

OREGON SCHOOL DISTRICT
BOARD OF EDUCATION
POLICY COMMITTEE MEETING
2026-27

DATE: October 19, 2026
TIME: 5:30 P.M. - 6:30 P.M.
PLACE: District Meeting Room
123 E. Grove Street, Oregon, WI 53575

Order of Business

Call to Order

Roll Call

Proof of Notice of Meeting and Approval of Agenda

Approval of Minutes of Previous Meeting(s)

AGENDA

A. Public Comment Regarding Agenda Items

B. Old Business

1. 418: Online Learning

C. New Business

1. 2027-28 Calendar
2. 551: Employee Travel

D. Future Business:

1. 814: Student Fundraising
2. 771: Electronic Communications (7-12 Cell Phone Survey)

E. Future Meeting: November 16, 2026

F. Adjournment

Notice is hereby given that a majority of the Oregon School Board may be present at the meeting of the Policy Committee scheduled to discuss subjects over which they may have decision-making responsibility. This constitutes a meeting of the Board and must be noticed as such although the Board will not take any formal action at this meeting.

Go to <https://www.oregonsd.org/district/school-board> for the most updated version agenda.

Public Comment

[Board Policy 181](#) provides an opportunity for the public to address the Committee. We value the public comment period and feedback from our stakeholders. To comply with the Open Meetings Law and to ensure consistency, public comment will have the following parameters:

- Total public comment time is limited to 15 minutes. Speakers will have up to three minutes in which to make their comments. Ms. Jonen will signal the speaker when their time is up.
- The Committee will not comment after each speaker and will reserve discussion to any items on the agenda. Speakers are welcome to stay for the meeting.
- Next steps following public comment may include: referral to the appropriate administrator for follow-up with the speaker or placement of the matter on a future Committee or Board agenda.

MINUTES OF THE POLICY COMMITTEE OF THE SCHOOL BOARD OF OREGON SCHOOL DISTRICT HELD ON AUGUST 10, 2026

The regular meeting of the Policy Committee of the School Board of the Oregon School District was called to order by Heather Garrison at 5:15 p.m. at the Oregon Innovations Center Conference Room, Oregon High School, 456 N. Perry Pkwy, Oregon, WI 53575.

Committee Members Present: Heather Garrison and Matthew Ledbetter. Dr. Caleb Bush arrived at 5:40 p.m.

Other Board Members Present: Dr. Mary Lokuta and Leslie Wright

Administrators present: Jina Jonen, Dr. Shannon Anderson and Dr. Jon Tanner

Others Present: Tracey Leider, OEA

Proof in the form of a certificate by the Oregon Observer of communications and notice given to the public and the Oregon Observer, and a certification of posting as required by Section 19.84 Wisconsin Statutes as to the holding of this meeting was presented by Heather Garrison.

Mr. Ledbetter moved to approve the agenda as posted. Mr. Ledbetter voted yes. Ms. Garrison voted yes. Motion approved 2-0.

Mr. Ledbetter moved to approve the minutes from the July 21, 2026 meeting. Mr. Ledbetter voted yes. Ms. Garrison voted yes. Motion approved 2-0.

A. Public Comment: None

B. Old Business:

1. None

C. New Business:

1. Policy 418: Online Learning: Discussion held. DO admin team will make revisions and bring to the next meeting.

2. Policy 551: Employee Travel. This will be addressed at the next Committee meeting.

D. Future Business:

1. 814: Student Fundraising

E. Future Meetings: September 21, 2026 at 5:30 p.m.

F. Adjournment: Mr. Ledbetter moved to adjourn. Mr. Ledbetter voted yes. Dr. Bush voted yes. Ms. Garrison voted yes. Motion approved 3-0. The meeting adjourned at 6:20 p.m.

418: Online Learning (Working Draft) To be effective January 23, 2027

418.01 Philosophy: The Oregon School District recognizes that instruction can be delivered through a variety of methods, including online learning. Online learning opportunities serve as a vehicle for student access to curriculum and can be used to provide flexible and personalized instructional options. While in-person learning provides students with direct access to teachers, peers, school resources, and the broader school community, online learning can expand access to courses when appropriate for an individual student. The District offers online instruction in various ways including, fully remote, blended, and summer semester online learning opportunities.

The Oregon School District offers online learning opportunities to students in accordance with state and federal law and Oregon School District standards. Any online instruction provided or approved by the District shall:

- Align with the Oregon School District's curriculum and instructional goals;
- Meet applicable academic standards and requirements; and
- Be delivered by appropriately Wisconsin licensed instructional staff as required by law.

418.02 Definitions

In-Person Learning: instruction that occurs on campus with the teacher and student being physically present in the classroom.

Online Learning, On Campus: instruction that occurs online with the student being present on campus.

Blended Learning: a student's schedule includes both in-person instruction, and online instruction that may occur on campus or remotely.

Full-time Remote Online Learning: the student receives instruction for all courses through an approved online program and is not present on campus for the course.

Temporary Remote Online Instruction: short-term instruction provided outside the school building because of a medical or health condition, an IEP or other situation approved by the District.

Summer Semester Online Learning: an online course offered through the District's Summer Semester program (HS only). Summer Semester has a separate registration process, schedule, and course catalog. Participation in a summer online course does not automatically enroll a student in online learning during the regular school year

Home-based Private Educational Program: a parent-directed educational program provided to a child at home rather than through the District.

418.04 Participation in Online Learning

A parent or guardian must make a request for their student to engage in online learning in writing to the District Online Coordinator. The District Online Coordinator will make a decision whether to approve the request in collaboration with any team working to support the student. Some examples may include:

- The Individualized Education Program (IEP) team
- Section 504 team
- Health plan
- Board order
- An administrator in collaboration with the Online Coordinator

Approvals will be based on the student's grade level, requested learning model, course prerequisites, educational needs, available space, and the District's ability to provide an appropriate program.

Students who are open enrolled may only participate in online learning while on campus during regular school hours pursuant to the Wisconsin Department of Public Instruction (DPI) rules and regulations.

418.05 Non-Discrimination

The Oregon School District shall ensure that student progress in online learning is monitored and that students are assessed in a manner consistent with District practices and legal requirements.

The Oregon School District shall strive to ensure equitable access to online learning opportunities for all enrolled resident students.

Students may not be excluded from online instruction on the basis of sex, race, religion, color, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or other protected category under Board Policy 157.

Grade Level Options:

Home-based Private Educational Program

Resident students enrolled in a home-based private educational program may apply to take up to two courses per semester, including available online courses, subject to applicable law, subject to

scheduling, prerequisites, available space, the family's ability to provide transportation and any other operational considerations.

Grades 4K–6

The District offers full time remote online instruction only for students who are unable to attend full-time instruction in person due to health reasons, an IEP, 504 plan, pursuant to a Board order or as approved by District Online Coordinator.

Full time remote students will take the following courses online: English language arts, mathematics, science, social studies, art, health, music, and physical education.

A student enrolled in the fully remote program may request up to two in-person rotations per semester at the school designated by the District, subject to scheduling, prerequisites, available space, the family's ability to provide transportation and any other operational considerations.

Students may take orchestra in person beginning in grade 4 and band and/or choir beginning in grade 5, subject to scheduling and program availability.

Fully remote students may be expected to attend scheduled in-person or synchronous group facilitation as scheduled, which is approximately once per week, unless excused by the teacher and/or an administrator.

The District does not offer a blended learning schedule because the elementary instructional program is designed as an integrated, full-day experience.

Grades 7–8

The District offers full time remote online instruction only for students who are unable to attend full-time instruction in person due to health reasons, an IEP, 504 plan, pursuant to a Board order or determined by District Online Coordinator to have met qualifications.

Full time remote students will take the following courses online: English language arts, mathematics, science, social studies, health physical education and one elective. The elective options are: art, German, Spanish and STEAM.

Full time remote students may be expected to attend in-person or synchronous group facilitation as scheduled, which is approximately once per week, unless excused by the teacher and/or an administrator.

Students may take up to two courses per semester in-person at the Oregon Middle School subject to scheduling, prerequisites, available space, the family's ability to provide transportation and any other operational considerations.

The District does not offer a blended learning schedule because the middle school instructional program is designed as an integrated, full-day experience.

Grades 9-12

Students may request one or more individual online courses, a blended learning schedule that combines online and in-person courses, or a fully remote online schedule. Available options will depend on graduation requirements, the student's academic plan, course availability, prerequisites, scheduling, and the student's demonstrated readiness for online learning.

Students who are new to online learning should begin with a limited number of online courses as recommended by District staff. Course selections must align with the student's academic and career plan and be reasonably comparable to courses and credits available through Oregon High School.

Approval of an online course does not guarantee that every requested course, provider, or instructional format will be available. District staff will work with the student to identify an appropriate option that supports progress toward graduation.

418.05 Appeal

If a parent/guardian disagrees with a decision by the District Online Coordinator made pursuant to this policy, the parent/guardian may file an appeal with the Executive Director of Teaching and Learning within five school days of the date of the decision. If the parent/guardian disagrees with that decision, they may appeal to the District Superintendent within five school days of the date of the decision. The District's Superintendent's decision will be final, subject to any rights the parent or guardian may have under state and/or federal law.

Legal Resources: Wis. Stat. s. 118.15(1)(d); [Online and Blended Learning | Department of Public Instruction](#)

References: [Board Policy 157: Anti-Harassment & Nondiscrimination](#); [Board Policy 771: Electronic Communications](#); [Board Policy 443: Academic Honesty](#) [Policy 415: Graduation, Grades and Standing](#) [Student Grading, and Posting of Grades](#); [Policy 433: Attendance and Truancy](#)

Adopted: September 14, 2009; Revised _____

418: Online Learning Administrative Guidelines

1. Program Overview and Purpose

The District's primary instructional model is in-person learning. The District also provides online learning options that can expand access to courses, support individual student needs, and offer greater flexibility in how and where students learn. Depending on the student's grade level and educational needs, these opportunities may include a fully remote program, or a blended learning schedule.

Online learning is not a single program. The options available to a student depend on the student's grade level, residency or enrollment status, educational needs, course prerequisites, available space, and the District's ability to provide an appropriate program.

Who is the Instructional design available to in OSD? Orange boxes indicate that instructional design is offered at that grade level.

Grade Level	In Person	Online, On campus	Blended Learning	Full Time Remote Online	Temporary Remote Online	Summer Semester Online
K-6						
7-8						
9-12						

2. Request, Review, and Approval Process

Families interested in online learning should begin by contacting the student's building administrator, or the District's Online Learning Coordinator. District staff will help the family identify which available learning model, if any, matches the student's grade level and educational needs.

The general process is as follows:

- A. The family and student meet with the appropriate District staff member to discuss the reason for the request and review available options.
- B. District staff review the student's grade level, residency or enrollment status, academic history, attendance, course prerequisites, reason for request with any accompanying documentation, graduation requirements when applicable, needed supports, and ability to participate successfully in the requested model.
- C. The family submits the required application or course request during the designated enrollment period. The designated enrollment period is prior to the start of the semester and up to two weeks after the semester begins.

- D. The Online Learning Coordinator, in consultation with the student's school, determines whether the request can be approved.
- E. If approved, the student and family complete any required orientation and receive a written schedule or learning plan identifying online and in-person courses, participation expectations, and available support.

When a request involves a student with an IEP or Section 504 plan, the appropriate team will determine whether additional review, services, supports, or plan revisions are needed. When the student's IEP team determines the placement, the IEP team's decision-making process applies.

3. Student Participation and Access

Online students may participate in co-curricular activities, consistent with District offerings and eligibility requirements. Blended learning students may participate in field trips offered in the courses they are enrolled in. Fully online remote students may not participate in general school field trips.

Transportation will not be provided for the specific course(s) unless pursuant to the student's IEP.

4. Summer Semester Online Learning

Summer Semester is a separate District program with its own course offerings, registration timelines, eligibility requirements, fees when applicable, and attendance expectations. Summer courses are offered in person for grades K-8. In grades 9-12 online or in person courses are offered.

A high school student can register for an available summer online course without enrolling in the District's school-year online program. Likewise, enrollment in the school-year online program does not guarantee a place in a summer course. Summer course availability is determined annually.

5. Instruction and Support

Students will have access to appropriately licensed teachers.

Teachers are responsible for:

- Monitoring student progress
- Providing timely feedback
- Communicating regularly with students and families
- Grading all summative written assignments
- Reporting grades on the report card

Each online course will include appropriate instructional and academic support.

6. Technology

Online learning requires consistent access to a computer and internet connection.

Families are responsible for providing internet access at home unless otherwise approved by the District.

The Oregon School District will provide access to necessary technology on school premises.

Students are expected to use District-issued technology while completing assigned coursework.

7. Attendance and Engagement

Students are expected to engage regularly in online coursework, including:

- Logging into the learning platform
- Completing assignments and assessments
- Communicating with teachers
- Consistently checking and responding to email

Students who fail to engage for an extended period without a valid excuse may be subject to truancy procedures and withdrawal from online courses.

8. Assessment and Grading and Course/Credit Completion

Students participating in online learning must also participate in required assessments, including:

- State assessments (administered on school premises or at the Oregon Public Library)
- District assessments, including reading and math benchmarking (administered on school premises or at the Oregon Public Library)

Grades 4K–8

Progress is reported using the District's standards-based scale:

- **4** – Exemplary
- **3** – Proficient
- **2** – Progressing
- **1** – Not Yet Meeting Standard

Advancement is based on demonstrated progress and evidence of learning.

Grades 9–12

Student learning is assessed through assignments, discussions, quizzes, tests, presentations, projects, and exams.

Grades are based on points earned and are recorded on official transcripts.

The Oregon High School grading scale applies to all applicable coursework.

Credit is earned on a semester basis, with most courses awarding 0.5 credit per semester. Advancement and credit decisions remain subject to administrative approval.

9. Fees and Withdrawal

The Oregon School District will pay for approved online courses.

Students and families may be required to reimburse the District for:

- Courses not completed
- Courses dropped outside approved timelines

Course withdrawals after the initial enrollment period require administrative approval.

10. Student Conduct and Academic Integrity

Students must submit original work and follow District expectations regarding academic honesty and responsible technology use.

Prohibited conduct includes, but is not limited to:

- Plagiarism
- Cheating
- Misuse of instructional resources and technology including Artificial Intelligence platforms

Violations may result in:

- Loss of credit
- Removal from the course
- Disciplinary action consistent with District policy including but not limited to prohibiting future online coursework

11. Online Instructor Expectations

Online instructors will:

- Support student learning within the online platform
- Communicate regularly with students and families
- Monitor attendance and engagement
- Evaluate student work and assign grades
- Maintain timely communication regarding student progress and concerns

OREGON SCHOOL DISTRICT

5-30 Summer Semester

JULY 2027						
				1	2	3
4	SS	SS	SS	SS	SS	10
11	SS	SS	SS	SS	SS	17
18	SS	SS	SS	SS	SS	24
25	SS	SS	SS	SS	SS	31

JANUARY 2028						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	NS	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17 No School
Martin Luther King, Jr. Day

AUGUST 2027						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2028						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

SEPTEMBER 2027						
			1	2	3	4
5	NS	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH 2028						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6 No School
Labor Day

OCTOBER 2027						
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2028						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	19	25	26	27	28	29
30						

NOVEMBER 2027						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	NS	NS	27
28	29	30				

MAY 2028						
	1	2	3	4	5	8
7	8	9	10	11	12	15
14	15	16	17	18	19	22
21	22	23	24	25	26	29
28	NS	31				

No School
Thanksgiving Holiday

29 No School
Memorial Day

DECEMBER 2027						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	NS	25
26	NS	NS	NS	NS	NS	

JUNE 2028						
				1	2	3
4	5	6	7	8	9	10
G	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

No School
Winter Break

11 Graduation

551: Employee Work-Related Travel and Expenses (WORKING DRAFT)

551.01 The School Board understands that employees may incur reasonable, work-related expenses in the course of their job duties, such as when attending professional development conferences, supervising co-curricular events, attending work-related meetings, or other events. The Board authorizes the payment or reimbursement for certain work-related expenses that an employee incurs if the expense meets the following criteria:

551.01.1 The expense is reasonably necessary, it complies with this policy and guidelines, and does not materially conflict with other Board policies or District guidelines and procedures.

551.01.2 The employee obtained advance approval from the District to incur the expense, either generally, such as when on approved travel, or specifically, such as by policy, by contract, or by an authorized supervisor. The Board authorizes the District Administrator or Executive Director of Business Services to grant an exception to the advance-approval requirement where the employee demonstrates that there is sufficient cause for an exception and the expense otherwise clearly qualifies for reimbursement.

551.01.3 The amount of the reimbursement shall not exceed the lesser of the actual expense incurred or the maximum reimbursement amount established by the District for the expense, if any.

551.01.4 District-issued credit cards are to be used for reimbursable work-related expenses only.

551.01.5 Employees must provide legible copies of itemized receipts. The Board authorizes the District Administrator or Executive Director of Business Services to grant an exception to the receipt requirement where the employee demonstrates that there is sufficient cause for an exception and the expense otherwise clearly qualifies for reimbursement.

551.02 Should the expense not meet the above criteria, the employee will be personally liable for the expense.

551: Employee Expenses Administrative Guidelines

551.03 Meals

Meals will be reimbursed for the employee only when attending a professional development conference or other work-related event in which an overnight stay or when travel outside the District is required. If additional costs are incurred by additional adults or children, the employee is responsible for those costs.

The amount spent on meals should be reasonable. The [Per diem rates | U.S. General Services Administration](#) should be referenced for reasonable amounts based on the location of the work-related event.

Tips shall be reimbursed at no more than 20% of the total meal.

No alcoholic beverages will be reimbursed.

Food and beverages are limited to breakfast, lunch and dinner when the conference/convention does not provide the meal(s). Additional snacks and beverages are not reimbursable.

551.04 Lodging

The District will pay for lodging if a professional development conference or other work-related event is more than one day in duration or requires staff to leave prior to 6:00 AM or return after 7:30 P.M.

Lodging shall be paid at no higher than the rate for the hotel hosting the conference or convention.

Lodging will be paid for work related events that are at least 50 miles from the District. Reimbursements for lodging within 50 miles will be considered on a case to case basis and approved by the administrator whose budget is paying for the conference/convention.

The District will provide lodging for the cost of a single occupancy only. If additional costs are incurred by additional adults or children in the room, the employee is responsible for those costs.

551.05 Personal Cars

Mileage will be reimbursed at the applicable IRS business mileage rate. Mileage is reimbursed from the employee's home school or home to the destination, whichever is a shorter distance, subject to federal and state law.

Mileage is not reimbursed from the employee's home to worksite. Employees who have assignments in multiple buildings will be reimbursed for mileage between the buildings for work-related business during the employee's approved work day.

Tickets for traffic violations, such as speeding or parking tickets, are not reimbursable. Employees may be liable for expenses, injuries or damages to persons or property that occur from accidents, subject to worker's compensation.

551.06 Transportation

Costs for transportation (such rental cars, public transportation, taxis, rideshares, airfare, baggage, tolls and parking) necessary for a staff member to attend a professional development conference or other work-related event shall be reimbursed. Employees should minimize costs and use the most economical means of transportation.

When obtaining a rental car or rideshare (Uber, Lyft) for district use, a vehicle no higher than the “standard” level to accommodate all passengers should be reserved. Detailed receipts must be submitted with the Expense Reimbursement Request.

Taxi, ride shares, or public transportation expenses are reimbursable for trips to and from a professional development conference or other work-related event destination only.

Tips shall be reimbursed at no more than 20% of the total fare.

Tickets for traffic violations, such as speeding or parking tickets, while driving a rental car for business purposes are not reimbursable. Employees may be liable for expenses, injuries or damages to persons or property that occur from accidents, subject to worker’s compensation.

551.07 Air Transportation

The use of airline transportation and the estimated cost must be approved by the employee’s direct supervisor prior to purchase. The District will generally pay for economy airfare with one checked bag and typical seat assignments. Extras such as in-flight wi-fi, additional checked luggage, drinks/snacks, or seat upgrade are the responsibility of the employee.

Each reservation must be evaluated for low fare alternatives and savings. The most cost-effective flight with reasonable flight times should be chosen even if it involves a connecting flight compared to a nonstop flight, unless it is approved in advance by the employee’s direct supervisor.

Employees may retain any frequent flyer benefits offered by airlines. However, at no time should a cost efficient travel plan be altered to receive these benefits.

551.08 Parking

Parking from time spent at a professional development conference or other work-related event will be reimbursed. Parking to attend events for personal reasons shall be at the expense of the employee.