, Science, & Social Studies

Curriculum Expectations:

Students must use curriculum from our approved curriculum. Students must use their current grade level curriculum unless they have an IEP through the school district, qualify for Gifted and Talented services, or have approval from Central Oaks administration.

Withdrawal from Central Oaks Academy:

Students who do not complete one successful trimester at Central Oaks Academy must return their purchased curriculum.

Attendance and Participation

Attendance will be considered in the following ways:

- a. Completion and documentation of work through identified curricula
- b. Attendance and active participation in online courses
- c. Participation in conferences and screeners
- d. Regular and timely communication with Central Oaks Academy staff

Students who are failing to meet the attendance expectations (see above) of Central Oaks Academy will be issued a warning letter and if attendance does not improve, may be dismissed from Central Oaks Academy.

If your child is ill or will not be attending for family or personal reasons, please email our secretary emily.jardine@wrps.net or enter the absence directly into Skyward.

Bullying:

The School District of Wisconsin Rapids strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may or may not be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; transgender status; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet)
- Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Any communication of this form which disrupts or prevents a safe and positive educational environment may be considered cyber bullying. Cyber bullying is unacceptable and a violation of the District's technology acceptable

use policy and procedures.

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the District. This includes public transportation regularly used by students to go to and from school. Educational environments include every activity under school supervision.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal. Reports of bullying may be made verbally or in writing and may be made confidentially. Learn more about Board Policy 411.5 concerning bullying on the District webpage under "School Board."

Internet Policy:

WRPS expects responsible and appropriate use of network services and technology. A parent and student must sign the Responsible Use Policy (RUP) and agree to the terms to permit a child to use the Internet, e-mail and other District network services. Key components of the policy are:

- The Internet is used for teacher-approved activities only.
- Student email accounts may only be used for school purposes. The AUP applies to all school technology.

Academic Honesty:

WRPS Policy #443.9 prohibits cheating. Cheating is defined as an act of deception by which a student misrepresents mastery on an academic exercise which, in fact, has not been mastered. Cheating, copying, plagiarizing, or forging in connection with academic endeavors will be subject to disciplinary action. The following procedures will be followed upon the discovery of an event that reflects academic dishonesty:

- Central Oaks staff will immediately address the behavior with the student and family. The staff member may choose to represent the grade with a "zero" at the time of the incident.
- A first time infraction may result in meeting with the student and/or parent to discuss the incident. The staff member may allow the student to redo the assignment for credit within an agreed upon timeline.
- Further incidents will result in various appropriate actions such as; "zero" for the entire assignment, meeting with the principal, behavior referral, or another appropriate consequence.

Technology Questions/Concerns:

Please contact Melissa Bouchard at 715-424-6715.

Infractions of the Disciplinary Plan:

Major infractions of the Disciplinary Plan include fighting, disrespect to staff and guest teachers, failure to follow reasonable directions, continuous disruption, swearing at others,

intimidation, harassment, assault, drugs/alcohol use/distribution/possession, and bringing a weapon to school. As defined by state statute a “dangerous weapon” means any firearm, whether loaded or unloaded, any device designed as a weapon of producing bodily harm, any electric weapon or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm.

Due to the serious nature of these inappropriate behaviors, the consequences will involve time spent after school, parent conferences, removal from class, in-school and out-of-school suspension, a police referral and possible expulsion proceedings. Students who are given out of classroom suspensions may be prevented from participating in extra activities including field trips. The primary focus is on protecting all of the people in the school and providing a safe and orderly environment where they can work and learn.

We expect all students to behave in a respectful, responsible, and safe manner. In the interest of the health and safety of all children if a student does not follow school rules appropriate action will be taken. Hard and fast rules cannot be made to cover all situations. It is most important that good judgment prevail at all times.

Involvement with Law Enforcement or Child Protective Services’ Agents: If the safety of a child is at risk a Child Protective Services’ agent and/or Police Officer has the right to interview and take a student into protective custody. Parental notification by school authorities is not required.

Information regarding in person school days, writing workshop, tutoring, and testing.

Absence:

School attendance is critical to the educational success of your child. Your child is expected to do daily school work unless he/she is ill or has other justifiable reasons for the absence. Therefore, we ask your understanding of and cooperation with attendance procedures. WRPS may terminate a pupil’s open enrollment or boundary exception in the succeeding Trimester or school year if the student is habitually truant during any Trimester in the current school year.

State statute requires each school to report the frequency of and reasons for student absences. The truancy statute is not a district policy; it is state law. Under Wisconsin Statute 118.16(1)(a) and (c), a student is considered truant if school is in session and he/she is not in attendance without an acceptable excuse. A child is considered a habitual truant when absent or tardy without an acceptable excuse for part or all of 5 or more days on which school is held during a Trimester.

Parents of students should contact our secretary if they are going to be absent due to illness or other reasons.

Change of Address:

Please inform the office if you change your address or telephone number. A written notice is preferable.

Breakfast & Lunch:

Food Service balances carry over indefinitely, meaning that when a student attends WRAMS or LHS someday, the balance they have will be there for them to use. Current balances are visible in Skyward under Food Service.

Families are asked to still complete the Free & Reduced Application that is received in the back to school packet each year, as it is necessary for other district programs and may be used to determine if your household is eligible for these additional benefits.

Extra milk/juice and/or guest meals are still able to be charged, as long as the student has a positive account balance.

2024-2025 Breakfast/Lunch Prices

Breakfast Pricing	
Student	\$1.50
Reduced	No Charge
Extra Milk	\$0.45
Lunch Pricing	
Student (Elementary)	\$2.15
Student (Middle School)	\$2.35
Reduced	\$0.40
Extra Milk	\$0.45

Special Note: Fast food is not allowed in the lunchroom. Please refrain from bringing fast food to eat with your child. If you do bring fast food items, you will be asked to eat in the conference room.

Money:

When money must be sent to school for any reason, please place it in a sealed envelope with the child's name, grade, the amount enclosed, and its purpose.

Office Hours:

The office is open from 9:00-3:00 p.m. every school day. The office phone number is 715-424-6786.

Snack:

We request that families make every effort to provide healthy snacks when the occasion arises to bring in a snack to school.

Student Insurance:

Student accident insurance is available through a private provider on an annual basis. Applications are sent home during the initial weeks of school. The school district does not provide individual insurance for students.

Cell Phones at School:

Cell phones are not allowed in the classroom at any time. Students may have their phone in their backpack and turned off during the school day. The school is not responsible for items brought to school by the student.

All home/student communication should be directed through the school office.

Electronic Devices:

Central Oaks Academy respectfully ask that all personal electronic devices, including but not limited to smart WATCHES, gaming systems, cell phones (unless critically important), and MP3 players are left at home.



Central Oaks Academy will not be responsible for lost, stolen, or damaged personal equipment while in a student's possession. If the items are discovered during the school day, they may be taken away and parents may be contacted. Repeat offenders may have additional consequences.

Dress Code:

Students are asked to comply with the school dress code. Students are not to wear clothing which may cause a disruption to the educational process or the orderly operation of the

school. This includes: “Short” shorts, spaghetti strap tank tops, halters (which reveal undergarments or exposed midriffs), cutoffs, and clothing with inappropriate messages. Clothing that contains comments, pictures, slogans, or designs that are obscene, profane, lewd, or vulgar. This includes any clothing that promotes alcoholic beverages, tobacco products, illegal drugs, or illegal activities. Clothing which harasses or threatens an individual or group of individuals because of sex, race, color, religion, handicap, national origin, sexual orientation, transgender status, gender identity, or physical, mental, emotional or learning disability, or any other characteristic protected under State or Federal civil rights laws. If such clothing is worn to school, students will be required to change or cover said clothing or will be sent home to do so. Refusal to change or cover said clothing will result in the students not being allowed to attend class until they have complied.

Note: In the interest of safety, all students are required to wear gym shoes for Physical Education classes. When Physical Education is inside, we ask that these gym shoes be other than what the student normally wears outside.

Safety

Bicycles, Scooters, Skateboards, and Rollerblades:

Bicycles, scooters, skateboards, shoes with wheels and roller blades may be ridden to school and should be locked and/or parked in the areas provided. When students arrive at school and leave, they must push their bicycles or scooter and carry skateboards or rollerblades. Students will not be allowed to ride on the playgrounds or sidewalks during school hours.



Bike Riders:

All students that ride bicycles to school are to ride directly to the school grounds, push them to the bike rack, and lock them (preferably). Bicycles may not be ridden during the school day, and are not to be ridden through parking areas when arriving at school or when leaving after school. Bikes should be walked on school sidewalks.

Cancellation Of School:

Before School: If bad weather during the night makes it impossible for buses to run in the morning, a Skylert message will be sent to all families via their provided contact information in Skyward Family Access as early as possible, but in no case later than 6:30 a.m. Also, notice of cancellation will be posted on the main District webpage at (www.wrps.org) . WFHR (1320 AM), WGLX (103.3 FM), WSPT (97.9 FM), WIFC (95.5 FM),

WSAU (550 AM), WDEZ (102 FM), WRIG (1390 AM), WSPO (1010 AM), WAXX (104 FM), WAYY (1150 AM) WYTE (96 FM), WDLB (1450 AM), WLJY (106 FM), WIZD (99.9 FM),

WYCO (108 FM), AND WXCO (1230 AM)

If bad weather develops during the morning while school is in session contact regarding the early dismissal will be made to the above listed stations and posted to the webpage by 10:00 a.m. advising parents that their children will be sent home early. Lunches will be served to K-12 students before the K-12 students are dismissed.

For early dismissal, buses will run according to the following schedule:

- Wisconsin Rapids Area Middle School - 12: 00 PM
- Elementary Schools (public and parochial) - 1:00 PM
- Assumption High School - 12:10 PM
- Lincoln High School - 12:20 PM
- River Cities High School – A.M. Session - 11:00 AM
- Morning 4 Yr Old Kindergarten Session – 10:45 AM

** Afternoon 4K and early education sessions, River Cities High School afternoon and evening sessions will be canceled.

All students, including walkers, will be dismissed at the times listed above. Generally, lunches will be served before the pupils are dismissed. We encourage you to listen to the radio if you think the weather is bad and please DO NOT CALL THE SCHOOL. It is important to keep the phone lines open. Please check the website for updates.

Cold Weather Recess/Playground Procedures:

- 0 degrees, students will not play outside for more than 10 minutes at a time.
- 10 degrees below 0 degrees, children will not go outside at all.
- Short sleeve recess: 50+ on the wind-chill thermometer
- Long sleeve recess: 40 - 49 on the wind-chill thermometer
- Winter clothes: -10 to -39 on the wind-chill thermometer

Proper Dress for Recess		
Above 50		Short Sleeves ☺
40-50		Long Sleeves
0-39 Wind-Chill *****		Winter Coats, Hats, Gloves, Boots, Snow Pants
Below 0 Wind-Chill		10 min. Recess
-10 Wind-Chill		No Outside Recess

Medication:

When possible, parents are encouraged to administer medication at home. The following procedures are used by the Wisconsin Rapids Public Schools when administering medication at

school.

For Prescription Medication:

- ❖ The Physician/Dentist Orders for [Administering Prescription Medication in School form](#) must be completed by the prescribing physician and parent, and returned to school before any medication will be administered. This form must be signed annually.
- ❖ All medications must be in a pharmacy-labeled container, placed in a sealed envelope, labeled with your child's name, and if in pill form the # of pills sent. > Medications classified as non-controlled substances, such as antibiotics, eye drops, and inhalers for treatment of asthma, may be sent to school with a student.
 - > Any medication identified as a controlled substance, such as medication for treatment of ADD/ADHD, anxiety, or pain must be delivered to the school office by a parent, guardian, or other responsible adult.
 - > Extra prescription labeled bottles can be obtained from your pharmacist upon request.
 - > Medication should be supplied in ready-to-administer dosage form, i.e., pills cut in half if needed.
- ❖ Medication arriving in improperly labeled or unlabeled containers such as envelopes, baggies, or wrapped in aluminum foil will not be administered by school personnel.
- ❖ Changes in dosages, medication, and/or time of administration require a new **Physician Order Form** be completed.
- ❖ Over the counter medication will be administered only with proper written parental consent. Medication must be provided in the original labeled container.



Nursing Services:

Each elementary school provides scheduled nursing services on a weekly basis. A school nurse is always available for consultation even if the nurse is not at the school site.

The school nurse organizes appropriate screening programs such as vision and hearing screenings. In addition, the nurse may perform physical assessments and identify students with health problems that impact educational performance. If you do not want your child to participate in these activities, you must notify the school principal in writing.

Parents Right to Restrict School Release Of Public Information: Student Directory Data is defined as: student name, address, photographs, degrees and awards received, major field of study, participation in activities/sports, weight/height on athletic team, and name of school student most recently attended. The ability to release directory data helps WRPS to include a student in certain publications like the annual yearbook, honor roll and scholarship programs, and on athletic program rosters. At the high school level, WRPS does receive requests for student data from organizations such as colleges/universities, technical colleges, and armed forces recruiters for educational or career opportunity purposes. Parents or adult pupils must

complete the “Release of Student Directory Data” during the online verification process if they wish to restrict the release of student data. If it is not completed, the District will fulfill its legal obligation to release directory data when requested.

Drop Off and Pick-Ups:

Details regarding drop off/pick up will be provided to families in the beginning of the school year.

Publication/Sales:

All posters and publications must be submitted to and approved by the administrator before they are posted and/or distributed. No student may sell any product (candy bars, etc.) during school hours. Please only ask your own teacher, as there are many fundraisers in our community and we have many students. Thank you for respecting our teachers in this matter.

Release Of Students During The School Day:

A custodial parent or authorized person requesting release of a student during the school day must check into the office and sign the student out. Office staff will then contact the classroom and have the child sent to the office. Release will be made only to those individuals designated on the student’s emergency card, unless authorization has been previously given to the office by the parent.

Safety and Security:

Each year we conduct periodic safety drills during the school year for a variety of potential emergencies which could occur. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. In cooperation with our School Safety Officer, we practice and prepare for the event of a school emergency that would require a lockdown or evacuation. We practice these drills to ensure the safety of all students, staff, and visitors in our school buildings. We also lock all exterior doors in the building during the school day.

Visitors:

All visitors must report to the office and sign in upon arrival at school. The District uses the Raptor Visitor Management System to build on the District’s program of campus safety for students and faculty. The Raptor system will enhance our ability to track visitors, contractors, and volunteers in our schools. Upon entering our building ALL visitors will be asked to report directly to the school office and present a valid state-issued ID which will be scanned into the Raptor system and a sticker for the visitor will be printed. A sticker will be **REQUIRED for all visitors who will be moving beyond the school office.** The safety of our students and staff is our highest priority.

If you wish to be a **school volunteer**, contact your child’s teacher or the office. We will work with you to find a setting to utilize your talents. Background checks are required by November

30th for volunteering in the school including on field trips and can be completed at www.wrps.net. Once the process is complete and you are approved as a volunteer, the process will not need to be repeated for another 3 years.

Sick At School:

If your child becomes ill during the school day, a call will be placed to the parent(s) of the child to arrange for the child to be picked up. If the parents cannot be reached, we will attempt to contact the emergency contacts listed in Skyward. We consider the child sick if they are running a fever or have vomited. If the child is not running a fever and has not vomited, we will have the child rest in our health office and will eventually send them back to class when they are ready. If the child does not feel that they can return to class, we will attempt to contact the parent for pick up. It is very important that contact information is always current; please inform the office of any changes immediately.



If your child has had a fever, he or she cannot return to school until the child has been fever free, 24 hours, without the aid of fever reducing medication. This is important for the health of not only your child, but the health of others as well.