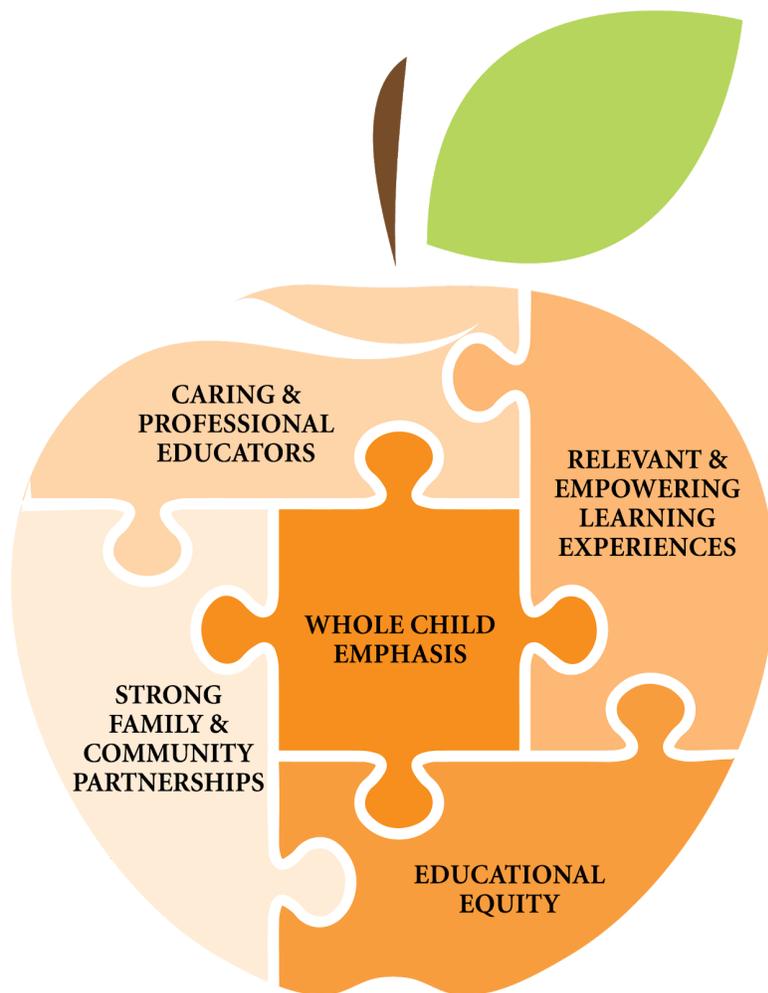


# Oregon School District Oregon High School Family Handbook 2020-2021



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## 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 Grades 9-12. 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  
Mr. Jim Pliner. - Oregon High School Principal  
Ms. Kim Griffin - Oregon High School Associate Principal  
Mr. Brad Ashmore - Oregon High School Associate Principal  
Mr. David Piovanetti - Oregon High School Associate Principal  
Mr. Mike Carr - Oregon School District Director of Athletics

## Mission Statement - Vision Statement - Theory of Action

### OHS Mission Statement

The mission of the Oregon High School community is to work together for success while learning to live respectfully and responsibly in a changing world.

### OHS Vision Statement

The vision of Oregon High School is to provide a culture in which students are prepared for their future endeavors and learn to be responsible citizens. Our vision will be accomplished by providing students with a challenging, engaging curriculum that is supported by a wide variety of instructional methods and an individualized learning plan approach to success. It is essential that all relationships be based on respect, caring, and cooperation to achieve the vision. Responsibilities for achieving our vision...

- Students will be actively involved in and responsible for their learning.
- Teachers will be knowledgeable in their subject areas, employ a wide variety of teaching methods, and work collaboratively to enhance learning.
- Administrators will provide knowledgeable and supportive leadership, which focuses on the school's vision.
- Support staff will perform their duties in a knowledgeable, skilled manner that supports student learning.
- Parents and community members will partner with school personnel to support the school's vision.

A vision for all OHS graduates would include a set of skills, competencies, and dispositions that prepares OHS graduates to be ready for the world beyond OHS. The essential skills and dispositions emerge if, and only if, we create a context that promotes growth in these key areas:

- Critical thinking and problem solving
- Empathy/community-minded/global perspectives
- Resilience/persistence/growth mindset
- Flexible/adaptable
- Lifelong learners
- Self-motivation and strong work ethic
- Accountable and responsible
- Strong communication skills (reading, writing, speaking and listening)
- Strong collaboration skills
- Invested and engaged a strong sense of agency and a sense of efficacy
- Healthy (emotionally and physically)

## OHS 2020-2021 Theory of Action

When all OHS staff build authentic relationships with students, recognize each student as a learner with diverse individual assets and needs, and collaborate purposefully to:

- design and implement engaging and relevant tasks that are meaningful to learners and that require critical thinking, reading, writing, problem solving, and reflection;
- leverage students' strengths while also giving each student what they need - equitable opportunities, feedback, and individual academic and social-emotional supports;
- advance equity and social justice while utilizing culturally responsive teaching practices;
- measure and reflect on students' work; and
- adjust plans and actions based on evidence of students' learning, then each and every student will grow as a healthy, independent learner and will be prepared for success at OHS and in future endeavors.

*The policies and procedures in this document, commonly referred to as the student handbook, are in effect for all students of Oregon High School. These are some, but not all, of the expectations for our students. Copies of Board of Education policies and all other pertinent building handbooks are available in the administrative and student service offices. Board policies are available online through the district website at [www.oregonsd.org](http://www.oregonsd.org). During the school year, it may be necessary to make changes to policies and procedures on an as-needed basis.*

*The Oregon School District does not discriminate against students on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability in its education programs or activities.*

## 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:

- Fever (100 degrees or higher)
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Headache
- New loss of taste or smell
- Chills
- Muscle pain
- 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.

*Mask* - 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.

*Wash hands* - Have your student wash their hands for at least 20 seconds with soap and water before leaving the house.

*Call the main office if diagnosed or exposed* - 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: <ul style="list-style-type: none"><li>• They have been fever-free for 24 hours (without the</li></ul>

		<p>use of fever reducing medications);</p> <ul style="list-style-type: none"> <li>• Their other symptoms have improved; AND</li> <li>• It has been at least 10 days since their symptom onset.</li> </ul>
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> <ul style="list-style-type: none"> <li>• They have been fever-free for 24 hours (without the use of fever reducing medications);</li> <li>• Their other symptoms have improved; AND</li> <li>• It has been at least 10 days since their symptom onset.</li> </ul> <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> <ul style="list-style-type: none"> <li>• They have been fever-free for 24 hours (without the use of fever reducing medications);</li> <li>• Their other symptoms have improved; AND</li> <li>• It has been at least 10 days since their symptom onset.</li> </ul>
F.	Student had COVID-19 in the past and now has another positive test.	<p>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</p>
G.	Student has been in close contact with someone who shows symptoms but has not been tested	<p>Student can continue to attend school but family must monitor student's symptoms daily.</p>
H.	Student has been in close	<p>Student can continue to attend school but family must</p>

	contact with someone who shows symptoms and is waiting on test results	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> <ul style="list-style-type: none"> <li>• They have been fever-free for 24 hours (without the use of fever reducing medications);</li> <li>• Their other symptoms have improved; AND</li> <li>• It has been at least 10 days since their symptom onset.</li> </ul>
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> <ul style="list-style-type: none"> <li>• They have been fever-free for 24 hours (without the use of fever reducing medications);</li> <li>• Their other symptoms have improved; AND</li> <li>• It has been at least 10 days since their symptom onset.</li> </ul>
K.	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	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.

## Frequently Used Phone Numbers

Oregon High School	Main Office	835-4391
Attendance	Jenny Athanas	835-4308
OHS Health Office	Cori Heise	835-4311
Principal	Jim Pliner	835-4301
Associate Principal	Kim Griffin	835-4303
Associate Principal	Brad Ashmore	835-4302
Associate Principal	David Piovanetti	835-4323
Director of Athletics	Mike Carr	835-4335
Counselor	Janell Thom Schneider	835-4370
Counselor (Last Names A-F)	Kelly Jurasewicz	835-4366
Counselor (Last Names G-N)	Megan Studer	835-4464
Counselor (Last Names O-Z)	Melissa Hahn	835-4367
Director of Pupil Services	Candace Weidensee	835-4004
Program Support Teacher	Nicole Buol	835-4432
School Psychologist	Jodi Peters-Schmidt	835-4369
Social Worker/Student Assistance Program	Amie Mitchell	835-4471
Mental Health Coordinator	Allison Oscar	835-4421
Director of Transportation	Marc Fink	835-4032
Direction of Nutrition (Food Service)	Sarah Tomasiewicz	835-4036

We want to be strong partners with our families to support our students in their success. We encourage you to contact us if you have any questions or concerns. If after making the initial contact you feel you would like more clarification or discussion, contact the next person listed. You can reach all our staff by calling the OHS Main Office at (608) 835-4391. There is also an OHS staff directory available on our website found here: [Oregon High School Staff Directory](#)

## Who Do I Contact?

Regarding	1st Contact	2nd Contact
<p>Absences/Tardies</p> <p>Medical Appointments</p> <p>Homework Requests</p>	<p><u>Attendance Office</u></p> <p>Students A-Z Jenny Athanas <a href="mailto:jlathanas@oregonsd.net">jlathanas@oregonsd.net</a> (608) 835-4308</p>	<p>Absence due to Hospitalization, please also contact an administrator, a counselor, the social worker or the school psychologist.</p>
<p>Academic Progress</p> <p>Grades</p> <p>Missing Assignments</p>	<p><u>Classroom Teacher</u></p> <p>(Many teachers have their own website with the details of all class assignments.)</p>	<p><u>School Counselors</u></p> <p>Students A-F Kelly Jurasewicz <a href="mailto:kljurasewicz@oregonsd.net">kljurasewicz@oregonsd.net</a> (608) 835-4366</p> <p>Students G-N Megan Studer <a href="mailto:mmstuder@oregonsd.net">mmstuder@oregonsd.net</a> (608) 835-4367</p> <p>Students O-Z Missi Hahn <a href="mailto:mkhahn@oregonsd.net">mkhahn@oregonsd.net</a> (608) 835-4367</p> <p>Janell Schneider Oasis/Achieve <a href="mailto:jts@oregonsd.net">jts@oregonsd.net</a> (608) 835-4370</p>

<p>IEP/ 504 Accommodation Plans Information</p>	<p><u>School Psychologist</u></p> <p>Jodi Peters-Schmidt <a href="mailto:jlschmidt@oregonsd.net">jlschmidt@oregonsd.net</a> (608) 835-4369</p>	<p><u>School Counselors</u></p> <p>Students A-F Kelly Jurasewicz <a href="mailto:kljurasewicz@oregonsd.net">kljurasewicz@oregonsd.net</a> (608) 835-4366</p> <p>Students G-N Megan Studer <a href="mailto:mmstuder@oregonsd.net">mmstuder@oregonsd.net</a> (608) 835-4367</p> <p>Students O-Z Missi Hahn <a href="mailto:mkhahn@oregonsd.net">mkhahn@oregonsd.net</a> (608) 835-4367</p> <p>Oasis/Achieve Janell Schneider <a href="mailto:jts@oregonsd.net">jts@oregonsd.net</a> (608) 835-4370</p>
<p>Alcohol/Drug Use Concerns</p>	<p><u>Social Worker</u></p> <p>Amie Mitchell <a href="mailto:amitchell@oregonsd.net">amitchell@oregonsd.net</a> (608) 835-4471</p>	<p><u>School Counselors</u></p> <p>Students A-F Kelly Jurasewicz <a href="mailto:kljurasewicz@oregonsd.net">kljurasewicz@oregonsd.net</a> (608) 835-4366</p> <p>Students G-N Megan Studer <a href="mailto:mmstuder@oregonsd.net">mmstuder@oregonsd.net</a> (608) 835-4367</p> <p>Students O-Z Missi Hahn <a href="mailto:mkhahn@oregonsd.net">mkhahn@oregonsd.net</a> (608) 835-4367</p> <p>Oasis/Achieve Janell Schneider <a href="mailto:jts@oregonsd.net">jts@oregonsd.net</a> (608) 835-4370</p>

<p>Mental Health</p>	<p><u>Mental Health Coordinator</u></p> <p>Allison Oscar  <a href="mailto:aloscscar@oregonsd.net">aloscscar@oregonsd.net</a>  835-4421</p>	<p><u>School Counselors</u></p> <p>Students A-F  Kelly Jurasewicz  <a href="mailto:kljurasewicz@oregonsd.net">kljurasewicz@oregonsd.net</a>  (608) 835-4366</p> <p>Students G-N  Megan Studer  <a href="mailto:mmstuder@oregonsd.net">mmstuder@oregonsd.net</a>  (608) 835-4367</p> <p>Students O-Z  Missi Hahn  <a href="mailto:mkhahn@oregonsd.net">mkhahn@oregonsd.net</a>  (608) 835-4367</p> <p>Oasis/Achieve  Janell Schneider  <a href="mailto:jts@oregonsd.net">jts@oregonsd.net</a>  (608) 835-4370</p>
<p>Athletics</p>	<p><u>Administrative Assistant</u></p> <p>Laura Kriebs  <a href="mailto:ldkriebs@oregonsd.net">ldkriebs@oregonsd.net</a>  (608) 835-4387</p>	<p><u>Athletic Director</u></p> <p>Mike Carr  <a href="mailto:macarr@oregonsd.net">macarr@oregonsd.net</a>  (608) 835-4335</p>
<p>District-Wide  Community  Resources</p> <p>Homelessness</p> <p>Emergency  Assistance &amp;  Neighbors in Need  of Assistance (NINA)  Fund</p>	<p>Sarah Reisen  Family Resource Coordinator  <a href="mailto:spcooper@oregonsd.net">spcooper@oregonsd.net</a>  (608) 835-4052</p> <p>Joe Sullivan  Dane County  Community Social Worker  <a href="mailto:jsullivan@oregonsd.net">jsullivan@oregonsd.net</a>  (608) 835-4188</p>	<p>An administrator, a counselor, the  social worker or the school  psychologist.</p>

<p>Online/Blended Learning</p>	<p><u>Online Coordinator</u></p> <p>Jennifer Schmitt  <a href="mailto:jaschmitt@oregonsd.net">jaschmitt@oregonsd.net</a>  (608) 835-4458</p>	<p><u>School Counselors</u></p> <p>Students A-F  Kelly Jurasewicz  <a href="mailto:kljurasewicz@oregonsd.net">kljurasewicz@oregonsd.net</a>  (608) 835-4366</p> <p>Students G-N  Megan Studer  <a href="mailto:mmstuder@oregonsd.net">mmstuder@oregonsd.net</a>  (608) 835-4367</p> <p>Students O-Z  Missi Hahn  <a href="mailto:mkhahn@oregonsd.net">mkhahn@oregonsd.net</a>  (608) 835-4367</p> <p>Oasis/Achieve  Janell Schneider  <a href="mailto:jts@oregonsd.net">jts@oregonsd.net</a>  (608) 835-4370</p>
<p>Personal, Social, Emotional Concerns</p>	<p><u>School Counselors</u></p> <p>Students A-F  Kelly Jurasewicz  <a href="mailto:kljurasewicz@oregonsd.net">kljurasewicz@oregonsd.net</a>  (608) 835-4366</p> <p>Students G-N  Megan Studer  <a href="mailto:mmstuder@oregonsd.net">mmstuder@oregonsd.net</a>  (608) 835-4367</p> <p>Students O-Z  Missi Hahn  <a href="mailto:mkhahn@oregonsd.net">mkhahn@oregonsd.net</a>  (608) 835-4367</p> <p>Oasis/Achieve  Janell Schneider  <a href="mailto:jts@oregonsd.net">jts@oregonsd.net</a>  (608) 835-4370</p>	<p><u>School Psychologist</u></p> <p>Jodi Peters-Schmidt  <a href="mailto:jlschmidt@oregonsd.net">jlschmidt@oregonsd.net</a>  (608) 835-4369</p> <p><u>Social Worker</u></p> <p>Amie Mitchell  <a href="mailto:ammitchell@oregonsd.net">ammitchell@oregonsd.net</a>  (608) 835-4471</p>

Resource Officer	<p style="text-align: center;"><u>Alex Koratko</u>  <a href="mailto:officer@oregonsd.net">officer@oregonsd.net</a>  (608) 835-4445</p>	
Parking Permits	<p style="text-align: center;"><u>Administrative Assistant</u>  (608) 835-4391</p>	
<p>Schedule Inquiries</p> <p>Post High School Planning</p>	<p style="text-align: center;"><u>School Counselors</u></p> <p>Students A-F  Kelly Jurasewicz  <a href="mailto:kljurasewicz@oregonsd.net">kljurasewicz@oregonsd.net</a>  (608) 835-4366</p> <p>Students O-Z  Missi Hahn  <a href="mailto:mkhahn@oregonsd.net">mkhahn@oregonsd.net</a>  (608) 835-4367</p> <p>Janell Schneider  <a href="mailto:jts@oregonsd.net">jts@oregonsd.net</a>  (608) 835-4370</p> <p>Students G-N  Megan Studer  <a href="mailto:mmstuder@oregonsd.net">mmstuder@oregonsd.net</a>  (608) 835-4367</p>	<p style="text-align: center;"><u>Administrators</u></p> <p>Students A-F  Kim Griffin  <a href="mailto:kjgriffin@oregonsd.net">kjgriffin@oregonsd.net</a>  (608) 835-4303</p> <p>Students G-N  David Piovanetti  <a href="mailto:dapiovanetti@oregonsd.net">dapiovanetti@oregonsd.net</a>  835-4323</p> <p>Students O-Z  Brad Ashmore  <a href="mailto:bsashmore@oregonsd.net">bsashmore@oregonsd.net</a>  (608) 835-4302  Building Principal</p> <p>Head Building Principal  Jim Pliner  <a href="mailto:jrp@oregonsd.net">jrp@oregonsd.net</a>  (608) 835-4301</p>
<p>School-to-Career</p> <p>Youth Options Program</p>	<p style="text-align: center;"><u>School-to-Career Coordinator</u></p> <p style="text-align: center;">Greg Granberg  <a href="mailto:gfganberg@oregonsd.net">gfganberg@oregonsd.net</a>  (608) 835-4427</p>	<p style="text-align: center;"><u>Administrative Assistant</u></p> <p style="text-align: center;">Andrea Kannal  <a href="mailto:axk2@oregonsd.net">axk2@oregonsd.net</a>  (608) 835-1305</p>

<p>Special Education IEP Concerns</p>	<p>Case Manager</p>	<p><u>Program Support Teacher</u>  Nicole Buol <a href="mailto:ndbuol@oregonsd.net">ndbuol@oregonsd.net</a> (608) 835-4432</p>
<p>Transcript Requests</p>	<p><a href="http://www.parchment.com">www.parchment.com</a></p>	<p><u>Administrative Assistant</u> Andrea Kannal <a href="mailto:axk2@oregonsd.net">axk2@oregonsd.net</a> (608) 835-1305</p>
<p>Truancy Issues/Concerns</p>	<p><u>Attendance Office</u>  Students A- Z Jenny Athanas <a href="mailto:jlathanas@oregonsd.net">jlathanas@oregonsd.net</a> (608) 835-4308</p>	<p><u>Administrators</u>  Students A-F Kim Griffin <a href="mailto:kjgriffin@oregonsd.net">kjgriffin@oregonsd.net</a> (608) 835-4303  Students G-N David Piovanetti <a href="mailto:dapiovanetti@oregonsd.net">dapiovanetti@oregonsd.net</a> 835-4323  Students O-Z Brad Ashmore <a href="mailto:bsashmore@oregonsd.net">bsashmore@oregonsd.net</a> (608) 835-4302  Head Building Principal Jim Pliner <a href="mailto:jrp@oregonsd.net">jrp@oregonsd.net</a> (608) 835-4301</p>
<p>Tutor Help</p>	<p><u>Instructional Coach</u>  Andrea Anderson <a href="mailto:amanderson@oregonsd.net">amanderson@oregonsd.net</a> (608) 835-1356</p>	<p><u>Instructional Coach</u>  Brad Breunig <a href="mailto:bjb@oregonsd.net">bjb@oregonsd.net</a> (608) 835-4375</p>

Work Permits

Administrative Assistant

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District Office

Lauren Wysocky  
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## 2020-2021 OHS Class Schedule

Block	Time
Open Office Hours	8:30am - 9:00 am (30 mins)
1A	9:00 am - 9:42 am (42 mins)
1B	9:43 am – 10:25 am (42 mins)
Advisory	10:30 am - 10:55 am (25 mins)
2A	11:00 am – 11:42 am (42 mins)
2B	11:43 am - 12:25 pm (42 mins)
Lunch	12:25 pm - 12:55 pm (30 mins)
3A	12:55 pm – 1:37 pm (42 mins)
3B	1:38 pm- 2:20 pm (42 mins)
4A	2:25 pm - 3:07 pm (42 mins)
4B	3:08 pm - 3:50 pm (42 mins)

## 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 is 8:35 a.m.-3:50 p.m. for students. We ask that students not arrive earlier than 8:15 a.m. because we will not have staff present before that time.

### Attendance

**Student Right** - Each student has a right to receive an education that fosters personal growth and prepares one for adult roles. Each student has a right (within limits) to make up school work due to an excused absence.

**Student Responsibility** - Each student has the responsibility to attend school punctually and regularly. Each student has the responsibility to report to school and scheduled classes on time. Each student has the responsibility to prepare for class and to participate meaningfully.

Wisconsin Statutes 118.15 establishes the ultimate responsibility for regular school attendance with each student's parents/guardians. The parent/guardian of a student is responsible for reporting an absence, its cause, and, if required, for sending information upon the student's return (except where emancipation has been granted by the parent(s) to a student 18 years of age or older.

A parent/guardian may only excuse a student from 10 days (one period per day counts as one of the 10 days; more than 5 minutes tardy to a period counts as an absence) of school per school year. Beyond that it is at the discretion of the administrators as to whether parentally excused days or periods are excused. Students who miss more than 10 days of school will be required to provide medical documentation for any additional absences to be excused. A day is defined as one or more periods of a student's academic day, which includes learning resources.

### School Policy

Excused absences are granted for reasons of personal illness, illness in the family or family emergencies, personal appointments of a professional nature, death in the family or funerals, religious holidays, court appearances, special educational events, approved school activities and special circumstances that show good cause and are approved in advance by the attendance office. Absenteeism from school for reasons other than those cited shall be regarded as unexcused.

- Parents/guardians are to call Attendance, 835-4309 to report an absence.
- Doctor's notes are required to excuse medical and dental appointments. Absences with documentation from a medical professional will not count towards the 10 allowed parent days. Notes from a medical professional for an extended period of time must include a specific

number of days. Excuses stating "until better" or "occasionally may miss" will not be accepted. Doctor's notes are valid for 30 days.

- Parent/guardian call-in's for Learning Resources during Exam periods DO count towards 10 allowed Parent Excused Absences.
- Prearranged makeup of missed coursework must be arranged by notifying the attendance office.
- Attendance for Homeroom and Learning Resource is required as it serves as a marking period for the day.
- Homework requests: Homework will only be collected for students who miss 3 or more consecutive days.
- Students are responsible for securing all work missed for other absences.
- Attendance in school is mandatory for participation in or attendance at any extracurricular activity scheduled on a school day. Students must be in school for 4 FULL class periods to be eligible for ANY extracurricular participation. **STUDENTS LEAVING SCHOOL ILL ARE NOT ELIGIBLE.** Exceptions may be granted by the OHS administration. Note: If a student leaves school for an excused absence other than illness or due to a prearranged makeup, the student may be allowed to participate in or be a spectator at a school-sponsored event the same day.

### Pre Arranged Absences

Advanced pre-arranged absence forms MUST BE obtained from and returned to the attendance office prior to any such absence. If forms are not returned they will be considered unexcused. All makeup work for advanced absences will be completed upon return to school. Students will get the number of days missed, plus one to complete the work. Please make these arrangements at least one week in advance whenever possible!

Parent Unexcused Absences (PUX) are defined as an absence that does not meet "good cause" criteria, a student has exceeded their 10 parent excused days, but is with parental knowledge.[Wis. Statute 118.15, 118.16, 118.82, 118.65.; Student Activities Code Handbook.]

*Pre Arranged Absences Action* - If a student is not present and the reasons for absence have not been reported, school personnel will try to contact the parent. The student and/or parents are subject to, but not limited to:

- Parental notification
- Referral for evaluation
- Personal conference
- Detention
- In-School suspension
- Out-of-School suspension
- Referral to local truancy court
- Referral to District Attorney
- Community Service
- Revocation of Driver's License
- Revocation of Work Permit

- Foreclosure on co-curricular participation, including spectating
- Foreclosure from field trips
- Foreclosure from commencement
- Prohibited from attending school sponsored events/activities
- Revocation of parking permit

### Tardy Policy

Students must have a teacher pass if they are tardy to class. If a student does not have a pass, she/he is tardy unexcused. When a student arrives late and is tardy unexcused, it is the teacher's responsibility to work with the student. Students arriving after the first hour class has begun must sign in and obtain a pass to class from the attendance office. Students who are more than FIVE minutes late to class are charged with an unexcused absence.

Tardy	Action Step	Person(s) Responsible
#1	Conversation between the teacher and student	Teacher and student
#2	Reteach by the teacher	Teacher and student
#3	Contact home by the teacher (email or phone)	Teacher
#4	Referral in IC by teacher. Admin and/or support team will develop a plan to help improve tardies. (If plan does not work, contact that admin via email)	Teacher and admin/ support team

\*Additional tardies may affect a student's ability to earn privileges at OHS.

### Truancy

*Student Right* - Each student shall have the right to an education.

*Student Responsibility* - Each student shall attend school regularly as defined by Wisconsin Statute and local policy

*School Policy/Regulation* - Truancy means any unauthorized absence from school. "Habitual Truant" is defined by Wis. law as a pupil who is absent without an acceptable excuse for part or all of five school days during a semester. The school will notify the parent of a student who is a habitual truant when the child initially becomes a habitual truant. When a student is unexcused from any class, the student may receive a single period truancy citation (Oregon Village Ordinance 9.22). If the student accumulates more unexcused absences, the student will be issued a habitual truancy citation. (Wisconsin Statutes 118.15 & 118.16, Dane County Truancy Plan)

*Truancy Action* - Students violating this section may be subject to the following prior to the initiation of legal action:

### *First offense -*

- Parental contact
- Teachers will be instructed to record zeros for work missed during absence. The time the student was truant will be made up outside the regularly scheduled school day.
- Student will be subject to monitoring and in-school supervision.
- A parent-student conference may be held to discuss reasons for truancy and possible solutions.
- Truancy Ticket
- Prohibited from attending school sponsored events/activities

### *Subsequent offenses -*

- Truancy Ticket
- Schedule Change
- Community service
- Referral to municipal court
- Loss of Driver's License
- Revocation of Work Permit
- Established curfew
- Assigned to alternative education program
- AODA referral to assess/screen
- Contract signed for attendance

[Legal action under Wisconsin Statutes 118.15 & 118.16]

*Open enrolled student truancy* - If the District determines that a nonresident student is habitually truant pursuant to the District's applicable attendance and truancy policies during either semester in a given school year, the District may prohibit the student from continuing to attend school in the District as an open enrollment student in the succeeding semester or school year. The District must have clear documentation that the parent or guardian or student: 1) had notice of the truancy and attendance policies; 2) was allowed to explain why they believed there were any errors in the list of unexcused absences; 3) know or should have known that the student's open enrollment could be terminated for habitual truancy and the student had at least one notice; and 4) received an opportunity to correct the truant behavior before being found to be habitually truant or before terminating the open enrollment.

### Attendance at Dances

Even though school dances are periodically sponsored by various organizations for Oregon High School students, they all follow these guidelines:

- The purpose of dances is to provide social activity for OHS students. They are closed to the general public. However, any OHS student with an I.D. card may bring one guest who must be registered in the main office prior to a dance. The school I.D. card is used to determine enrollment and must be presented at the door. All guests at OHS dances must be pre-registered in the office by the announced deadline. Registration includes providing a photo ID, name, address, phone number and school of attendance for the guest. All guests

should be the appropriate age of high school students (must currently be in high school or within 2 years of graduation). Any exceptions to these guidelines must have administrative approval. The administration reserves the right to deny attendance, refuse admittance, or request a guest leave according to best practice.

- Attire, except when dress is determined by the nature of the dance (i.e., formal, costume, etc.) must conform to school regulations.
- Smoking and alcoholic beverages are prohibited at all dances.
- The doors will be locked 1 -1/2 hours after a dance is scheduled to begin.
- Students are expected to remain at the dance until it closes. Those leaving the building while the dance is in progress will not be re-admitted unless they have received prior approval from a dance chaperone. Students will not be refunded money for any reason once they have paid to enter.
- Students can be barred from school dances or other school related activities if they have been suspended during the school year or if school administration deems it necessary for the safety of the event and students. This is at the discretion of the school administration.

### 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.**

As a provider of school bus transportation for the Oregon School District, our first priority is to provide safe transportation for all eligible students. Transportation is a privilege and can be revoked.

Observing these guidelines and rules keeps all students safe on the bus and at the bus stop.

*Student Responsibility* - Students must be aware and understand the rules and procedures and abide by them. Students must realize that they alone are responsible for their own actions and behavior, and that school bus transportation can be denied if they do not conduct themselves in a safe and appropriate manner. Students must display proper respect for the rights and comfort of others, and must be aware that misconduct causes driver distraction which is potentially hazardous to their safety.

*Parent/Guardian Responsibility* - Parents/guardians are responsible for making sure their student understands and follows the rules set forth by the district and the bus company, as well as basic rules for safety and social interaction. Parents/guardians are expected to support disciplinary actions that are necessary to help the student change their behavior. Should suspension of riding privileges become necessary, the parent will have the responsibility of seeing that the student is transported to and from school. The primary responsibility of the bus driver is to safely transport students to and from school. The driver also has the responsibility of maintaining and monitoring discipline on the bus.

- Students are to ride only on assigned busses; no passengers are allowed except those authorized to ride. Transportation amendments are only considered with a written permission slip from the parent/guardian.
- At the Bus Stop: Walk and wait safely. Be at the bus stop FIVE MINUTES before bus arrival. Stay at the stop. The house, yard, garage, trees, and fences near the bus stop are the property of others and must be respected.

- Drivers will not tolerate any behavior that distracts or interferes with driving safely. All passengers are entitled to receive safe transportation; drivers will not allow behavior that jeopardizes safe transportation.
- Transportation to and from school is a privilege, which will be suspended or revoked if necessary.
- Classroom behavior is expected at all times on the bus.
- Follow the driver's or bus attendant's instructions. Drivers may assign seats at any time.
- Do not spray perfume, deodorant, and like substances on the bus.
- Keep all parts of your body and all objects to yourself and inside the bus.
- Keep the noise level down and remain seated facing forward.
- Keep all harmful materials (drugs, tobacco, alcohol, weapons, etc) off the bus.
- Do NOT eat, drink, or smoke on the bus.
- Keep the aisle clear. Do not litter. Do not write on or damage the bus.
- Backpacks or anything brought on the bus should be able to be held on your lap. If it is bigger than that, you must find other means to get the materials to/from school. Skateboards need to be attached to a backpack or in a bag.
- No profane language or obscene gestures. Be respectful to others and their property.
- No fighting, pushing, tripping or horseplay allowed on the bus.
- Depart at your designated stop only.
- Electronic devices are allowed on the bus as long as they do not cause a distraction. Students need to use an earbud; one ear needs to be open at all times, on, near, or around the bus. This allows the students to hear the driver's instructions at all times.

*Outside of the Bus* - Stay outside of the danger zone around the bus which is 5 feet on all sides of the bus. Do not attempt to touch the bus. The bus will pull over and do a yellow-light stop unless someone needs to cross a street. If you cross the street, state law requires you to wait in the front right corner of the bus where the driver can see you and you can see the driver. The driver will signal you to cross after all students are off the bus and the traffic is stopped. In the morning if you get to the stop after the bus is there and you need to cross you must wait for the driver's signal.

*Consequences* - Consequences issued by the school and bus company may include: loss of privileges or added tasks at school or suspensions. Depending on the severity of the incident the consequence could skip levels.

*Adults on the Buses* - Drivers will NOT allow any unauthorized adults on a bus. If an unauthorized adult gets on board and will not step off the bus when directed, the driver will call for police assistance. Parents wishing to obtain authorization to ride a bus must contact the appropriate school office with sufficient notice. The school will then notify the bus company of any authorizations. If you have discipline concerns regarding any other student on the bus, please call the school or the bus company office (608) 835-4032 to resolve the issues.

## Appropriate Dress

*Student Responsibility* - Students are responsible to dress within the guidelines provided. Students must wear clothing and shoes (state law) in and around school as well as at school sponsored functions at all times. Students must wear safety or special purpose equipment when it is required.

### *Allowable Dress & Grooming* -

- All clothing must have fabric that covers the front, back (including midriff/lower back), sides, portion of the shoulder (straps), and buttocks of the body.
- Clothing must cover undergarments.
- Fabric covering all undergarments must not be see through.
- Headwear must allow the face to be visible and not interfere with the line of sight to any student or staff.
- Clothing must be suitable for all scheduled classroom activities. Certain courses (e.g. physical education, science labs, technology education) may require specialized attire (e.g. sports uniforms, safety gear).

### *Non-Allowable Dress & Grooming* -

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, e-cigarettes, vaping, jewelry, marijuana or other controlled substances, or other items not allowed on school property.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected class.
- Clothing may not depict weapons, promote violence and/or threaten the health or safety of others.
- Clothing may not disrupt the learning environment.

*Creating OSD clothing* - Any clothing created to represent OSD or its schools must be approved by the school administration.

*Appropriate Dress Action* - Students violating this section will be subject to, but not limited to, any combination of the following:

- Request to cover the clothing and/or change to appropriate attire
- Confiscation of item
- Conference with school staff or administration
- Verbal warning
- Parental/guardian conference
- Student sent home with parent/guardian approval to change clothing
- Assignment to a different learning environment
- Assign educational learning opportunities
- Suspension
- Expulsion
- Citation
- Other actions needed to ensure the health, welfare and/or safety of others

## Academic Related Policies

### Academic Achievement and Recognition Awards

The Oregon High School Student Recognition program will include two major types of awards – the Laude Awards and Student Honors:

*Laude Awards* - These awards are determined by a student's cumulative grade point average (GPA) at the end of the 7th semester. (end of the 1st semester of senior year.) The level of award is determined according to Cumulative GPA Range:

- Summa cum Laude, GPA 3.80 – 4.0
- Magna cum Laude, GPA 3.60 – 3.79
- Cum Laude, GPA 3.20 – 3.59

*Student Honors* - These awards are determined by the number of credits of "Advanced Courses" a student chooses to take and passes while a student at Oregon High School. The level of Honor is determined according to the minimum number of "Advance Course Credits":

- Highest Honors, 6 credits
- High Honors, 4 credits
- Honors, 2 credits

### Honor Roll

The honor roll is an additional way of giving recognition to those students whose scholastic accomplishments are outstanding. However, the real reward and satisfaction to such students stems from the work itself. The realization that concerted effort has resulted in constructive achievement is reflected in their interests, actions and enthusiasm, apparent in all phases of their school activities.

The honor roll has these basic concepts:

- Three levels of recognition
- Based on the semester grade only.
- Based on current Grade Point Average as calculated on the report card using the above referenced Laude scale

### Student Honor Courses

Parents and students should keep these courses in mind while completing or modifying the 4-Year Plan. Honors courses may have an additional component or activity associated with course work for the additional honors credit (i.e. presentation or performance). Please contact Student Services during registration for additional details.

<u>Department</u>	<u>Credit Course Title</u>
English	1.0 Cr. – Honors English 11
	1.0 Cr. – AP English Literature
	1.0 Cr – AP English Language and Composition
	1.0 Cr. – Honors English 12 - World Literature
	0.5 Cr – Writing for Film Analysis

Math	<ul style="list-style-type: none"> <li>1.0 Cr. – Pre- Calculus</li> <li>1.0 Cr. – AP Calculus AB</li> <li>1.0 Cr. – AP Calculus BC</li> <li>1.0 Cr. -- AP Statistics</li> <li>1.0 Cr. -- AP Computer Science A</li> </ul>
Science	<ul style="list-style-type: none"> <li>1.0 Cr. – Biotech Apprenticeship</li> <li>1.0 Cr. – AP Biology</li> <li>0.5 Cr. – AP Biology Lab</li> <li>1.0 Cr. – AP Chemistry</li> <li>1.0 Cr – AP Chemistry Lab</li> <li>1.0 Cr. – Honors Physics</li> <li>1.0 Cr. – AP Environmental Science</li> </ul>
Social Studies	<ul style="list-style-type: none"> <li>1.0 Cr. – AP Psychology</li> <li>1.0 Cr. – AP Economics</li> <li>1.0 Cr. – AP U.S. History</li> <li>1.0 Cr. – AP World History</li> </ul>
World Language	<ul style="list-style-type: none"> <li>1.0 Cr. – German 4</li> <li>1.0 Cr. – AP German 5</li> <li>1.0 Cr. – Spanish 4</li> <li>1.0 Cr. – AP Spanish 5</li> </ul>
Art	<ul style="list-style-type: none"> <li>1.0 Cr. – Adv. Drawing</li> <li>1.0 Cr. - Adv. Painting</li> <li>1.0 Cr. – Adv. 3-D</li> <li>1.0 Cr. – Adv. Computer Animation</li> <li>0.5 Cr. – Advanced Photography</li> <li>1.0 Cr. – Adv. Art Portfolio &amp; Sketchbook</li> </ul>
Music	<ul style="list-style-type: none"> <li>1.0 Cr. – 4<sup>th</sup> Year of Choir</li> <li>1.0 Cr. – 4<sup>th</sup> Year of Band</li> <li>1.0 Cr. – 4<sup>th</sup> Year of Orchestra</li> <li>1.0 Cr. – AP Music Theory</li> <li>0.5 Cr. – Music Composition 2</li> </ul>
Business & Marketing	<ul style="list-style-type: none"> <li>0.5 Cr. – Advanced Desktop Publishing</li> <li>0.5 Cr. – Advanced Multimedia</li> <li>1.0 Cr. – Adv. Marketing</li> <li>1.0 Cr. – Marketing Apprenticeship</li> <li>1.0 Cr - Accounting 2</li> <li>1.0 Cr - AP Computer Science Principles</li> </ul>

Tech Ed. 0.5 Cr. – Principles of Engineering  
1.0 Cr. – Home Construction

Agriculture 1.0 Cr. – Agriculture Apprenticeship

Family & Con Science 1.0 Cr. – Child Care Teacher

### Academic Dishonesty/Cheating/Plagiarism

*Student Right* -Students have the right to fair and consistent review of their own work.

*Student Responsibility* - Students have the responsibility to complete and submit their own work. Students shall follow established procedures.

*School Policy/Regulation* - Academic dishonesty, cheating, or plagiarism, either with or without the use of computers, is prohibited in all education classes in the Oregon School District. The Oregon School District emphasizes academic challenges and high expectations for our students. This includes expecting our students to conduct themselves with honesty and integrity. Academic honesty means that a student's behavior is ethical and their work is their own. Acts of academic dishonesty are serious violations of the trust necessary for a productive educational experience. We strive for honesty and integrity in our learning environment regardless of the mode (virtual, face-to-face, or work done outside of school for credit).

*Dishonesty, cheating, and plagiarism are defined as -*

- Copying or stealing another person's work and submitting it as one's own;
- Submitting someone else's paper or test;
- Copying from the internet to plagiarize;
- Allowing another person to copy one's own work and submit as their own;
- Doing another person's class work;
- Creating more than one copy of one's work and allowing it to be used by someone else as their own;
- Copying or stealing teachers' answer keys, test keys, teacher edition texts;
- Taking digital images of assessments;
- Cheating or providing another person with the answers on tests or quizzes;
- Altering any document already assessed;
- Altering any records/grade book;
- Selling stolen answers and/or material; or
- Any other method used in not being honest with the work one does.

[Board of Education Policy 440, Legal Ref: Section 943.70 Wisconsin Statutes]

*Academic Dishonesty/Cheating/Plagiarism Action* - The class instructor will report the incident to the student's principal and contact the student's legal guardian. Students' work may undergo

electronic detection for plagiarism and an anonymous copy will be archived for comparative purposes. Teacher will log entry into Infinite Campus and fill out a Discipline Referral form to give to the appropriate Associate Principal. The Associate Principal will notify the Athletic Director. Repetitive violations (2 or more) will qualify as a Code of Conduct violation. The classroom teacher will select the most appropriate consequence based on the incident.

The consequence may be, but is not limited to, one or more of the following:

- Personal conference
- Teacher will log entry into Infinite Campus
- No credit given for project/exam/quiz/homework/etc.
- Lowered grade for project/exam/quiz/homework/etc.
- Alternative project/exam/quiz/homework/etc. assigned
- Retake of project/exam/quiz/homework/etc.
- Foreclosure from class field trips
- Loss of privileges in a given area
- Code of Conduct Referral
- Detention
- Removal from class with an "F", with administrative approval

Depending on the severity, and/or repetition, of the incident, the administration may also determine an additional consequence that may be, but is not limited, to one or more of the following:

- Prohibition from school activities: dances, sporting events, commencement, etc.
- In school suspension
- Out of school suspension

### GPA ...What Is It?

GPA stands for grade point average. The factors which affect GPA are the grade you receive and how much credit goes with the grade. (Example) An A in a 1 credit course receives 4.0 honor points. An A for 1 semester in a single credit course (1/2 credit per semester) would receive 2.0 honor points, and an A in a ¼ credit course would receive 1 honor point. Additional GPA facts include:

- GPA is calculated by dividing honor points by credits attempted. GPA is used to determine honor roll and laude awards at graduation.
- Students' class standing determines where their GPA is calculated. The GPA of fifth-year students with 21 or more credits will be calculated with the previous year's senior class.
- Only courses taught by OHS faculty count for GPA. Courses from other certified high schools count for transfer students (exception: courses completed as a part of School to Career program count in GPA).
- Transfer grades on a system other than 4.0 will be adjusted.
- Only courses with clear, gradable expectations count for GPA credit.
- Part-time courses, tutoring and cadet teacher courses or foreign courses do not count for GPA.
- Work experience courses and Co-op courses do not count.
- Apprenticeships do count.
- Courses that students "test out of" do not count.

- Summer special classes taken on college campuses and college courses taken in dual enrollment or post secondary enrollment will count for credit, may or may not count for departmental requirements and will not count toward GPA.
- Independent study classes with OHS staff will count toward graduation credit, may or may not count for departmental requirements, and will count for GPA.

### Credit Policies and Grade Placement

Students will be assigned to a grade level based on their cohort. All students will be assigned to the ninth grade their first year at OHS, tenth grade their second year at OHS, etc. regardless of credits. However, students' credit status will be evaluated prior to the start of each school year. Students who have not earned a minimum of 4 credits their ninth grade year, 9 credits by the end of their tenth grade year or, 15 credits by the end of their eleventh grade year will be considered credit deficient and at-risk of not graduating with their cohort. The full 23 credits (including all graduation requirements) are necessary to receive a diploma. Students will not be advanced to a higher grade than their semesters of attendance indicate unless they process early graduation papers.

### Class Load

All students are required to enroll in six (6) courses per semester. Full-time students must carry at least 6 classes, unless in an approved alternative program. College or university courses may be substituted for OHS classes. Full-time students are programmed for the school day as defined in Section 8.03.02 of the School Board Policies Handbook.

### Cadet Credit

Students earn ¼-credit per semester for each cadet assignment completed and may accumulate a maximum of one elective credit for being a cadet. Students who wish to be a cadet must be enrolled in a minimum of six classes in addition to the cadet assignment. Cadet credit may not be used for early graduation. Students may also elect to cadet for Community Service hours. One full semester of a cadet assignment fulfills the 40 hour graduation requirement.

### Grade Change Policy

A student enrolled in OHS requesting a change in quarter and/or semester grades must follow the procedure and criteria outlined here:

In order for a semester or quarter grade to be changed, the student must prove the following:

A test grade, assignment grade, or other grade recorded in the teacher's grade book and/or Infinite Campus was not correctly recorded and that such an error resulted in an incorrect quarter grade or semester grade.

Requests for changes in quarter or semester grades shall be made using the following procedures:

- The student and/or the student's parent or guardian shall obtain a request form from the main office of the high school. The form must be completed in its entirety and returned to the high school office to the attention of the Principal, within twenty school days after the end of the quarter or semester in which the grade being challenged was received. In the event that a

requester submits to the principal a request form that is incomplete, the form will not be reviewed. Requests for grade changes that are filed past twenty school days of the end of a quarter or semester will not be reviewed.

- Within three school days of receipt of the completed request form, the principal shall transmit the form to the teacher who shall respond to the request in writing within five school days of receipt of the form from the principal. The principal shall transmit the form to the student or the student's parent/ guardian within three school days of its return from the teacher.
- A student or their parent or guardian who is dissatisfied with the response submitted, may respond within five school days of the date of mailing of the form to him/ her, request a conference, which shall be held within ten school days of the date of the request. A conference, if held, will include the student and/or their parent/guardian, the teacher, and the principal. The conference will be held for the purpose of determining whether one or more of the criteria for changing grades have been met. After the conference the principal will decide whether the student's grade will be changed. The principal shall inform the teacher, the student or their parent or guardian of the decision in writing within three (3) school days of the conference. The principal's decision is final.
- Copies of all documents relating to requests for grade changes will be placed in the cumulative file of the student and maintained as a pupil progress report in accordance with law.
- No request for a grade change will be considered unless it meets the criteria and procedural requirements of this policy, including deadlines.
- Nothing in this policy shall prohibit a teacher, if they realize that a grading error has been made due to the miscalculation or misrecording a grade, from correcting the grade. The deadlines established herein will begin to run on the date when notice is sent to the student or their parent or guardian of the change.

### Grading

Teachers will update grade books in Infinite Campus every seven school days. Exceptions to this time frame will be linked to more involved projects/assessments and will be noted by footer in Infinite Campus to indicate a time for a grade to be determined and entered into Infinite Campus.

Grades are reported each nine weeks and semester grades are computed and recorded each semester. All instructors will provide students with written material that will clearly communicate grading criteria, the relationship between outcomes and grades, behavioral expectations and the goals of the course. All grades and grade point averages are based on the semester grade.

### Grading System

Cumulative GPA is currently reported using the following mark points for full credit courses.

### Scale Grade Points

100-93 A 4.0		80-82 B- 2.67		67-69 D+ 1.33
90-92 A- 3.67		77-79 C+ 2.33		63-66 D 1.0
87-89 B+ 3.33		73-76 C 2.0		60-62 D- .67
83-86 B 3.0		70-72 C- 1.67		59 and Below F or IE

- The lowest score on the OHS grading scale is 60%. Assessments not completed or earning a score below 60% will be recorded as insufficient evidence (IE), indicating that the student has not demonstrated proficiency on the assessment.
- Courses require students to demonstrate proficiency (60%) of summative assessments. If a student earns a score lower than 60% or does not turn in a summative assessment, the student may be required to redo or retake the summative assessment until demonstrating proficiency in order to pass the course
- Courses require students to demonstrate proficiency on a designated number of summative assessments. If a student does not demonstrate proficiency on enough summative assessments, the semester grade will be an F.
- Only final semester grades are used in computing the cumulative GPA. Grades from all courses are computed equally without weighting. Academic distinction honors are based on semester grades. Senior academic distinctions for commencement and the Senior Awards Ceremony are based on cumulative GPA after 7 semesters within OHS.
- Students will not earn duplicate credit when a course is repeated. The grade can be increased through performance demonstration, but credit will not be awarded. The class will be listed the number of times taken.

### Formative and Summative Grading

Board Policy 415 defines formative assessment as grading *for* learning. Formative assessment is used to inform instruction and provide specific feedback to students on their learning progress. Summative assessment is defined as grading *of* learning and reflects student mastery of curriculum standards. Summative assessments are to be counted toward a student's final grade. Formative assessment may be included up to 10% of the summative grade.

"At OHS, as in other high schools, "Summative Assessments" can include: Tests, Projects, Research Papers, Presentations, Panel Discussions, Demonstrations, Reports, Essays, Performances, etc. – anything that a teacher may use to make a judgment of a student's ability level or mastery of content. Participation can be a summative assessment if it directly relates to measuring a student skill. Summative Assessments can, should, and will take many forms over the course of a semester or school year.

Similarly, "Formative Assessment" also can, should and will take many forms in the course of a school year or semester. Formative assessments may include: daily homework assignments, study guides, quizzes, "drafts" of thesis statements, notebooks, note cards, and other, too many to name,

activities. In short, a “Formative Assessment” is a tool that should be used to provide feedback to a student to determine how they are progressing in their level of knowledge or in developing the skills and abilities to be successful in the particular course.”

### Retake of Summative Assessments

Board Policy 415.03 requires teachers at all grade levels to, “Allow opportunity for retakes of summative assessments.” Further, the policy states, “Teachers and Administration shall establish consistent criteria by which summative retakes may be taken.” The OHS Leadership Team has determined the following:

- All students can engage in one retake per summative test. In unique, unusual circumstances an additional retake opportunity may be provided at the teacher’s discretion.
- Students who complete the required formative work\* (readings, in-class assignments, homework assignments, quizzes, etc.) on time prior to the date of the summative test, will be eligible to retake the assessment if needed. The score earned on the retake of the summative test will replace the original score.
- Students who do not complete the required formative work\* (readings in-class assignments, homework assignments, quizzes, etc.) or complete this work on time prior to the date of the summative test, will be eligible to retake the assessment if needed. Completion of the required formative work and additional, corrective work will be required before the date of the retake. The score earned on the retake of the summative test, up to a maximum score of 75% (“C”), will replace the original score.
- Students must complete the retake process prior to the date of the next summative test, project, or assignment.
- This may not apply to all types of summative assessments including long term, multi-step assessments such as a research paper, project or presentation. (In many of these cases, such as a research paper, students receive feedback on each step of the process and have multiple opportunities to redo portions of the paper, presentation, or project before final submission.)
- Retake opportunities are not available for semester exams.

\*Prior to the beginning of a unit of study, teachers will inform students of formative work that will be considered “required.”

### Grade reports

Grade reports for grades 7-12 will be issued four times yearly for progress updates and the official end of quarter term grading.

*The reporting of achievement data on a regular basis -*

- Provides a format to evaluate student progress.
- Informs students and parents regarding educational growth.
- Provides data for modification of educational programs if indicated for an individual student or groups of students.

## Confidentiality

The District is committed to maintaining the confidentiality of educational records, including achievement data. In order to secure this protection for all students, the District shall comply with the following:

- Achievement data for homework, tests, quizzes, projects or other work used to determine a student's performance may not be posted, read aloud by the teacher or another student, or distributed in a non-private form (such as a postcard) without consent from the student. Achievement data on practice tests or other assignments that are not used in the evaluation process are not subject to this requirement.
- Achievement data may only be given over the telephone or by email directly to the authorized persons in a contemporaneous conversation or correspondence. District administered web sites that are password protected do not violate this policy.
- This policy will be implemented in accordance with federal and state laws which prohibit discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

[Board Policy 415, Legal References: Family Educational Rights and Privacy Act (FERPA), 20 United States Codes 1232]

## Learning Skills

Learning skills are to be evaluated separately from measures that contribute to the student's final summative grade. These skills are important for feedback but should not be a factor in the student's final grade. Teachers will report students' learning skills grades mid-quarter and at the end of each quarter. RAP eligibility will be partially determined by the previous semester's learning skills grades. Students will receive learning skills grades based on the following criteria:

### *Consistently completes class assignments and homework in a timely fashion -*

- completes assignments on time
- is on time to class
- is prepared for class
- makes up work in a timely manner

### *Cooperates well with students and staff -*

- approaches school work with a positive disposition
- follows the rules and directions of the teacher and school

### *The student is actively engaged in classroom learning -*

- is attentive and produces quality work
- initiates contact for extra help when needed
- participates constructively in class activities

### *These criteria will be evaluated on the following scale -*

- C = Consistently: Student consistently demonstrates success in the learning skills.

- S = Sometimes: Student sometimes/inconsistently demonstrates success.
- R = Rarely: Student rarely demonstrates success in this learning skill.

### Graduation Requirement

The Oregon Board of Education has established that a diploma will be awarded to any student earning 23 credits. 22 of the 23 credit requirements must be successfully satisfied in order for a student to participate in commencement exercises.

#### *Minimum required credits include -*

- 4.0 – English (1 credit of English 9 or Honors English 9, 1 credit of English 10 or Honors English 10, 1 credit of English 11 or Honors English 11, 1 credit of English Elective)
- 3.0 – Social Studies (1 credit of U.S. History, 1 credit of World Civilization or AP World History, 1 credit of Social Studies Elective)
- 3.0 – Mathematics
- 3.0 – Science
- 1.5 – Physical Education
- 0.5 – Health Education
- 8.0 – Additional Credits

All Oregon Middle School students that complete an Algebra, Geometry and/or Algebra 2 course are granted high school elective credit that is calculated into the student's high school cumulative GPA and overall graduation credit summary. Completion of one or more of the mentioned OMS math credits does not count towards the completion of 3 credits of math required for graduation per Wisconsin State Statute.

In addition, 40 hours of community service are a requirement for graduation. The criteria are outlined on the OHS website ([www.oregonsd.org](http://www.oregonsd.org)). Please refer to the community service learning requirement.

### Early Graduation

The normal and expected program leading to a diploma anticipates four years of full-time attendance. It is possible that some students may fulfill all requirements for graduation in less than four years. If early graduation is anticipated, it should be a planned program involving parents/guardians, the student, and school personnel. In those instances the following guidelines will be followed:

- The student must have a definite and acceptable purpose and goals and state them in written form on the application for early graduation. The application can be obtained from the student's school counselor.
- The student must have a conference with their counselor before the end of the school year prior to the school year in which early graduation is intended and turn in the application at that time. The student must have 19 credits by the end of the semester prior to the semester of intended graduation.

- No mid-year commencement exercises are held. Students who elect mid-year graduation must notify the principal in writing if they wish to participate in June commencement exercises. Notification is to occur prior to mid-year graduation.
- Diplomas will be available in June.
- Cadet (Peer Tutor and Elementary Tutor) credit may not be used for early graduation.

### Graduation Ceremony Participation Policy

As participation in the graduation ceremony is a privilege rather than a right, a student must have completed all of the graduation requirements in order to participate in the graduation ceremony. The Oregon BOE has established that a diploma will be awarded to any student earning 23 credits. The ceremony shall be reserved for those senior students who:

- Meet all the credit and class requirements as outlined. Coursework must be completed and passing grades must be submitted prior to the ceremony.
- Participation in graduation practice(s). The building administrators may waive this for good and sufficient reason.
- Abide by the rules for participating in the ceremony as established by the high school administration (free from the influence/use of drugs and alcohol, proper dress, no noise makers etc.).
- Have resolved all fees, fines and obligations.

Seniors suspended (in-school or out-of-school) in the final two weeks of school may not be eligible for the ceremony.

### Schedule Change Policy

OHS schedules each student with a counselor in an effort to ensure that placement is as accurate as possible. Additionally, this helps us keep requested courses at the forefront. Course enrollments impact recruitment and assignment of staff, as well as the purchasing of supplies/ materials. Due to these facts, it is necessary to establish formal scheduling procedures.

**Scheduling Calendar** - January/February –Students receive scheduling information and select courses for the following year. June - Students receive a draft of their schedule with their report card.

September – Students receive a final copy of their schedule on the first day of school.

**Schedule Adjustments** - All schedule adjustments must be made through your counselor. See below for schedule change guidelines and deadlines.

*Please note that schedule changes will be made ONLY for the following reasons:*

- An adjustment is needed to meet graduation requirements.
- The student did not earn credit in a required course.
- The student's course load is too rigorous or not rigorous enough.
- The student did not earn credit in a course that is a prerequisite for a class they enrolled in.
- The student's Early College Credit/School-to-Career programming conflicts with the schedule.\*
- The student does not have enough credits listed (6 credits/year).

Extenuating circumstances that do not fit in these categories must be submitted in writing to your counselor. All appeals must be signed by a parent/guardian before they will be considered. Your counselor will review and determine if the appeal will be brought before an administrator for final consideration. Appeals are only presented by a counselor.

\*If you are participating in School to Career, the school to work coordinator will reach out to you in late July with scheduling guidelines.

### Schedule Change Guidelines

It is important for students to make accurate initial course selections. Students requesting changes will be limited in the following manner:

- Students must be enrolled in a minimum of six (6) classes per semester per OSD School Board policy (students may have up to two (2) learning resources per semester).
- School to Career hours may also be taken for one (1) or more of the classes per semester as approved by the School to Career Coordinator and OHS Building Administration. See School-to-Career section for more information.
- When a semester begins, students may request to add a class up to the first five (5) days of the semester. After five (5) days, classes cannot be added unless there is instructor approval. Students are responsible for missed content.
- When a semester begins, students may request to drop a class within the first ten (10) school days of the semester without permanent transcription. Requests explaining the rationale for the change must be made in writing and include student, instructor, and parent/guardian signatures. Requests do not automatically equate to a schedule change being approved.
- After ten (10) school days and up to day twenty-three (23) (progress report window), students may request to drop a class when there are extenuating circumstances AND there is agreement among the student, instructor(s), counselor, parent/guardian, and an administrator. Class drops, if approved, will be reflected as a withdrawal (WD) on the student transcript up to day twenty-three (23) of the semester. On and after day twenty-four (24), class drops will be reflected as an F on the student transcript. Requests explaining the rationale for the change must be made in writing and include student, instructor, and parent/guardian signatures. A dropped course cannot be one of the 6 minimum.
- If a student's instructor, counselor, and an OHS Building Administrator do not approve of the course change, a student will remain in the course and receive the grade earned at the end of the semester.

### How a Dropped Class is Reflected on the Transcript

Depending on when a class is dropped, it will be recorded differently on the student's transcript:

- Day one (1) to day ten (10) - not listed on transcript.
- Day eleven (11) to day twenty-three (23) of the semester - Withdrawal (WD) on transcript.
- After day twenty-three (23) of the semester - F on transcript.

### Online/Blended Courses

All students wishing to take an online or blended course through Oregon High School will go through the following approval process:

- Student meets with their counselor and fills out the Online/Blended Request Form
- Online/blended learning coordinator reviews the request
- If approved, the course will be added to a student's schedule in IC.
- If this is one of a student's 6 minimum courses, they must complete the course on time or receive an F for the course. Since this course is one of the 6 minimum required to be a full time student at OHS, it is not eligible for personalized pacing.

If a student has successfully completed their first online or blended course they are eligible to take additional courses in this format if approved through the above process.

*Special Note* - The NCAA Eligibility Center does not recognize all online/blended courses. When requesting a course, please indicate that you are seeking NCAA approval on the request form to avoid eligibility issues.

### Students Who Study Abroad

Upon providing written documentation of their time spent studying abroad, OHS students may receive up to 6 elective credits for the experience. Students who provide a grade report from the school they attended during their experience may be eligible to earn credit in the core graduation requirements.

### Student Records

The adequate and appropriate collection, maintenance and dissemination of student records are an important responsibility in the public schools. Student records shall include all records relating to an individual student other than notes or records maintained for personal use by teachers, psychologists or other certified personnel who are not available to others.

The principal of each school shall be responsible for the security, access, maintenance, dissemination and destruction of student records in accordance with state and federal laws and established procedures.

Student records shall be available for inspection or release only with prior approval of the parent(s)/guardian(s) or adult student except in situations where legal requirements specify release of records without such prior approval. Guidelines for student record organization, security, maintenance, access and amendment shall be developed in accordance with state and federal laws and regulations. Except as otherwise provided by law, parents/guardians of students in the District shall be provided access to their children's education records without unnecessary delay and within 45 days after an appropriate request has been made for such records. Student record notices shall be provided in accordance with state and federal law.

### Student 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.

## Student & Visitor Expectations

### Anonymity

*Student Right* - Students have a right to attend a school where all persons are known or will identify themselves.

*Student Responsibility* - Students have a responsibility to identify themselves if requested by authorized personnel.

### Visitor Policy/Regulation

**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.** All visitors (student or adult) during the school day must report to the office and identify themselves for permission to be in the school or on campus. Persons entering OHS or the school premises shall identify themselves to authorized personnel. Students must carry ID cards at all times and present for identification whenever requested. [Village of Oregon Ordinance – Trespassing Chapter 9 Statute 943.13(1B)]

*Visitor Action* - Persons on school grounds or in the school building without permission may be subject to legal action. Students providing false identification or failing to identify themselves when requested by authorized personnel are subject to disciplinary action.

### Assemblage

*Student Right* - Each student has the right to peaceably assemble for the expression of opinions and beliefs as long as that assembly is permitted by law and does not disrupt normal operations of Oregon High School.

*Student Responsibility* - Students have the responsibility to assemble at times and in areas approved by the administration. The designated times and areas shall be determined by the principal after reviewing the daily class schedule and facilities for the educational program in accordance with each request for assembly. Students may not excuse themselves from their scheduled classes for any assembly unless cleared by an administrator or classroom teacher.

*School Policy/Regulation* - School policy prohibits assemblies that disrupt the normal operation of the school, are prohibited by law, prevent any student from securing regular access to school facilities or classes, or are inconsistent with school goals for teaching/learning. [Village of Oregon Ord., Disorderly Conduct, 9.01/947.01, WI. Statute 941.01 Disorderly Conduct, 941.06 Unlawful Assembly]

*Assemblage Action* - Students not complying with the provisions of this section shall be subject to, but not limited to:

- Notification of parents
- Notification of police
- Suspension
- Expulsion
- Citation

### Assigned Areas

*Student Rights* - Each student has a right to an education.

*Student Responsibility* - Students at OHS have the responsibility to be in assigned areas except during passing time or while carrying a hall pass. Students have the responsibility to be in all classes for the entire duration of a class.

*School Policy/Regulation* - Students are expected to be in assigned areas at all times indicated by their educational programs. Students must have a Pass if out of class during the scheduled time. [Wisconsin Statute 118.15, 118.16, 118.82, 118.65, 118.33 (1)b, Compulsory Attendance]

### Open Lunch Policy

Students enrolled at OHS and in good standing (no behavior or academic issues) will be allowed to leave campus during their designated lunch period. Applicable attendance policies will be strictly enforced. Open lunch may be revoked for individuals or for the whole school by the administrators or Board of Education if problems occur such as traffic violations, rowdiness, vandalism, reported smoking, loitering, littering, theft.

*Open Lunch Action* - Students violating open lunch policy will be subject to, but not limited to:

- Verbal reprimand
- Referral for evaluation
- Detention
- Community Service
- Loss of privileges
- Notification of parents
- Conference with parents
- Suspension from classes or school
- Ticket for loitering
- Loss of Responsibility Pass

### Behavior

*Student Right* - Students have the right to attend a school that is safe and secure without fear of physical threat, harm or verbal abuse.

*Student Responsibility* - Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals. Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others. Students have a

responsibility to refrain from bullying behavior as defined in Board Policy 163 as deliberate or intentional behavior using words or actions intended to cause fear, intimidation or harm.

*Complaint Process* - Complaints regarding inappropriate behavior should be made to student services or a building administrator. Complaints may be made via direct report or by email. There is a Report of Harassment/Bullying form posted on the OSD Website.

*School Policy/Regulation* - Inappropriate behavior, both physical and verbal, shall not be permitted in school, on school premises or at school sponsored functions wherever held. Inappropriate behavior includes, but is not limited to:

- Taunting
- Bullying (Board Policy 163)
- Rumor spreading
- Inciting behavior
- Racial slurs or other hate speech (Policy 164)
- Discrimination (Board Policy 157)
- Harassment (Board Policy 157)
- Possession of ANY look-alike weapon (toy)
- Profanity
- Verbal abuse
- Fighting or similar behavior
- Possession or use of any article as a weapon to threaten or injure others (see Weapons section, page 31)
- Possession or use of potentially dangerous, illegal, or disruptive articles or missiles (including explosives, firecrackers or other incendiary devices)

*Behavior Action* - Students that engage in inappropriate behavior will be subject to action as determined by the school or teachers, which may include, but are not limited to, the following depending on the extent and severity of the behavior.

- Verbal reprimand
- Referral to Reflections Room
- Referral to Administration
- Parent Notification
- Educational Instruction
- Mediation
- Restorative Practices
- Community Service
- Social Engagement
- Restitution
- Detention
- Suspension
- Co-Curricular consequences
- Citation

- Expulsion
- Parental conference for re-admittance

Authority to expel a student is granted in Wisconsin Statutes 120.13(1) (c): “The school board may expel a pupil from school whenever it finds him/her guilty of repeated refusal or neglect to obey the rules (repetitive incorrigibility), or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school, conduct while not at school or while not under the supervision of a school authority that endangers that property, health, safety of others at school or under the supervision of a school authority, and conduct while not at school or not under the supervision of a school authority that endangers the property, health, or safety of a district employee or school board member, or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion.” Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

### Classroom/Commons Areas Conduct

*Student Right* - Students have the right to move about the school and take advantage of instructional and related activities in an atmosphere where students can learn and teachers can teach.

*Student Responsibility* - Students have the responsibility to abide by all reasonable district, building, and classroom rules established by school officials. Students shall practice common rules of courtesy that are necessary in group settings to avoid disruption in the school and to protect school property and the health, safety, and welfare of students and teachers. Students have the responsibility to conduct their behavior in such a way that does not disrupt the learning environment or offend others. This includes loud talking, inappropriate gestures, and inappropriate public displays of affection. Students may not engage in repetitive incorrigibility.

*School Policy/Regulation* - This code will be distributed annually to all OHS students via the OHS Student Handbook. Open containers are ONLY allowed in the commons. Containers that are unopened or sealed securely may be carried in the hallways (i.e. plastic containers from Subway, McDonalds, etc., are not permitted --- covers must snap or twist on). Containers that do not meet approval will be confiscated. The teacher will set the policy for food, gum, and beverages in their classroom. Teachers will comply with their established policy and model the expectation during class time. A teacher may vary from their established policy during prep time.[Board of Education Policy, Wis. Statute 941.01 Disorderly Conduct and Village of Oregon Disorderly Conduct Ordinance Chapter 9.01/947.01, Village of Oregon Ordinance (loitering)]

### Classroom/Commons Areas Conduct Action

Students in violation of the above will be subject to action as determined by the school or teachers, which may include:

- Verbal reprimand
- Parent notification
- Referral to administration

- Referral to Reflections Room
- Suspension
- Detention
- Community service
- Citation
- Expulsion
- Parental conference for re-admittance

### Co-Curricular Activities at Oregon High School

Please refer to the Co-Curricular Handbook posted on the school's webpage.

### Due Process

*Student Right* - Each student has the right to due process in the application of the Code and school rules/ regulations.

*Student Responsibility* - Any student who believes this Code or other rules and regulations have been wrongfully interpreted or applied has the responsibility to request a meeting with the principal to discuss the issue.

*School Policy/Regulation* - Any student directly affected by a decision which is felt to be wrongfully interpreted or applied may individually put such grievance in writing and submit it to the teacher and/or administrator involved. Any grievance not filed within five days after the occurrence of the event or incident is waived. [Board Of Education Policy]

*Due Process Action* - Upon request, a meeting will be set within seven days by the principal to hear and discuss the grievance. Appeals to decisions rendered as a result of the filing of a grievance will be in accordance with the school's administrative structure. Exact procedures for appeal will be explained at the time of the grievance meeting.

### Illegal Substances/Non-Prescribed Drugs and Prescribed Drugs

*Student Right* - Students have the right not to be subjected to the influences or related problems associated with the use of alcohol, non-prescribed drugs, chemicals, or illegal substances.

*Student Responsibility* - Students have the responsibility of abstaining from the use or possession of alcohol, non-prescribed drugs, prescription drugs that are not prescribed to them, chemicals, or illegal substances. Students have the responsibility of adhering to Wisconsin Statutes relating to alcohol, non-prescribed drugs, prescription drugs not prescribed to them, chemicals, or illegal substances and Board of Education Policy.

*School Policy/Regulation*- The use, huffing, vaping, ingesting, snorting, injecting, possession, sale, or furnishing of alcohol, non-prescribed drugs, prescription drugs, drug paraphernalia, chemicals, or illegal substances anywhere on the school premises or within the drug-free zone of 1000 feet by a student at any time is prohibited. No student may appear at any school-sponsored function having

consumed, being under the influence, or in possession of alcohol, non-prescribed drugs, drugs prescribed to others, chemicals, or illegal substances. Any school employee or volunteer may administer any drug that is lawfully sold over the counter without a prescription or a prescription drug to a pupil in compliance with the written instructions of a health care professional if the parent/guardian has provided written consent. [Board of Education Policy 558, Oregon Village Ordinance – Juvenile Drinking 125.07(4)(B); Wisconsin Statutes 118.29, 947.04 and 948.983 (Purchase or possession of tobacco prohibited)]

*Illegal Substances/Non-Prescribed Drugs and Prescribed Drugs Action* - The use or possession of alcohol, non-prescribed drugs, prescription drugs, chemicals, drug paraphernalia, or illegal substances would require that there be an automatic referral to the police department and notification of parents. Students violating this section will be subject to, but not limited to:

- Citation for underage drinking
- Citation for possession
- Referral to law enforcement
- Parental contact – Parents will be notified after the investigation is complete to share findings
- Suspension
- Pre-expulsion conference
- Referral for expulsion
- Referral for AODA assessment
- Contract to remain in school
- Loss of Responsibility Pass (RP)
- Restricted privileges
- Loss of open campus
- Urine Analysis

### Leaving the Building or Grounds With Permission

*Student Right* - Students have the right to be safe from dangers involved in leaving school premises without permission.

*Student Responsibility* - Students have the responsibility for following the procedures outlined for OHS students.

*School Policy/Regulation* - Wisconsin Statutes 121.02(1) provides that schools schedule at least 1137 hours of direct pupil instruction annually. Students absent from class without authorization create their own problems and are considered truant. Students are required to sign in and out when leaving and/or returning. Forgery and/or falsified notes or passes will not be tolerated and will be dealt with accordingly. [Board of Education Policy]

*Leaving the Building or Grounds With Permission Action* - Students violating this section will be subject to, but not limited to:

- Verbal reprimand
- Physical restraint

- Detention
- Community service
- Restricted privileges
- Notification of parents
- Loss of Responsibility Pass
- Failure to follow sign-in/sign-out procedure will result in the recording of an unexcused absence(s).
- Suspension from classes or from school
- Loss of Parking Permit
- Truancy Ticket
- Loitering Ticket

### Loitering

*Student Right* - Students have the right not to be subjected to disruption that may occur from loitering in halls or on school grounds.

*Student Responsibility* - Students have the responsibility of safe practices on school grounds and in school buildings. Students must be in designated areas during class time. Students have a responsibility to follow procedures in school and in Oregon Village Ordinance (loitering)

*School Policy/Regulation* - Students shall not loiter or idle their time on school grounds during school hours or off hours. Students who are tardy may be subject to a loitering ticket. Students who are in the hallway or on school grounds without a pass will also be placed on a no and/or limited pass list. Students are expected to be in class and/or designated class spaces during their assigned times. No student shall be allowed in the building after 4:00 pm unless under the supervision of an OHS staff member. There is a "No Visitors" policy at Oregon High School. Exceptions to the "No Visitors" policy will be:

- Visitors from foreign countries wishing to experience our school, with Administrative approval
- Incoming 9th grade students who have filed an application with the District Office for Open Enrollment may spend up to a 1/2 day shadowing a current OHS student

*Loitering Action* - Students violating loitering rules will be subject to, but not limited to:

- Verbal reprimand
- Detention
- Community service
- Restricted privileges
- Notification of parents
- Loss of Responsibility Pass
- Failure to follow sign-in/sign-out procedure will result in an unexcused absence(s).
- Suspension from classes or from school
- Loss of Parking Permit
- Truancy Ticket
- Loitering Ticket

## Parking (Automobiles, Bicycles, Motorcycles)

*Student Right* - Students and their parents have the right to choose their means of transportation to and from school.

*Student Responsibility* - Students electing to use their own transportation or those not eligible for district-provided transportation have the responsibility to be familiar with and abide by the established laws of the city, state, and regulations of the school relating to the use of vehicles. Students must park in the designated student lot during school hours.

### *School Policy/Regulation* -

- Students who drive to school may park in designated student stalls if an OHS parking permit has been purchased. Students who do not have a permit may not park in designated student stalls and must park on adjacent streets.
- Students who have valid permits must park in the yellow striped stalls. If the student parking is full, students may park where appropriate and legal on nearby streets.
- Students are responsible for their vehicles while on school grounds.
- All cars must be registered for parking permits in the OHS office.
- All cars must display parking permits on the rearview mirror, facing out.
- Students must show a valid license to obtain a permit.
- Cars not owned by OHS students/parents will not be permitted in the student parking lot.
- Cars not displaying an OHS parking permit will not be allowed in the OHS parking lot. Cars may be towed and will be ticketed. Parking tickets are \$10, with a \$5 late fee to be added for each ticket not paid within 5 school days.
- Motorcycles and bicycles are to be parked in designated areas only.
- Students are expected to obey all traffic laws driving to and from school and within school parking lots.
- Parking permits only ensure the right to park in the designated lot if space is available. Visitor parking stalls are reserved for use by visitors only from 7:30 a.m. to 4:00 p.m.
- Parking lanes are designated by painted lines. Parking is restricted to a maximum of one parking lane per vehicle. Students cannot park on lane lines or in a position which occupies more than one parking lane.
- All vehicles must be parked immediately upon arriving to school. Loitering in vehicles or in the parking lot area is prohibited. Students should lock their vehicles at all times.
- A maximum speed of 10 miles per hour on school property will be strictly enforced.
- Exhibition driving is prohibited. No person shall turn, accelerate, decelerate, or otherwise operate a motor vehicle on school property in a manner which causes unnecessary engine noise or backfire, squealing tires, skidding, sliding, swaying, throwing of sand or gravel, or in any manner simulates a race.
- State, county, and local law enforcement agencies will enforce traffic laws in effect in the jurisdictional area of the campus. These laws are assumed to be common knowledge and must be obeyed.
- Vehicles must be driven in a manner deemed safe by school officials.

- Students who have their parking pass revoked will not be refunded.
- Parking permits are non-transferrable to other vehicles or individuals
- Students must inform the office if they get a new vehicle or change their primary vehicle
- OHS assumes no liability for students who violate these provisions or who drive their cars during school hours.

*Parking Action* - Students violating parking regulations will be subject to, but not limited to:

- Notification of parents
- Community service
- Suspension of parking lot privileges
- Vehicles in violation of this policy may be towed at the owner's expense
- Suspension from school
- Referral to Police Department
- Parking Citation
- Revocation of parking permits without refund

[Wis. Statute 118.105 (Control of Traffic on School Premises), Board of Ed. Policy, Village of Oregon Ordinance - Parking]

### Cellular Phone Use

Oregon High School strives to teach students responsible use with personal technology. The following are guidelines for inappropriate use of cell phones at OHS.

*Student Right* - Students may be in possession of a cellular device as long as it does not interfere/distract with student learning and/or the learning of others. Interference/distract will be interpreted and determined by the administrator with staff input.

*Student Responsibility* - Phones are to be OFF AND AWAY in the classroom, unless directed by a teacher to use for academic purposes.

*School Policy/Regulation* - Failure to comply with the above conditions can lead to a technology use plan becoming a part of the educational program for that student.

- First offense is a verbal warning from teacher to student. Work out a plan for the phone verbally with the student.
- Second offense is a communication home to a parent or guardian and a referral in IC for administration. Teacher should request that the phone be put away. If the student refuses, please call for administrative support. Admin should be notified if there are issues with this process.
- Continued issues with the cell phone may result in loss of privileges and a personalized technology plan with administration. Administration will communicate the plan with students, parents, and staff.
- Restriction of device on campus

## School Resource Officer/Law Enforcement

Please see the School Resource Officer Agreement on our website at [School Resource Officer Information](#). You may also contact the main office for a hard copy.

## Property

*Student Right* - Students have the right to use school property and equipment and to possess personal property necessary for their education free from damage and theft.

*Student Responsibility* - Students have the responsibility to use strict discretion in bringing to school items of personal property not related to the instructional program. Students have the responsibility to protect school property assigned to their use. Students have the responsibility for reporting damage and/or theft of personal property to school officials and the police department. Students have the responsibility to secure belongings to avoid theft. Students have the responsibility to respect the property of others as well as the property of the school. Students have the responsibility to access, display, and utilize school assigned documents.

## *School Policy Regulation -*

- OHS is not liable for and will not conduct an investigation for any prohibited items that are brought to school and are stolen.
- Students may not deface school property, forge or alter school documents, display or post falsified passes, posters, tags, etc.
- Desks, lockers, books and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the student and shall be used only for authorized purposes. Inspection by any school authority can happen at any time.
- Students will be expected to reimburse the district for damage to school property or for loss or theft of such property.
- Students who do not reimburse the school district will be foreclosed from athletics, athletic events, co-curricular events, dances, field trips, extracurricular activities, registration, and commencement.
- Vandalism defacement of school property or to students' personal property will not be condoned.
- Cigarette lighters or devices that create flame are prohibited on school grounds.
- Any device used to alter or disrupt school equipment is prohibited.
- Property deemed disruptive or causing a disturbance will be confiscated. This includes laser pointers and guitars.
- Rollerblades, hacky sacks or balls of any kind are not allowed in the building.
- Skateboards are not allowed to be ridden on school grounds at any time. Students who bring them to school MUST carry them when on school property. Students must store them in lockers from 8:00AM to 3:30PM.
- Cell phones, iPods, laptops and other electronic devices may be used before school, at lunch, after school and during passing time, or with permission of a staff member for a school related activity. Use of these devices cannot be disruptive to the learning of others and are prohibited

where there is an expectation of privacy, such as locker rooms and rest rooms. Electronic devices need to be turned off, put away or turned over upon staff request.

*NOTICE TO ALL STUDENTS* - Any items confiscated, be informed that all contents are open for review and access. [Wis. Statutes: 943.01 (Criminal damage to property), 943.15 (Entry into a locked building/room), 943.02 (Arson-damage of property by explosives), 943.61(Theft of library material), 943.10 (Burglary), 943.20 (Theft), 943.11 (Entry into a locked vehicle), 947.015 (Bomb scares), Village of Oregon Ordinance - Chapter 9 943.20 (Theft), Chapter 9 943.20 (Trespassing)]

*Property Action* - Students violating the above shall be subject to, but not limited to:

- Verbal Warning
- Immediate confiscation of item
- Restricted use or loss of privilege (including Internet access)
- Referral to other school district personnel and/or the police department
- Detention
- Suspension from classes or school; parental conference for readmission
- Notification of parents
- Community service
- Property restoration
- Foreclosure from school activities: dances, sporting events, commencement, field trips

For severe or repetitious acts:

- Removal from school for special placement or expulsion
- Citation

[Village of Oregon Ordinance - Chapter 9 943.20 (Theft), Chapter 9 943.13 (Trespassing), 943.11 (Entry into a locked vehicle), 947.015 (Bomb scares)]

### Publication

*Student Right* - Students have the right to publish newspapers, literary magazines, yearbooks, and other school-sponsored publications. Students have the right to publish and/or distribute independent literature without unreasonable interference from school personnel.

*Student Responsibility* - All publications must comply with the law regarding defamation, libel, and/or obscenity.

*Student journalists have a responsibility to -*

- Exercise responsible journalism in a manner that is not disruptive in the manner of the operation of the school.
- Publish under the advice and direction of an assigned faculty advisor.
- Independent publications must follow rules governing the time, place, and manner of distribution, and must do so in a non-disruptive manner.

*School Policy/Regulation* - Publications with school sponsorship shall have faculty advisors who are

aware of, and adhere to, sound journalism ethics. Posters or any publication for display/distribution on school premises must be stamped as "approved" beforehand. Students are exposed through various mass media to diverse opinions on an infinite number of topics. Students with facts and opinions on topics should express them in print as well as through conversation. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and news media. No student shall distribute in school any student publication which -

- Is obscene
- Is libelous
- Creates disruption of appropriate discipline in the operation of the school.

[Wis. Statutes 942.03 (Giving False Information for Publication), 944.21 (lewd, obscene or indecent matter) 942.01 (slander/libel)]

### Publication Action

Students violating the above section will be subject to, but not limited to:

- Verbal reprimand
- Detention
- Community service
- Restricted privileges
- Confiscation of the publication/posters, etc.
- Notification of parent
- Suspension from class or from school
- Legal action

### Learning Resource Guidelines

The purpose of the learning resource is to provide identified students with an environment that is conducive to studying and offer adult support focused on supported and productive learning.

Students will be identified as in Need of Support by:

- Referral by BIT team after review of progress report and report card data (missing assignments, grades below a C-, etc)
- Referred by teacher
- Referred by parent/guardian
- Student request

Students that are identified as needing support and assigned to a specific learning resource teacher may not sign out of Learning Resource unless they have permission from their Learning Resource Teacher.

### Responsibility Pass Program (RAP)

RAP program that is an earned privilege for sophomores, juniors and seniors. It is an increased level of responsibility for students in their use of unscheduled time. RAP is intended to help students develop a higher level of self-discipline through making their own decisions. RAP cultivates an atmosphere of mutual trust and cooperation.

*Student Privilege* - During unscheduled time, sophomores, juniors, and seniors who qualify for RAP are given the opportunity to have study hall in the commons where they have certain privileges (see RAP Commons).

*Student Responsibility* - Participating students are expected to show RESPONSIBILITY by:

- Setting an example for other students, particularly with regard to behavior in the school and community.
- Observing all school regulations, especially those concerning hall-passing times.
- Using good judgment in their conduct and language in and around the school and community.
- Seniors could be asked to participate in meetings regarding student appeals of RAP privileges

*RAP Eligibility* - To be eligible for RAP privileges, students must meet the following guidelines:

- Students will have NO unexcused absences (red A's) in the current quarter or previous quarter (4th quarter affects 1st quarter of the next calendar year). To maintain RAP, an unexcused absence must be made up with comp time to remain eligible. This is a one time option. Additional unexcused absences will render a student ineligible for RAP.
- Students must have all unexcused absences resolved before the RAP eligibility deadline.
- Students that have additional absences, in addition to the approved 10 parent excused absence, will be administratively considered unexcused (PUX - Parent UneXcused) for future absences.
- Students must have all office and library fines cleared (including parking tickets).
- Students must be in good credit standing towards graduation requirements.
- Students must be enrolled in at least 6 academic/elective classes.
- Students with 2 or more R's (RARELY) grade report comments will be excluded from RAP.
- Students will have NO failure quarter/semester grades. If a student has a failing grade at any point in the academic year, the student can be reassigned to a learning resource until the student is earning a C or better in the class.

*RAP Expectations-*

- Students may eat food and drink beverages.
- Students may talk quietly.
- Students who do not qualify for RAP may not sign into the RAP hall.
- The use of cards, games and personal audio equipment is allowed as long as they do not create a disruption to the overall learning environment.
- The teacher may refer to administration to limit or suspend privileges for individuals or for an entire group of students.
- Students may have assigned seats. The teacher may limit the number of students per table. Attendance will be taken.
- Food and drink will be for purchase from about ten minutes into the period until about 15 minutes remain. The teacher will manage specific start and stop times.
- Students will be expected to clean any messes they make. Food and drink must be consumed at the tables.
- No students may leave the commons area at any time during the period without a pass. The student services area and restrooms are all available without leaving the Commons area. Hallways

and lockers are not a part of the commons area. Violation of this rule will cause a student to have their RAP revoked (See guidelines for revocation of RAP offenses).

*RAP Senior Release* - Seniors who qualify are given the freedom (during 1 period only) to be self-directed in the use of their unscheduled time. During that period, they will not be on the attendance lists of commons supervisors. They may choose to work in the RAP commons or sign in to another approved area that is staff supervised. However, if seniors choose to be in the school for a RAP period, they must obey all school rules, and must remain in one designated area for the entire period. Seniors returning early from Senior Release outside the building must remain in the foyer or sit in the Commons opposite the RP Commons. Seniors must not be anywhere else in the building prior to passing time. Senior RAP students must be out of the halls when the last bell for passing time rings. They will be on an attendance roster for their second RAP study hall period and must adhere to attendance policies.

- Senior release will not be approved without the completion of a senior release form that includes a parent/guardian signature.
- Approved students may go directly to their planned destination (inside or outside the school) without having to report to a learning resource for attendance. Seniors must arrive at the location on time and stay for the entire period.
- If seniors have more than 1 study hall period, they must designate (in writing on the senior release form) which period they choose as their privilege release period. Seniors will be assigned to a commons RAP study hall for their second period.

*Grounds for Revocation of RAP* - RAP students are responsible for knowing and abiding by ALL school policies to maintain the privilege. The following factors will affect a student's RAP status:

- A single unexcused absence that is not cleared up or made up in 1 school day.
- Multiple unexcused absences.
- Acts of disrespect or vandalism in the school or community
- Any discipline referral
- Teachers may recommend revocation of a student's RAP privileges based on poor classroom performance, failure to complete homework, cheating, plagiarism, or inappropriate classroom behavior.
- Administration will interpret and administer the provisions of the RAP program and determine the action to be taken when the process is violated.
- Serious offenses will be judged on an individual basis. First offense: Will result in a Warning. Second Offense: The student will be assigned to a learning resource for their RAP period for a minimum of two weeks and will not be able to sign into the Commons. Third Offense: The student will be assigned to a learning resource for their RAP period for a minimum of nine weeks and will not be able to sign into the Commons. Fourth Offense: Loss of all RAP privileges for one calendar year.

*RAP Appeal of Revocation* - An Appeals Board will attempt to convene within four school days of the receipt of a written request for appeal. The Appeals Board will consist of:

- Three members of the faculty

- Two members of the senior class
- High School Building Administrator
- One student council officer of the junior class

### Search of Property and Students

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of students and school property when there is reasonable belief that students may be in possession of drugs, weapons, alcohol and other materials ("contraband") in violation of school policy or state law. Students who bring contraband onto school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. School property will remain under the control of school officials and will be subject to search. The administration may also utilize canines and metal detectors to assist in a search.

### Search of Property and Students Definitions

For purposes of policy, the following definitions are applicable:

*Contraband* - All substances or materials of which the presence is prohibited by school policy or state law, including, but not limited to, controlled substances, drugs, alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons, and incendiary devices.

*Reasonable belief* - the standard for a search on school property or at school based on the school official's specific reasonable inferences which he or she is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including, but not limited to, a tip from a reliable student, suspicious behavior which suggests that contraband is present, a smell indicating the presence of the contraband or a bulge in a pocket, etc. Reasonable belief should not be based on mere hunch.

*School Property* - Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

*Automobiles* - Automobiles on school property are subject to search by a school official if a school official has reasonable belief to believe that contraband is in or on the automobile.

*The person* - Students and their effects are subject to being searched by school officials if a school official has reasonable belief to believe that the student is in possession of contraband.

*Suggested Procedure* - If a school official has reasonable cause to believe that contraband is present, they may initiate a search. Although the following procedures for a search are suggested, they are not mandated because the circumstances attendant to the need for each search may vary. The student should ordinarily be required to be present and asked to consent to the search. If after being informed

of the basis for the school official's reason to search, the student does not consent and the circumstances permit, an attempt will be made to contact the student's parent/guardian to inform them of the circumstances. The school official will proceed with the search by contacting law enforcement. Ordinarily, and if circumstances permit, the search of a person, or his/her effects, should be conducted out of the presence of other students.

### Use of Canines

The administration is authorized to and reserves the right to utilize canines whose reliability and accuracy for sniffing out contraband (weapons, illegal drugs and other contraband prohibited in school and on school grounds) has been established to aid in the search for contraband in school owned property and vehicles on school grounds. Canines will not be used to search students unless school officials have established independently that there is reasonable belief that the student possesses contraband on their person. Canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property, 1000 feet thereof school property, and/or in a vehicle, will be reasonable cause for a further search by school officials. If canines will be used in specific school spaces (i.e.: classroom, library, computer lab, etc.), students will be asked to leave all personal materials (i.e.: backpacks, bags, coats, etc.) and evacuate the specific area.

*Notice* - Students will be provided notice of the Policy and Administration Procedures concerning search and seizure by having them placed in the student handbook or distributed by supplemental publication. A copy of the Policy and Administrative Procedures will also be posted in the principal's office or another prominent place at Oregon High School.

### Solicitation of Funds

*Student Right* - Students may solicit funds in school or on school grounds so long as the solicitation does not disrupt the normal operation of the school and has PRIOR approval of the principal.

*Student Responsibility* - Solicitation of funds requires the following student responsibilities be assumed:

- Notify the principal two weeks in advance of the solicitation or sale with time and place approved by school authorities.
- Solicitations shall not involve games of chance or other actions which violate Wisconsin State Statutes.

*School Policy/Regulation* - Student or student groups' attempts to raise funds can be viewed as part of the total school operation. Such solicitation shall not interfere with the educational progress of a student or the teaching/learning environment, nor shall pressure be brought to bear upon a student who does not wish to contribute or purchase during the solicitation. Solicitations for religious and/or political causes are specifically prohibited. Door-to-door sales must be scheduled with the principal. Board of Education Policy

*Solicitation of Funds Action*- Solicitation of funds not in accordance with this section shall be

confiscated and returned to the original donors whenever possible. When donors cannot be identified, monies shall be turned over to the Board of Education.

### Student Council

*Student Right* - Each student has the right to be represented by a student council or student government association. This right shall not preclude the student council government from itself establishing membership qualifications.

*Student Responsibility* - Students have the responsibility to utilize their student council or government for their representation in student affairs.

*School Policy/Regulation* - The establishment and effective operation of a school council government can provide students with practical experience in the democratic processes of our society. The school may not establish student governments that prohibit participation or membership on the basis of sex, creed, color, religious preference, or handicap, nor may the school permit student government which violates state statute. [Wisconsin Statute 942.04 (Denial of rights)]

*Student Council Action* - Organizations which violate this section will be disbanded and students involved shall have appropriate action taken against them which may include, but not be limited to:

- Verbal reprimand
- Detention
- Restricted privileges
- Suspension or removal from the council
- Legal action

### Student Identification

*Student Right* - Students have the right to be safe at school and at school events.

*Student Responsibility* - Students have the responsibility to possess and display their school I.D. badge while on school property or at school events. In an attempt to simplify and be more efficient, school I.D. badges are used for the following:

- To access the school lunch program – students with a fingerprint scan on file can also access school lunch.
- To utilize school transportation
- To check out materials from the LMC
- To attend all school related events (such as athletic events, musicals, etc.)

*Student Identification Action* - Students who do not possess or show their school identification may be denied access to extracurricular events, bus transportation, food services and LMC materials. If students need a replacement I.D. badge, requests are made in the main office. Students will be charged a fee of \$5.00 for each replacement I.D. Lack of possession or proper displaying of school identification may result in the following:

- Request to obtain and/or display identification badge

- Removal from building/school grounds
- Conference with school officials
- Notification of parents
- Detentions
- Restricted Privileges
- Suspension
- Parental conference for re-admittance
- Trespassing Citation
- Loitering Citation

### Tobacco Products

*Student Right* - Students have the right not to be subjected to the influences or related problems associated with the use of tobacco and tobacco products.

*Student Responsibility* - Students have the responsibility to comply with smoking and tobacco product usage regulations outlined under Board of Education Policy.

*School Policy/Regulation* - Smoking or other use and possession of tobacco or tobacco products is prohibited on school premises at any time or for any function in which the student body participates, including daily or extracurricular bus transportation. This includes e-cigarettes (regardless of nicotine level), vaporizers and non-nicotine vapor products.

[Board of Education Policy, Wisconsin Statute 101.123, Village of Oregon Ordinance 948.983]

*Tobacco Products Action* - Students violating this section may be subject to, but not limited to:

- Citation and fine
- In-school suspension
- Parental notification
- Referral for AODA assessment
- Out of school suspension; parent-student conference before reinstatement
- Expulsion consideration
- Detention

### Unauthorized Presence

*Student Right* - Students have the right to attend school without disruption of unauthorized persons.

*Student Responsibility* - All students have the responsibility of following established rules to be in the school building or on school grounds.

*Student Policy/Regulation* - No student under out-of-school suspension, expulsion, or other disciplinary actions, or has completed their scheduled day, or is not enrolled in the school shall be present in any school building or on school grounds without having secured authorization from the administration, except while enroute to secure such authorization.

[Village of Oregon Ordinance (Unauthorized Presence on School Property) 943.13 (1B)]

*Unauthorized Presence Action* - Students violating the above shall be subject to, but not limited to:

- A verbal/written warning
- Parental notification
- Removal from building/school grounds
- Citation for trespassing
- Referral to law enforcement
- Foreclosure from attendance at future activities
- Suspension
- Detention
- Expulsion

### Weapons

*Student Right* - Students have the right to attend a school that is safe and secure without fear of physical threat, harm or verbal abuse.

*Student Responsibility* - Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals.

*School Policy/Regulation* - Inappropriate behavior, both physical and verbal, will not be permitted in school, on school grounds or at school sponsored functions wherever held. Within the Oregon School District no one shall possess, use or store a knife, cutting instrument, dangerous weapon, weapon or look-alike weapon in or on school property, in school vehicles (including buses), within vehicles (including private vehicles) on school grounds, or at school-related activities wherever held. A weapon or look-alike weapon is any object which, by the manner in which it is used, designed, or intended to be used is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm, property damage, or endangering the health and safety of students or staff. Threatening to use such force is also prohibited. Ammunitions, pepper spray, mace and explosives are included within the weapons category. Policy exceptions include:

- Weapons under the control of law enforcement personnel.
- Weapons properly registered and handled in a legal manner during the community use of school facilities (i.e. Hunter Safety courses)
- Theatrical props used in appropriate settings and approved in advance by the Principal or designee. Starter pistols used in appropriate sporting events.

*Weapons Action* - Weapons or look-alike weapons confiscated from a student shall be reported to parents/guardians and to law enforcement authorities, and disciplinary measures shall include immediate suspension, referral to the Board of Education for expulsion, and possible expulsion for one calendar year or more in accordance with applicable law.

- Any other person violating this policy shall be referred to law enforcement officials for prosecution.
- This policy shall be published in all district student and staff handbooks.

### Weapons Definitions

For purposes of policy, the following definitions are applicable:

*Cutting instrument* - refers to all objects that have as their primary intended purpose being an object utilized to cut something (e.g., box cutter, carpet cutter, razor blades, and straight razor).

*Dangerous weapon* - means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great 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 great bodily harm.

*Knife* - refers to all types of knives, without regard to blade length.

*School premises* - school buildings, buses, grounds, recreation areas and athletic fields, and property owned, used or operated for school administration or school purposes. Further, Wis. law prohibits the possession of a dangerous weapon in a school zone which is defined as "in or on the grounds of a school or within 1000 feet from the ground of a school."

*Weapon or look alike weapon* - Any object which, by the manner in which it is used, designed or intended to be used is capable of inflicting bodily harm or could reasonably be mistaken as a weapon or which could pretend to be capable of inflicting bodily harm, property damage or endangering the health and safety of students and staff.

[Village of Oregon Ordinance Chapter 9.01/947.01 (Disorderly Conduct), Various Wisconsin Statutes addressing personal and property rights, Chapters 940, 941, 942 and 947, 1987 Act 303 Prohibiting Corporal Punishment, Board of Education Policy 437, Gun Free Schools Act 1994, ESEA 1965]

## Threats of Violence in the Oregon School District

### Administrative Rules, Practices, and Procedures Proactive and Preventative Actions:

- Curriculum will be reviewed to assure opportunities for learning relative to conflict resolution, mediation strategies, and developing healthy life practices.
- Pupil services personnel, classroom teachers, and administration will review procedures and practices relative to threats of violence at each school.
- Staff in each building will talk with students at their level regarding the seriousness of threats and the importance of reporting threats to a responsible adult.
- Each principal will be responsible for communication to staff and parents.
- Each school will include practice for "lock-down" in crisis or dangerous situations along with fire and tornado drills as part of school safety procedures.
- Reactive and Disciplinary Response to Threats:
- There is a ZERO TOLERANCE of threatening behavior in the district. All threats will have a reactive response by school personnel. Threats are considered to be serious "Acts of Violence". All staff members are required to refer threats to the Building Administrator or his or her designee. The Building Administrator or designee will review the referral and determine the response to the threat. The Administrator or designee will take the age of the student and the nature of the immediate situation into account when considering a response.

*Threats of Violence; school response may include -*

- Immediate removal and suspension from class and/or the school.
- Parent notification
- Counselor Review
- Referral to police
- Assignment to alternative programming.
- Recommendation to the Board of Education for expulsion.

*Threats of Violence Action - Students violating this section shall be subject to, but not limited to:*

- Confiscation of item
- Notification of parents
- Immediate referral to local law enforcement agency
- Citation
- Community service
- Assigned sensitivity training
- Suspension from classes or school for up to 15 days, pending expulsion; parental conference for readmission
- Alternative education placement
- Expulsion
- Weapons violations will result in a one year expulsion - state law determines the violation
- Report filed to State Education Agency describing the circumstances of a weapons-related expulsion that includes the student name, number of students expelled from the school and types of weapons confiscated
- Foreclosure from school-wide activities: field trips, dances, commencement, sporting events

## Technology - Acceptable Use Policy

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.

### Bring your Own Device Guidelines

In our continuing efforts to expand opportunities for student learning through the use of technology, students will be allowed to bring their own Internet-ready devices to school for use within specified classes and/or for identified projects. This allows students to access Internet-based resources with devices such as personal laptops, tablets, iPads, Chromebooks, etc. This supports the school district's goal of supporting personalized learning for all students. In order to ensure that learning remains the focus, the district has developed the following guidelines.

- OHS staff are the decision-makers regarding appropriate uses of technology in classes. Use of personal devices unrelated to the assigned learning task is not permitted.

- Equity of instructional technology is important. In circumstances when a personally owned, Internet-ready device is unavailable to bring to school, the student may be provided with a school-owned device when necessary for a lesson, project, or other learning activity.
- The school district does not condone the use of other Internet connection methods such as 3G/4G data plans, and is not responsible for any accrued data charges. Parents who provide their children with devices that have their own data plan for accessing the internet are responsible for implementing content filtering on these devices.
- Students and their families assume responsibility for the technical support and maintenance of personally owned devices, including troubleshooting and repair costs.
- Students and their families assume responsibility for any desired insurance for their personal device.
- All information and guidelines for appropriate use contained in the Student Handbook, Board of Education Policy 441- Electronic Communication Devices, and Policy 771-Electronic Communications Policy, apply to the use of personally-owned devices.
- All relevant state statutes apply to use of personal devices.
- Sharing of personal devices is not permitted.
- Consequences for misuse of personal devices can be found with the district's Electronic Communications Policy (Board of Education Policy 771) and student/parent handbooks.
- District staff may examine personally-owned devices and search their content as permitted by state statute.
- Signing the handbook page acts as an acknowledgement of, and agreement to, the Bring your own Device Guidelines.
- Students are not to take or post photos of staff without expressed permission.

## Legal Rights and 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].

### Discrimination and Harassment Definitions

For purposes of policy, the following definitions are applicable:

*Harassment* - 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* - 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:

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

### Discrimination and Harassment Contacts

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  
(608) 835-4015  
jljonen@oregonsd.net

Candace Weidensee  
Director of Pupil Services  
District Office  
123 E. Grove Street  
Oregon, WI 53575  
(608) 835-4004  
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  
(608) 835-4702  
sdblue@oregonsd.net

Amie Mitchell  
Oregon High School  
456 N. Perry Pkwy  
Oregon, WI 53575  
(608) 835-4471  
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

### Bullying (Policy 163)

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

### Bullying Definition

*Bullying* - 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.

### Discrimination and Harassment Contact

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  
(608) 835-4015  
[jljonen@OregonSD.org](mailto:jljonen@OregonSD.org)

## Miscellaneous

### Card Playing

Cards may be played ONLY during lunch periods or RAP study halls if not causing a disruption.

### Court Participation (Homecoming and Prom)

Because students on Homecoming (seniors) and Prom (juniors) courts represent the entire OHS student body, it is important that they reflect the standards of excellence required of other school representatives.

*Student Responsibility* - To be eligible to participate in any of these courts, nominees must during the current and previous quarter:

- Follow the rules of the OHS athletic code and code of conduct.
- Remain in good academic standing (must pass all classes)
- Demonstrate responsibility with a good attendance record (not disciplined for truancy)
- Demonstrate good citizenship by following the rules in the OHS Student Handbook (no suspensions)

*Court Participation Action* - Failure to comply with the above requirements at any time during the previous or current quarter (of when voting occurs) will result in removal from the ballot and/or court. Removal may occur at the onset of the ballot creation.

*Court Replacement* - If a replacement is needed for a nominee, the replacement will be determined by substituting the next runner-up from the ballot, if possible, or substituting a representative from Student Council of the appropriate grade and gender. All administrative decisions will be final. Advisors will not be responsible for determining who is ineligible.

*Court eligibility and voting* - The registrar will electronically provide advisors with a list of names to be included on the ballot. At no time will the advisors determine the names of individuals to be included. The administration will determine who is eligible. For example: eligibility for students in the GEDO2 program, other alternative programs, home schooled students, part-time Foreign Exchange students etc. will be determined by the administration.

- Individuals who count the ballots will be appointed by the advisor in charge of the activity. At no time are ballots to leave the school grounds. All students must have an opportunity to vote. There must be a procedure for make-up voting. Parents of students on the ballot are not eligible to count the ballots.
- Once a student has been named to the final court, he or she is not eligible for another court if the student is removed for any reason. For example, if a student is selected and becomes ineligible, they are unable to serve on that court and all future courts.
- Only Seniors only are eligible to vote for Homecoming Court. Only Juniors are eligible to vote for Prom Court.
- Ties at the top or bottom for each court will be determined through a drawing by administration.

- There is only one round of voting for each court.
- Royalty is determined by the individuals with the most votes for Homecoming and Prom.
- Homecoming = 5 senior couples, 1 freshman couple, 1 sophomore couple, and 1 junior couple
- Prom = 7 junior couples
- Students elected to Junior Prom Court are not eligible for Senior Homecoming Court.
- Should ineligibility of a court member(s) come into play and the next highest vote recipient declines court membership, administration reserves the right to place a member(s).

### Directory Data

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Oregon School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Oregon School District may disclose appropriately designated "directory information" without written consent, unless you have advised our District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Oregon School District to include this type of information from your child's education records in certain publications. Examples include: name, address, e-mail address, telephone listing, photographs, videotapes, audiotapes, date of birth, participation in official recognized activities and sports, weight and height of athletic team members, a play bill, the annual yearbook, dates of attendance, years in school, degrees, awards received, honor roll, graduation programs, and the name of a school previously attended by your child. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks, and take graduation photos. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with directory information categories for name, address, and telephone listing, unless parents advise the Oregon School district that they do not wish for information to be disclosed without consent.

### Events

Students who have been involved in any discipline related issue that resulted in a suspension may be prohibited from attending events at OHS and within the OSD. This decision is at the discretion of the OHS building administrative team review of discipline data to date prior to an event.

### Fees

Band instrument rentals are offered per semester. Other course fees may be charged for personal project materials or activities. Financial liability will be assessed for damages or for loss of books and other materials.

### Gambling

Gambling is prohibited on school premises and at all school sponsored events both home and away at all times.

## Latex

Due to increased latex allergies, all buildings will be latex free. I.E: Latex balloons are not allowed.

## Lockers

Every student is assigned a locker and may have access to an athletic locker. The school is neither responsible nor liable for loss or damage of personal items. It is the student's responsibility for keeping the locker clean and neat. If a student has trouble with the lock, they should notify the main office. The locker remains the property of the school and the school reserves the right to open, inspect, or change the lock at any time. All materials must be removed from the lockers no later than the last day of school.

## Procedure for Recruiters of OHS Students

All agencies will need to make a pre-visit contact with the Student Services Department secretary, 1 – 3 weeks in advance in order to secure a visitation date. Visits will follow these procedures:

- Visits by recruiting agencies will be held in the in Student Services. There will no longer be lunch room accessibility offered to any agency.
- Recruiters will need to sign in at the main office before going into the Student Services Area.
- Equal reception for representatives of all career options.
- The number of allowed school visits by recruiting agencies should be equal (currently described as 3 visits per year).
- Students should have the same access to representatives from each group (military, college, apprenticeship, specialty school)
- Counselors should provide guidelines to each agency and monitor contacts between recruiters and the school.
- Individuals from a college or the military can be allowed to present to classrooms as long as their presentations are directly related to the curriculum of that class. They cannot promote their agency, recruit students or hand out recruiting literature as part of their presentation.
- Access of counter-recruiting groups in the school.
- As determined by federal court rulings, schools that allow military recruiters to be in the building and/or display military recruitment literature need to allow counter recruiting groups to do likewise. This would include groups such as Veterans for Peace and the American Friends Service Committee. This principle has been upheld in several Federal Court cases. Inquiries from these groups should be referred to the building principal for a determination of when and where such activities can occur.

[Related court Cases: Cleary and Laity Concerned vs. Chicago Board of Education's; Searcey vs. Harris; San Diego CARD vs. Grossmont Union High Examples of school district Policies with respect to counter recruiting: Seattle School Board, Austin Independent School District; Grossmount Union High School District, Sweetwater Union High School District]

## Release of Student Names and Addresses

During registration the district will be informing parents that they have a legal right to withhold their student's name and address from the military. Opt out rights and procedures should be publicized on the website and in the school newsletter.

### Student Assistance Program(S.A.P.) Policy

The Oregon School District shall provide prevention, intervention, and support services for students and their families surrounding AODA, depression, grief, abuse, AIDS/STDS, pregnancy, death, and other issues affecting student academic performance.

- These services may be delivered through student support groups, individual sessions, classroom presentations, community presentations, Student Services, peer helper programs, or AODA screenings.
- The S.A.P. will be coordinated under the direction of the District Health Coordinator (or designee), utilizing trained staff members and/or consultation services as appropriate.
- The S.A.P./AODA program will have an advisory committee comprised of community and district staff members. This committee will meet a minimum of twice per year for the purposes of program planning and community coordination.
- Student utilization of S.A.P. services will be voluntary and confidential, but may be used in cases of disciplinary action or athletic/activity code violations in conjunction with reduced consequences.

[Legal Ref: Chapter 331, State Laws of 1979; Cross Ref: OHS handbook/school board policies on attendance, drug and alcohol use/abuse treatment.]

### Student Trips

Students often have the opportunity to participate in school-sponsored trips within the US and abroad. These trips provide excellent educational experiences to augment student learning. To be eligible for a trip, students must uphold all aspects of our student handbook and code of conduct. Students must also be in good academic and behavioral standing. Students who violate any conditions of the trip or our handbook/code of conduct may be removed from a trip at any point. Students who need to be sent home will be at the expense of a parent. Refunds will not be available outside of the specified trip language for such violations.

### Video Surveillance

The Oregon School District has authorized installation of a video camera system at OHS. The system exists for the purpose of establishing and maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft and vandalism, and for enforcing school policies and rules.

### Work Permits

Many students have part-time jobs during the school term. Any job, with the exception of domestic work or farm work, requires a work permit for students under the age of 16. The State Industrial Commission also regulates the hours a high school student may work. Permits will be issued in Student Services. The school has the authority to revoke a student's work permit if the student is truant. The following are necessary in order to apply for a work permit:

- Note from the parent/guardian requesting a permit.
- Note from the intended employer requesting a permit
- Proof of age (birth or baptismal certificate, state id or driver's license).

- Social Security Card
- Payment fee of \$10.00