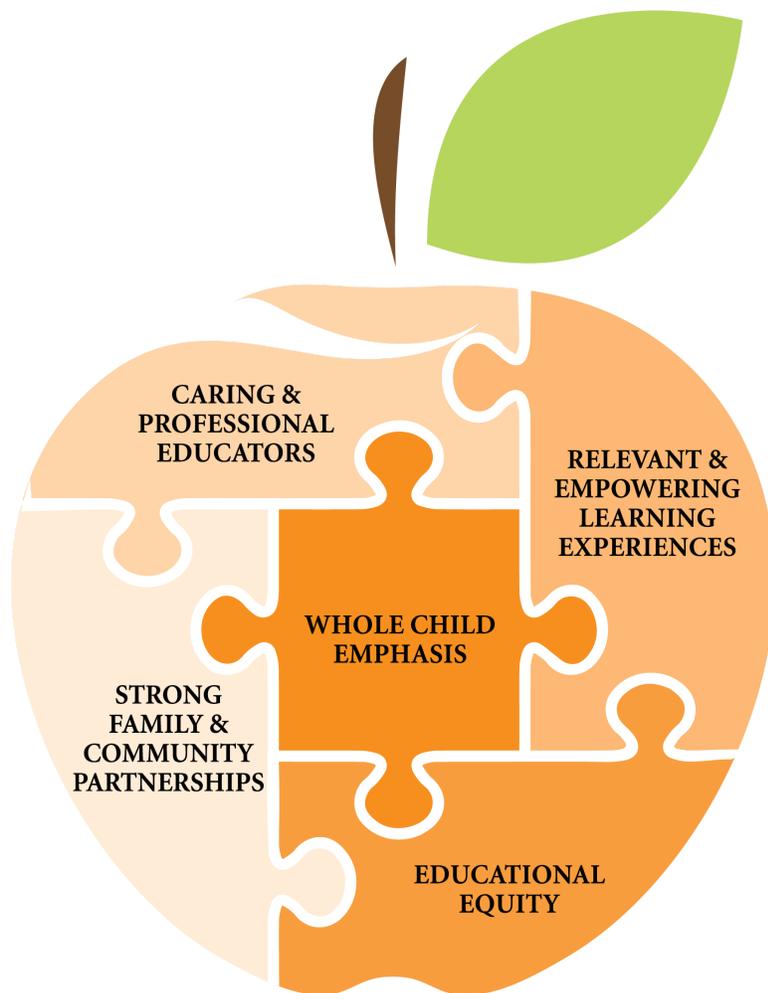


# Oregon School District Oregon High School Family Handbook 2022-2023



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## Welcome!

Dear Families,

We are excited to welcome you to the 2022-2023 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. This handbook provides information about Oregon High School.

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.

We look forward to welcoming you to the 2022-2023 school and seeing you soon!

Sincerely,

Dr. Leslie Bergstrom, Ed.D. - District Superintendent

Mr. Jim Pliner - Oregon High School Principal

Ms. Maggie Zywicki - Oregon High School Associate Principal

Mr. Brad Ashmore - Oregon High School Associate Principal

Mr. David Piovanetti - Oregon High School Associate Principal

Ms. Brittany Spencer Grant - 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 2021-2022 Theory of Action

When all OHS staff build authentic relationships with students, and collaborate purposefully to:

- advance equity, social justice, and anti-racism by designing and implementing lessons that remove barriers and support students to fully access learning;
- intentionally incorporate critical thinking, reading, writing, problem solving, digital citizenship and reflection into relevant tasks;
- elevate students' agency alongside clear, standards-based learning targets, formative assessment, actionable feedback, and opportunities to set growth goals;
- measure and reflect on students' work in order to adjust plans and actions based on evidence of students' learning; and
- support students' social-emotional and mental health needs,

then each and every student will grow as a healthy, engaged, independent learner who is prepared for success at OHS and in their 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 remains the health and safety of our school community. We will continue to work closely with Public Health Madison & Dane County (PHMDC) to update our protective measures to protect the health and safety of our students, staff and school community. 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 main office so that we can provide support.

As our COVID-19 procedures are frequently updated, we will not include all of them here. 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 for the most current information.

Before Arriving At School or A School Sponsored Event

*Check your student for any symptoms of COVID-19. (Symptoms may appear 2-14 days after exposure.)* Here is a link to our Daily Home Screening [Symptom Checklist](#). Your student should stay home if your student has ONE of these symptoms

- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Vomiting
- Diarrhea
- Fever 100.0 or higher and/or has taken medication (Tylenol/Ibuprofen) to reduce a fever in the past 24 hours

OR

TWO or more of the following symptoms:

- Congestion or runny nose
- Fatigue
- Muscle aches
- Sore throat
- Nausea or abdominal pain
- Headache

We will send students home if they have a fever and/or are exhibiting symptoms of COVID-19.

**Frequently Used Phone Numbers**

Oregon High School	Main Office	835-4391
Attendance	Heather Erickson	835-4308
OHS Health Office	Tricia McCauley	835-4311
Principal	Jim Pliner	835-4301
Associate Principal	Brad Ashmore	835-4302

Associate Principal	David Piovanetti	835-4323
Associate Principal	Maggie Zywicki	835-4303
Director of Athletics	Brittany Spencer Grant	835-4335
Counselor (Last Names A-F/AVID)	Kelly Jurasewicz	835-4366
Counselor (Last Names G-N)	Meghan Studer	835-4464
Counselor (Last Names O-Z)	Janell Thom-Schneider	835-4370
Coordinating Counselor	Missi Tracy	835-4464
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 & Safety	Larry Mayo	835-4032
Director of Nutrition (Food Service)	Sarah Tomasiewicz	835-4036
School Nurse	Rebecca McCabe	835-4109

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>Heather Erickson  <a href="mailto:hmerickson@oregonsd.net">hmerickson@oregonsd.net</a>            (608) 835-4308</p>	<p>For absences due to hospitalization, please also contact the student's administrator and counselor.</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            Meghan Studer  <a href="mailto:mmstuder@oregonsd.net">mmstuder@oregonsd.net</a>            (608) 835-4464</p> <p>Students O-Z            Janell Thom-Schneider  <a href="mailto:jts@oregonsd.net">jts@oregonsd.net</a>            (608) 835-4370</p> <p>Coordinating Counselor            Missi Tracy  <a href="mailto:mktracy@oregonsd.net">mktracy@oregonsd.net</a>            835-4464</p>

<p>Alcohol/Drug Use Concerns</p>	<p><u>School 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/AVID  Kelly Jurasewicz  <a href="mailto:kljurasewicz@oregonsd.net">kljurasewicz@oregonsd.net</a>  (608) 835-4366</p> <p>Students G-N  Meghan Studer  <a href="mailto:mmstuder@oregonsd.net">mmstuder@oregonsd.net</a>  (608) 835-4464</p> <p>Students O-Z  Janell Thom-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>Dave Jameson  <a href="mailto:dtjameson@oregonsd.net">dtjameson@oregonsd.net</a>  (608) 835-4387</p>	<p><u>Athletic Director</u></p> <p>Brittany Spencer Grant  <a href="mailto:bsg@oregonsd.net">bsg@oregonsd.net</a>  (608) 835-4335</p>
<p>Community Resources (District-Wide)</p> <p>Homelessness</p> <p>Emergency Assistance &amp; Neighbors in Need of Assistance (NINA) Fund</p>	<p><u>School Social Worker</u></p> <p>Amie Mitchell  <a href="mailto:amitchell@oregonsd.net">amitchell@oregonsd.net</a>  (608) 835-4471</p>	<p><u>Dane County Social Worker</u></p> <p>Ryan Estrella  Dane County Social Worker  District Tel. (608) 835-4188  Joining Forces for Families  2225 Allied Drive  Madison, WI 53711  (608) 273-6342 phone  <a href="mailto:Estrella@countyofdane.com">Estrella@countyofdane.com</a></p>

<p>IEP/ 504 Accommodation Plans Information</p>	<p><u>School Psychologist / 504 Coord.</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 Meghan Studer <a href="mailto:mmstuder@oregonsd.net">mmstuder@oregonsd.net</a> (608) 835-4464</p> <p>Students O-Z Janell Thom-Schneider <a href="mailto:jts@oregonsd.net">jts@oregonsd.net</a> (608) 835-4370</p>
<p>Mental Health and Student Social Emotional Support</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/AVID Kelly Jurasewicz <a href="mailto:kljurasewicz@oregonsd.net">kljurasewicz@oregonsd.net</a> (608) 835-4366</p> <p>Students G-N Meghan Studer <a href="mailto:mmstuder@oregonsd.net">mmstuder@oregonsd.net</a> (608) 835-4464</p> <p>Students O-Z Janell Schneider <a href="mailto:jts@oregonsd.net">jts@oregonsd.net</a> (608) 835-4370</p>
<p>OASIS</p>	<p>Janell Thom-Schneider <a href="mailto:jts@oregonsd.net">jts@oregonsd.net</a> (608) 835-4370</p>	<p>Jim Pliner, Principal <a href="mailto:jrp@oregonsd.net">jrp@oregonsd.net</a> (608) 835-4301</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/AVID  Kelly Jurasewicz  <a href="mailto:kljurasewicz@oregonsd.net">kljurasewicz@oregonsd.net</a>  (608) 835-4366</p> <p>Students G-N  Meghan Studer  <a href="mailto:mmstuder@oregonsd.net">mmstuder@oregonsd.net</a>  (608) 835-4464</p> <p>Students O-Z  Janell Schneider  <a href="mailto:jts@oregonsd.net">jts@oregonsd.net</a>  (608) 835-4370</p>
<p>Parking Permits</p>	<p><u>Administrator</u></p> <p>David Piovanetti  (608) 835-4323  <a href="mailto:dapiovanetti@oregonsd.net">dapiovanetti@oregonsd.net</a></p>	<p><u>Administrative Assistant</u></p> <p>Angie Dunn  (608) 835-4398  <a href="mailto:ajdunn@oregonsd.net">ajdunn@oregonsd.net</a></p>
<p>School Resource Officer (SRO)</p>	<p>Kyle Schewe  <a href="mailto:officer@oregonsd.net">officer@oregonsd.net</a>  (608) 835-4445  OPD: 608-835-3111 ext. 236</p>	
<p>School-to-Career  Youth Options Program</p>	<p><u>School-to-Career Coordinator</u></p> <p>Greg Granberg  <a href="mailto:gfganberg@oregonsd.net">gfganberg@oregonsd.net</a>  (608) 835-4427</p>	<p><u>Administrative Assistant</u></p> <p>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></p> <p>Nicole Buol  <a href="mailto:ndbuol@oregonsd.net">ndbuol@oregonsd.net</a>  (608) 835-4432</p>
<p>State Testing (ACT, ASPIRE, Forward, Advanced Placement)</p>	<p>Missi Tracy  <a href="mailto:mkrtracy@oregonsd.net">mkrtracy@oregonsd.net</a>  (608) 835-4367</p>	<p>Brad Ashmore  <a href="mailto:bsashmore@oregonsd.net">bsashmore@oregonsd.net</a>  (608) 835-4302</p>
<p>Student Schedule Inquiries / Post High</p>	<p><u>School Counselors</u></p> <p>Students A-F</p>	<p><u>Administrators</u></p> <p>Students A-F/AVID</p>

<p>School Planning</p>	<p>Kelly Jurasewicz  <a href="mailto:kljurasewicz@oregonsd.net">kljurasewicz@oregonsd.net</a>  (608) 835-4366</p> <p>Students G-N  Meghan Studer  <a href="mailto:mmstuder@oregonsd.net">mmstuder@oregonsd.net</a>  (608) 835-4464</p> <p>Students O-Z  Janell Schneider  <a href="mailto:jts@oregonsd.net">jts@oregonsd.net</a>  (608) 835-4370</p>	<p>Maggie Zywicki  <a href="mailto:mazywicki@oregonsd.net">mazywicki@oregonsd.net</a>  (608) 835-4303</p> <p>Students G-N  David Piovanetti  <a href="mailto:dapiovanetti@oregonsd.net">dapiovanetti@oregonsd.net</a>  (608) 835-4323</p> <p>Students O-Z  Brad Ashmore  <a href="mailto:bsashmore@oregonsd.net">bsashmore@oregonsd.net</a>  (608) 835-4302</p> <p>Head Building Principal  Jim Pliner  <a href="mailto:jrp@oregonsd.net">jrp@oregonsd.net</a>  (608) 835-4301f</p>
<p>Truancy  Issues/Concerns</p>	<p><u>Administrators</u></p> <p>Students A-F/AVID  Maggie Zywicki  <a href="mailto:mazywicki@oregonsd.net">mazywicki@oregonsd.net</a>  (608) 835-4303</p> <p>Students G-N  David Piovanetti  <a href="mailto:dapiovanetti@oregonsd.net">dapiovanetti@oregonsd.net</a>  (608) 835-4323</p> <p>Students O-Z  Brad Ashmore  <a href="mailto:bsashmore@oregonsd.net">bsashmore@oregonsd.net</a>  (608) 835-4302</p> <p>Head Building Principal  Jim Pliner  <a href="mailto:jrp@oregonsd.net">jrp@oregonsd.net</a>  (608) 835-4301</p>	<p><u>School Social Worker</u></p> <p>Amie Mitchell  <a href="mailto:ammitchell@oregonsd.net">ammitchell@oregonsd.net</a>  (608) 835-4471</p>
<p>Tutor Help</p>	<p><u>Student Engagement Coordinator</u></p> <p>Jackie Craker  <a href="mailto:jecraker@oregonsd.net">jecraker@oregonsd.net</a>  (608) 835-4456</p>	

Work Permits	<p><u>Administrative Assistant</u></p> <p>Andrea Kannal <a href="mailto:axk2@oregonsd.net">axk2@oregonsd.net</a> (608) 835-1305</p>	<p><u>District Office</u></p> <p>(608) 835-4091</p>
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## 2022-2023 Oregon High School Bell Schedule

Monday, Tuesday, Thursday, Friday:

Period	Time 8:35 am- 3:50 pm
1	8:35-9:20 am (45 min)
2	9:25-10:10 am (45 min)
3	10:15-11:00 am (45 min)
4	11:05- 11:55 am (5 min for Panther Vision) (50 min)
5A	CLASS: 12:00-12:45 pm (45 min) LUNCH: 12:50-1:20 pm (30min)
5B	CLASS: 12:35-1:20 pm (45 min) LUNCH: 12:00-12:30 pm (30 min)
6th	1:25- 2:10 pm (45 min)
7th	2:15- 3:00 pm (45 min)
8th	3:05- 3:50 pm (45 min)

Wednesdays (OHS Panther Connections):

Period	Time 8:35 am- 3:50 pm
1	8:35-9:16 am (41 min)
2	9:21-10:02 am (41 min)
PC	10:07-10:39 am (32 min) Panther Connections
3	10:44-11:25 am (41 min)
4	11:30-12:11 am (41 min)
5A	CLASS: 12:16-12:57 pm (41min) LUNCH: 1:02-1:32 pm (30 min)
5B	CLASS 12:51-1:32 pm (41min) LUNCH 12:16-12:46 pm (30min)
6th	1:37-2:18 pm (41 min)
7th	2:23- 3:04 pm (41 min)
8th	3:09- 3:50 pm (41min)

## School Operations

### 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 for supervision before that time.

### Attendance

One of the keys to student success in high school is regular daily attendance. We know there are times when a student must be absent, whether for illness or family commitments. State law and [School Board policies](#) have specific language around attendance requirements.

Wisconsin State Statute 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) of school per school year. 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.

### How To Report An Absence

If your student must be absent, please call the OHS attendance line at (608) 835-4308. You may leave a message 24 hours a day. Please call before 8:20 a.m. for a same day absence.

Please clearly state:

- a. Your name
- b. Student's first and last name
- c. Date of absence
- d. Reason for absence

### School Attendance Policy

Excused absences are granted for reasons of personal illness, illness in the family, 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, 835-4308 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.

- Parent/guardian call-in's for Learning Resources during Exam periods count towards 10 allowed Parent Excused Absences.
- Prearranged makeup of missed coursework must be arranged through the attendance office.
- Attendance for OHS Panther Connections and Learning Resource is required as it serves as a marking period for the day. Missing one of these classes does count as missing a day.
- Homework requests: Homework will only be collected for students who miss 3 or more consecutive days. Students are responsible for working with their teachers to secure 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 or for suspensions 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, or where a student has exceeded their 10 parent excused days, but is with parental knowledge.[Wis. Statute 118.15, 118.16, 118.82, 118.65.]

### Tardy Policy

Students must have a teacher pass if they are tardy to class. If a student does not have a pass, the student is "Tardy Unexcused." 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 six minutes late to class will be marked unexcused. If a student is repeatedly tardy, an administrator will work with the student and family to develop an improvement plan. Repeated tardiness may affect a student's ability to earn privileges at OHS.

### Truancy

*School Policy/Regulation* - Truancy means any unauthorized absence from school. "Habitual Truancy" 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 habitually truant to discuss a plan of improvement. If the student accumulates more unexcused absences, the student will be issued a habitual truancy citation (Oregon Village Ordinance 9.22).

(Wisconsin Statutes 118.15 & 118.16, Dane County Truancy Plan)

Consequences for repeated violations of the school's attendance policy, including truancy may include (but not limited to):

- Parent/student conference
- Attendance contract
- Detention before school, after school, or during lunch
- Regular check-ins with administrator or counselor
- Prohibited from attending school sponsored events/activities
- Loss of co-curricular participation, including spectating privileges
- Revocation of parking permit
- Truancy ticket

### Open Enrolled Students and 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.

### Open Enrolled Students and Online Learning

Students who are open enrolled can not be in online courses, virtually. They may take online courses in the building, but not outside the building.

### 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, for most dances an OHS student with an I.D. card may bring one guest who must be registered in the main office prior to the dance. All guests at OHS dances must be pre-registered by the announced deadline. Pre-registration includes name, address, phone number and school of attendance for the guest. Guests will need to display a legal photo ID upon arrival. 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 the school premises for just cause.
- Attire is determined by the nature of the dance (i.e., formal, costume, etc.) and must conform to school regulations.

- Smoking, alcohol, and drugs are prohibited at all dances.
- Students must arrive within 1 and 1/2 hours after a dance is scheduled to begin.
- Students who leave the building while the dance is in progress will not be re-admitted unless they have received prior approval from a dance chaperone or administrator. 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.

## Transportation

OSD provides bus transportation to high school students living two miles or more from school.

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

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

*Bus Safety Guidelines* - Students are responsible for their behavior on the bus. Students whose behavior is unsafe or distracts the driver could endanger the lives of all students being transported and could result in the loss of transportation privileges.

- Students are to ride only on assigned buses; no guests are allowed except those students authorized to ride. Special requests are only considered with a written request in advance 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. Drivers will not allow behavior that jeopardizes safe transportation.
- Transportation to and from school is a privilege and may be suspended or revoked if necessary.
- Be respectful of others and maintain a safe bus ride by:
  - Not spraying perfume, deodorant, or other substances on the bus.
  - Keeping all parts of your body and all objects to yourself and inside the bus.
  - Keeping the noise level down and remaining seated facing forward.
  - Keeping all harmful materials (drugs, tobacco, alcohol, weapons, etc) off the bus.
  - Not eating, drinking, or smoking on the bus.
  - Not littering, writing on, or causing damage to the bus.
  - Keeping backpacks and skateboards on your lap.
  - Refraining from inappropriate language or obscene gestures.
  - Not fighting, pushing, tripping or horsing around on the bus.
  - Exiting at your designated stop only.

- Keeping headphones low enough so they do not disturb others.

*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 or email Larry Mayo at [lwmayo@oregonsd.net](mailto:lwmayo@oregonsd.net) to resolve the issues.

### Appropriate Dress

Students should dress appropriately for their wellness, comfort and activity level during the day, while at school.

#### *Allowable Dress & Grooming -*

- All clothing must have fabric that covers the front, back, sides, portion of the shoulder (straps), and buttocks of the body.
- Clothing must cover undergarments.
- Fabric covering all undergarments must not be seen 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 unlawful use of weapons, promote violence and/or threaten the health or safety of others.
- Clothing may not disrupt the learning environment.

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
- Assignment to a different learning environment
- Assign educational learning opportunities
- Suspension

- Citation
- Other actions needed to ensure the health, welfare and/or safety of others

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

## 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 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.

Department  
English

Credit Course Title  
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

<u>Department</u>	<u>Credit Course Title</u>
Math	1.0 Cr. – Pre- Calculus 1.0 Cr. – AP Calculus AB 1.0 Cr. – AP Calculus BC 1.0 Cr. -- AP Statistics 1.0 Cr. -- AP Computer Science A
Science	1.0 Cr. – Biotech Apprenticeship 1.0 Cr. – AP Biology 0.5 Cr. – AP Biology Lab 1.0 Cr. – AP Chemistry 1.0 Cr – AP Chemistry Lab 1.0 Cr. – Honors Physics 1.0 Cr. – AP Environmental Science
Social Studies	1.0 Cr. – AP Psychology 1.0 Cr. – AP Economics 1.0 Cr. – AP U.S. History 1.0 Cr. – AP World History
World Language	1.0 Cr. – German 4 1.0 Cr. – AP German 5 1.0 Cr. – Spanish 4 1.0 Cr. – AP Spanish 5
Art	1.0 Cr. – Adv. Drawing 1.0 Cr. - Adv. Painting 1.0 Cr. – Adv. 3-D 1.0 Cr. – Adv. Computer Animation 0.5 Cr. – Advanced Photography 1.0 Cr. – Adv. Art Portfolio & Sketchbook
Music	1.0 Cr. – 4 <sup>th</sup> Year of Choir 1.0 Cr. – 4 <sup>th</sup> Year of Band 1.0 Cr. – 4 <sup>th</sup> Year of Orchestra 1.0 Cr. – AP Music Theory 0.5 Cr. – Music Composition 2

<u>Department</u>	<u>Credit Course Title</u>
Business & Marketing	0.5 Cr. – Advanced Desktop Publishing
	0.5 Cr. – Advanced Multimedia
	1.0 Cr. – Adv. Marketing
	1.0 Cr. – Marketing Apprenticeship
	1.0 Cr - Accounting 2
	1.0 Cr - AP Computer Science Principles
Tech Ed.	0.5 Cr. – Principles of Engineering
	1.0 Cr. – Home Construction
Agriculture	1.0 Cr. – Agriculture Apprenticeship
Family & Consumer Ed.	1.0 Cr. – Child Care Teacher

### Academic Dishonesty/Cheating/Plagiarism

*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. 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.
- Removal from class field trips
- Loss of privileges, including removal or prohibition from National Honor Society
- Code of Conduct Referral
- Detention
- Potential for additional consequences in consultation with teacher and school administration

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:

- Ineligible for school activities: dances, sporting events, commencement, etc.
- In school suspension
- Out of school suspension

## GPA

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 in Infinite Campus to indicate a time for a grade to be 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
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- The lowest score on the OHS grading scale is 50%. Assessments not completed or earning a score below 50% will be recorded as insufficient evidence (IE), indicating that the student has not demonstrated proficiency on the assessment.
- Students will be required to complete all summative assessments in order to qualify for a passing grade. All summatives will be required to be submitted and, regardless of the running average, a student will not be considered “passing” until all summative assessments are completed.
- With exceptions for extenuating circumstances, summative assessments completed more than one week past the due date will receive a maximum score of 85%. This is not a 15% reduction in the earned grade, but simply a cap of the maximum score a student can earn.
- Students will have one “no penalty” opportunity to retake assessments but teachers may require additional formative work to be completed in order to qualify.
- 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 on the student’s transcript 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 will take many forms including: 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.
- For students to be eligible to retake the assessment, additional formative work may also be required before the retake to ensure the student is ready to succeed on the retake. The score earned on the retake of the summative test will replace the original score as the most recent evidence of student learning
- Students may be required to complete the retake process prior to the date of the next summative test, project, or assignment.
- The summative assessment retake policy 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.)
- OHS classes taken for college credit and AP classes may have a different retake policy due to college or AP requirements. Please consult your course syllabus for specific details for those classes.
- Retake opportunities are not available for semester exams.

## Grade reports

Grade reports for grades 9-12 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 Grades

Grades for behavior and conduct 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 may be partially determined by the previous semester's conduct grades. Students will receive learning skills grades based on the following criteria:

*Student 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 -*

- U = Usually: Student usually demonstrates success in the learning skill.
- S = Sometimes: Student sometimes/inconsistently demonstrates success.
- R = Rarely: Student rarely demonstrates success in the 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

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

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.

### 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. Go to the high school website under College and Career readiness to find out more information on our program.
- 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.

Per state law, students who are open enrolled can not be in online courses, virtually. They may take online courses in the building, but not outside the building.

*NCAA Eligibility* - 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 which 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 contact student services at 835-4373.

*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 Student 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. Alternatively, the nurse may initiate a referral for a 504 Accommodation Plan or an IEP and follow the procedures outlined above.

## Visitor / Volunteer Expectations

### Visitors / Volunteers

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

All volunteers must apply in advance and pass a criminal background check. The application can be found on our website under the "Families" tab: [OregonSD.org/volunteer](https://OregonSD.org/volunteer).

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

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

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)]

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

Students have 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. Assemblies should occur 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 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]

### Assigned Areas

Students are expected to be in assigned areas at all times indicated by their educational programs. Students have the responsibility to be in all classes for the entire duration of a class. 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:

- Conference with an administrator
- Referral for evaluation
- Detention
- Community Service
- Loss of privileges
- Notification of parents
- Conference with parents
- Suspension from classes or school
- Ticket for loitering

### Behavior

Students have the right to attend a school that is safe and secure without fear of physical threat, harm or verbal abuse. Students also have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals and to express their thoughts and feelings in a manner that does not offend, slander, ridicule, or bully others. Bullying behavior is 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 Student Harmful Conduct](#) form posted on the OHS 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)
- Possession or use of potentially dangerous, illegal, or disruptive articles or missiles (including explosives, firecrackers or other incendiary devices)

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.

- Conference with an administrator
- Parent Notification
- Educational Instruction
- Mediation
- Restorative Practices
- Community Service
- Social Engagement
- Restitution
- Detention
- Suspension
- Co-Curricular consequences
- Citation
- Expulsion
- Parental conference for re-admittance

Expulsion - 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

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. While in classrooms and common areas students are expected to follow all reasonable district, building, and Code of Conduct 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 or making loud noises, inappropriate gestures, and inappropriate public displays of affection. Students may not engage in repetitive incorrigibility. See also [432: Code of Conduct](#)

*Food and Beverages:* Food and drink should be limited to the cafeteria/commons area. Classroom teachers 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. Students are responsible for cleaning up after themselves and throwing away unwanted food and containers in an appropriate receptacle. [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)]

## Co-Curricular Activities at Oregon High School

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

## Due Process

Each student has the right to due process in the application of the Family Handbook, Code of Conduct and/or other school rules/regulations. Any student who believes these rules and regulations have been wrongfully interpreted or applied has the responsibility to request a meeting with the principal to discuss the issue. 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] 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

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.

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

### Tobacco Products

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]

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

## Leaving the Building or Grounds Without Permission

Wisconsin Statutes 121.02(1) provides that schools schedule at least 1137 hours of direct pupil instruction annually. Students absent from class without authorization are considered truant. Students are required to sign in and out when leaving and/or returning during a scheduled class period. Forgery and/or falsified notes, phone calls or passes could result in consequences. [Board of Education Policy]

### *Leaving the Building or Grounds Without Permission*

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

- Conference with an administrator
- Detention
- Community service
- Loss of privileges
- 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 or Loitering Ticket

## Loitering

Students shall not loiter 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
- Potential incoming students who have filed a request with the building principal 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)

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 rear window - driver's side.
- Students must show a valid license to obtain a permit.
- 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, handicapped, and electric vehicle (EV) stalls 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. Parking restrictions apply in these designated areas.
- Loitering in vehicles or in the parking lot area is prohibited.
- A maximum speed of 10 miles per hour on school property will be strictly enforced.
- 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.

Students violating parking regulations will be subject to, but not limited to:

- Notification of parents
- Community service
- Suspension of parking lot privileges
- Towing 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 their personal technology devices. The following are guidelines for use of personal technology devices at OHS:

### Expectation:

- Phones, earbuds, and personal devices are to be OFF and AWAY at all times within the classroom environment (including Learning Resource), unless directed by a teacher to use for academic purposes.
- The OHS OFF and AWAY policy will support student engagement and a focus on learning within the classroom.
- Teachers will remind students that these personal technology devices must be OFF and AWAY at the beginning of each class period. That direction will serve as a universal expectation for all students.
- If a student requests to use the restroom, the phone must remain in the classroom.
- Teachers will have a designated area in the classroom for students to leave their phones in accordance with classroom rules.
- Students who have earned RAP may have access to their technology during their assigned RAP period.
- Students may not capture photographs or video footage of any student or staff without their permission.

### Action:

- The Universal Expectation of Off and Away will be given at the beginning of each class period by the teacher. If students are having challenges with this expectation, they will generally be addressed as follows, depending on their severity:
- First Offense: The teacher will require that the phone be placed in a designated location in the classroom and returned to the student at the end of the period.
- Second Offense: The teacher will require that the phone be placed in a designated location in the classroom and return the phone to the student at the end of the period. The teacher will write a referral in Infinite Campus and contact the parent/guardian of the second offense.
- Repeated Offenses: An administrator will meet with the student to review the cell phone policy and will contact a parent/guardian to develop a technology plan. Technology plans will be shared with teachers/staff who support the student.
- Non Compliance: A student who is non-compliant will report to the office to meet with an administrator. The teacher will call X4391 (main office front desk) to let the office know that a student is coming to turn in their phone.
- Continued violations may result in a loss of privileges, In-School or Out of School suspension.

\*\*\*\*Photographing or videotaping others without their consent, where there is a reasonable expectation of privacy, may result in immediate loss of privileges, In-School or Out of School suspension.\*\*\*

## 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

*Personal Property* - Students assume responsibility for their personal belongings they bring to school.

Certain items are prohibited:

- Cigarette lighters or devices that create flame.
- Weapons (knives, razorblades, box cutters, guns, look-alike guns, etc.)
- Property deemed disruptive or destructive
- 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 8:00 a.m. to 3:50 p.m.
- OHS is not responsible for personal property brought to school that may be lost, damaged, or stolen.

*School Property* - The following expectations apply with regard to school property and school issued property to students.

- Posters or any publication for display/distribution on school premises must be stamped as "approved" beforehand.
- 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, with or without the consent or notification of the student and/or the parent/guardian.
- Students will be expected to reimburse the district for vandalism, damage or defacement to school property or for loss or theft of such property.
- Students who do not reimburse the school district will be subject to restriction from athletics, athletic events, co-curricular events, dances, field trips, extracurricular activities, registration, and commencement.

## Publication

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. 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.

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)]

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

- Conference with an administrator
- 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 students with an environment that is conducive to studying and offer adult support focused on supported and productive learning. Students may access or be assigned to additional academic supports during this time.

### Responsibility And Privilege Program (RAP)

The RAP program is an earned privilege for sophomores, juniors and seniors. It is an increased level of responsibility for students in their use of Learning Resource 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.

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.

#### Eligibility for RAP:

- RAP eligibility is based on positive attendance, positive behavior, and passing grades from the previous quarter.
- Students may be required to meet with an administrator to review RAP eligibility.
- Students may not have more than 10 approved (parent excused) absences in a school year.
- Students must have all office, library fines and parking tickets cleared.
- Students must be in good credit standing towards graduation requirements.
- Students must be enrolled in at least 6 academic or elective classes.
- Excessive tardies may result in exclusion from RAP.
- Students will have NO failing quarter or 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.
- Any exceptions to the above criteria may be made by school administration.

#### Junior / Senior Release

Release allows a student, with parent permission, to be released from campus at the start or end of the school day. A period before or after lunch may also count towards release.

Eligibility and protocol for Junior / Senior Release:

- Students who qualify under the RAP criteria may leave the building. Students must designate (on the Senior Release form) the period they wish to leave the building.
- Junior/Senior release will not be approved without the completion of the Release form that includes a parent/guardian signature.
- Students are expected to leave the building during release periods, or need approval from an administrator to remain in a known location.

#### 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, with or without the consent or notification of the student and/or the parent/guardian. 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 (Fundraising)

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. Requests to raise funds for any student group or activity must be made in writing to the building principal for approval, prior to any fundraising event. Solicitations for religious and/or political causes are specifically prohibited.

#### 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 Organizations

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. 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 Identification (I.D.)

Students are provided with a school I.D. free of charge. 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.)

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., 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 school consequences.

## Unauthorized Presence

*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)]

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

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. Ammunition, 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 or look-alike weapons confiscated from a student shall be reported to parents/guardians and law enforcement authorities and disciplinary measures shall include immediate suspension, referral to the Board of Education for expulsion, and possible expulsion for one 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 parent.
- 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
- Prohibition 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.
- 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

Board Policies not only reflect who we are as a school community and how we treat each other, but also 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].

### 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 Student 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, the U.S. Department of Education, or both:

Maggie Zywicki  
Oregon High School  
456 N. Perry Pkwy  
Oregon, WI 53575  
(608) 835-4303  
mazywicki@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

### 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.

### Suspension/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 to keep 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 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; Grossmont 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 are 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