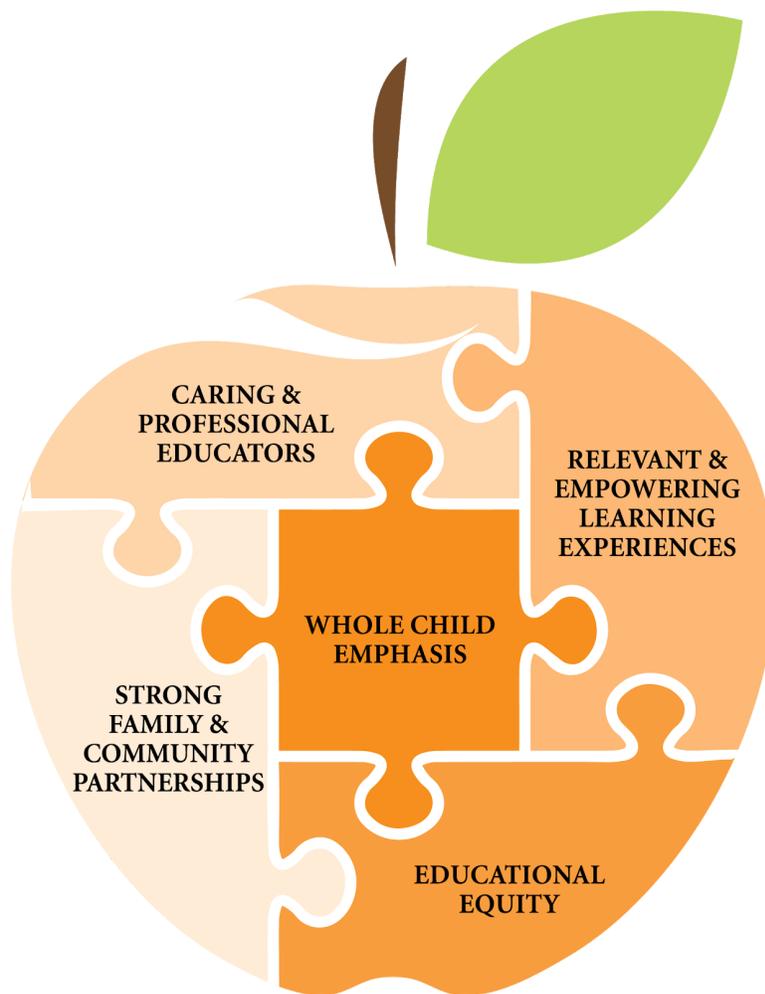


# Oregon School District K-6 Family Handbook 2020 - 2021



“...Helping students acquire the skills, knowledge and attitudes needed to achieve their individual potential...”

# Table of Contents

Welcome!	4
Frequently Used Phone Numbers	5
COVID-19	6
Before Arriving At School:	6
While At School:	7
What Steps Will OSD Take If There Is A Positive Case of COVID-19 At School:	8
When Students Need To Stay Home Regarding COVID-19:	8
<b>SCHOOL OPERATIONS</b>	<b>12</b>
School Hours	12
Attendance	12
How To Report An Absence:	12
Attendance Due to Illness / Medical Appointments	13
Extended Absences	13
Making Up School Work	14
Returning to School or Leaving School During The School Day	14
Transportation	14
How to be a Safe Bus Rider	14
Walking or Biking To School	15
Inclement Weather / School Closure	15
Indoor Recess Requests	16
Appropriate Dress	16
School Meals & Snacks	17
Eating Lunch With Students	17
Snacks	18
Celebrations	18
Medication	18
<b>BE A PART OF OUR SCHOOL COMMUNITY</b>	<b>19</b>
Visitors	19
Volunteers	19
Substitutes	20
<b>STUDENT EXPECTATIONS</b>	<b>21</b>
Student Behavior Expectations	21
Legal Rights & Responsibilities	21
Non-Discrimination (Policy 157)	21

Anti-Harassment (Policies 157, 164 and 165)	21
Bullying (Policy 163)	23
Bringing Items To School	23
Phones & Other Electronics	23
Toys/Athletic Equipment	24
Firearms/Weapons/Alcohol or Other Drugs	24
Technology Use	25
Privacy	25
Treat Technology With Care	25
Need Help? Questions About These Guidelines?	25
STUDENT SUPPORT	26
Student Services	26
Students In Need Of Support	26
How To Request A 504 Plan or Programming in Special Education	26
BUILDING SPECIFIC INFORMATION	28
Brooklyn Elementary School (BKE): Kindergarten-Grade 4	28
BKE Main Office Contact Information:	28
BKE Special Event Calendar	28
BKE Parent Teacher Organization (PTO) Information:	29
Forest Edge Elementary School (FES): Kindergarten-Grade 6	30
FES Main Office Contact Information:	30
FES Special Event Calendar	30
FES Parent Teacher Organization (PTO) Information:	32
Netherwood Knoll Elem. School (NKE): Kindergarten-Grade 4	32
NKE Main Office Contact Information:	32
NKE Special Event Calendar	32
Oregon Parent Teacher Organization (PTO) Information:	34
Prairie View Elementary School (PVE): Kindergarten-Grade 4	34
PVE Main Office Contact Information:	34
PVE Special Event Calendar	34
PVE Parent Teacher Organization (PTO) Information:	36
Rome Corners Intermediate School (RCI): Grades 5-6	36
RCI Main Office Contact Information:	36
RCI Special Event Calendar	36
COMMUNITY EDUCATION	38

## Welcome!

Dear Families,

We are excited to welcome you to the 2020-2021 school year. Whether you are brand new to the Oregon School District (OSD) or have had students in our schools for many years, we are happy that you are part of the OSD family. This handbook provides information about our schools that serve Kindergarten - Grade 6. While this handbook was developed primarily for the traditional in-person instruction format, it begins with a section on COVID-19, which will guide school operations as we begin the school year. We appreciate your help as we prioritize a safe start to the school year.

Our collective mission is centered around “helping students acquire the skills, knowledge and attitudes needed to achieve their individual potential.” The apple graphic on the front cover of this handbook is a symbol of five values that were created, together with our community, and is the foundation for our district operations.

While the pandemic has required a different start to this school year, our mission and values remain the same. Know that we are committed to prioritizing the health and safety of our school community while continuing to offer the best possible learning experience for your student.

We know that partnering together and having open and honest communication is the foundation of a successful school experience. Know that we are here to help and support your family, and that we invite you to contact us with questions that you have now and throughout the school year.

Sincerely,

Dr. Leslie Bergstrom, Ed.D. - District Superintendent  
Dawn Goltz - Prairie View Elementary School Principal  
Chris Kluck - Netherwood Knoll Elementary School Principal  
Kerri Modjeski - Forest Edge Elementary School Principal  
Cyndi Olander - Rome Corners Intermediate School Principal  
Anna Seidenstricker - Brooklyn Elementary School Principal

## Frequently Used Phone Numbers

District Office Receptionist	(608) 835-4091
School Closure Line	(608) 835-4000 (press option #6)
BKE Main Office	(608) 835-4591
Attendance Line 24/7	(608) 835-4500 (press option #1)
BKE Health Office	(608) 835-4575
FES Main Office	(608) 835-4691
Attendance Line 24/7	(608) 835-4600 (press option #1)
FES Health Office	(608) 835-4636
NKE Main Office	(608) 835-4191
Attendance Line 24/7	(608) 835-4100 (press option #1)
NKE Health Office	(608) 835-4105
PVE Main Office	(608) 835-4291
Attendance Line 24/7	(608) 835-4200 (press option #1)
PVE Health Office	(608) 835-4209
RCI Main Office	(608) 835-4791
Attendance Line 24/7	(608) 835-4700 (press option #1)
RCI Health Office	(608) 835-4713
Technology Help Desk	(608) 835-4025
Director of Transportation	(608) 835-4032
Director of Nutrition (Food Service)	(608) 835-4036
Rebecca McCabe - District School Nurse	(608) 835-4109
Raven Foulker - District School Nurse	(608) 835-4139
ORCHARDS Study For Influenza Testing	(608) 265-3164

## COVID-19

Our top priority is the health and safety of our school community. We are working diligently with Public Health Madison & Dane County (PHMDC) to implement protective measures to protect the health and safety of our students and staff as they return to school.

Protective measures work best when we all work together to follow them, so we need your help to ensure that students understand and follow COVID-19 protective measures. If your student attends school in-person, we will also be teaching your student about these protective measures. If you have questions or need assistance with this, please contact your main office so that we can provide support.

Here is a summary of what we need families to do to help protect the health and safety of our school community as of August 7, 2020. You should be aware that PHMDC guidance continues to be updated. For the most up-to-date information, please see Board Policies 565 and 566 on our website at [OregonSD.org/policies](https://OregonSD.org/policies) or call the District Office at (608) 835-4091.

### Before Arriving At School:

- ❑ Check your student for any symptoms of COVID-19. Symptoms that may appear 2-14 days after exposure:
  1. Fever (100 degrees or higher)
  2. Cough
  3. Sore throat
  4. Shortness of breath or difficulty breathing
  5. Headache
  6. New loss of taste or smell
  7. Chills
  8. Muscle pain
  9. Other less common symptoms have been reported, such as nausea, vomiting or diarrhea.

- ❑ If your student is not feeling well, please keep them home. We will send students home if they have a fever and/or are exhibiting symptoms of COVID-19.
- ❑ Ensure your student has a mask to wear. If you need masks, we have extras at school. Students are required to wear masks while on the school bus. Bandanas and masks from fleece are not acceptable face coverings.
- ❑ Have your student wash their hands for at least 20 seconds with soap and water before leaving the house.
- ❑ Please call the main office if your student has been diagnosed with COVID-19 or has been exposed to COVID-19 so that we can take the appropriate protective measures.

### While At School:

- ❑ Students must wear a mask while indoors. The mask should fit snugly around the student's nose and mouth. Students may also wear a face shield in addition to the mask if desired, but wearing a mask will still be required. Staff will also be required to wear masks. Staff may wear the approved Badger Face Shields.
- ❑ We will do our best to schedule outside time so students can have mask breaks.
- ❑ Students should wash their hands for at least 20 seconds with soap and water (or use hand sanitizer if hand washing is not readily available) when needed, such as after using the restroom, touching their face or mask, blowing their nose, etc.
- ❑ If students need to cough or sneeze, they should do so into their elbow or a tissue. They should then throw the tissue away and wash their hands or use hand sanitizer.
- ❑ Students should avoid touching their eyes, nose, and mouth with unwashed hands.
- ❑ Students should do their best to maintain 6-feet of physical distance between themselves and others. We will have markers in classrooms and hallways, as well as staff present, to help them do this.

## What Steps Will OSD Take If There Is A Positive Case of COVID-19 At School:

We have detailed guidance attached to Board Policies 565 and 566. In essence, we will:

- Notify the student’s parent/guardian if the student had close contact with the person while at school (close contact is within 6-feet for 15 minutes or more total per day);
- Require the student to follow the procedures below regarding staying home;
- Provide learning opportunities via online only for the cohort for 14-days or as needed if necessary for the health of staff and students;
- Close off areas used by the person who is sick; and
- Clean and disinfect all areas used by the person who is sick as directed by CDC guidelines using EPA-approved disinfectants.

## When Students Need To Stay Home Regarding COVID-19:

The following is based on Public Health Madison & Dane County’s guidance. If you have any questions about whether your student should attend school, please keep your student home and contact your main office so that we may assist you.

Scenario	Concern	Policy
A.	Student Has Tested Positive for COVID-19 But Has No Symptoms	Students must stay home and monitor for symptoms. If the student has no symptoms, they can return 10 days after they were tested.  If during the 10 days they become symptomatic, then they must continue to stay home for at least 10 more days from the date of the symptom onset and meet all the following before returning to school:  1. They have been fever-free for 24 hours (without the use of fever reducing medications);

		<p>2. Their other symptoms have improved; AND</p> <p>3. It has been at least 10 days since their symptom onset.</p>
B.	Student is sick with symptoms of COVID-19, but has not yet been tested	<p>Students must stay home. We strongly recommend the student be tested.</p> <p>Student must stay home until all of the following apply:</p> <ol style="list-style-type: none"> <li>1. They have been fever-free for 24 hours (without the use of fever reducing medications);</li> <li>2. Their other symptoms have improved; AND</li> <li>3. It has been at least 10 days since their symptom onset.</li> </ol> <p>If tested, stay home until test results return. Follow Scenario D or E depending on test results.</p>
C.	Student is sick with symptoms of COVID-19, has been tested but not yet received the test results	<p>The student must stay home until the test results return.</p> <p>Follow Scenario D or E, depending on test results.</p>
D.	Student is sick with symptoms of COVID-19, has been tested and test results came back negative	<p>Student does not have COVID-19.</p> <p>The student may return to school once:</p> <ul style="list-style-type: none"> <li>● fever-free for 24 hours (without the use of fever reducing medications),</li> <li>● 24 hours after last episode of vomiting or diarrhea,</li> <li>● when on antibiotics for at least 24 hours, or</li> <li>● as approved by a doctor.</li> </ul>
E.	Student is sick with symptoms of COVID-19, has been tested and test results came back positive	<p>Student must stay home until all of the following apply:</p> <ol style="list-style-type: none"> <li>1. They have been fever-free for 24 hours (without the use of fever reducing medications);</li> <li>2. Their other symptoms have improved; AND</li> </ol>

		3. It has been at least 10 days since their symptom onset.
F.	Student had COVID-19 in the past and now has another positive test.	Student may attend school provided they do not have symptoms. People who have COVID-19 can test positive for many weeks after they recover and are no longer infectious.
G.	Student has been in close contact with someone who shows symptoms but has not been tested	Student can continue to attend school but family must monitor student's symptoms daily.
H.	Student has been in close contact with someone who shows symptoms and is waiting on test results	Student can continue to attend school but family must monitor student's symptoms daily.
I.	Student has been in close contact with someone who tested positive for COVID-19.	<p>Student may not attend school for a full 14 days after last contact with the person and no symptoms arise.</p> <p>If symptoms appear, students may not attend school until all of the following apply:</p> <ol style="list-style-type: none"> <li>1. They have been fever-free for 24 hours (without the use of fever reducing medications);</li> <li>2. Their other symptoms have improved; AND</li> <li>3. It has been at least 10 days since their symptom onset.</li> </ol>
J.	Student is living with someone who tested positive for COVID-19.	<p>If student is unable to have complete separation from the person, may not attend school for a full 14 days after the person who tested positive ends their isolation.</p> <p>If they are able to have complete separation, then they should stay home for 14 days after their last contact with the person and no symptoms arise.</p>

		<p>If symptoms appear, students may not attend school until all of the following apply:</p> <ol style="list-style-type: none"> <li>1. They have been fever-free for 24 hours (without the use of fever reducing medications);</li> <li>2. Their other symptoms have improved; AND</li> <li>3. It has been at least 10 days since their symptom onset.</li> </ol>
K.	<p>Student lives with or has been in close contact to someone who has been exposed to another person who has tested positive for COVID-19</p>	<p>Families should use their best judgement about the extent of the exposure, but PHMDC advises student may attend school and family should monitor student's symptoms daily prior to arriving at school.</p>

**SCHOOL OPERATIONS**

Our top priority is the health and safety of our school community. This handbook is primarily targeted for our traditional in-person instruction, and is subject to change. For the most up-to-date information, please see our website at [www.OregonSD.org](http://www.OregonSD.org), contact the District Office at (608) 835-4091, or contact your building's main office.

## School Hours

The school day at all K-6 schools is 7:50 a.m.-2:50 p.m. for students.

We ask that students not arrive earlier than 7:30 a.m. because we will not have staff present before that time.

## Attendance

We know that a key to student success is attending school. We also know there are times when a student must be absent, whether for illness or family commitments. Given COVID-19, please keep your student home if they are not feeling well.

We have provided a general overview on attendance below. For more detailed information on Attendance, see Board Policy 433 or contact your building administrator.

Under state law, generally all students between 6 and 18 years of age must attend school full time until the end of the term, quarter or semester in which they become 18 years of age. A parent/guardian may excuse a student for up to ten school days per year. When your student has reached nine days, we will contact you. Absences related to COVID-19 or that have a note from a medical advisor will not count as part of these ten days. If your student has missed more than ten days, your student may be considered truant pursuant to state law or Board Policy 433.

### *How To Report An Absence:*

If your student must be absent for in-person or virtual instruction, please call your student's school attendance line found on page 4. You may leave a message 24 hours a day. Please call before 7:45 a.m. for a same day absence.

Please clearly state:

- a. Student's name (first and last)

- b. Teacher's name
- c. Date of absence
- d. Reason for absence
- e. Your name

### *Attendance Due to Illness / Medical Appointments*

The health and safety of our students is a top priority. Please help keep our school community healthy by keeping your student home if your student is showing signs of illness.

Students who have a fever of 100 degrees or higher may not attend school, and must stay home until fever-free for at least 24 hours without medication.

Students who vomit or have diarrhea may not attend school, and must stay home until symptom free for at least 24 hours without medication.

If we believe your student has a fever or is showing signs of illness, we will contact you to pick up your student immediately. If we are unable to reach you, we will contact your student's emergency contact(s) to pick up your student. Please be sure to update all of your contact information in Infinite Campus. If you need assistance, please call the District Office at (608) 835-4091.

If your student has an appointment with a health professional (e.g., doctor, dentist, orthodontist, etc.), please provide the main office with a letter excusing the student from school. You will then see the absence marked as "M" in Infinite Campus.

### *Extended Absences*

When scheduling vacations, please keep in mind that the time missed from school is difficult to make up. However, we understand there are times when a vacation during the school year is a family's only option.

Special situations (e.g., competitions or performances) may arise during the school year.

Please call our attendance line to report any extended absences for your student.

Parent/Guardian Excused Absences will appear in Infinite Campus as "Absent-Parent/Guardian Request" (AP). If such absences exceed ten, the absence will appear as "Parent/Guardian Unexcused" (PUX).

### *Making Up School Work*

If someone is going to pick up work for an absent student, we ask that you contact the teacher or office early in the morning. You may also leave a message on the attendance line. The classroom teacher will then have time to gather materials.

### *Returning to School or Leaving School During The School Day*

Students who must leave school during the school day for an appointment or illness must be picked up at the Main Office. Parents/Guardians must sign their student out at the office. Please be prepared to show your ID. Students returning to school during the school day must sign in with a guardian at the office before returning to class. This includes students who are late for school. They will receive a pass to be admitted to class.

## Transportation

**Note: There will be additional health and safety procedures to bus transportation due to COVID-19. This information will be shared with families prior to the start of school and posted on our website.**

OSD provides bus transportation to students living a half mile or more from school. Parents/Guardians can request to have their student transported from home or from a student care provider. We will do our best to accommodate requests that are within our busing areas.

Bus routes are established for the upcoming year in late August and can be found on our website. Students are expected to ride the same route to and from school. However, we will attempt to accommodate up to three different drop off/pick up points.

Requests for permanent changes in the established points must be submitted forty-eight (48) hours before the change is to occur. You can submit changes on our website at <https://www.oregonsd.org/domain/29> or call the Director of Transportation at (608) 835-4032 or email Marc Fink at [mjfink@oregonsd.net](mailto:mjfink@oregonsd.net).

### *How to be a Safe Bus Rider*

The primary responsibility of the school bus driver is to safely transport students to and from school. Students are responsible for their behavior on the bus. Students whose behavior is unsafe or distracts the driver could endanger the lives of all students being transported.

Although not all students ride the bus to and from school, all students may be bus riders at some time during the school year for field trips. It is important that all families know the five main bus guidelines:

### I AM A SAFE BUS RIDER WHEN I:

Respect others, and their property and the bus.

Sit down.

Use a quiet voice.

Keep my hands to myself.

Follow all safety rules.

Individual bus drivers may have additional rules posted. Students who do not follow the bus rules may be given a School Bus Behavior Report. Repeated offenses may result in a suspension of bus riding privileges.

Questions regarding bus transportation may be directed to the Director of Transportation at (608) 835-4032.

### *Walking or Biking To School*

Students are welcome to walk or bike to school. Each school has a bike rack for students to lock their bikes. Please walk bikes when on school property. Other wheeled items such as skateboards, scooters, roller blades, roller shoes, etc., may only be used off school property for safety purposes.

### Inclement Weather / School Closure

If school is canceled or started one or two hours later than normal, an email message will be sent to families via the Infinite Campus portal. A notice will also be placed on the Oregon School District website ([OregonSD.org](http://OregonSD.org)), and on OSD social media outlets. We make every effort to make this announcement by 6:15 a.m. If an announcement is made stating that school is to start late, bus drivers will make arrangements to pick up students one to two hours later.

Sometimes we need to dismiss students early. Please make plans for your student if an early dismissal is called. Your student must be knowledgeable of where to go and what to do in the case of school being dismissed early. This requires that you and your student devise a definite plan of action. Set up a procedure for them to follow if you will not be

home on such days. A plan may include any or all of the following:

- The location of an extra key where your student can easily find it to enter your home.
- Your cell and business telephone numbers posted by the telephone at home so you can be reached.
- Arrangements with a friend and/or neighbor to have a place for your student to go should you not be home.
- Arrangements for a parent/guardian in your area or neighborhood to be the responsible person in the event that your student does not know what to do.

If we are open, but you feel that the conditions are not right for your student to attend school, you have the option of keeping your student at home on those days. Please notify the school office via the attendance line if your student will be absent and it will be excused.

### Indoor Recess Requests

Based on consultations with medical professionals, we believe that if students are properly dressed and well enough to attend school they will go out for recess.

Days with a windchill/temperature combination of zero or below, or significant rain, will be an indoor recess unless the person(s) on duty decides otherwise.

A note from the student's physician will be required in the event that a student needs to stay in from recess for an extended period of time due to injury or illness.

### Appropriate Dress

Students should dress appropriately for their wellness, comfort and activity level during the day, whether they are in-person or online. When in-person, they should also be prepared for outdoor play.

It is the student's and family's responsibility to make choices that ensure physical safety and wellbeing while outside. Therefore, please help your student make good choices based on daily weather conditions. We recommend hats, mittens, snow pants, and boots throughout the winter months. Boots will be required into the spring because of wet playground areas.

## School Meals & Snacks

Note: Meals offered for students to eat *during* school may vary based on limited in-person learning due to COVID-19. However, we are committed to ensuring that families have access to nutritious meals and will be updating our website as information is available.

We are proud to offer a nutritious breakfast and/or lunch to our students. Our breakfast and lunch menus are available on the food service website at [OregonSD.org/food](https://OregonSD.org/food). You can choose to print a hard copy or use our online interactive menus. Each breakfast includes an entree, fruit, and milk, and the lunch includes protein, grains, fruit, vegetables, and milk.

You may load money to student meal accounts in two ways - online through the Infinite Campus Parent/Guardian Portal, or by sending a check to the school. Please always note your student's meal account number when sending a check.

If you are interested in breakfast or lunch, but need financial assistance, please fill out our Free and Reduced Application that is available on the Food Service website [OregonSD.org/frmeals](https://OregonSD.org/frmeals). If you need a hard copy, or have questions about the form, please call the Director of Nutrition at (608) 835-4036. You may submit an application at any point in the school year.

### *Eating Lunch With Students*

When it is safe for us to do so, parents/guardians are welcome to join their student for lunch. Please follow our visitor process.

If anyone other than a parent/guardian is planning to visit during lunch, we will need written permission from the parent/guardian. You may email the classroom teacher using an email address that is listed in the Infinite Campus family account, or a written note can also be given to the classroom teacher along with a parent/guardian signature. We will need the name of the visitor and date of the visit. Each visitor will need to follow our visitor process.

### *Snacks*

We support healthy eating habits as a key strategy for learning. Parents/Guardians may choose to send individual snacks to school for their own student (it would be ideal if they were nut free). For health reasons, we ask that parents/guardians not send snacks to school for other students. We will have snacks available for students who need them.

## Celebrations

OSD welcomes students from all backgrounds, beliefs and holiday traditions. In order to respect the diversity of our school community, we are not able to celebrate holidays based on religions in our schools. Therefore, celebrations at school will focus on building community, connections and friendships.

Additionally, OSD supports healthy eating habits for staff and for students, and recognizes that more and more students have food allergies. As a result, our celebrations focus on celebrating your student rather than food.

For these reasons, we ask that you not provide food for birthdays or other celebrations. Homemade or store purchased cupcakes, brownies, cookies etc. brought into classrooms will be individually bagged and sent home with the students in the student's classroom.

Celebrating your student's birthday at school is always optional. If you choose to do so, here are some ideas:

- choosing a book to read to the class;
- bringing an item for classmates to sign;
- choosing an activity break or game; or
- choosing an item from the birthday cart for grades K-4.

## Medication

For safety purposes, students may not carry any medication. Parents/Guardians should bring medication to the main office and complete a medication form to provide us with all instructions. Medication will be secured in the main office.

**BE A PART OF OUR SCHOOL COMMUNITY**

## Visitors

Note: To start the school year, we will have only staff in our buildings, and no visitors or volunteers except as necessary for the health or safety of our students. We will notify families when we are able to change that policy.

We want to welcome all visitors when it is safe to do so. To help keep everyone safe, all visitors must enter through the main door and check in with the office before entering the school. Please bring a photo ID. Your ID will be entered into the Raptor system in order for us to issue you a visitor badge. Your visitor badge should be visible when in our buildings. If you do not have a photo ID, please call the District Office at (608) 835-4091 and we will assist you.

Please park only in designated parking areas and never leave unattended vehicles in the traffic pick-up/drop-off/fire lane so that emergency vehicles can access our schools, if needed. Our schools are green and healthy, so everyone is strongly encouraged to turn off their vehicles when parked.

We ask that you refrain from taking photos of students while visiting our schools to protect the privacy of others.

## Volunteers

We would love for you to volunteer and join us in educating our students when it is safe to do so. All volunteers must apply in advance and pass a criminal background check. The application can be found on our website under the "Families" tab:

[OregonSD.org/volunteer](https://OregonSD.org/volunteer).

While volunteering in our schools, please refrain from taking photos of students to protect the privacy of others. You are welcome to take photos of your own student while on field trips, but not of other students as field trips are an extension of our classroom and have student confidentiality requirements.

## Substitutes

We are always looking for dedicated adults who want to work in our schools, whether as a substitute teacher, paraprofessional, food service staff or custodian. You choose when,

where and how often you work! We post all our positions on WECAN's website at <https://wecan.education.wisc.edu> and have paper applications in the District Office. Please call our Substitute Coordinator at (608) 835-4091 if you have any questions.

## STUDENT EXPECTATIONS

### Student Behavior Expectations

OSD is committed to providing a safe and respectful environment where all students feel welcome. To do this, all schools utilize a *Positive Behavior Intervention & Supports (PBIS)* approach to positively and explicitly teaching children behaviors that are expected in our schools to establish a social environment where all children can succeed. Through PBIS, students learn how to be safe, respectful, responsible, and productive learners. These school-wide expectations are taught directly throughout all areas of our building, including settings such as classrooms, hallways, lunchrooms, and playgrounds.

On playgrounds, we have playground supervisors that wear bright vests so they are easily spotted. Please encourage your student to report any unsafe behavior to a playground supervisor.

If we are not successful in changing student behavior through PBIS, or if students engage in more serious conduct, then it may result in disciplinary action. You can find more information in Board Policy 434: Suspensions and Expulsions. If you would like a hard copy, please contact your school office.

## Legal Rights & Responsibilities

We also have Board Policies that not only reflect who we are as a school community and how we treat each other, but also to inform you of your legal rights and responsibilities, and provide you with guidance if your student is not feeling welcome at school. Here are specific policies we want to draw your attention to:

### *Non-Discrimination (Policy 157)*

OSD shall not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, or gender variance in its programs and activities and shall provide equal access to the Boy Scouts and other designated youth groups. (Board Policy 157: Non-Discrimination / Harassment)

### *Anti-Harassment (Policies 157, 164 and 165)*

OSD is committed to providing an environment free from harassment (Board Policy 157: Non-Discrimination / Harassment) and hate speech (Board Policy 164: Anti-Hate Speech).

Title IX also forbids discrimination or harassment on the basis of gender (Board Policy 165).

“Harassment” means behavior toward pupils based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parent/guardian status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil’s school performance or creates an intimidating, hostile, or offensive school environment.

“Hate Speech” means any form of communication that attacks, threatens, degrades or insults a person or group based on their race, color, national origin, ancestry, creed, age, gender, disability, sexual orientation, gender variance or any other group protected by Board Policy 157. It includes, but is not limited to:

1. Language, gestures or other actions such as using racial slurs;
2. Displaying, writing, or wearing items; or
3. Communications on social media or other technology.

If you have any questions, concerns or complaints regarding discrimination, harassment or hate speech, please contact your building administrator or notify the following District Office administrators:

Jina L. Jonen  
Legal Counsel / Director of HR  
District Office  
123 E. Grove Street  
Oregon, WI 53575  
P: (608) 835-4015  
E: jljonen@oregonsd.net

Candace Weidensee  
Director of Pupil Services  
District Office  
123 E. Grove Street  
Oregon, WI 53575  
P: (608) 835-4004  
E: cjw2@oregonsd.net

For questions, concerns or complaints about discrimination or harassment based on gender under Title IX, please see Board Policy 165: Sexual Harassment Under Title IX and contact one of the following Title IX Coordinators:

Steven Blue  
Rome Corners Intermediate School  
1111 S. Perry Pkwy  
Oregon, WI 53575  
P: (608) 835-4702  
E: sdblue@oregonsd.net

Amie Mitchell  
Oregon High School  
456 N. Perry Pkwy  
Oregon, WI 53575  
P: (608) 835-4471  
E: ammitchell@oregonsd.net

Anyone who believes that an education institution that receives federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability or age, or who believes that a public elementary or secondary school, or state or

local education agency has violated the Boy Scouts of America Equal Access Act, may also file a complaint with the Office of Civil Rights. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group. The Office of Civil Rights may be contacted at:

500 W. Madison St., Suite 1475; Chicago, IL 60661-7204  
P: 312-730-1560; F: 312-730-1576; E: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

### *Bullying (Policy 163)*

OSD is committed to providing an environment free from bullying (Board Policy 163: Bullying).

“Bullying” is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. It is a form of victimization and involves an imbalance of power.

If your student is experiencing bullying, please see Board Policy 163 and contact student services staff or your building administrator right away. If you prefer to report to District Office, please contact:

Jina L. Jonen  
Legal Counsel / Director of Human Resources  
123 E. Grove Street  
Oregon, WI 53575  
P: (608) 835-4015  
E: [jljonen@OregonSD.org](mailto:jljonen@OregonSD.org);

## Bringing Items To School

### *Phones & Other Electronics*

To provide the best learning environment, all cellular phones, smart watches, and other personal electronic devices must be turned off or silenced during the school day. They should be secured in backpacks or lockers.

To protect student confidentiality, there shall be no recording while at school.

If a student needs to contact a parent/guardian while at school, the student should talk with a staff member for assistance.

### *Toys/Athletic Equipment*

All items such as Pokemon cards, baseball cards, fidget spinners, stuffed animals, electronic devices, matchbox cars, rainbow looms, legos, action figures and personal athletic equipment may not be used during the school day. These items must be secured in the student's backpack upon arriving at school.

OSD will supply all playground equipment that students may use.

OSD will not be responsible for any damaged, lost or stolen items if a student chooses to bring that item to school.

### *Firearms/Weapons/Alcohol or Other Drugs*

Firearms, knives or weapons of any kind, or toys that replicate weapons such as cap guns or squirt guns are not allowed on school grounds, at school-sponsored events or on buses.

Alcohol, illegal drugs, or controlled substances where the person does not have a prescription, nicotine, tobacco, juuling, vaping, or other types of e-cigarettes are not allowed on school grounds. (Board Policy 436). Items containing CBD oil are generally prohibited, but see Board Policy 558 for more details.

## Technology Use

OSD may provide chromebook(s) and other technology to students to support instruction. All students and adults using OSD owned or provided chromebooks, email accounts,

remote wireless internet devices, and other technology must adhere to the expectations set forth in the Board Policies 771 and 441.

In general, students and adults should be sure to:

- Use respectful behavior and language.
- Stick to appropriate topic discussions.
- Send only appropriate video transmissions.
- Use only appropriate icon, emoji, and avatar submissions.
- Wear school appropriate clothing if attending meetings via video.
- Be honest and use academic integrity by not copying others' work.
- Protect passwords.
- Not falsify information about oneself or impersonate others online.

### *Privacy*

All OSD issued technology remains the property of the OSD. To meet our legal requirements under federal and state law, and follow our policies, the OSD retains the right to access and review all electronic communications, transmissions, etc., contained in or used in conjunction with the OSD issued technology. Students and adults should have no expectation of privacy or confidentiality when using OSD owned or provided devices or other technology.

### *Treat Technology With Care*

Please treat all technology with care. Users may be responsible for lost or damaged technology. The OSD assumes no responsibility or liability for any unauthorized access, charges, costs or damages incurred while using OSD computers, devices, internet or other OSD owned or provided technology.

### *Need Help? Questions About These Guidelines?*

Contact the OSD technology department for support at [helpdesk@OregonSD.org](mailto:helpdesk@OregonSD.org) or (608) 835-4025.

**STUDENT SUPPORT**

### Student Services

### *Students In Need Of Support*

We know that these are challenging times and that students may need extra support. We encourage you to contact Student Services so that we may ensure your student receives the support they need. You can call your school's main office and they will connect you.

### *How To Request A 504 Plan or Programming in Special Education*

OSD seeks to ensure that all students have equitable access to education. This includes identifying and locating students with qualified impairments or disabilities who need accommodations or services to make progress in their education. Accommodations may be provided through classroom accommodations and interventions or through more formal measures such as health plans, Section 504 Plans, or Individualized Education Plans (IEPs).

Referrals may be made by any student, staff member, parent/guardian, or concerned individual who believes that because of an impairment, a student needs an accommodation(s). Concerns may be brought to the teacher, nurse, principal, school psychologist, or Pupil Services Director, or they may be referred directly to the building consultation team for further discussion.

The school's team will review student data, problem solve, and determine interventions that can be implemented through a Multi Level System of Support framework (MLSS). This framework provides interventions in incremental levels of intensity or frequency beginning with the teacher and the general education classroom. Some examples may include but are not limited to accommodations such as preferential seating or sensory breaks, behavior plans or specific reinforcement or supports, or small group reading or math instruction in the general classroom at a tier 1 level; check-in/check-out connections or small group academic, social, or behavioral instruction occurring in or outside of the general education classroom at a tier 2 level; or more intense levels of instruction provided more frequently and often delivered outside of the general education classroom at a tier 3 level. The MLSS framework emphasizes equitable practices and ensures that interventions are data based and provided in the least restrictive, most inclusive manner possible for all students.

If, after problem solving a concern and/or implementing interventions, the school team determines that a 504 or IEP referral is appropriate, a Referral Form will be completed. Following parent/guardian notification of the referral and procedural rights, the school psychologist or other special educator (teacher, speech pathologist) will assemble a team of knowledgeable school staff to be appointed for an evaluation of the student. An evaluation will be completed to determine eligibility. If a student is identified with a

disability and found eligible, a 504 accommodation plan outlining student strengths, needs, and accommodations will be developed. If a student is identified with an impairment and needs specially designed instruction, an Individual Education Plan (IEP) outlining student strengths, needs, goals, accommodations, and specially designed instruction and services will be developed.

Parents/guardians are valued members of the team at each step of the MLSS, referral, and/or evaluation process. Although, least restrictive, incremental, interventions through the MLSS process are strongly encouraged, nothing precludes parents/guardians from requesting an evaluation for special education at any point in the process.

Outside medical providers or mental health professionals can make referrals, express concerns, and provide information to assist school professionals in determining eligibility or appropriate accommodations. Although information from outside medical or mental health providers or agencies is always considered by the school team, these outside sources cannot prescribe a plan or determine eligibility or what, if any, services are needed.

Significant health concerns should be brought to the attention of the teacher, principal, or the school nurse. The school nurse may develop a health plan to address the student's needs. Alternately, the nurse may initiate a referral for a 504 Accommodation Plan or an IEP and follow the procedures outlined above.

## BUILDING SPECIFIC INFORMATION

Brooklyn Elementary School (BKE): Kindergarten-Grade 4

## BKE Main Office Contact Information:

Main Office:	P: 608-835-4500 F: 608-455-2404
Principal: Anna Seidenstricker	P: 608-835-4501 E: <a href="mailto:alseidenstricker@OregonSD.org">alseidenstricker@OregonSD.org</a>
Administrative Intern: Lindsay Engelhart	P: 608-835-4502 E: <a href="mailto:leengelhart@OregonSD.org">leengelhart@OregonSD.org</a>

## BKE Special Event Calendar

**Note:** The events on school calendars were scheduled prior to COVID-19; we have kept the schedule in the event school can be in person, but events will not take place unless specifically communicated by the school.

September		
9/8	First Day of School For Students	
9/8 & 9/9	Fourth Grade Instrument Fittings at PVE	3:00 - 7:00 PM
9/11	Lifetouch Photo Day	During School Day
October		
10/13	Lifetouch Photo Retake Day	8:00 AM - 12:00 PM
10/29 & 10/30	No School, Professional Development	
November		
11/2	Fall Conferences	4:00 - 8:00 PM
11/5	Fall Conferences	4:00 - 8:00 PM
11/25, 11/26 & 11/27	No School, Thanksgiving	
December		
12/7	Orchestra and Choir Winter Concert at BKE Gym	6:30 PM
12/23 - 12/31	No School, Winter Break	
January		
1/1	No School, Winter Break	
1/18	No School, Professional Development	

February		
2/15	No School, Professional Development	
2/18	Orchestra Recital Concert @ BKE Cafeteria	6:00 PM
March		
3/16	Spring Conferences	4:00 - 8:00 PM
3/18	Spring Conferences	4:00 - 8:00 PM
3/29-3/31	No School, Spring Break	
April		
4/1 & 4/2	No School, Spring Break	
4/22	BKE Spring Concert @ BKE Cafeteria	6:00 PM
4/23	No School, Professional Development	
May		
5/31	No School, Memorial Day	
June		
6/9	Tentative Last Half Day of School	12:30 Dismissal

**BKE Parent Teacher Organization (PTO) Information:**

The PTO is a volunteer group made up of parents/guardians, staff, teachers and community members of Brooklyn Elementary. Their mission is to enrich the educational and social environments by building relationships, encouraging healthy behaviors, and helping students grow as learners. To learn more, get involved or sign up for the e-newsletter, visit their website at: [BrooklynPTO.com](http://BrooklynPTO.com)

**Forest Edge Elementary School (FES): Kindergarten-Grade 6**

**FES Main Office Contact Information:**

Main Office:	P: 608-835-4600 F: TBD
--------------	---------------------------

Principal: Kerri Modejski	P: 608-835-4601 E: krm@OregonSD.org
Administrative Intern: Jessica Erdahl	P: 608-835-4602 E: jre@OregonSD.org

## FES Special Event Calendar

Note: The events on school calendars were scheduled prior to COVID-19; we have kept the schedule in the event school can be in person, but events will not take place unless specifically communicated by the school.

September		
9/8	First Day of School	
9/8 & 9/9	Fourth Grade Instrument Fittings at PVE	3:00 - 7:00 PM
9/11	Lifetouch Photo Day	During School Day
TBD	Open House	TBD
October		
10/15	Lifetouch Photo Retake Day	TBD
10/29 & 10/30	No School, Professional Development	
November		
11/5	Fall parent/guardian/Teacher Conferences	4:00 - 8:00 PM
11/10	Fall parent/guardian/Teacher Conferences	4:00 - 8:00 PM
11/19	Orchestra Concert (5th & 6th Grade)	6:00 PM
11/25, 11/26 & 11/27	No School, Thanksgiving	
December		
12/17	Orchestra/Choir Winter Concert (4th Grade)	6:30 PM
12/23 - 12/31	No School, Winter Break	
January		
1/1	No School, Winter Break	
1/18	No School, Professional Development	

1/19	Band Winter Concert	TBD
February		
2/15	No School, Professional Development	
2/25	Orchestra Concert (5th & 6th Grade)	6:00 PM
2/26	Orchestra UW Band Field Trip to Overture (6th Grade)	TBD
March		
3/1	Spring parent/guardian/Teacher Conferences	4:00 - 8:00 PM
3/4	Spring parent/guardian/Teacher Conferences	4:00 - 8:00 PM
3/11	Choir Concert	6:30 PM
3/23	Orchestra Concert (4th Grade)	6:30 PM
3/25	Choir Concert (3rd & 4th Grade)	TBD
3/29-3/31	No School, Spring Break	
April		
4/1 & 4/2	No School, Spring Break	
4/23	No School, Professional Development	
May		
5/4	Band Spring Concert	TBD
5/11	Kindergarten Musical	TBD
5/24	Orchestra Spring Concert (4th - 6th Grade)	6:00 PM
5/31	No School, Memorial Day	
June		
6/9	Tentative Last Half Day of School	12:30 Dismissal

**FES Parent Teacher Organization (PTO) Information:**

We are in the process of forming a PTO. If you are interested in helping, please contact Leslie Wright at [lesliekwright98@gmail.com](mailto:lesliekwright98@gmail.com).

## Netherwood Knoll Elem. School (NKE): Kindergarten-Grade 4

### NKE Main Office Contact Information:

Main Office:	P: 608-835-4100 F: 608-835-7827
Principal: Chris Kluck	P: 608-835-4101 E: cjkluck@OregonSD.org
Administrative Intern: Maria Rach	P: 608-835-4102 E: mnrach@OregonSD.org

### NKE Special Event Calendar

**Note:** The events on school calendars were scheduled prior to COVID-19; we have kept the schedule in the event school can be in person, but events will not take place unless specifically communicated by the school.

September		
9/8	First Day of School	
9/8	PTO Meeting @ NKE Library	6:30 PM
9/10	Lifetouch Photo Day	During School Day
9/24	NKE Back to School Open House	5:30 - 6:30 PM
	Scholastic Book Fair	5:30 - 7:00 PM
October		
10/2	Homecoming Parade	
10/8	PTO Meeting @ NKE Library	6:30 PM
10/15	Lifetouch Photo Retake Day	8:00 AM - 12:00 PM
10/29 & 10/30	No School, Professional Development	
November		
11/5	Fall parent/guardian/Teacher Conferences	3:30 - 7:30 PM
11/10	PTO Meeting @ NKE Library	6:30 PM
11/25, 11/26 & 11/27	No School, Thanksgiving	

December		
12/15	Choir/Orchestra Concert @ OHS PAC	6:30 PM
12/23 - 12/31	No School, Winter Break	
January		
1/1	No School, Winter Break	
1/12	PTO Meeting @ NKE Library	6:30 PM
1/18	No School, Professional Development	
February		
2/11	PTO Meeting @ NKE Library	6:30 PM
2/15	No School, Professional Development	
March		
3/9	PTO Meeting @ NKE Library	6:30 PM
3/18	Spring Student Led Conferences	3:30 - 7:30 PM
3/22	Orchestra Recital Concert @ NKE Big Gym	6:30 PM
3/29-3/31	No School, Spring Break	
April		
4/1 & 4/2	No School, Spring Break	
4/8	PTO Meeting @ NKE Library	6:30 PM
4/16	School Musical @ OHS PAC	1:00 PM & 7:00 PM
4/23	No School, Professional Development	
4/29	NKE/BKE Choir Concert @ OHS PAC	6:30 PM
May		
5/13	PTO Meeting @ NKE Library	6:30 PM
5/17	Orchestra Concert @ OHS PAC	6:30 PM
5/31	No School, Memorial Day	
June		
6/9	Tentative Last Half Day of School	12:30 Dismissal

## Oregon Parent Teacher Organization (PTO) Information:

The Oregon Elementary PTO is a parent-run organization benefiting the students at Netherwood Knoll and Prairie View elementary schools in Oregon, Wisconsin. To find out more information about the Oregon PTO, please visit their website: [OregonPTO.org](http://OregonPTO.org)

---

## Prairie View Elementary School (PVE): Kindergarten-Grade 4

### PVE Main Office Contact Information:

Main Office:	P: 608-835-4200 F: 608-835-8037
Principal: Dawn Goltz	P: 608-835-4201 E: <a href="mailto:dmg@OregonSD.org">dmg@OregonSD.org</a>
Administrative Intern: Mary Hermes	P: 608-835-4202 E: <a href="mailto:mghermes@OregonSD.org">mghermes@OregonSD.org</a>

### PVE Special Event Calendar

**Note:** The events on school calendars were scheduled prior to COVID-19; we have kept the schedule in the event school can be in person, but events will not take place unless specifically communicated by the school.

September		
9/8	First Day of School	
9/8 & 9/9	Fourth Grade Instrument Fittings	3:00 - 7:00 PM
9/10	Lifetouch Photo Day	During School Day
9/17	Back to School Bash	5:30 - 6:45 PM
October		
10/15	Lifetouch Photo Retake Day	During School Day
10/29 & 10/30	No School, Professional Development	
November		
11/17	Fall Conferences	3:45 - 7:45 PM

11/19	Fall Conferences	3:45 - 7:45 PM
11/24	Orchestra Field Trip	TBD
11/25, 11/26 & 11/27	No School, Thanksgiving	
December		
12/1	Orchestra and Choir Winter Concert - Big Gym	6:00 PM
12/23 - 12/31	No School, Winter Break	
January		
1/1	No School, Winter Break	
1/18	No School, Professional Development	
February		
2/15	No School, Professional Development	
2/16	Orchestra Recital Concert	6:00 PM
March		
3/23	Spring Conferences	3:45 - 7:45 PM
3/25	Spring Conferences	3:45 - 7:45 PM
3/29-3/31	No School, Spring Break	
April		
4/1 & 4/2	No School, Spring Break	
4/23	No School, Professional Development	
May		
5/11	Orchestra and Choir Spring Concert - Big Gym	6:00 PM
5/31	No School, Memorial Day	
June		
6/9	Tentative Last Half Day of School	12:30 Dismissal

**PVE Parent Teacher Organization (PTO) Information:**

The Oregon Elementary PTO is a parent-run organization benefiting the students at Netherwood Knoll and Prairie View elementary schools in Oregon, Wisconsin. To find out

more information about the Oregon PTO, please visit their website:  
<https://oregonpto.org/>

## Rome Corners Intermediate School (RCI): Grades 5-6

### RCI Main Office Contact Information:

Main Office:	P: 608-835-4700 F: 608-835-2704
Principal: Cynthia Olander	P: 608-835-4701 E: cjo@OregonSD.org
Associate Principal: Steven Blue	P: 608-835-4702 E: sdblue@OregonSD.org

### RCI Special Event Calendar

**Note:** The events on school calendars were scheduled prior to COVID-19; we have kept the schedule in the event school can be in person, but events will not take place unless specifically communicated by the school.

September		
9/3	RCI Picture Day (Gymnasium)	All Day
9/8	First Day of School	
9/8	Parent/Guardian Information Night @ RCI	6:00 - 7:15 PM
October		
10/2	Homecoming Parade	
10/15	Lifetouch Photo Retake Day	During School Day
10/28	End of 1st Quarter	
10/29 & 10/30	No School, Professional Development	
November		
11/9	parent/guardian/Teacher Conferences	4:00 - 8:00 PM

11/10	Orchestra Concert @ RCI	5th Gr: 6:00 / 6th Gr: 7:00
11/12	parent/guardian/Teacher Conferences	4:00 - 8:00 PM
11/17	RCI Choir Concert (Grades 5 & 6) @ OHS PAC	7:00 PM
11/24	Orchestra Field Trip @ Overture Center	9:15 AM
11/25, 11/26 & 11/27	No School, Thanksgiving	
December		
12/23 - 12/31	No School, Winter Break	
January		
1/1	No School, Winter Break	
1/15	End of 1st Semester	
1/18	No School, Professional Development	
1/19	Band Concert at RCI	5th Gr: 6:00 / 6th Gr: 7:30
February		
2/15	No School, Professional Development	
2/23	UW Band Field Trip to Overture Center (6th Grade)	10:00 AM
2/23	Orchestra Concert (Grades 5 & 6) @ RCI Gym	7:00 PM
March		
3/8	parent/guardian/Teacher Conferences	4:00 - 8:00 PM
3/11	parent/guardian/Teacher Conferences	4:00 - 8:00 PM
3/17	Choir Field Trip @ Overture Center	
3/18	Choir Concert @ OHS PAC	6:30 PM
3/26	End of 3rd Quarter	
3/29-3/31	No School, Spring Break	
April		
4/1 & 4/2	No School, Spring Break	
4/6	4th Grade Orientation Night @ RCI	6:00 -7:30 PM
4/23	No School, Professional Development	

May		
5/1	Beginning Band Appointments	7:20 - 2:00 PM
5/4	Band Concert @ RCI Gym	5th Gr: 6:00 / 6th Gr: 7:30
5/15	Art Show @ RCI Gym	5:00 - 7:00 PM
5/18	Choir POPS Concert @ RCI	6:30 PM
5/25	Orchestra Concert (Grades 5 & 6) @ OHS PAC	7:00 PM
5/31	No School, Memorial Day	
June		
6/9	Tentative Last Half Day of School	Early Dismissal

## COMMUNITY EDUCATION

The Oregon Community Education & Recreation Department offers classes for adults and students throughout the year. See their webpage for more details or contact Amy Miller, Director of Communication Education at (608) 835- 4017: [OregonSD.org/community](http://OregonSD.org/community)