

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

**DATE:** January 9, 2023  
**TIME:** 5:00 P.M. - 6:15 P.M.  
**PLACE:** Innovation 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. None

**C. New Business**

1. Policy 722 - Animals In School (*New Policy*)
2. Update on New Cell Phone Guidelines at OHS

**D. Future Business:**

1. Start College Now Policy

**E. Future Meeting: February 13, 2023 at 5:00 p.m.**

**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 DECEMBER 12, 2022

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 5:00 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, and Mr. LeBrun

Administrators present: Jina Jonen, Dr. Bergstrom, Dr Anderson, Darci Krueger, David  
Piovanetti, Jim Pliner, and Jon Tanner

Others present: Chris Wiegman

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 October 10, 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. Policy 411.01 - Graduation Credit Requirements: Dr. Lokuta moved to reconsider Policy 411.01 as previously approved based on the District adopting the Portrait of a Graduate in 411.02. Discussion held. Dr. Lokuta voted yes. Ms. Wright voted yes. Ms. Garrison voted yes. Motion approved 3-0.

Dr. Lokuta moved to approve changes to 411.01 as revised. Discussion held. Dr. Lokuta voted yes. Ms. Wright voted yes. Ms. Garrison voted no. Motion approved 2-1.

C. New Business:

1. Policy 715 - Head Lice: Dr. Lokuta moved to approve Policy 715. Discussion held. Dr. Lokuta voted yes. Ms. Wright voted yes. Ms. Garrison voted yes. Motion approved 3-0.

D. Future Business:

1. Policy 722 - Animals in School (New)

E. Future Meetings: January 9, 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 6:07 PM.

## **722: Animals in School (New Policy)**

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. 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.

### **722.03 - 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. Wisconsin state law requires that dogs five months or older have a valid license.

722.03.2 Animals that are not approved under this Policy shall not be in school buildings or on school property. Animals outside the buildings must be on a leash or housed in an appropriate manner while on school property.

722.03.3 Animals may not disrupt the learning environment, be a danger to others or otherwise interfere with a positive and safe learning environment.

722.03.4 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.

722.03.5 Animals must be properly housed in an appropriate cage, aquarium, etc., and shall not be at large in classrooms or other school environments. 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 Animal waste will be disposed of properly (bagged, sealed, and disposed of in an outside waste receptacle) and should not come in contact with students, staff or other persons.

722.03.7 Staff and students must wash hands with soap and water after handling any animal.

722.03.8 Animals may not go home with any student.

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

722.03.10 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.

722.03.11 Animals that are not approved for educational purposes, are not service animals, or are not otherwise approved under this Policy shall not be in school buildings.

#### **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 the school campus 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 will be handled in accordance with the ADA mandated interactive process.

722.6.3 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 Board does not assume responsibility for training, daily care, or healthcare of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

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 Resources, treated as a volunteer and complete all background check requirements for employees.

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 and handler will abide by Board policies.

## **722.08 – Emotional Support Animals**

722.08.1: Emotional Support Animals are not allowed in school buildings. The District may allow dogs to be present outside on school property for emotional support. An application form found in Appendix C shall be submitted to the Director of Human Resources for consideration.

The same requirements apply for emotional support dogs as therapy dogs other than certification.

## **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

Name of Person Completing Form:

Student Name (if applicable):

Primary Building Where The Animal Would Be:

Date:

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I am seeking permission to bring an animal to school for the following purpose:

- ☐ Service Animal For Student (Proceed to Section A)
- ☐ Therapy Dog (Proceed to Section B)
- ☐ Emotional Support Dog (Proceed to Section C)

### Section A: Service Animal

What type of animal are you requesting to bring?

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 animal to school?

Who is responsible for handling the animal?

Does your student need to have the animal on school provided transportation?

*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 and a veterinarian check up.*

### **Section C: Emotional Support Dog**

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

What is the purpose for the dog?

When and where are you proposing to have the dog outside on school property?

Who will be responsible for handling the animal?

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

What else would you like to share about the request?

*Please provide documentation of a valid dog license and a veterinarian check up.*

[Wis. Statute 118.105 (Control of Traffic on School Premises), Board of Ed. Policy, Village of Oregon Ordinance - Parking]

### Cellular Phone Use

Oregon High School strives to teach students responsible use with their personal technology devices. The following are guidelines for use of personal technology devices at OHS:

#### Expectation:

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

#### Action:

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

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

### School Resource Officer/Law Enforcement