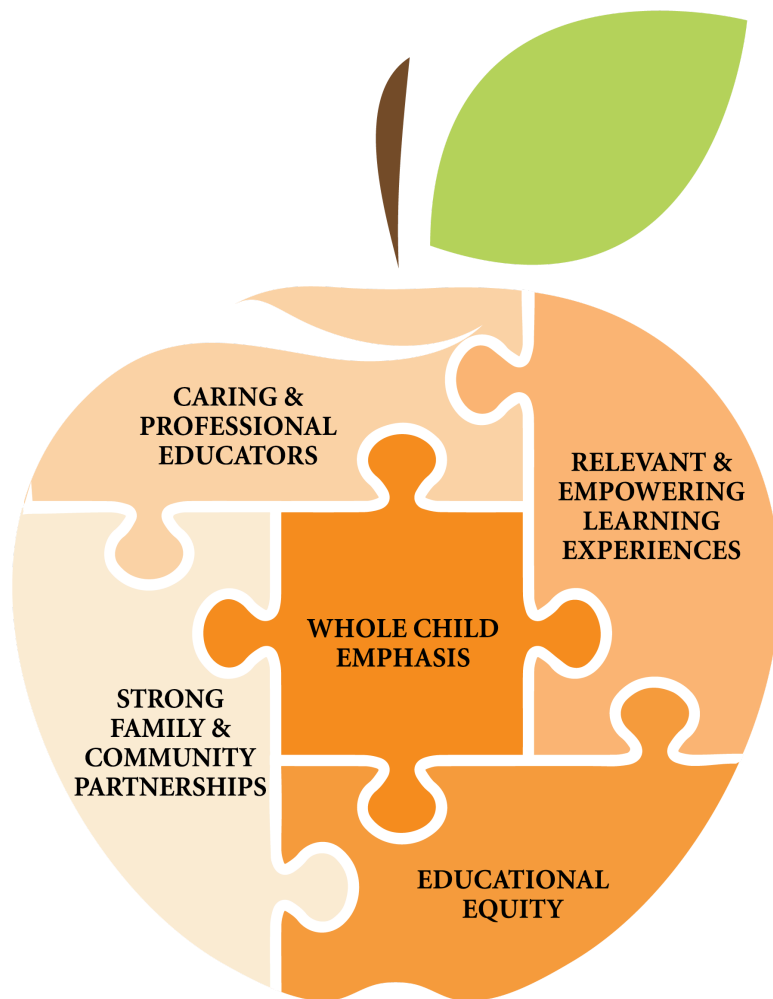


# Oregon School District Oregon High School Family Handbook 2024-2025



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## Welcome!

Dear Families,

We are excited to welcome you to the 2024-2025 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 2024-2025 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. Durand Hunter- Oregon High School Associate Principal

Ms. Brittany Spencer Grant - Oregon School District Director of Athletics

## Mission Statement - Vision Statement - Portrait of a Graduate

### OHS Mission Statement

The mission of the Oregon High School community is to work together for success while learning to live 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.

### OHS Theory of Action

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

- advance equity, inclusion, social justice, and anti-racism by continuing our own learning, designing and implementing lessons that remove barriers, and supporting all students to fully access and engage in learning while committing to respond whenever dignity violations occur;
- intentionally incorporate critical and creative thinking, reading, writing, problem solving, digital citizenship, and reflection into relevant tasks;
- elevate students' agency and voice alongside standards-based learning targets, formative assessment, and actionable feedback;
- measure and reflect on students' data as a PLC in order to adjust plans and actions based on evidence of learning; and

- foster a culture that supports social-emotional learning, mental health, and personal growth,

*then each and every student will meet and exceed the OSD Portrait of a Graduate and be prepared for future success beyond graduation.*

### Portrait of A Graduate

The Oregon School District will provide an educational experience designed to help each student reach their full potential. We endeavor that students learn and master academic content, form meaningful relationships and develop the skills, aptitudes and characteristics important to meeting the challenges they may face in building rewarding lives. By the time of graduation, students must demonstrate Competency and have a strong foundation built through Character & Culture, Critical & Creative Thinking, and Community upon which to move forward as a member of their community and a global society.

*\*\*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.*



## Frequently Used Phone Numbers

Oregon High School	Main Office	835-4391
Attendance	Sara Kempker	835-4308
OHS Health Office	Tricia McCauley	835-4311
Principal	Jim Pliner	835-4301
Associate Principal	Brad Ashmore	835-4302
Associate Principal	Durand Hunter	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 Angeli	835-4464
Counselor (Last Names O-Z)	Madeline Schaefer	835-4370
Coordinating Counselor	Missi Tracy	835-4464
Director of Special Education	Candace Weidensee	835-4004
Director of Student Services	Shannon Anderson	835-4008
Program Support Teacher	Nicole Buol	835-4432
School Psychologist	Rachael Hansen	835-4456
School Psychologist	Julia Laube	835-4369
Social Worker	Amie Mitchell	835-4471
Mental Health Coordinator	Allison Oscar	835-4421
SEL Coach	Elizabeth Delzer	835-4808
Director of Transportation & Safety	Larry Mayo	835-4032
Food Service	<a href="mailto:osdmeals@oregonsd.net">osdmeals@oregonsd.net</a>	835-4057

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?

	Contact
Absences/Tardies Medical Appointments Homework Requests	Sara Kempker, Attendance Office <a href="mailto:slkempker@oregonsd.net">slkempker@oregonsd.net</a> (608) 835-4308
Academic Progress Grades & Missing Assignments	Reaching out to classroom teachers is the best way to get up to date information on student progress. Student schedules contain the names of all teachers. Linked on the OSD website is a <a href="#">staff directory</a> .
Alcohol/Drug Use Concerns	Amie Mitchell, School Social Worker <a href="mailto:ammitchell@oregonsd.net">ammitchell@oregonsd.net</a> (608) 835-4471
Athletics	Brittany Spencer Grant, Director of Athletics <a href="mailto:bsg@oregonsd.net">bsg@oregonsd.net</a> (608) 835-4335  Dave Jameson, Athletics Administrative Assistant <a href="mailto:dtjameson@oregonsd.net">dtjameson@oregonsd.net</a> (608) 835-4387
Community Resources (District-Wide) <ul style="list-style-type: none"> <li>• Homelessness</li> <li>• Emergency Assistance</li> <li>• Food Insecurity</li> <li>• Basic Needs</li> </ul>	Amie Mitchell, School Social Worker <a href="mailto:ammitchell@oregonsd.net">ammitchell@oregonsd.net</a> (608) 835-4471
504 Plans & Assessment	Julia Laube, School Psychologist <a href="mailto:jdlaube@oregonsd.net">jdlaube@oregonsd.net</a> (608)835-4369  Rachael Hansen, School Psychologist <a href="mailto:rahansen@oregonsd.net">rahansen@oregonsd.net</a> (608)835-4456
Mental Health Support	Allison Oscar, Mental Health Coordinator <a href="mailto:aloscar@oregonsd.net">aloscar@oregonsd.net</a> (608)835-4421

Alternative Learning/OASIS Program	Jim Pliner, Principal <a href="mailto:jrp@oregonsd.net">jrp@oregonsd.net</a> (608) 835-4301
Online/Blended Learning	Jennifer Schmitt, Online Coordinator <a href="mailto:jaschmitt@oregonsd.net">jaschmitt@oregonsd.net</a> (608) 835-4458
Parking Permits	Durand Hunter, Associate Principal <a href="mailto:drhunter@oregonsd.net">drhunter@oregonsd.net</a> (608) 835-4323
School Resource Officer (SRO)	<a href="mailto:officer@oregonsd.net">officer@oregonsd.net</a> (608) 835-4445 OPD: 608-835-3111 ext. 236
School-to-Career & Youth Options Program	Anna D'Amelio, School-to-Career Coordinator <a href="mailto:agdamelio@oregonsd.net">agdamelio@oregonsd.net</a> (608) 835-4427
Special Education	Nicole Buol, Program Support Coordinator <a href="mailto:ndbuol@oregonsd.net">ndbuol@oregonsd.net</a> (608) 835-4432
State Testing (ACT, ASPIRE, Forward, Advanced Placement)	Missi Tracy, Coordinating Counselor <a href="mailto:mktracy@oregonsd.net">mktracy@oregonsd.net</a> (608) 835-4367
Student Schedules Post High School Planning	Kelly Jurasewicz, School Counselor <a href="mailto:kljurasewicz@oregonsd.net">kljurasewicz@oregonsd.net</a> (608) 835-4366 <i>Students Last Name A-F/AVID</i>  Meghan Angeli, School Counselor <a href="mailto:mmangeli@oregonsd.net">mmangeli@oregonsd.net</a> (608) 835-4464 <i>Students Last Name G-N</i>  Madeline Schaefer, School Counselor <a href="mailto:mmschaefer@oregonsd.net">mmschaefer@oregonsd.net</a> (608) 835-4370 <i>Students Last Name O-Z</i>
Truancy & Attendance Concerns	<i>Students Last Name A-F &amp; AVID:</i> Maggie Zywicki, Associate Principal <a href="mailto:mazywicki@oregonsd.net">mazywicki@oregonsd.net</a> (608) 835-4303

*Students Last Name G-N:*  
 Durand Hunter, Associate Principal  
[drhunter@oregonsd.net](mailto:drhunter@oregonsd.net)  
 (608) 835-4323

*Students Last Name O-Z:*  
 Brad Ashmore, Associate Principal  
[bsashmore@oregonsd.net](mailto:bsashmore@oregonsd.net)  
 (608) 835-4302

## 2024-2025 Oregon High School Bell Schedule

Monday, Tuesday, Thursday and Friday		Wednesday (OHS Panther Connections)	
Period	Time - 8:35 am-3:50 pm	Period	Time - 8:35 am-3:50 pm
1	8:35-9:20 am (45 min)	1	8:35-9:17 am (42 min)
2	9:25-10:10 am (45 min)	2	9:22-10:04 am (42 min)
3	10:15-11:00 am (45 min)	PC	10:09-10:33 am (24 min) Panther Connections
4	11:05-11:55 am (5 min for Panther Vision) (50 min)	3	10:38-11:20 am (42 min)
5A	CLASS: 12:00-12:45 pm (45 min) LUNCH: 12:50-1:20 pm (30 min)	4	11:25-12:07 pm (42 min)
5B	CLASS: 12:35-1:20 pm (45 min) LUNCH: 12:00-12:30 pm (30 min)	5A	CLASS: 12:12-12:54 pm (42min) LUNCH 2: 12:59-1:29 pm (30 min)
6th	1:25-2:10 pm (45 min)	5B	CLASS: 12:47-1:29 pm (42min) LUNCH 1: 12:12-12:42 pm (30min)
7th	2:15-3:00 pm (45 min)	6th	1:33-2:16 pm (42 min)
8th	3:05-3:50 pm (45 min)	7th	2:21-3:03 pm (42 min)
		8th	3:08- 3:50 pm (42min)

## 2 Hour Delay Schedule

Period	Time - 10:35 am-3:50 pm
Period 1	10:35 - 11:05 am (30 min)
Period 2	11:10 - 11:40 am (30 min)
Period 3	11:45 am - 12:15 pm (30 min)
School Wide Lunch	12:20 - 12:55 pm (35 min)
Period 4	1:00 - 1:30 pm (30 min)
Period 5	1:35 - 2:05 pm (30 min)
Period 6	2:10 - 2:40 pm (30 min)
Period 7	2:45 - 3:15 pm (30 min)
Period 8	3:20 - 3:50 pm (30 min)


NOTE: All classes are 30 minutes and there is a 35 minute lunch break for the entire school population.

### ENGLISH


### SPANISH

# 2 HOUR DELAY

*schedule*



2024-25

<b>PERIODO 1</b>	10:35 am-11:05 am
<b>PERIODO 2</b>	11:10 am -11:40 am
<b>PERIODO 3</b>	11:45 am -12:15 pm
 <b>School Wide Lunch: 12:20 pm -12:55 pm</b>	
<b>PERIODO 4</b>	1:00 pm - 1:30 pm
<b>PERIODO 5</b>	1:35 pm - 2:05 pm
<b>PERIODO 6</b>	2:10 pm - 2:40 pm
<b>PERIODO 7</b>	2:45 pm - 3:15 pm
<b>PERIODO 8</b>	3:20 pm - 3:50 pm

**OHS 10:35 AM - 3:50 PM**

\*30 MINUTE CLASSES AND 35 MINUTE LUNCH BREAK FOR THE ENTIRE SCHOOL POPULATION.

# INICIO RETRASADO 2 HORAS

*cronograma*



2024-25

<b>PERIODO 1</b>	10:35 am-11:05 am
<b>PERIODO 2</b>	11:10 am -11:40 am
<b>PERIODO 3</b>	11:45 am -12:15 pm
 <b>Almuerzo para toda la escuela: 12:20 pm -12:55 pm</b>	
<b>PERIODO 4</b>	1:00 pm - 1:30 pm
<b>PERIODO 5</b>	1:35 pm - 2:05 pm
<b>PERIODO 6</b>	2:10 pm - 2:40 pm
<b>PERIODO 7</b>	2:45 pm - 3:15 pm
<b>PERIODO 8</b>	3:20 pm - 3:50 pm

**OHS 10:35 AM - 3:50 PM**

NOTA: TODAS LAS CLASES SON DE 30 MINUTOS Y HAY UN DESCANSO PARA EL ALMUERZO DE 35 MINUTOS PARA TODA LA POBLACIÓN ESCOLAR.

## 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.)

The health and safety of our students is a top priority. The Oregon School District adheres to guidance from public health agencies and our medical advisor.

Please help keep our school community healthy by keeping your student home if your student is showing signs of illness, and following Board Policy [565: COVID-19 Illness OSD](#) and [566 COVID-19 Protective Measures](#)

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

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

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

### *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 must report student absences to Attendance by calling 835-4308.
- A parent/guardian may only excuse a student from 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.
- 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.
- Homework requests: 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 6 full periods, or ¾ of their scheduled classes 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.

### Performance or Competition Day

In order to participate in a performance or competition, the student must attend all of the school day unless excused by: written documentation from a medical professional for a medical appointment (and not illness); attending an approved school event; or the Director of Athletics or other administrator. 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.

Any unexcused absence during any day of the season, as indicated by Code A in Infinite Campus, will result in the student not competing in the next scheduled contest or performance, regardless of the level of competition or performance.



Students will have one business day to correct any marking errors with the teacher, or other school staff, or to obtain the necessary documentation to correct their attendance record. Thereafter, an unexcused absence will result in the loss of eligibility the next date of competition or performance.

It is the responsibility of the student to clear the attendance issue.

### *Pre-Arranged Absences*

Extended, pre-arranged absences should be approved by the neighborhood administrator. Guardians and/or students should also email all scheduled teachers at least a week in advance of the absence. Students will get the number of days missed, plus one to complete missing work.

*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 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 attendance 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)

### *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 cannot be in online courses, virtually. They may take online courses in the building, but not outside the building.

### School 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 1 year 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. Parents/Guardians can request to have their student transported from home or from a student care provider. We will do our best to accommodate requests that are within our busing areas.

Families are responsible for ensuring the [SchoolBus Manager](#) transportation system is updated with accurate contact information and any alternate pick up / drop off requests. Step-by-step instructions for SchoolBus Manager can be found [here](#).

Please direct transportation questions to [transportation@OregonSD.org](mailto:transportation@OregonSD.org) or call the Director of Transportation at (608) 835-4032.

### *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.
- Be at the bus stop 5 minutes before bus arrival.
- Drivers will not tolerate any behavior that distracts or interferes with driving safely.
- 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:
  - Using respectful language.
  - Keeping hands, feet, objects to yourself.
  - 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.
  - Exiting at your designated stop only.

### *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 or contact the Director of Transportation at (608) 835-4032 or email [transportation@OregonSD.org](mailto:transportation@OregonSD.org) 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 -*

- Clothing must cover undergarments.
- Fabric covering all undergarments must not be see-through (opaque).
- Sunglasses may not be worn inside the building.
- 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, drugs 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.

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

## Academics

### 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. – 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

Department

Math

Credit Course Title

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

Department

Science

Credit Course Title

1.0 Cr. – Biotech Apprenticeship

1.5 Cr. – AP Biology

1.5 Cr. – AP Chemistry

1.0 Cr. – Honors Physics

1.0 Cr. – AP Environmental Science

0.5 Cr. – Material Science

Department

Social Studies

Credit Course Title

1.0 Cr. – AP Psychology

1.0 Cr. – AP Economics

1.0 Cr. – AP U.S. History

1.0 Cr. – AP World History

Department

World Language

Credit Course Title

1.0 Cr. – German 4

1.0 Cr. – AP German 5

1.0 Cr. – Spanish 4

1.0 Cr. – AP Spanish 5

Department

Art

Credit Course Title

1.0 Cr. – Adv. Drawing

1.0 Cr. - Adv. Painting

1.0 Cr. – Adv. 3-D

1.0 Cr. – Computer Animation (2 years)  
0.5 Cr. – Advanced Photography  
1.0 Cr. – Adv. Art Portfolio & Sketchbook

Department

Music

Credit Course Title

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  
1.0 Cr. – Music Composition

Department

Business & Marketing

Credit Course Title

0.5 Cr. – Advanced Desktop Publishing  
0.5 Cr. – Advanced Multimedia  
1.0 Cr. – Adv. Marketing  
1.0 Cr - Accounting 2  
1.0 Cr - AP Computer Science Principles

Department

Tech Ed.

Credit Course Title

0.5 Cr. – Principles of Engineering  
1.0 Cr. – Home Construction (per year/2 max)  
1.0 Cr. – Auto Technology 3

Department

Agriculture

Credit Course Title

1.0 Cr. – Agriculture Apprenticeship

Department

Family & Consumer Ed.

Credit Course Title

1.0 Cr. – Child Care Teacher  
0.5 Cr. – Culinary Arts 2

## 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;
- Use of AI to generate work, presented as one's own;
- 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*

Never turn in work that is not your own. 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 Director of Athletics. Repetitive violations (2 or more) will qualify as a Code of Conduct violation. The classroom teacher and/or administration will select the most appropriate consequence based on the incident.



## 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 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 regularly. 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 (quarterly) and at the end of each semester. All instructors will provide students with written material that will clearly communicate grading criteria, the relationship between outcomes and grades, behavioral expectations and the goals of the course. All grades and grade point averages are based on the semester grade.

### *Grading System*

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

### *Scale Grade Points*

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

- The lowest score on the OHS grading scale is 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.

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. A good faith effort on all summative assessments will be required for a student to earn a passing grade in a course. All summative assessments are required.

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*

OSD shall maintain the confidentiality of a student's personally identifiable information in

student records in compliance with state and federal law. Parents/Guardians shall have the right to inspect, review and amend student records as provided for by Board Policy and state and federal law ([Board Policy 156: Student Records](#); [Admin Guidelines Policy 156](#)). To protect student confidentiality, there shall be no recording by students, families, volunteers or other members of the public while at school except for events open to the public.

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 (USR 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
- 0.5 – Personal Finance
- 7.5 – 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.).
- Seniors must maintain a 90 percent attendance rate for their senior year.
- 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 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 Mental Health Therapy*

OSD uses a continuum of supports, organized based on the level of need, to match student's mental health, behavioral, social, and emotional strengths and needs. School counselors at each school can assist students and their families connect with the supports to best meet their needs. In addition to in-school supports, OSD partners with several community agencies that provide in-school mental health therapy. Students might be eligible to receive in-person or teletherapy with non-OSD partners (please see policy 723). Students and families can seek additional information about seeing mental health providers in school from their school counselors.

### *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 via 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 Director of Special Education, 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 an Equitable Multi Level System of Support framework (EMLSS). 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 EMLSS 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 EMLSS, referral, and/or evaluation process. Although, least restrictive, incremental, interventions through the EMLSS 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

### Community & Family Partnerships

As part of our Board Policy [411: Graduation Requirements - Portrait of a Graduate](#), we strive for our students to have an "understanding and appreciation of the importance of being a responsible community member who exchanges ideas respectfully and values the input of ideas different from their own." We ask that our families, visitors, volunteers and members of our community model this commitment by communicating with all staff respectfully

### 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 Visitor Aware 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](http://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.

## Student Rights & Expectations

### 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, attendance, 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
- Detention

- Community Service
- Loss of privileges
- Notification of parents
- Conference with parents
- Suspension from classes or school

## 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. See the District website for the complaint form: [Bullying - Oregon School District](#)

### *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 ([Board 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
- Restitution
- Detention
- Suspension
- Co-Curricular consequences
- Citation
- Expulsion

### *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. [Board Policy 431](#)

### 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:

- Referral to law enforcement
- Citation
- 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 RAP Resource/Release
- Loss of privileges
- 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:

- Referral to law enforcement
- Citation
- Detention
- In-school suspension
- Parental notification
- Referral for AODA assessment
- Out of school suspension
- Pre-expulsion Conference

### 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]

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

- Conference with an administrator
- Detention
- Community service
- Loss of privileges
- Loss of RAP Resource/Release
- Documented unexcused absence(s)
- Suspension
- 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 4:15 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 littering rules will be subject to, but not limited to:

- Conference with administration
- 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

- 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 spaces (yellow lines) 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.
- 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 (ISS or OSS)
- Referral to Police Department
- Parking Citation
- Lost of RAP Resources/Release
- 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, Smart Watches and other Personal Electronic Devices

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.
- Under no circumstances shall electronic devices with photographic capabilities be used in locker rooms, bathrooms, the health office or other areas where privacy is expected.

### *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 may result in immediate loss of privileges, In-School or Out of School suspension.\*\*\*

### 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
- 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.

### 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)]

## School Safety Supports & Expectations

### Daily Safety Expectations

In order for Oregon High School to remain a safe environment for all, students and staff are required to adhere to the daily safety expectations listed below.

- Students and staff may NOT open locked exterior doors for anyone. Doors are locked at all times to ensure that unauthorized people who have not been through a safety check are not admitted to the building or have access to classrooms or spaces within OHS.
- All students/guests must enter the building through the main office (Door 1) when exterior doors are locked. This ensures that all students present in the building are accounted for and that guests go through the required security screening before being admitted to the building.
- Students and staff may NOT prop open any exterior doors.
- Students may not have items delivered to school from third-party vendors, such as food, beverages, flowers, balloons, etc.
- If you see something concerning, say something. Report any safety issues immediately to a trusted adult or use the Speak Up Speak Out platform. SUSO is a confidential Wisconsin tip line that allows anyone to share concerns about someone who is struggling or potentially violent. Your report will be read and responded to 24/7. Text SUSO to 738477 or CALL 1-800-MY-SUSO.
- Take safety drills seriously. Practicing will ensure we all know what to do in the event of a real emergency.

### 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.

## 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.

## 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)]

## 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, tasers, 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, including comprehensive assessment of the report and students involved.

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/ Threat Assessment (Behavioral Threat Assessment and Management-BTAM)
- 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

Video Surveillance

The Oregon School District has authorized installation of a video camera system at OHS and on buses. 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. Students, staff, volunteers and other persons present on school property shall not have an expectation of privacy while in common areas, such as hallways, cafeterias, gymnasiums or on school provided transportation, except where required



by law.

## Technology - Acceptable Use Policy

OSD provides a Chromebook, charger and other technology to students to support instruction. Students are expected to return all technology (including chargers) by the last day of school or they will be charged a fee for a replacement. 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 icons, 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, internet access, electronic communications 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:

### *Notice of Non-Discrimination (Policy 157 and Policy 165)*

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: Anti-Harassment / Non-Discrimination](#)) ([Board Policy 165: Sexual Harassment Under Title IX](#))

In addition, the District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in employment. ([Board Policy 165: Sexual Harassment Under Title IX](#))

For questions, concerns or complaints about discrimination or harassment based on gender under Title IX, please contact one of the Title IX Coordinators listed below. The District's Title IX Coordinators are:

Jina Jonen Legal Counsel / Director of Human Resources & Lead Title IX Coordinator District Office 123 E. Grove Street Oregon, WI 53575 P: (608) 835-4015 E: <a href="mailto:jjonen@OregonSD.org">jjonen@OregonSD.org</a>	Maggie Zywicki Associate Principal Oregon High School 456 N. Perry Pkwy Oregon, WI 53575 P: (608) 835-4303 E: <a href="mailto:mazywicki@OregonSD.org">mazywicki@OregonSD.org</a>	Amie Mitchell School Social Worker Oregon High School 456 N. Perry Pkwy Oregon, WI 53575 P: (608) 835-4471 E: <a href="mailto:ammitchell@OregonSD.org">ammitchell@OregonSD.org</a>
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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 contact the U.S. Department of Education, 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, Chicago Office, may be contacted at (312) 730-1560 or [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov). (See [OCR: Discrimination Complaint Form](#))

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

OSD is committed to providing an environment free from harassment ([Board Policy 157: Anti-Harassment / Non-Discrimination](#)) ([Board Policy 165: Sexual Harassment Under Title IX](#)) and hate speech ([Board Policy 164: Anti-Hate Speech](#)).

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

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

- Language, gestures or other actions such as using racial slurs;

- Displaying, writing, or wearing items; or
- Communications on social media or other technology.

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

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

Candace Weidensee  
 Director of Special Education  
 District Office  
 123 E. Grove Street  
 Oregon, WI 53575  
 (608) 835-4004  
[cjw2@oregonsd.net](mailto:cjw2@oregonsd.net)

*Bullying (Policy 163)*

OSD is committed to providing an environment free from bullying ([Board Policy 163: Anti-Bullying](#)).

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

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

Jina L. Jonen  
 Legal Counsel / Director of Human Resources  
 District Office  
 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.

### *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. All administrative decisions will be final and 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

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

Lockers are available for those students who would like access to one. 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.

### Medication

Over-the-counter medications and prescription medications except controlled substances may be carried and self-administered by students in grade 7 and above with written parental permission (<https://www.oregonsd.org/well-being/health>). For all other medication, parents/guardians should bring medication to the main office and complete a medication form to provide us with all instructions (<https://www.oregonsd.org/well-being/health>). Medication will be secured in the main office.

### 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.

### 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.

### Work Permits

The Department of Workforce Development has created a new system for obtaining work permits. Work permits are now applied for directly through the DWD website. Details are [here](#).

## Administrative Consequences

Repeated violations of the the OHS Handbook may result in the following (but not limited to):

- Parent/student/teacher conference
- Conference with school staff or administration
- Verbal warning
- Restorative actions
- Attendance contract
- Regular check-ins with administrator or counselor
- Prohibited from attending school sponsored events/activities
- Loss of co-curricular participation, including attendance at future activities
- Revocation of parking permit
- Truancy ticket
- Request to cover the clothing and/or change to appropriate attire (dress code)
- Assignment to a different learning environment
- No credit given for project/exam/quiz/homework/etc. (academic dishonesty)
- Lowered grade for project/exam/quiz/homework/etc. (academic dishonesty)
- Alternative project/exam/quiz/homework/etc. assigned (academic dishonesty)
- Retake of project/exam/quiz/homework/etc. (academic dishonesty)
- Loss of privileges, including removal or prohibition from National Honor Society
- Removal from building/school grounds
- Citation for trespassing
- Referral to law enforcement
- Suspension
- Detention
- Pre-expulsion conference with administrative orders



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