

OREGON SCHOOL DISTRICT
BOARD OF EDUCATION
POLICY COMMITTEE MEETING
2022-23

DATE: February 13, 2023
TIME: 5:00 P.M. - 6:15 P.M.
PLACE: Innovations Center Conference Room, OHS
456 N. Perry Pkwy, 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. Policy 722 - Animals In School (*New Policy*)
- C. New Business
 - 1. Policy 611 - Financial
 - 2. Policy 342 - Start College Now (*New Policy*)
- D. Future Business:
 - 1. To Be Determined (TBD)
- E. Future Meeting: TBD
- 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 Oregon School Board and must be noticed as such although the School Board will not take any formal action at this meeting.

Go to: [www.OregonSD.org/board meetings/agendas](http://www.OregonSD.org/board%20meetings/agendas) for the most updated version agenda.

MINUTES OF THE POLICY COMMITTEE OF THE SCHOOL BOARD OF OREGON SCHOOL DISTRICT HELD ON JANUARY 9, 2023

The regular meeting of the Policy Committee of the School Board of the Oregon School District was called to order by Ms. Heather Garrison at 5:03 PM at the Oregon High School in the Innovation Center Conference Room.

Committee Members Present: Ms. Heather Garrison, Dr. Mary Lokuta and Leslie Wright

Absent: None

Other Board Members Present: Ms. Bizjak, Ms. Flanagan, Mr. LeBrun and Mr. Pankratz
Administrators present: Jina Jonen, Dr. Leslie Bergstrom, Brad Ashmore, and Jim Pliner

Others present: OEA: Colleen Schell; Nathan Edwards, Legal Intern

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 Ms. Garrison.

Ms. Wright moved to approve the agenda as posted. Dr. Lokuta voted yes. Ms. Wright voted yes. Ms. Garrison voted yes. Motion approved 3-0.

Dr. Lokuta moved to approve the minutes from December 12, 2022, as posted. Dr. Lokuta voted yes. Ms. Wright voted yes. Ms. Garrison voted yes. Motion approved 3-0.

- A. Public Comment: None
- B. Old Business:
 - 1. None
- C. New Business:
 - 1. Policy 722 - Animals In School (New). Discussion held. The administrative team will revise the policy based on the discussion and bring a revision to the next policy meeting.
 - 2. Update on Cell Phone Guidelines at OHS. Discussion held.
- D. Future Business:
 - 1. Policy 722 - Animals in School (New)
 - 2. Start College Now Policy
- E. Future Meetings: February 13, 2023 at 5:00 - 6:15 p.m. OHS

F. Adjournment: Ms. Wright moved to adjourn the meeting. Ms. Wright voted yes. Dr. Lokuta voted yes. Ms. Garrison voted yes. Motion approved 3-0. Meeting adjourned at 6:17 PM.

722: Animals in School (New Policy) WORKING DRAFT

722.01 - The Oregon School District recognizes that animals have an educational and/or supportive value in the school setting. The District must also provide a healthy and safe school environment that is conducive to learning. There are members of our school community that may have an adverse physical or emotional reaction to animals. To balance these interests, all individuals requesting to have animals in school or on school property must abide by this Policy. Individuals seeking to have animals on school property as part of a facility reservation must also follow Board Policy 912. The District reserves the right to restrict and/or revoke having any animal in school or on school property should this Policy not be followed, or for other health, safety or educational reasons, as allowed by law.

722.02 - Definitions As Used In This Policy

722.02.1 **Animal** includes any living creature that is not a human being.

722.02.2 **Service Animal** means any guide dog, signal dog, or other Animal that is trained to perform an individualized task in relation to a person's disability. The work or tasks performed by a Service Animal must be directly related to the individual's disability. Such tasks include guiding a person with impaired vision, alerting a person with impaired hearing to intruders or sound, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. Providing emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

722.02.3 **Therapy Dog** means a dog who goes with their owner to volunteer in settings, such as schools, for the purpose of providing comfort to aid in a particular purpose, such as healing, or learning. A therapy dog in a school setting serves to assist students in the learning process while providing comfort to the students. To qualify as a therapy dog under this Policy, the dog must have earned a Therapy Dog Title from the American Kennel Club (AKC) or an organization recognized by the AKC. See [AKC Recognized Therapy Dog Organizations – American Kennel Club](#)

722.02.4 **Emotional Support Animal** means an Animal who provides comfort to a person but is not trained to perform a specific job or tasks like a Service Animal, and is not certified as a therapy dog.

722.02.5 **Disability** means a disability as defined by the American With Disabilities Act (ADA) and/or Wisconsin law. It generally means a physical or mental impairment that substantially limits one or more major life activities, such as caring for oneself, seeing, hearing, eating, sleeping, breathing or walking.

722.03 - General Guidelines for All Animals In School or On School Property

722.03.1 All Animals on school property or in school buildings must have a valid license if required by local or state law, and all immunizations must be up to date. Wisconsin state law requires that dogs five months or older have a valid license.

722.03.2 All Animals on school property or in school buildings may not disrupt the learning environment, be a danger to others or otherwise interfere with a positive and safe learning environment.

722.03.3 Animals that are not approved under this Policy shall not be in school buildings. All Animals outside the buildings must be on a leash or housed in an appropriate manner while on school property. Animals not approved under this Policy shall not be on school property during the school day while school is in session and staff or students are present, such as during recess. Animals are not allowed within outdoor school fields or stadiums during school-sponsored activities.

722.03.4 All Animal waste must be disposed of properly (bagged, sealed, and disposed of in an outside waste receptacle) and should not come in direct contact with students, staff or other persons. Staff and students must wash hands with soap and water after disposing of Animal waste.

722.03.5 Animals must be properly cared for when on school grounds, which shall be the primary responsibility of the person hosting the Animal, and not the custodial staff. Animals inside school buildings must be properly housed in an appropriate cage, aquarium, etc. The Animal's home and surrounding area must be meticulously maintained. The Animal's home will not be in close proximity to sinks, water fountains, kitchens or other area where food is prepared.

722.03.6 Staff and students should wash their hands with soap and water after they are finished handling any Animal.

722.03.7 Other than Service Animals, Animals approved under this Policy may not go home with any student.

722.03.8 Students may not bring their personal pets or other Animals to school for the purpose of show and tell or other classroom activities.

722.03.9 If a staff or student exhibits an adverse physical or emotional reaction to an Animal, the staff must immediately notify an administrator and health professionals if appropriate. The administrator shall notify the student's parent/guardian where applicable.

722.03.10 The District is not responsible for any damage or injury to persons or property that results from any Animal that is present on school property or school-sponsored activities.

722.04 – Animals That Need Additional Approval

722.04.01 The following Animals are not approved for the school environment without the express written permission from the building principal and Superintendent who have received the reasonable assurance of compliance with this Policy as well as any other appropriate health and safety precautions:

- a. Wild and/or undomesticated Animals, and livestock
- b. Birds
- c. Animals with venom
- d. Reptiles
- e. Amphibians

722.05 – Educational Experiences

722.05.1 School staff that seeks to have Animals in the school setting solely for educational purposes must have the Animals be part of a well-documented curriculum linked to the educational standards that details how the Animals will be integrated into the classroom setting, as well as how the Animals will be properly cared for on school grounds.

722.05.2 Staff seeking to have Animals in the school setting for educational purposes must take the following steps before the Animals are in school:

- Complete the Application Form found in Appendix A;
- Receive written documentation the Animal is in good health and has received all appropriate immunizations;
- Obtain written permission from the building principal, and the Superintendent if required by 722.04; and
- Notify parents/guardians in writing, and obtain verification of known allergies using the Notification Form found in Appendix B.

722.06 – Service Animals

722.06.1 Should a student seek to have a Service Animal, the parent/guardian shall submit the application form found in Appendix C to the Director of Human Resources. Subject to the ADA and Wisconsin law, a Service Animal will be permitted to accompany a student with a disability to whom the Animal is assigned anywhere on school property where students are permitted to be.

722.06.2 Should an employee seek to have a Service Animal, the Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability must request authorization from the Director of Human Resources to use a Service Animal while on duty as such an accommodation prior to bringing any Animal to school. The request shall first be submitted using the form found in Appendix C, and it will be handled in accordance with the ADA and Wisconsin law.

722.06.3 Parents/Guardians and members of the public who are accompanied by their Service

Animals are permitted access to all areas of the District's facilities where members of the public, visitors, participants, or invitees, as relevant, are normally allowed to go. Individuals who will access any area of the District's facilities with their Service Animals should follow the District's visitor registration procedures and are encouraged to notify the building principal in advance that their Service Animal will accompany them during their visit.

722.06.4 A Service Animal is the personal property of the handler and not the District. The District does not assume responsibility for training, daily care, or healthcare of Service Animals.

722.06.5 A Service Animal must be under the control of its handler, and must not disrupt the learning environment. Service Animals must be harnessed, leashed, or tethered, unless the individual's disability prevents using these devices or these devices interfere with the Service Animal's safe, effective performance of tasks. In all cases, the individual must maintain control of the Animal through voice, signal, or other effective controls.

722.06.6 If the student with a disability is unable to control the Service Animal due to their disability, and another person serves as the Animal's handler, that individual shall be approved by the Director of Human Resource, and complete all background check requirements.

722.06.7 A student with a disability, and/or the handler, may be permitted to access School District transportation with their Service Animal. The Director of Transportation shall work with the parent/guardian to determine the transportation and safety precautions needed for transportation. The same standards in this Policy shall apply to school provided transportation.

722.07 - Therapy Dogs

722.07.1 Should a staff or student seek to have a therapy dog in school, the application form found in Appendix C shall be submitted to the Director of Human Resources for consideration. Therapy dogs are the personal property of the handler and are specially trained to help students in the assigned classroom, program, or school. Authorization for a therapy dog to be on at school or on school property may be granted by the Director of Human Resources provided the following conditions are met each school year:

- Documentation of certification as a therapy dog from the AKC or another certification program recognized by the AKC;
- Documentation of an educational purpose for the therapy dog;
- Documentation that the therapy dog is at least 1 year-old and is properly

- licensed according to local requirements;
- Documentation from a licensed veterinarian that the therapy dog is currently on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and does not pose a danger to the well-being of students or staff;
- Documentation of the handler's insurance Policy that provides liability insurance for the therapy dog while on school grounds;
- Documentation that the handler has completed a background check consistent with Board Policy and is prepared to be solely responsible for the therapy dog, its care, cleaning, feeding, and cleanup while on District grounds; and
- Agreement that the therapy dog handler will abide by Board policies.

722.08 – Emotional Support Animals

722.08.1: Emotional Support Animals are not allowed in school buildings or on school property except as provided in 722.03.3.

722.09 - Removing and/or Excluding an Animal

722.09.1 An administrator may determine that an Animal must be removed and/or excluded from school property for violations of this Policy and/or other health or safety reasons.

722.09.2 The administrator should notify the Superintendent prior to or as soon thereafter as is practicable when an Animal has been removed and/or excluded, and document the reasons for the removal and/or exclusion.

722.09.3 The decision to remove and/or exclude an Animal from school property may be appealed to the Superintendent within ten business days.

722.09.4 The applicable student and their guardian parents may also pursue a complaint of legally prohibited discrimination with the United States Department of Education's Office for Civil Rights or the Department of Justice pursuant to Board Policy 157.

Legal References: 28 C.F.R. 35.104; 28 C.F.R. 35.136; Wis. Stat. s. 106.52, s 174.05; Section 504 of the Rehabilitation Act of 1973 (Section 504); The Americans with Disabilities Act (ADA); The Individuals with Disabilities Education Act (IDEA)

Adopted: _____, 2023

Appendix A: Animals In School As Part of Curriculum

Staff Name: _____ Date: _____

Building: _____ Subject: _____

Please describe in detail your proposal to have Animals at school as part of the curriculum, including the type(s) of Animals proposals, when and where they will be at school, and how the students will interact with them:

Which curricular standards will this support?

How will you ensure that the Animals are properly housed and cared for?

Signed: _____ Date: _____

Building Administrator Approval: _____

Superintendent Approval (if required): _____

Appendix B - Parent/Guardian Verification for Animals in the Classroom

The Oregon School District is considering having Animals in your student's classroom as part of the curriculum. The health and safety of our students is our top priority. We understand that students may have an adverse reaction to certain Animals. To help assist in our decision-making, please complete this form and return it to your student's teacher.

Student's Name: _____ **Grade:** _____

Educator's Description of Proposed Activity:

Does your student . . .

1. Have any known allergies to Animals? Please explain.
2. Have asthma that may be impacted by Animals? Please explain
3. Have any other adverse reactions to Animals that we should be aware of when deciding whether these Animals should be present in the classroom?
4. Do you prefer your student not participate in this activity? Please explain.

Parent/Guardian Signature: _____ Date: _____

Appendix C - Request For Animal in School

Date:

Name of Person Completing Form:

Student Name (if applicable):

Primary Building Where The Animal Would Be:

I am seeking permission to bring an Animal to school for the following purpose; I agree that I have read Policy 722 and agree to its terms, and that I understand that I need to follow all applicable Board Policies while on school grounds:

- ☐ Service Animal For Student (Proceed to Section A)
- ☐ Service Animal For Staff (Proceed to Section A)
- ☐ Therapy Dog (Proceed to Section B)

Section A: Service Animal

What type of Animal are you requesting to bring?

Does the person have a disability? ____ Yes ____ No ____ Unsure

Is this Animal required due to a disability? ____ Yes ____ No ____ Unsure

What work or tasks has the Animal been trained to do?

When and where are you proposing to bring the Service Animal to school?

Who is responsible for handling the Service Animal?

Does your student need to have the Animal on school provided transportation (if applicable)?

Please provide documentation of a valid dog license.

Section B: Therapy Dog

What type of certification does the dog possess?

What is the dog's breed and how old is the dog?

What is the purpose for the therapy dog?

When and where are you proposing to bring the dog to school?

Who will be responsible for handling the Animal?

What is the name of your liability insurance carrier that covers the therapy dog?

What else would you like to share about the request?

Please provide documentation of the therapy dog certification, a valid dog license, a veterinarian check up and proof of insurance.

Signed: _____ Date: _____

Director of Human Resources Approval: _____

Superintendent Approval (if required): _____

611: Financial - WORKING DRAFT 2/13/2023

611.01 – The Oregon School District financial accounts are maintained in specific Funds prescribed by the Wisconsin Department of Public Instruction. District funds shall be maintained in accordance with this Policy and in accordance with General Accounting Standards Bureau (GASB).

611.02 – Fund Balances – A fund balance is the measurement of available District financial resources reflected in the difference between total assets and total liabilities in each fund. GASB Statement 54 requires different fund balance classifications based on the constraints on how the fund balance can be spent. District fund balances will be classified as follows:

Non-spendable Fund Balances: These funds cannot be spent because they are in a non-spendable form or are legally or contractually required to be maintained intact. Examples of these funds include, but are not limited to, inventories, prepaid items, long-term receivables and the permanent principal of an endowment fund.

Restricted Fund Balances: These funds are limited by constraints placed on the use of resources by external parties. Examples of these funds include, but are not limited to, amounts restricted by state statute, unspent bond proceeds, grants earned but not spent, debt covenants, taxes dedicated to a specific purpose and revenues restricted by enabling legislation.

Committed Fund Balances: These funds are used for specific purposes pursuant to constraints imposed by Board action pursuant to two motions. The first motion must identify the dollar amount to be allocated from the unassigned fund balance. The second motion must identify the purpose of the expenditure. Both motions shall be approved by a two-thirds vote of the entire Board. This commitment cannot be reversed except through the same process, which must be accomplished prior to the end of the District's fiscal year.

Assigned Fund Balances: These funds are designated for a specific purpose, but are not restricted or committed. These funds include amounts remaining from the fiscal year's building or department budgets or from miscellaneous projects which are reserved for expenditure in subsequent years. These funds may be assigned by the Business Manager, who shall allocate these funds prior to the annual audit in consultation with the District Superintendent, Board President and Board Treasurer.

Unassigned Fund Balances: These funds are not classified in one of the above categories. These amounts are generally available for expenditure and are not restricted in any manner. The General Fund is the only fund that is able to have a positive, unassigned fund balance. All other funds shall report deficit fund balances as unassigned.

611.03 – General Fund – The General Fund is the District’s operating fund and is used to account for all District financial resources except those required to be classified in other funds. The General Fund includes revenues and expenditures for the Special Education Fund.

611.04 – General Fund-Fund Balance – The Board recognizes the need for carrying an operating reserve in the Unassigned General Fund to:

1. Provide adequate working capital sufficient to meet the District’s cash flow requirements;
2. Function as a safeguard to fund unanticipated expenses; and,
3. Demonstrate fiscal responsibility and maintain District bond rating.
4. The District’s Unassigned General Fund balance will be maintained to provide the District with sufficient working capital and a margin of safety to address emergencies without borrowing.

By December of each year, the Business Manager shall calculate the percentage of Unassigned General Fund balance as compared ~~to the subsequent years expenditure general fund balance including special education. to the general fund operating expenditures and transfers from the prior years audit report.~~ Should the Unassigned General Fund Balance be less than 10% of general fund expenditures and transfers, the Board shall adopt a four-year plan to obtain the minimum 10% Unassigned General Fund balance as outlined above.

All unexpended funds at year end which are not included within another Fund Balance classification will be allocated to the Unassigned General Fund.

Two separate motions shall be required for an allocation from the Unassigned General Fund Balance and then only in the event of an emergency or a combined “deficit budget” between the General (Fund 10) and Special Education Fund (Fund 27). A “deficit budget” occurs when the budgeted expenditures exceed budgeted revenues for the fiscal year. The first motion must identify the amount of dollars to be budgeted from Unassigned General Fund balance to the operating budget. A second motion must identify the purpose of the expenditure. Both motions shall be approved by a two-thirds vote of the entire Board.

When the Business Manager determines that budgeted expenditures are likely to exceed budgeted revenues for any District fund, the Business shall inform the Board Treasurer who will report this fact to the Board at its next regularly scheduled meeting. Any use of the Unassigned General Fund Balance to fund such a deficit must be approved by a two-thirds majority vote of the Board.

For purposes of fund balance classification, expenditures are to be spent from the most restrictive fund balance first.

611.05 – Special Revenue Trust (Fund 21) – The Special Revenue Trust Fund is used to account for trust funds that can be used for District operations. The source of these funds is from gifts and donations from private parties. The Special Revenue Trust will be classified as a Restricted Fund Balance.

611.06 – Non-Referendum Debt Service Fund (Fund 38) – The Non-Referendum Debt Service Fund is used to account for transactions for the repayment for debt issues that were incurred without referendum approval. Repayment of principal and interest through this Fund falls within the District's revenue cap established pursuant to State law. The District uses this account to finance the District's Wisconsin Retirement System unfunded liability. The Non-Referendum Debt Service Fund will be classified as a Restricted Fund.

611.07 – Referendum Debt Service Fund (Fund 39) – The Referendum Debt Service Fund is used to account for transactions for the repayment of debt issues that were either authorized by Board Resolution prior to August 12, 1993 or approved by referendum. Repayment of principal and interest through this Fund falls outside of the District's revenue cap established pursuant to State law. Activity in this account is related to building construction, renovations or additions. The Referendum Debt Service Fund will be classified as a Restricted Fund.

611.08 – Food Service Fund (Fund 50) – The Food Service Fund is used to account for all revenues and expenditures related to food services including the school lunch and breakfast program, milk, and catering. To the extent possible, the food service program shall be funded solely from the Food Service Fund and not from the General Fund, however, any food service deficit shall be eliminated through a transfer from the General Fund.

The Food Service Fund will be classified as a Non-Spendable Fund with respect to inventory and prepaid items and as a Restricted Fund for other food service programs. In certain circumstances this Fund could also have funds classified in a Committed or Assigned Fund.

611.09 – Capital Projects Fund (Fund 40's) – The Capital Project Fund is used to account for the acquisition or construction of capital facilities. The Capital Project Fund will be classified as a Restricted Fund.

611.10 – Student Activity Funds (Fund 60's) – The Student Activity Funds consist of monies raised by or for student activities and all student and parent monies handled by school

personnel shall be considered Student Activity Funds. The purpose of these Funds is limited to the support or promotion of the students' extracurricular and co-curricular activities. No fund balance or deficit can exist in these Funds.

611.11 – Private Purpose Trust Fund (Fund 72) – The Private Purpose Trust Fund is used to account for gifts and donations specified for the benefit of private individuals and organizations not under the Board's control. Scholarships are recorded in this Fund. Cash and investments in this Fund are expended pursuant to donor specifications. The Private Purpose Trust Fund will be classified as a Non-spendable Fund, Permanent Fund or Restricted Fund.

611.12 – Employee Benefit Trust Fund (Fund 73 & 74) – The Employee Benefit Trust Fund is used to account for resources held in trust for formally established defined benefit pension plans, defined contribution plans, or employee benefit plans. Such plans must be legally established in accordance with state and federal law. This Fund applies to all post-employment benefit plans where the District is providing such benefits by contribution to a legally established irrevocable trust. The Employee Benefit Trust Fund will be classified as a Restricted Fund.

611.13 – Community Service Fund (Fund 80, 82 & 85) – The Community Service Fund is used to account for the Oregon Swimming Pool, the Performing Arts Center, and the community education programs. Separate accounting designations shall be assigned to each activity within this Fund. Activity in this Fund accounts for the portion attributed to the community. The District may adopt a separate tax levy for this fund.

The Community Service Funds will be assigned according to the intended purpose of the funds and will be classified as either Pool Operations, Performing Arts Operations or Community education.

611.14 – Cooperative Program Fund (Fund 99) – The Cooperative Program Fund is used for all other types of cooperative instructional programs made available to other districts. No fund balance or deficit can exist in this fund.

Legal References: Wisconsin Statutes Sections 34.05 (3) / 66.042 / 120.12 (1) / 120.16

Adopted: October 25, 1999

Revised: December 11, 2000

January 14, 2002

July 23, 2007

July 11, 2011

October 24, 2011

August 23, 2021

342.01 Start College Now Program

The District supports providing quality educational opportunities to ensure District students graduate college, career and community ready. Consistent with state law, high school students in the 11th grade or 12th grade who meet the eligibility requirements defined in applicable statutes, regulations and District policies, and who submit timely and complete applications and notices, may be permitted to enroll in one or more courses at a technical college through the Technical College Course ("Start College Now") Program.

342.02 Definitions

342.02.1 Comparable Course. A comparable course means all of the following:

- The high school course is offered or will be offered between the date the student submits a notice to enroll in a course under the Start College Now Program and the date the student is expected to graduate from high school.
- The high school course content, as determined by curriculum guides, expectations, goals, scope and sequence, is 80% equivalent to the content of the postsecondary course as determined by the postsecondary course syllabus, if available, and course description.

342.02.2 Credit means unit of measure given for the successful completion of a course of study.

342.02.3 Good Academic Standing means a cumulative high school grade point average of at least 2.0 (or the equivalent) at the time of the determination and be on track for graduating from high school.

342.02.4 Successful Completion means a student has completed the course with a passing grade.

342.03 Administrative Procedures

The Superintendent or their designee shall establish administrative procedures for the administration of the Start College Now Program.

342.04 Costs

342.04.1 To the extent required by state law, the District shall pay the costs associated with students enrollment in a technical college under this Program if the course is taken for high school credit toward a high school graduation requirement and the course is not comparable to a course offered in the District.

342.04.2 The District shall pay only such tuition, fees and course materials costs as are required by law. If the District is required to pay the technical college for the cost of a book or similar resource that is not a one-time use item, the student may be required to return the resource(s) to the District upon completion of the course.

342.04.3 The District shall pay for no more than the equivalent of a combined total of 18 postsecondary semester credits per student for any courses that are taken through the Start

College Now Program or the Early College Credit Program.

342.04.4 The District shall only pay for courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent/guardian, or the student if over the age of 18, is responsible for reimbursing the District for the tuition, fees and other costs paid by the District. If this reimbursement is not made upon request, the student is ineligible for any further participation in the Start College Now Program and/or the Early College Credit Program.

342.04.5 Unless otherwise required by law, the District is not responsible for providing transportation to technical college courses taken under this policy or paying for transportation-related costs.

342.05 Notice

Information about the Start College Now Program shall be provided to high school students annually by October 1. Start College Now Program information shall also be included in the Oregon High School's Academic and Career Planning Guide and on the District's website.

342.06 Non-Discrimination

The District shall not discriminate in admission to this Program on the basis of any category protected by state or federal law, or Board Policy 157. Discrimination complaints shall be processed in accordance with Board Policy 157.

342.07 Appeals

Decisions made under this Policy may be appealed to the Superintendent by submitting a written request in writing within five (5) days of the date of the Superintendent's designee's decision. The Superintendent's decision regarding the comparability of a course or the satisfaction of the high school graduation requirements may be appealed to the State Superintendent of Public Instruction (DPI) within 30 days after the date of the Superintendent's decision.

Legal References: Wis. Stat. sec. 38.12(14)

Cross References: Board Policy 341 - Early College Credit Program; Wis. Stat. s. 118.55; Wis. Admin Code PI 40; Board Policy 157

Adopted: _____, 2023

TECHNICAL COLLEGE COURSE PROGRAM ("START COLLEGE NOW")
ADMINISTRATIVE PROCEDURES

342.05 Student Eligibility To Participate in the Start College Now Program

342.05.1 The student must have completed 10th grade by the time the student would be enrolled in the technical college course.

342.05.2 The student must submit all required notices, parent/guardian permissions (if under 18) and technical college applications on a timely basis.

342.05.3 The student must be accepted for admission in the technical college course. A technical college may deny a high school student admission to the technical college or registration in a specific course for any of the reasons provided in state law, including the technical college's determination that the student has an unacceptable record of disciplinary problems. To the extent consistent with student records laws and the District's student records policies and procedures, the District will certify student disciplinary information that is necessary for completing and processing a student's application to enroll in and take a course at a technical college under the Start College Now Program.

342.05.4 A student may attend only two technical college courses per postsecondary semester as part of the Start College Now Program.

342.05.5 A student who is participating in the Start College Now Program in any postsecondary semester may not simultaneously participate in the Early College Credit Program.

342.05.6 The District may refuse to allow a student with a disability to attend a technical college through the Start College Now Program if the costs related to any special services required for the student would impose an undue financial burden on the District.

342.05.7 Students in home-based private educational programs, residents of the District who are private school students or non-OSD public school students, and nonresident students who are participating in the part-time open enrollment program are not eligible to participate in the Start College Now Program through the District, even if they are taking or have taken individual courses in a District high school.

342.06 Application Process

District students interested in attending individual courses at a technical college under the Start College Now Program must complete all of the following to start the application process:

342.06.1 Students must notify the School To Career Coordinator in writing of the student's intention to participate in the Start College Now Program by completing the appropriate form found here: [Start College Now Application](#)

342.06.2 A separate notification form must be completed and processed for each postsecondary semester that a student applies to participate in the Start College Now Program.

342.06.3 This notification must be received by March 1 for fall postsecondary semester courses and by October 1 for spring postsecondary semester courses. Courses taken during the summer are not eligible for the Start College Now Program.

342.06.4 Students must apply to a technical college during the school term prior to enrollment in the technical college. If the student who intends to take a technical college course is a minor, the student's parent/guardian must provide signed permission for the student to participate in the Start College Now Program.

342.06.5 As soon as such information is available, the student shall further notify School To Career Coordinator if the student has been:

- Admitted to the technical college to which the student applied;
- Successfully enrolled in and registered to attend individual courses; and
- If any of the course information provided on the initial notification has changed.

342.06.6 Student and parent/guardian are required to cooperate with the District in providing any information that may be necessary to determine their eligibility for the Start College Now Program and process individual course requests.

342.06.6 Upon receiving a student's written notification of intent to participate in the Start College Now Program, the School To Career Coordinator shall process the student's request, including determining the following:

- Whether the student meets the minimum eligibility criteria for participation in the Start College Now Program;

- Whether the student will be eligible to receive high school credit for the successful completion of the proposed course and, if so, how much high school credit;

- Whether the proposed course is comparable to a course already offered in the District; and

Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements.

342.06.7 The District shall notify the student's parent/guardian, or the student if age 18 or older, of the District's determinations regarding approval/credit status of postsecondary coursework and the right to appeal a negative determination made by the District to the Superintendent and the State Superintendent of Public Instruction.

342.06.8 Provided that none of the course information submitted on the student's initial notice of intent has changed, such notice shall normally be issued by April 15 for initial notices that were received by March 1 for fall courses, and by November 15 for initial notices that were received by October 1 for spring courses.

342.06.9 If the District determines that it is impractical to provide notice of the District's course-related determinations in the regular timeframe identified immediately above, such notice shall, at a minimum, be issued at least 30 days before the beginning of the technical college semester in which the student will be enrolled for the course(s).

342.07 High School Credit Determination

342.07.1 The determination of whether a course satisfies a high school graduation requirement shall be made with reference to District policies that set forth such requirements and by applying the standards and guidelines that the District applies to its own course offerings and to courses that are submitted for a similar assessment by students who are transferring into the District.

342.07.3 The District may deny high school credit for a technical college course if any of the following apply:

The District offers a comparable course. Although a student may still elect to take a technical college course that the District has determined is comparable to a District course, the District is not responsible for paying any portions of the costs related to such a course.

The course repeats the course content for which a student has already received a passing grade and high school credit.

The course repeats the content of a postsecondary course that the student has already taken and failed.

342.07.4 If credit is not denied for any of the reasons identified above, the District will grant high school credit for a technical college course if the course meets any of the District's high

school graduation requirements, as identified in District policies, and if any of the following conditions apply:

The course is complementary to, consistent with or expands on a course of study or sequence of courses offered by District.

The course expands an opportunity for the student to move to another level of an academic or vocational course of study.

The course curriculum meets or exceeds the same standards for rigor and content as other courses approved by, but not offered by, the District for credit toward graduation.

The postsecondary course supports rather than prevents a student from completing high school graduation requirements.

342.07.5 In order for a student to receive high school credit for a course taken at a technical college under the Start College Now Program, the student must complete the course and receive a passing grade, as determined by the technical college.

342.07.6 To the extent required by state regulations, a student shall be granted 1/4 high school credit per 1 semester of conversion-eligible postsecondary credit for a course taken under the Start College Now Program.