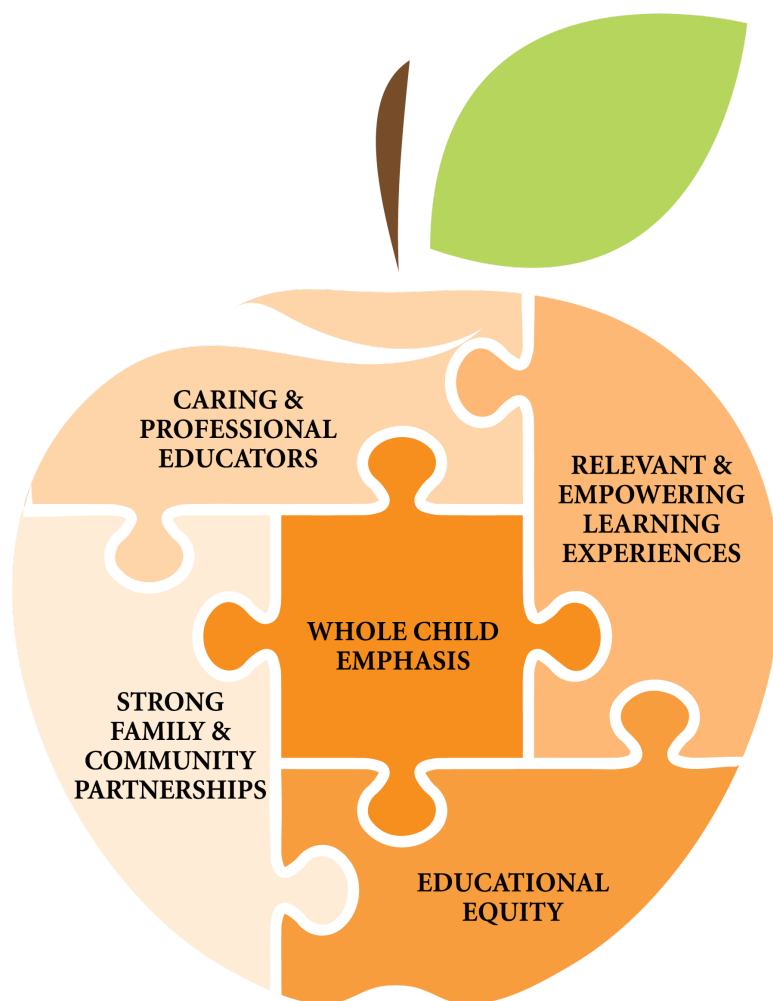


# Oregon School District 4K Family Handbook 2023 - 2024



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

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## Welcome to the Ready for Learning Program

Dear Families,

We are excited to welcome you to the 2023-2024 school year. Whether you are 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.

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.

Partnering together with families 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 we welcome you to contact us with questions now and throughout the school year. It is by working together that we can create the best learning experience and support for students.

The Oregon School District has a history of collaboration with the preschools and child care facilities located in the school district and surrounding area. The physical, emotional, social, and early learning of children are the focus of the school district as well as the community agencies. The early childhood years are very important for children and their families / caregivers. When children experience success in responsive, nurturing programs, they gain essential skills and knowledge.

This 4K Family Handbook has been written to provide information regarding our program. We hope all will use the handbook to answer many questions that may come up throughout the year. If you have questions not answered in this handbook, please do not hesitate to ask a teacher or call the Oregon School District office at 608-835-4091.

We look forward to welcoming you to the 2023-2024 school and seeing you soon!

Sincerely,

Dr. Leslie Bergstrom, Ed.D. - District Superintendent  
Lindsay Engelhart - OSD Early Learning/4K Director

## COVID-19

Our top priority is the health and safety of our school community and all of our 4K sites. 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 you have questions or need assistance with this, please contact your 4K teacher so that we can provide support.

For the most up-to-date information on COVID-19, please see Board Policies 565 and 566 on our website at [OregonSD.org/policies](https://OregonSD.org/policies) or call the District Office at (608) 835-4091.

### Before Arriving At School:

- ❑ Check your student for any symptoms of COVID-19. Symptoms that may appear 2-14 days after exposure:
  1. Fever (100 degrees or higher)
  2. Cough
  3. Sore throat
  4. Shortness of breath or difficulty breathing
  5. Headache
  6. New loss of taste or smell
  7. Chills
  8. Muscle pain
  9. Other less common symptoms have been reported, such as nausea, vomiting or diarrhea.
  
- ❑ If your student is not feeling well, please keep them home. We will send students home if they have a fever and/or are exhibiting symptoms of COVID-19.
  
- ❑ Please call the 4K classroom 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.

## READY FOR LEARNING MISSION STATEMENT

- We believe that every child in Oregon has a right to high-quality developmentally appropriate preschool education.
- We believe that the important components of this program should include:
  - Play-based curriculum
  - Voluntary participation by families and providers
  - Family support and local resources
  - Sensitivity to bilingual children and families
  - Services provided in a community setting
  - Recognition of the diverse populations within the Oregon School District
  - Support for networking between Parent/Guardians, school, and community programs
- We believe that community collaboration will provide children and their families an array of learning opportunities that give children a jump-start in school and life.

## READY FOR LEARNING PROGRAM PHILOSOPHY

The Oregon School District and the community agency partners believe that every child in the Oregon School District has a right to high quality, developmentally appropriate preschool education. All community children will be allowed to participate in the preschool program and the associated activities regardless of handicap, race, color, national origin, religion, or gender. Every student will be treated with an attitude of respect and care.

It is the intention of the Ready for Learning program to use the Wisconsin Early Learning Standards as a guide for classroom focus. The collaborative partners will strive to create an environment which stimulates creativity and learning for the children. The curriculum will be play-based as children learn best through experiences. All services will be provided within a community setting typical of preschoolers.

Our collaboration values the family-school connection and encourages Parent/Guardians to attend Parent/Guardian-teacher conferences, Parent/Guardian outreach activities, and to volunteer at school.

Each child will be given the opportunity to learn at his/her own pace and in the way preschoolers learn best...through play! Actually, what looks like play has been planned by professionals to develop specific skills that your child will need for later school years and into adult life. Your child's daily schedule will include a balance between the following types of activities:

- Active and quiet times
- Large group activities, small group activities, as well as time to play alone or with others
- Indoor and outdoor playtime

- Time for children to select activities on their own and time for the children to participate in teacher directed activities

The following are a few examples of how what appears to be play is actually a learning experience that helps the child prepare for school!

When Children Do This.....They Are Learning To:

Put blocks in a truck and dump them out	Understand size, weight, and number concepts (Math and science)
Put pegs in a pegboard	Develop eye-hand coordination (Reading and writing readiness)
Finish a puzzle	Complete a task from start to finish (Study habits and self-esteem)
Play beside other children	Get along with others (Social/Emotional skills)
Follow directions in a recipe by adding ingredients	Understand measurements (Math)
Turn pages of a book	Read from left to right (Early Literacy skills)
Scribble on paper	Use writing as a means to communicate, fine motor coordination
Listen to a story and talk about what happened	Love books, remember details, express ideas (Language)
Put on dress-up clothes	Develop small muscles (Writing and self-help)
Make play-dough	See how materials change (Science) Follow directions (Listening comprehension)
Separate cups and plates	Group objects into categories (Math)

## READY FOR LEARNING PROGRAM LOCATIONS

### Oregon School District – Coordinating Public School District

Address: 123 E Grove Street, Oregon, WI 53575  
Phone: 608-835-4000  
Program Administrator: Lindsay Engelhart  
608-835-4065 leengelhart@oregonsd.net

### Heart of Brooklyn Preschool\*

Address: 217 Douglas Drive, Brooklyn, WI 53521  
Phone: 608-455-3301

### Little Angels Early Learning Center\*

Address: 103 North Alpine Parkway, Oregon, WI 53575  
Phone: 608-835-1945

### Mariposa Bilingual Learning Center\*

Address: 4870 Brassica Road, Fitchburg, WI 53575  
Phone: 608-299-9337

### Mariposa Bilingual Learning Center - Netherwood Knoll Site

Address: 123 E Grove Street, Oregon, WI 53575  
Phone: 608-299-9337

### Starlight Academy\*

Address: 537 North Main Street, Oregon, WI 53575  
Phone: 608-291-2488

### Oregon Daycare, Inc.\*

Address: 172 North Main Street, Oregon, WI 53575  
Phone: 608-835-3396

### Oregon Preschool, Inc.

Address: 625 East Netherwood Road, Oregon, WI 53575  
Phone: 608-835-9216

\* These locations offer child care for children outside the 4K school day. Parents/Guardians are responsible to make arrangements for child care and the expenses associated with child care.

## ELIGIBILITY

Students participating in the Ready for Learning program must be four years of age by September 1. There will be no early admissions. Participants must be residents of the Oregon School District or apply through open enrollment, if eligible.

### Toileting Skills Policy

Ready for Learning four-year-old preschool does not refuse entrance into the program to a child who is not toilet trained. A child will never be asked to change or bag their own soiled clothes.

The district may work in several ways to address this issue:

- Check with the family regarding medical issues
- A nurse or family liaison may work with the family to develop a plan for toilet training at school or home
- Develop an in-school plan for toilet training
- Require the Parent/Guardian to supply clean clothes and changing supplies
- Request the Parent/Guardian to pick up or assist as appropriate

## SCHOOL CALENDAR

Ready for Learning classes will meet Monday through Thursday, No 4K on Fridays. Classes will follow the Oregon School District Calendar for vacation days and other school closings.



## ATTENDANCE

It is an expectation that each child will attend school when school is in session. The importance of regular attendance cannot be overstated; regular attendance at the four-year-old preschool level establishes healthy patterns of attendance that can last throughout the school years and into adult employment. Each location of Ready for Learning maintains records for enrolled children. A child's absence is designated as "excused" or "unexcused".

Excused absences include illness, medical and dental appointments, and certain family situations. Generally, as long as a Parent/Guardian calls in to inform the staff of the absence, it will be considered excused.

If students are going to be absent from school for any reason, Parent/Guardians are required to phone in the absence to the teacher prior to or on the day of the absence. Please inform the person answering the phone of your child's name, the reason for the absence, and that the child is attending the Ready for Learning program. Attendance is taken every day and sent to the school district office. Prompt notification of absences helps maintain accurate record keeping.

Heart of Brooklyn:	608-455-3301
Little Angels:	608-835-1945
Mariposa:	608-299-9337
Oregon Daycare, Inc.:	608-835-3396
Oregon Preschool, Inc.:	608-835-9216
Starlight Academy:	608-291-2488

An unexcused absence is generally the result of the child simply not attending class and the Parent/Guardian has not notified the staff of the absence.

## ABSENCES DUE TO ILLNESS

When in doubt of your child's health condition, play it safe for your child, as well as for the other children in the class. Please consider keeping your child home:

- The first 48 hours of a cold or upper respiratory infection,
- If the child has an infectious disease, or
- If your child has a rash or spots....until you know what it is.

General criteria for Parent/Guardians to use in deciding if their child should attend school:

- The child has a temperature of 99.6 degrees or higher.
- The child has vomited within a 12 hour time period prior to leaving for school.
- The child has had diarrhea within a 24 hour time period prior to coming to school.
- If the child has a common cold where there is much nasal discharge or green nasal discharge.
- If the child has a cough that is hacking or continuous.
- If the child has skin sores which are open and draining material. This includes such illnesses as pink eye. The child can return to school when the drainage ceases and the sores begin to heal.
- If the child has chicken pox or mumps.
- If the child has a Streptococcal throat infection (strep throat). The child should remain home for two days after antibiotics have started.
- If the child is complaining of an earache.
- If the child has any skin diseases (such as impetigo, scabies, etc.). A doctor's note will be required for the child to return to school.

The staff will call a Parent/Guardian to pick up their child in the event of one of the following conditions:

- The child has a temperature.
- The child has vomited.
- The child has diarrhea.
- The child is continually coughing.
- The child is constantly fussy and crying for an unusual amount of time for an unexplained reason.

## CONFIDENTIALITY

Every family has the right to their privacy being respected and enforced. Each agency will help maintain privacy in the following manner:

- Student records will not be left out for others to view
- Parent/Guardians and staff are not allowed to discuss children and families with other Parent/Guardians.
- Staff will not discuss children and families with other staff, unless there is a direct benefit to the family or child involved.
- Parents/Guardians are asked not to talk about incidents observed in the classroom or at any other activities that involve children other than their own.

## FAMILY OUTREACH PROGRAM

An important component of the Ready for Learning program is the Family Outreach Program. The focus of the program is to provide Parent/Guardians and children with opportunities to grow as a family. Throughout the school year, Ready for Learning families will be offered at least 87.5 hours of educational workshops, activities and presentations free of charge. Childcare is provided at some of the events. Families are highly encouraged to participate in the Family Outreach program.

## NON-DISCRIMINATION POLICY

No person shall, on the basis of disability or handicap, race, color, national origin, religion, sexual orientation, gender, or gender identity be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity in the Oregon School District. If you have questions about procedures, or if you wish to file a grievance, please contact Leslie Bergstrom, Superintendent, Oregon School District, 123 East Grove Street, Oregon, WI 53575 (608-835-4003).

## Parent/Guardian-TEACHER CONFERENCES

Communication between Parent/Guardians and the preschools is of utmost importance. Communication between Parent/Guardians and teacher(s) should take place as often as possible. At a minimum, each agency will schedule two Parent/Guardian-teacher conferences for each child so the teacher can advise the Parent/Guardian of the progress of their child. Conferences will take place once in the fall and once in late winter/early spring.

## HEALTHY CELEBRATIONS

The Oregon School District recognizes the benefits of healthful foods in our schools and classrooms to assure that our children can grow, learn, and thrive.

If Parent/Guardian desires to send a food item for a child's birthday or special event, the food should be low in sugar and fat. Due to an increase in food allergies in the general population, *foods containing nut products or nut byproducts will not be allowed* in the classroom. If sugary treats are sent to school, they will be sent home with students and not consumed at school.

Parent/Guardians are encouraged to send items that are more nutritious in value. Such items could include the following:

Raw Vegetable Sticks	Raisins	Water
Fresh Fruit	Pretzels	Party Mix
Fruit Kabobs	Popcorn	Low-Sodium Crackers
Frozen 100% juice pops	String Cheese	BAKED Corn Chips
Bagels/Cream Cheese	Dried Fruits	Fat Free Potato Chips
Rice Cakes	Trail Mix	Low Fat Muffins
Granola Bars	Flavored Yogurt	Jello Snacks
Angel Food Cake	Fruit Parfaits	Veggie Pizza
Low-Fat Pudding Cups	Low-Fat and Skim Milk	100% Fruit Juices
Low-Fat Ice Cream/Yogurt/Sherbet	Low-Fat Meat and Cheese Sandwiches	Low-Fat Dressings, Yogurt Dips, Salsa

*NOTE: Due to the increase in nut allergies and the severity of the reactions they may cause, substances known to cause allergic reactions in sensitive children, including (but not limited to) peanuts, tree nuts, soy nuts, eggs, dairy, soy, wheat, and sulfites used in dried fruits, should be avoided. Please be aware that some children may have allergies to these foods.*

## VOLUNTEER OPPORTUNITIES

Parent/Guardian have the longest contact with children and are recognized as their child's first and most effective teacher. Parent/Guardians are encouraged to participate as much as possible in the Ready for Learning program. In addition to participating in the Family Outreach program, Parent/Guardians are encouraged to attend scheduled Parent/Guardian-teacher conferences. Parent/Guardians can also participate in other ways such as being a Parent/Guardian volunteer in the classroom, being a chaperone on field trips, occasionally reading a story to the class, or helping prepare classroom materials, making classroom repairs, etc.

Any adult volunteering in the classroom will be required to complete a volunteer background check form prior to assisting in the classroom. Information about becoming a volunteer in the Oregon School District and completing a background check can be found at [www.OregonSD.org/volunteer](http://www.OregonSD.org/volunteer).

## ALCOHOL, TOBACCO, AND OTHER DRUGS STATEMENT

Alcohol and other drug use is prohibited at all Ready for Learning functions including, but not limited to:

- Classroom activities & field trips
- Home visits with home visitors or other staff
- Family Outreach programs and activities

Alcohol and other drug use prior to Ready for Learning functions are strongly discouraged. Any behavior exhibited at Ready for Learning programs or activities that suggest abuse of alcohol or other drugs will result in that person being asked to leave.

The Ready for Learning program locations are smoke-free environments per state statutes that disallow smoking in public school buildings or on grounds or facilities housing public school programs. A smoke-free environment is also required at Ready for Learning functions which include, but are not limited to, Family Outreach programs, field trips, or on the playgrounds.

Parent/Guardians are not required to abide by the Smoke Free Policy during home visits in their own homes. However, Parent/Guardians are encouraged not to smoke during these home visits.

## STUDENT RECORDS

Student records shall be maintained in the interest of the student to assist school personnel in providing appropriate educational experiences for each student in the District. The Board of Education recognizes the need for confidentiality of student records. Therefore, the District shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Student records shall be available for inspection or release only with prior approval of the Parent/Guardian or adult student, except in situations where legal requirements specify release of records without such prior approval. Building principals shall have primary responsibility for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established District guidelines.

## WEATHER-RELATED CANCELLATIONS AND DELAYS

If the Oregon School District cancels or delays school for the day, all Ready for Learning programs will also be canceled. If the public school system delays school in the morning, AM sessions of Ready for Learning will be canceled. If the public school system closes school early for the day, Ready for Learning afternoon sessions will be canceled.

*NOTE: Weather related closures for preschool/daycare services are decided upon by the individual preschool/daycare provider.*

School cancellations, delays, and early closings are made based on the best information available to the school district and bus operators. The decisions are made as soon as possible in order to allow Parent/Guardians to make special arrangements for their children. The Oregon School District will communicate weather-related closures and delays via the following communication channels:

- Messages via Infinite Campus Portal (see following page to select your communication contact preferences)
- District website: [www.OregonSD.org](http://www.OregonSD.org)
- Social Media
- Local news and radio stations

## COMMUNICATIONS CONTACT PREFERENCES

All official district communications will be sent through Infinite Campus. The preferences you choose will dictate how you receive information from the Oregon School District and your school (e.g., district-wide updates, school closing announcements, school-specific information, etc.) Please note that school closures, including snow days, are considered "Priority Notifications."

1. Log in to the Campus Portal at [www.OregonSD.org/portal](http://www.OregonSD.org/portal)
2. Click on Contact Preferences (menu on the left-hand side) and select desired contact preferences in grid that appears (example below).

The screenshot shows the 'Contact Preferences' page in the Infinite Campus portal. On the left, a navigation menu lists various options, with 'Contact Preferences' highlighted and circled in red. The main content area displays a table of notification preferences for different contact methods and schools. The table has columns for 'Emergency', 'Attendance', 'Behavior', 'General Notification', 'Priority Notification', and 'Teacher'. Each row represents a contact method (e.g., Household Phone, Cell Phone, Work Phone, Other Phone, Email, Secondary Email) and a school (Prairie View Elementary, Oregon Middle School, Oregon High School). Checkmarks indicate selected preferences.

Contact Method	Method	Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Household Phone (503) [REDACTED]	Voice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone [REDACTED]	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone (503) [REDACTED]	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone (503) [REDACTED]	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email [REDACTED]	Voice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Email [REDACTED]	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Click Save.

## TRANSPORTATION

Transportation will be provided to each Ready for Learning child that lives more than 0.5 miles from school and attends an AM section of 4K. Bussing will be provided on the same buses as regular district bussing. The goal of Ready for Learning is to always provide the safest transportation to the children. Please refer to the Ready for Learning Bussing Handbook for specific rules regarding bus transportation.

### BUS EXPECTATIONS FOR PARENTS/GUARDIANS

1. A PARENT/GUARDIAN IS REQUIRED TO ACCOMPANY THEIR CHILD TO AND FROM HOME, TO AND FROM THE BUS.
2. Children enrolled in Oregon Ready for Learning will be picked up and dropped off per established time schedule at specified locations. There may be some deviations to pick up and drop off times depending on weather or road conditions.
3. Children should be dressed and ready to board when the bus arrives. If the child misses the bus, it is the Parent/Guardian's responsibility to take the child to school.
4. Only students, staff, and volunteers are allowed to ride on buses. Parent/Guardians are not allowed to ride on the bus.
5. If the child becomes ill on the bus, the child will be returned to the Ready for Learning site or to Parent/Guardian(s) if possible. If it is not possible to return the child to the home, the Parent/Guardian will be notified and asked to pick up the child at their PreK-4 site location.
6. If, after five minutes, no Parent/Guardian or adult comes out to the bus to accept the child, the child will remain on the bus and will be returned to the PreK-4 site location. Parent/Guardians will be responsible for any charges for child care if this happens. Please see the "No One Home" Policy below.

### EXPECTATIONS BEFORE GETTING ON THE BUS

1. Students (and Parent/Guardian/adult) should be on time at the designated loading zone (5 minutes prior to the scheduled stop).
2. Students should stay off the road at all times while walking to, and waiting for, the bus. Students should line up single file perpendicular to the main road and off the roadway if more than one student is getting picked up.
3. The Parent/Guardian or designated adult is to accompany the student to the door of the bus. The bus driver is not allowed to leave the driver's seat to assist children.
4. Students should wait until the bus is completely stopped before moving forward to enter the bus. If a student must cross a highway, he/she should not cross until the bus driver signals that it is safe.
5. Students should enter the bus single file and immediately go to a seat and be seated.



## EXPECTATIONS WHILE ON THE BUS

1. All riders are to remain seated while the bus is in motion. No climbing on or under the seats is permitted at any time.
2. Windows are to be kept closed unless permission is given by the driver. Children are to keep hands, head, and arms inside the bus if windows are open.
3. Children are not permitted to litter on the bus or throw any materials or objects from the bus.
4. Children are expected to listen to the driver who has full authority to operate the bus in the best safety and convenience of the children. The bus driver has full authority to assign seats or restrict privileges, if necessary.
5. Children are to keep books and packages on their laps. Objects that cannot be held on the lap should not be carried on the bus unless specific permission has been given by the driver. Animals/pets are never to be brought on the bus.
6. Objects that may be dangerous or potentially harmful to other children are strictly forbidden on the bus.
7. All children are expected to respect all bus equipment and the possessions of other children. The child and/or Parent/Guardians will be held responsible for any damages incurred to the bus, its equipment, or the possessions of other children.
8. Obscene language, gestures, or inappropriate sexual contact are forbidden.
9. Scuffling, fighting, yelling, etc. is forbidden.
10. Students are not permitted to smoke on the bus.

## RULES UPON LEAVING THE BUS

1. Students should not get up to leave the bus until the bus has completely stopped.
2. Students should cross the road, if necessary, after getting off the bus (at least ten feet in front of the bus) only after the driver signals that it is safe to cross the road.
3. Students should be alert to the danger signal from the driver.
4. The driver is not to discharge or pick up students at places other than their regular stop at home or at school unless he/she has proper authorization from both Parent/Guardians and the classroom teacher.

## “NO ONE HOME” TRANSPORTATION POLICY

1. It is very important that a Parent/Guardian or another adult be at home when the child arrives home from school.
2. It is absolutely essential for emergency purposes that Oregon Ready For Learning staff have an emergency contact person that can be called in the event the Parent/Guardian is unable to be contacted.
3. If the Parent/Guardian arrives home after the scheduled drop-off time, the Parent/Guardian should call their child’s 4K site or the Oregon School District at 835-4091 to determine where their child is and to notify the bus driver that the Parent/Guardian is home.
4. If a Parent/Guardian/adult does not come out to the bus after the bus arrives with the child, the child will remain on the bus while the following procedure is followed:
  - a. The driver will notify the District office. The District Office will notify the PreK-4 site. The PreK-4 site will first call the home to determine if a Parent/Guardian is at home. If no one is present at home, the PreK-4 site will call the person(s) listed as the emergency contact.
  - b. If the PreK-4 site is unable to contact either the Parent/Guardian or the emergency contact, the child will be delivered back to the PreK-4 site at the end of the bus route. The site staff will continue attempts to contact the Parent/Guardian and/or emergency contact. The site staff will stay with the child until the Parent/Guardian or emergency contact arrives to pick up the child.
  - c. If the Parent/Guardian does not arrive within one hour of the drop-off time, social services will be contacted and requested to pick up the child and place him/her in protective custody.

## BEHAVIORAL CONCERNS ON THE BUS

The safety of children on buses is a primary concern of our school district as well as our bus contractors. If a child continuously disregards the established bus rules, thus jeopardizing the safety of all the children on the bus, the child’s Parent/Guardians will be notified.

Bus drivers will write an incident report of dangerous behavior on the bus. This report will be forwarded to PreK-4 site and the Parent/Guardians will be contacted. Second or third reports will require a conference with the Parent/Guardian. An Action Plan will be developed to outline the steps the Parent/Guardians and staff can take to assist the child with his/her behavior.

If the child continues to exhibit inappropriate bus behavior, the child may be suspended from using the bus for a period of time. During this time the Parent/Guardian would be responsible for getting the child to and from school.

## Legal Rights & Responsibilities

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

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

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

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

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

Title IX also forbids discrimination or harassment on the basis of gender in the District's education programs and activities. (Board Policy 165).

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

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

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

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

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

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

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

Maggie Zywicki  
Oregon High School  
456 N. Perry Pkwy  
Oregon, WI 53575  
P: (608) 835-4303  
E: mazywiki@oregonsd.net

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

Anyone who believes that an education institution that receives federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability or age, or who believes that a public elementary or secondary school, or state or local education agency has violated the Boy Scouts of America Equal Access Act, may also file a complaint with the Office of Civil Rights. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group. The Office of Civil Rights may be contacted at:

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

*Bullying (Policy 163)*

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

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

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

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