



Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

**DISTRICT GOALS: Improve Student Achievement, K-3 Literacy, On-Time Graduation**

**MEETING AGENDA**

**1. WELCOME**

- A. Call to Order
- B. Flag Salute

**2. BOARD MEMBER OATHS OF OFFICE FOR TOM OLIVER, MIKE MARTIN AND TODD GESTRIN, pg. 4**

**3. BOARD REORGANIZATION**

- A. Election of Board Chair for 2021-22
- B. Election of Board Vice Chair for 2021-22

**4. PUBLIC COMMENTS**

This is a time for citizens to address the Board. The Chair will recognize speaker(s) at the designated time. All speakers shall identify themselves and state their name before speaking. Speakers are asked to provide their name, address and telephone number on the Speaker’s Sign-in Sheet. Each speaker may address the Board for three minutes.

**5. GOALS AND OBJECTIVES FOR 2021-22 Action: Informational**

**6. SUMMER SCHOOL UPDATE Action: Informational**

**7. LCSD CRISIS RESPONSE PREVENTION, INTERVENTION AND POSTVENTION PLAN, pg. 8 Action: Informational**

**8. 2021-22 LCSD BOARD MEETING SCHEDULE, pg. 12 Action: Approval Requested**

**9. RESOLUTION 2122-1 REPRESENTATION AND AUTHORIZATIONS, pg. 14 Action: Approval Requested**

**10. CONSENT AGENDA, pg. 20 Action: Approval Requested**

- A. June 10, 2021 Board Meeting Minutes, pg. 21
- B. June 16, 2021 Budget Meeting Minutes, pg. 27
- C. June 24, 2021 Budget Hearing and Special Board Meeting Minutes, pg. 29
- D. Hiring:

NAME	POSITION	FTE	START DATE	END DATE
Chad Angel	Associate Principal – Lebanon High School	1.0	8/30/2021	
Joshua Buras	Middle Level Teacher – Santiam Academy	1.0	8/30/2021	

Ashley Herndon-Dubra	Special Education Teacher – Lebanon High School	1.0	8/30/2021	
Sarah Johnson	Middle Level Teacher – Santiam Academy	1.0	8/30/2021	
Zachary McConahy	Special Education Teacher – Lebanon High School	1.0	8/30/2021	
Anthony Rimel	Social Studies Teacher – Ralston Academy	1.0	8/30/2021	
Casey Sheets	Counselor – Lebanon High School	1.0	8/30/2021	
<b>LEAVE OF ABSENCE REQUEST FOR 2021-22</b>				
Aubrey Dutra	Band/Choir Teacher – Seven Oak MS	1.0	8/30/2021	6/15/2022

E. Policies – First Reading, pg. 31

<b>CODE</b>	<b>TITLE</b>
IIBGA	Electronic Communications System
IIBGA-AR	Electronic Communications System
INDB	Flay Displays and Salutes
JGA	Corporal Punishment
JHCA/JHCB	Immunization, Physical Examination, Vision Screening/Eye Examination and Dental Screening
ECACA	Radio Frequency Identification Device

**11. DEPARTMENT REPORTS**

**Action: Informational**

- A. Operations
- B. Human Resource
- C. Finance

**12. COMMUNICATION**

**Action: Informational**

- A. Board
- B. Superintendent

**13. AUDIENCE COMMENTS**

The Lebanon Community School District Board of Directors welcomes you to our regular meeting. It is the Board's goal to hold an effective and efficient meeting to conduct the business of the District. In keeping with this goal, the Board provides a place for Audience Comments on each of its regular agendas. This is a time when you can provide statements or ask questions. The Board allows three minutes for each speaker. The language below discusses the Public Meetings Law and public participation in such meetings.

*"The Public Meetings Law is a public attendance law, not a public participation law. Under the Public Meetings Law, governing body meetings are open to the public except as otherwise provided by law. ORS 192.630 The right of public attendance guaranteed by the Public Meetings Law does not include the right to participate by public testimony or comment.*

*"Other statutes, rules, charters, ordinances, and bylaws outside the Public Meetings Law may require governing bodies to hear public testimony or comment on certain matters. But in the absence of such a requirement, a governing body may conduct a meeting without any public*

*participation. Governing bodies voluntarily may allow limited public participation at their meetings."*

**Oregon Attorney General's Administrative Law Manual and Uniform and Model Rules of Procedure under the Administrative Procedures Act. Hardy Myers, Attorney General, March 27, 2000.**

#### **14. ADJOURNMENT**

Upcoming meeting dates:

August 12, 2021 – Regular Meeting at 6:00 PM

# *Agenda Item 2*

*Board Member Oaths of Office*

# Lebanon Community Schools

Code: **BBBB**  
Adopted: 6/15/98  
Readopted: 2/4/10  
Orig. Code(s): BBBB

## Board Member Oath of Office

Board members when elected or appointed must take the oath of office before assuming the duties of office. The oath of office must be taken again after each election or appointment of a Board member.

The oath of office will be in the following form:

I, Tom Oliver, having been duly elected a member of the School Board of Lebanon Community School District, Linn County, Oregon, do solemnly swear/affirm that I will support the Constitution of the United States and of the State of Oregon, the laws thereof, and the policies of the Lebanon Community Schools District and that I will faithfully and objectively discharge the duties of a member of said school Board to the best of my ability (so help me God - optional).

Subscribed and sworn to before me this 8th day of July, 2021.

Signed: \_\_\_\_\_  
District Board Member

END OF POLICY

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### Legal Reference(s):

[ORS 332.005](#)

# Lebanon Community Schools

Code: **BBBB**  
Adopted: 6/15/98  
Readopted: 2/4/10  
Orig. Code(s): BBBB

## Board Member Oath of Office

Board members when elected or appointed must take the oath of office before assuming the duties of office. The oath of office must be taken again after each election or appointment of a Board member.

The oath of office will be in the following form:

I, Mike Martin, having been duly elected a member of the School Board of Lebanon Community School District, Linn County, Oregon, do solemnly swear/affirm that I will support the Constitution of the United States and of the State of Oregon, the laws thereof, and the policies of the Lebanon Community Schools District and that I will faithfully and objectively discharge the duties of a member of said school Board to the best of my ability (so help me God - optional).

Subscribed and sworn to before me this 8th day of July, 2021.

Signed: \_\_\_\_\_  
District Board Member

END OF POLICY

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### Legal Reference(s):

[ORS 332.005](#)

**Lebanon Community Schools**

Code: **BBBB**  
Adopted: 6/15/98  
Readopted: 2/4/10  
Orig. Code(s): BBBB

**Board Member Oath of Office**

Board members when elected or appointed must take the oath of office before assuming the duties of office. The oath of office must be taken again after each election or appointment of a Board member.

The oath of office will be in the following form:

I, Todd Gestrin, having been duly elected a member of the School Board of Lebanon Community School District, Linn County, Oregon, do solemnly swear/affirm that I will support the Constitution of the United States and of the State of Oregon, the laws thereof, and the policies of the Lebanon Community Schools District and that I will faithfully and objectively discharge the duties of a member of said school Board to the best of my ability (so help me God - optional).

Subscribed and sworn to before me this 8th day of July, 2021.

Signed: \_\_\_\_\_  
District Board Member

END OF POLICY

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**Legal Reference(s):**

[ORS 332.005](#)

# *Agenda Item 7*

*LCSD Crisis Response Prevention, Intervention and Postvention Plan*

# BOARD MEMORANDUM



**To:** Board of Directors  
**From:** Jennifer Meckley, Assistant Superintendent  
**Date:** June 28, 2021 **Meeting Date:** July 8, 2021  
**Re:** LCSD Crisis Response Prevention, Intervention and Postvention Plan

Senate Bill 52 (SB 52), also known as Adi’s Act (ORS 339.343, OAR 581-022-2510), requires that every school district adopts a Student Suicide Prevention Plan (K-12) by July 1, 2020. Each school district school board shall adopt a policy requiring a Student Suicide Prevention Plan (JHH adopted in Lebanon 7/23/20), and SB 52 plans must be made available annually to students and the school district community.

The administrative rule implementing SB 52 is part of the Division 22 Standards for Public Elementary and Secondary Schools. Compliance with Division 22 standards is reported to the board annually.

Lebanon Community School District has created a comprehensive Student Suicide Prevention Plan. The plan includes prevention, intervention, and postvention. Staff will be trained annually. As part of the prevention portion of the plan, we will be implementing the Character Strong curriculum (K-12) along with Second Step (K-5) and Sources of Strength (6-12). Each of these curriculums/programs are evidence based and recommended as components of a suicide prevention program.

The contents of the plan are as follows:

## LCSD Suicide Prevention, Intervention and Postvention

- LCSD Suicide Prevention Protocol**
- Standard Components of School’s Response Pg. 1
- Identified Needs: LCSD’s Mission Pg. 1
- Suicide Prevention Training for staff Pg. 4
- Risk Factors Pg. 5

<input type="checkbox"/> Suicide Ideation/ Suicide Behavior Warning Signs	Pg. 6
<input type="checkbox"/> Linkages: Promoting Safe Messaging and resources	Pg. 6
<input type="checkbox"/> References	Pg. 8
<input type="checkbox"/> <b>LCSD Suicide Intervention Protocol</b>	
<input type="checkbox"/> Standard Components of School's Response	Pg. 1
<input type="checkbox"/> Discovery	Pg. 1
<input type="checkbox"/> Intervention	Pg. 3
<input type="checkbox"/> Safety Plan Basics	Pg. 6
<input type="checkbox"/> Follow Up	Pg. 9
<input type="checkbox"/> Re-entry Procedure	Pg. 10
<input type="checkbox"/> In-School Suicide Attempts	Pg. 11
<input type="checkbox"/> References	Pg. 12
<input type="checkbox"/> <b>Columbia-Suicide Severity Rating Scale</b>	
<input type="checkbox"/> Suicide Ideation Plan of Action/ Re-entry	Pg. 5
<input type="checkbox"/> Strategies for Support Plan	Pg. 6
<input type="checkbox"/> <b>LCSD Suicide Postvention Protocols (Traumatic Incident Crisis Response)</b>	
<input type="checkbox"/> General Roles for Crisis Response Team	Pg. 1
<input type="checkbox"/> Standard Components of a Postvention Crisis Response	Pg. 2
<input type="checkbox"/> Discovery	Pg. 2
<input type="checkbox"/> Pre-planning	Pg. 3
<input type="checkbox"/> Morning Meeting	Pg. 3
<input type="checkbox"/> Throughout the Day	Pg. 4
<input type="checkbox"/> All Staff Afternoon Meeting	Pg. 5
<input type="checkbox"/> Core Crisis Response Team Meeting	Pg. 5
<input type="checkbox"/> Looking in the Future	Pg. 5
<input type="checkbox"/> References	Pg. 6
<input type="checkbox"/> <b>Crisis Response Core Team Protocol Checklist for LCSD</b>	
<input type="checkbox"/> Initial Contacts	Pg. 1
<input type="checkbox"/> Team Leader Checklist	Pg. 1
<input type="checkbox"/> Crisis Team Coordinator	Pg. 2
<input type="checkbox"/> District Media Liaison	Pg. 2
<input type="checkbox"/> Site Administrator with support from CRCT	Pg. 3
<input type="checkbox"/> IT Safety/ Security	Pg. 3
<input type="checkbox"/> Support Staff for Core Team Leaders	Pg. 3

☐ **LCSD Crisis Response Action Plan Template**

## Appendix

☐ **Anecdotal Information to Support a Crisis Response/ Suicide Postvention**

- ☐ Step One: Clarify the Incident Pg. 1
- ☐ Step Two: The Night Before School Response Pg. 1
- ☐ Step Three: The Morning of the Response Pg. 2
- ☐ Step Four: During the Day Pg. 2
- ☐ Step Five: End of the Day Pg. 3
- ☐ Extras Pg. 3

☐ **Sample Death Notification for Crisis Response**

- ☐ Options for Morning Announcement 1,2,3 Pg. 1
- ☐ Day 2 Optional Morning Announcement Pg. 3
- ☐ Sample Media Statement Pg. 4
- ☐ Sample Death Notification for Parents Pg. 5
- ☐ Talking About Suicide with Youth (Table) Pg. 6

☐ **Sample Crisis Response Action Plan**

☐ **Sign-up sheet for In-Person & Virtual Care Rooms**

☐ **Crisis Response Postvention Flow Chart for LCSD**

☐ **LCSD Suicide Intervention Flow Chart**

☐ **Crisis Response Care Kits**

# *Agenda Item 8*

*2021-22 LCSD Board Meeting Schedule*

## 2021-22 LCSD Board Meeting Schedule

Date	Time	Meeting Type	Location
August 12, 2021	6:00 PM	Regular Meeting	Santiam Travel Station
September 9, 2021	6:00 PM	Regular Meeting	Santiam Travel Station
October 14, 2021	6:00 PM	Regular Meeting	Santiam Travel Station
November 10, 2021	6:00 PM	Regular Meeting	Santiam Travel Station
December 9, 2021	6:00 PM	Regular Meeting	Santiam Travel Station
January 13, 2022	6:00 PM	Regular Meeting	Santiam Travel Station
February 10, 2022	6:00 PM	Regular Meeting	Santiam Travel Station
March 10, 2022	6:00 PM	Regular Meeting	Santiam Travel Station
April 14, 2022	6:00 PM	Regular Meeting	Santiam Travel Station
May 12, 2022	6:00 PM	Regular Meeting	Santiam Travel Station
June 9, 2022	6:00 PM	Regular Meeting	Santiam Travel Station
July 14, 2022	6:00 PM	Reorganizational Meeting	Santiam Travel Station

# *Agenda Item 9*

*Resolution 2122-1 Representation and Authorizations*

## Lebanon Community School District #9

### Resolution 2122-1 Representations and Authorizations

The Lebanon Community School District Board of Directors resolves the following for Fiscal Year 2021/22:

- A. **Bonding of the Board Chairman, Superintendent/Clerk, Deputy Clerk.** BE IT RESOLVED that the Lebanon School Board of Directors designates Property and Casualty coverage for education (PACE) to provide a Public Employee Dishonesty Coverage in a minimum amount of \$100,000 (fidelity bond) in accordance with ORS 332.525 and ORS 328.441.
- B. **Chief Administrative Officer.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Bo Yates as Chief Administrative Officer.
- C. **Deputy Clerk.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates William Lewis as Deputy Clerk.
- D. **Custodian of Funds.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Bo Yates and William Lewis to be the custodian of funds and further authorizes facsimile signature under ORS 328.441, ORS 328.445.
- E. **Authorization to Sign Payroll and Monthly Disbursements.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Bo Yates and/or William Lewis to sign monthly disbursements and payroll.
- F. **Authorization to Approve and Pay Accounts Payable.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Bo Yates and/or William Lewis to approve and pay all accounts payable and balances on district-issued credit/purchase cards within the limits of the adopted budget document. Licensed administrators may approve purchase orders in amounts of \$250 or less unless revoked by the Superintendent.
- G. **Budget Officer.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Bo Yates as the budget officer.
- H. **Official Auditors.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Pauly Rogers & Co. as the official auditor for the district's Fiscal Year 2021/22 books.
- I. **Newspapers-of-Record.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates the Albany Democrat Herald, Lebanon Local News, and the Lebanon Express as the district newspapers-of-record.

- J. **Insurance Agent-of-Record.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Rhodes Warden Insurance as the district insurance agent-of-record.
- K. **Attorney-of-Record.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Garrett Hemann Robertson, PC as the attorney-of-record for all general education related legal services and for collective bargaining services.
- L. **Hearing Officer.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Bo Yates to serve as the hearing officer in all matters pertaining to the operation of the school district and/or matters on personnel and further designates Bo Yates or his designee to serve as the hearing officer on student records, including expulsion hearings.
- M. **Authorization to Participate in Federal and State Programs.** BE IT RESOLVED that Superintendent Bo Yates is hereby authorized as the official district representative for IDEA, Title IA, Title IIA, Title III, Title IV, and Title V, Title VI, EBISS, Carl Perkins Grant, other various local grants, Linn/Benton Education Service District, miscellaneous state grants, and miscellaneous federal grants.
- N. **School Board Meetings.** BE IT RESOLVED that the following are the School Board meeting dates for Fiscal Year 2021/22. Regular meetings will begin at 6:00 PM.

<b>Date</b>	<b>Meeting Type</b>	<b>Scheduled Location</b>
August 12, 2021	Regular Meeting	Santiam Travel Station
September 9, 2021	Regular Meeting	Santiam Travel Station
October 14, 2021	Regular Meeting	Santiam Travel Station
November 10, 2021	Regular Meeting	Santiam Travel Station
December 9, 2021	Regular Meeting	Santiam Travel Station
January 13, 2022	Regular Meeting	Santiam Travel Station
February 10, 2022	Regular Meeting	Santiam Travel Station
March 10, 2022	Regular Meeting	Santiam Travel Station
April 14, 2022	Regular Meeting	Santiam Travel Station
May 12, 2022	Regular Meeting	Santiam Travel Station
June 9, 2022	Regular Meeting	Santiam Travel Station
July 14, 2022	Reorganizational Meeting	Santiam Travel Station

- O. **Depository-of-Funds.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates FDIC Wells Fargo, Umpqua Bank, U.S. Bank, Oregon State Treasury and Local Government Investment Pool as the Depositories of Funds.

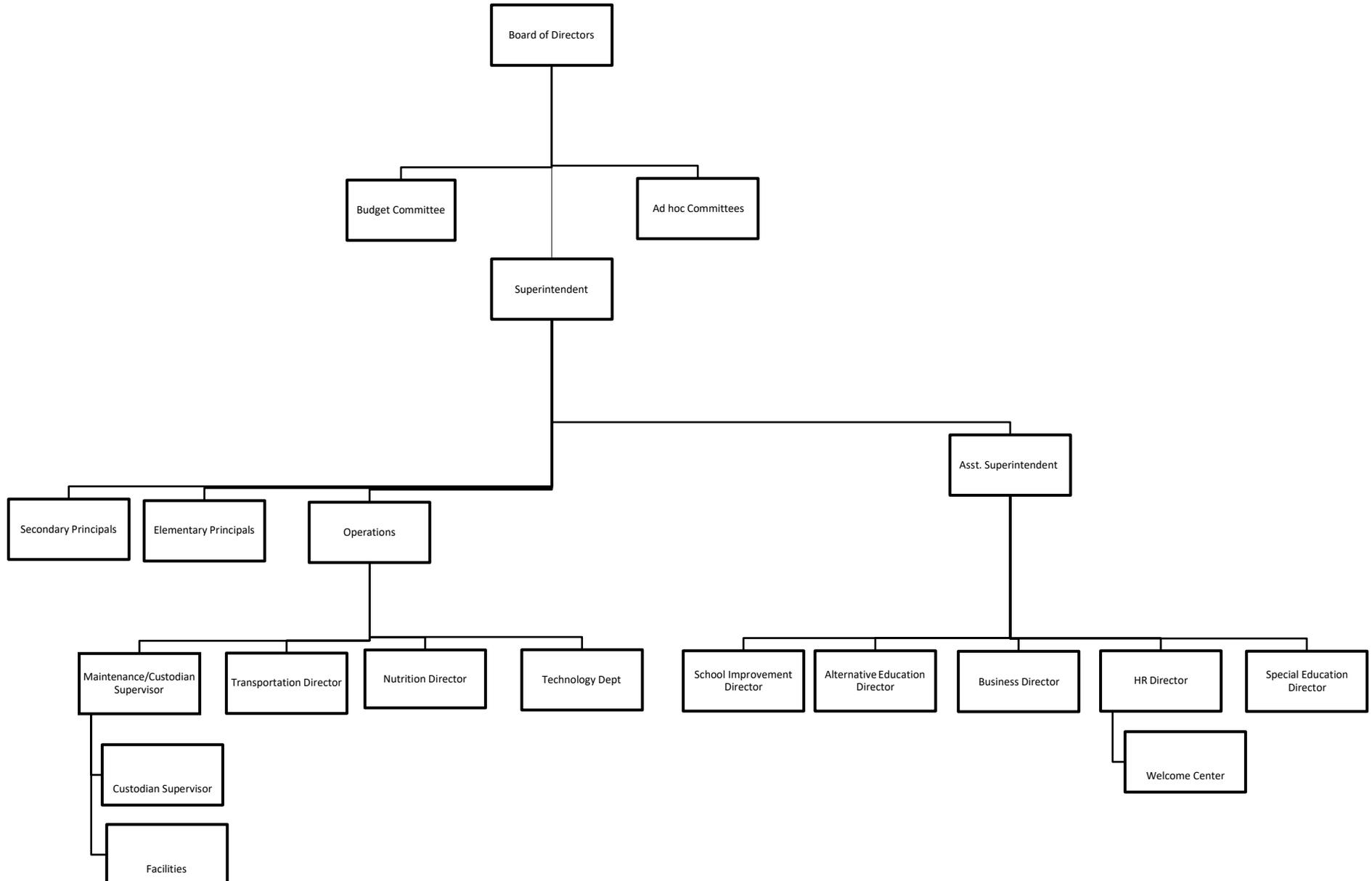
- P. **Borrowing Limit for the Custodian of Funds.** BE IT RESOLVED that the Lebanon School Board of Directors hereby allows the Custodian of Funds to borrow up to \$5,000,000. Notice is to be given to the Board prior to the loan.
- Q. **Short-term loans between funds.** BE IT RESOLVED that William Lewis, Deputy Clerk/Director of Business Services, is authorized to make short-term loans between funds in order to pay district obligations.
- R. **Employees Excluded from Bargaining Units.** BE IT RESOLVED that the Lebanon School Board of Directors hereby affirms that confidential employees and all directors and administrators are excluded from the bargaining units.
- S. **Local Contract Review Board.** BE IT RESOLVED that the Lebanon School Board of Directors hereby reaffirms the Lebanon Community School District as its own Local Contract Review Board.
- T. **Alternative Education Programs.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Lebanon High School Alternative Programs, Linn Benton Community College Alternative Program, and Community Services Consortium as alternative education programs.
- U. The following designation of the Fiscal Year 2020/21 ending fund balances and revenues for specific uses in Fiscal Year 2021/22:
1. Committed Fund Balances
    - a. The ending balance of each of the following funds is “Committed” in accordance with the purposes stated for each fund or program in the FY 2021/22 adopted budget.
  2. Restricted Fund Balances
    - a. The ending balance of all grant related special revenue funds (including food service) shall be designated as restricted for the sole uses intended by the granting authorities.
    - b. Ending fund balances in Student Activities Funds are restricted for the benefit and intent associated with each of the student body groups.
    - c. Unemployment Insurance Fund is restricted for expenditures of unemployment claims paid by the State for former District employees.
  3. Debt Service Funds
    - a. Funds are “Restricted” for the accumulation of resources and payment of principal and interest related to associated debt offerings.

PASSED AND ADOPTED this 8th day of July, 2021.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Bo Yates, Superintendent

## ORGANIZATION CHART



# *Agenda Item 10*

## **Consent Agenda**

*June 10, 2021 Board Meeting Minutes*

*June 16, 2021 Budget Meeting Minutes*

*June 24, 2021 Special Board Meeting and Budget Hearing Minutes*



Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

## **MEETING MINUTES**

<p><b><u>BOARD MEMBERS PRESENT:</u></b>  Tom Oliver, Chair  Mike Martin, Vice Chair  Todd Gestrin  Tammy Schilling</p> <p>Absent: Richard Borden</p>	<p><b><u>EXECUTIVE STAFF PRESENT:</u></b>  Bo Yates, Superintendent  Jennifer Meckley, Assistant Superintendent  William Lewis, Business Director  Tami Volz, Curriculum and School Improvement Director  Kim Grousbeck, Director of Human Resources</p>
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The meeting minutes were recorded by Executive Secretary Ruth Hopkins.

### **1. WELCOME AND CALL TO ORDER**

Board Chair Tom Oliver called the meeting to order at 6:01 PM and led the Pledge of Allegiance.

### **2. PUBLIC COMMENTS**

There were no public comments submitted to the Board.

### **3. CIA AND SUMMER SCHOOL UPDATE**

Tami Volz presented the curriculum update, which included the new math curriculum for the middle school and the high school. The middle school will be using Ed Gems from Shannon McCaw. The high school will be using Reveal and Aleks from McGraw-Hill. They will also offer Precalculus from McGraw Hill and Financial Algebra from Cengage Learning. The total secondary math adoption is \$317,609.63.

The next adoption is for English Language Arts. The Amplify curriculum that the middle school is adopting is one that they have been piloting this school year. The cost for this adoption is \$123,346. For World Language, there is D'Accord for French I-III and Descrube for Spanish I-III, both are from Vista Learning, and those will be used at the high school. The cost for both of these is \$50,311.90. Grades K-5 will be using Handwriting Without Tears, which includes cursive handwriting for grades 3-5. The cost for this curriculum is \$95,332.44. And the last purchase of the ELA adoption is part of the K-5 COVID Literacy Recovery Plan and is called HD Word for grades 2-3. This is targeted to help students capture what was lost during online learning. The cost of this adoption is \$25,867.80.

It was asked which budget the funds for the adoption would be coming out of, to which the reply was that it would be coming out of the general fund that is allocated for curriculum for both this year and next year's budget.

The next adoption will be for this coming school year and is the English Language Arts for K-5 and 9-12, as well as the EL proficiency curriculum.

(The Board is in approval of the curriculum adoptions as presented.)

For instruction this last year, the district was able to continue the AVID push. Tonya Cairo at Pioneer School provided professional development remotely this year to help with continuing that process.

For assessment, the Smarter Balance assessment was different this year and not every grade tested in every content area. For example, grade 3 was only requiring ELA. A lot of students opted out of testing, so the data will not be as solid next year.

For summer school, the total enrollment is currently at 460 and currently there are 115 staff members. The morning session will be academically focused, and then in the afternoon there will be enrichment activities such as swimming at the pool. Each school site will have an afternoon enrichment that students can participate in. The high school will be offering credit recovery as well as elective activities such as band, theater, sports and leadership.

Ryan King will be the overall summer school coordinator, as well as the middle school coordinator. Misty McDowell is the sped support. Lisa Jordan-Zornow is overseeing the high school and the enrichment programs there. Erica Cooper is overseeing elementary. Student teams and clubs will be helping out at each site as well.

Deanna Chambers will be running a cadet teaching program throughout all of this with high school students.

#### **4. STUDENT INVESTMENT ACCOUNT UPDATE**

Assistant Superintendent Jennifer Meckley presented the Student Investment Account (SIA) update that is included in the Board packet and is available online. She reviewed the funds received from the state, which for the 2021-22 school year will be \$2,744,879.00. The additions for the 21-22 school year are the Dean of Student Success positions and grades K-3 will have an additional 35 assistants districtwide to focus on early literacy. The district will create a five-year plan for a solid K-8 literacy plan. The COVID Literacy Recovery HD Word program will be a huge factor in improving literacy in the district.

The TOSAs hired will be Deans of Student Success, not assistant principals that will be handling discipline. Their job description is based on meeting the needs of students and equity, from PBIS to interventions. Equity will be the overarching theme in meeting all the needs of our students. The focus will remain on the big picture.

## **5. END OF THE YEAR UPDATE**

Superintendent Bo Yates shared an update on all of the things that our district has been through this year, from responding to the state guidelines for opening school and watching the Covid case counts and positivity rates, to the impact of the wildfires, to the sorrow that came from the passing of LHS teacher Anne Williams and coach Kelsey Harris. He included all of the things that our district has implemented, such as Canvas, Seesaw and Zoom, to all of the hard work of our nutrition, maintenance, custodian and transportation departments have done over the last year to keep things moving.

The complete year end update is attached to these minutes.

## **6. POOL REPAIR UPDATE**

Superintendent Yates reviewed the pool repair project. He indicated that what he needed from the Board is direction on whether or not they feel comfortable moving forward with the \$9 million price package. It was mentioned that the district needs to figure out where that fits in with the district's priorities and in the budget. Ultimately, the community decides whether or not they will approve the bond. Chair Oliver stated that we are at a point where the district needs to work with our consultant and gather that information from the community and figuring out the needs of the pool and how we accomplish meeting those needs.

Whereupon, there was a discussion around the costs and the different needs that would be covered.

There was clarification of the amount charged in tax assessment and that it will be \$2 per \$1,000 of tax assessment, not an additional \$2 on top of what we are currently paying.

Chair Oliver recommended that we continue to engage with the consultant, figure out the district needs and add in the pool repairs to the cost and see what the interest is in the community for passing a bond.

There was further discussion around the possibility of a bond and all that it involves, as well as the need to address the growth in the district.

The Board agreed that we keep moving forward on the bond to reach out and request the community engagement.

## **7. RESOLUTION 2021-4**

William Lewis explained that there were some accounts, because of projects, that need to have funds transferred into them so that they do not go into a negative status. Those projects being the turf replacement at the high school, the construction project, and the purchase of a nutrition service vehicle.

Upon motion made by Member Todd Gestrin, duly seconded by Vice Chair Mike Martin, the Board voted unanimously to approve Resolution 2021-4 as presented.

## **8. CONSENT AGENDA**

Upon motion made by Vice Chair Mike Martin, duly seconded by Member Todd Gestrin, the Board voted to approve the May 13, 2021 Supplemental Budget Hearing Minutes, the May 13, 2021 Board Meeting Minutes and the hiring of Sara Ainsworth, Courtney Baeyen, Janna Beranek, Erica Cook, Teresa Craig, Traci Ford, Isaac Garber, Michael Gerszewski, Andrew McAteer, Thahn Nguyen, Tina Paul, Jacqueline Walker, Troy Walker, Brandon Weist, William Wittman, and Crystal Zeller as presented in the consent agenda as a whole, as well as request for a leave of absence for Vanessa Regalado.

## **9. DEPARTMENT REPORTS**

### **A. Operations**

There was nothing to present for an Operations Department report.

### **B. Human Resources**

Kim Grousbeck gave an update from the Human Resources Department. She shared that they have been closing out this year and hiring for next year. They have 34 accepted job offers for licensed staff and there are still seven positions open.

### **C. Finance**

William Lewis shared that the high school construction project is moving forward quickly now. The textbook adoptions fund is about \$700,000. The goal is for it to be used for new adoptions and the general fund to be used for the every day maintenance of the textbooks.

## **10. COMMUNICATION**

### **A. Board**

Vice Chair Mike Martin shared that the high school graduation was great, and that going from the originally scheduled three graduations of three weeks ago, to being at one graduation with parents, was great for the students.

### **B. Superintendent**

Superintendent Yates recognized Jan Sansom and Tami Volz, who are retiring, and Rachel Cannon who is leaving the district this month. He also recognized Angela Landey, who is moving to California.

The district has hired Susanne Stefani, Steve Woodcock, Bill Wittman and Brandon Weist to replace the staff that are leaving. There has been some overlap with the staff for training. He wanted to recognize and show appreciation to the staff who are leaving the district for the contributions they have made.

**11. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 7:17 PM.

\_\_\_\_\_  
Tom Oliver, Chair

\_\_\_\_\_  
Bo Yates, Superintendent

## Rearview Mirror: 2020-2021

This has been an incredibly challenging school year for our students, staff, parents, and community:

- The continual controversy of how we should be operating certainly created anxiety and, for the most part, disappointment due to our reliance on comprehensive distance learning (CDL) for the majority of the school year.
- We anxiously waited for Covid case counts and test positivity rates.
- We relearned, started over, pivoted, and responded anew with each set of updated state guidance.
- We dealt with the tragic impact of the wildfires.
- We worked our way through the sorrow that came from the passing of teacher Ann Williams as well as coach Kelsey Harris.

But despite all of that...

- We held graduation Tuesday night, and over 200 students received diplomas. Twenty-six of them were from Ralston Academy. Our grad rate will be over 80%, and we are still working on getting students across the line. There will be another graduation ceremony specifically for these students.
  - Craig Swanson and the HS team have worked incredibly hard to make this a reality, and we thank them, along with our entire system of LCSD educators and support staff who played a role in getting those seniors to the stage.
- This year, we implemented common learning platforms for students, Canvas, Seesaw, and Zoom. Evan Brammer and his Canvas all-stars did a fantastic job supporting staff through this.
- All of our students were provided Chromebooks, and our systems did an excellent job of supporting the increased needs. Thanks, Alisha Port and Peter Klinger.
- Our custodians and maintenance crews were incredible, and our transportation team made the adjustments necessary for us to operate.
- Angie Gorman and her food services team were perhaps our MVP's, providing meals to all students without a break in service.
- Linn County Health Authority and Todd Noble took on an incredible challenge that we all need to thank them for.
- In the schools, our staff were challenged daily. They continued to work creatively and with focus in order to serve our students amidst the many obstacles. They are heroes.
- Our administrators have continually faced a moving target, where no decision comes easily, and all of them have done exceptionally.
- The work and contributions of Laura Warren and Bonita Randklev were instrumental to us being able to continually adjust our operations to take advantage of updated guidance.
  - We were also able to get both classified and certified contracts in place for the next three years. Kim Grousbeck, Jennifer Meckley, Laura Warren, and Bonita Randklev were vital in getting this accomplished.
- The scars and learning loss due to Covid have become our immediate and future concern. We are and will continue to aggressively address these issues. Summer school starts on Monday and is a first step in that mission.

Finally, I specifically want to acknowledge Jennifer Meckley for all her grit, toughness, and strong leadership through this year.

I want to thank the School Board for trusting our decision-making and for their support.

I want to thank our parents and guardians who have done whatever it takes to support their children.

And I thank the students for sticking with it, for asking for help, for hanging in there, and for doing your best even when it was hard. You have made us all better.

I am so glad that this year is behind us, and I'm looking forward to starting again with a stronger LSCD.

**LEBANON COMMUNITY SCHOOL DISTRICT  
BUDGET COMMITTEE MEETING  
JUNE 16, 2021, 6:00 PM  
ZOOM MEETING**

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**BUDGET COMMITTEE MEETING MINUTES**

A meeting of the Lebanon Community School District Budget Committee was held on June 16, 2021. Those present included the following:

Tom Oliver, Board Chair	Bo Yates, Superintendent
Mike Martin, Board Vice Chair/Budget Committee Chair	Jennifer Meckley, Assistant Superintendent
Tammy Schilling, Member	William Lewis, Business Director
Todd Gestrin, Member	
William Barish, Committee Member	

The meeting minutes were recorded by Executive Secretary Ruth Hopkins.

**1. Call to Order**

Budget Committee Chair Mike Martin called the meeting to order at 6:03 PM.

**2. Information and Discussion of Proposed 2021-22 Budget**

William Lewis reviewed some of the specific questions that were submitted by the budget committee over the past week and that he answered through email to all committee members.

He discussed the transfers that are listed on page 129 of the budget document. The funding is currently sitting in the general fund and these are transfers to special revenue accounts. Transfers into special accounts is called fund accounting and it is a way to save over a period of time.

There were several questions regarding the transfers.

There was a question regarding the LHS track and turf. There currently is a \$450,000 purchase order in the system for the turf replacement project, but there have not been any invoices submitted toward that money. That particular fund will be down to zero by the end of the 21-22 school year and they will look at fundraising for that project moving forward.

The budget is based on full enrollment. The district is planning for full enrollment, but if that does not happen, then they will have the option of drawing on ESSER funds to help subsidize the funds that are lost. Districts across the state are planning to do the same thing.

There was more discussion on specific line items in the budget, as well as a discussion regarding mental health services that the district could provide.

**3. Approval of 2021-22 Budget and Tax Levies**

Upon motion made by Board Chair Tom Oliver, duly seconded by Member William Barish, the Budget Committee voted unanimously to approve the budget for fiscal year 2021-22 in the total amount of \$87,629,480, as presented.

Upon motion made by Board Chair Tom Oliver, duly seconded by Member Kris Latimer, the Budget Committee voted to approve the tax rate of 4.9925 per \$1,000 of assessed value for operations and in the amount of \$4,139,307 for bonds, as presented, for tax year 2021-22.

**4. Approval of June 2, 2021 and June 9, 2021 Budget Committee Meeting Minutes**

Upon motion made by Board Chair Tom Oliver, duly seconded by Member William Barish, the board voted unanimously to approve the June 2, 2021 and June 9, 2021 budget committee meeting minutes as presented.

**5. Adjournment**

The budget meeting was adjourned at 7:04 PM.

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Mike Martin, Budget Chair

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Bo Yates, Superintendent



**LEBANON COMMUNITY SCHOOL DISTRICT  
SPECIAL BOARD MEETING AND BUDGET HEARING  
JUNE 24, 2021, 6:00 PM**

Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

**MEETING MINUTES**

<p><b><u>BOARD MEMBERS PRESENT:</u></b> Tom Oliver, Chair Mike Martin, Vice Chair Tammy Schilling</p> <p>Absent: Richard Borden Todd Gestrin</p>	<p><b><u>EXECUTIVE STAFF PRESENT:</u></b> Bo Yates, Superintendent Jennifer Meckley, Assistant Superintendent William Lewis, Business Director</p>
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The meeting minutes were recorded by Executive Secretary Ruth Hopkins.

**1. WELCOME AND CALL TO ORDER**

Board Chair Tom Oliver called the meeting to order at 6:07 PM and led the Pledge of Allegiance.

**2. PUBLIC COMMENTS**

There were no public comments submitted to the Board.

**3. BUDGET QUESTIONS**

There were no questions asked pertaining to the budget.

**4. FISCAL YEAR 2021-22 BUDGET HEARING**

William Lewis reviewed the changes in the two lines of the resolution. The change was due to finalizing the budgets for the schools, which necessitated moving the money between the support services and instruction funds. The general fund total was not affected, just a change in amounts on two lines. He indicated that next year the budget process would be backed up a month to alleviate the need for a last-minute change.

**A. Resolution 2021-05 Making Appropriation for the 2021-2022 Budget**

Upon motion made by Vice Chair Mike Martin, duly seconded by Member Tammy Schilling, the Board voted unanimously to approve the 2021-22 budget as presented.

**B. Resolution 2021-06 Imposing and Categorizing the Tax**

Vice Chair Mike Martin read Resolution 2021-06 Imposing and Categorizing the Tax into the record.

Upon motion made by Vice Chair Mike Martin, duly seconded by Member Tammy Schilling, the Board voted unanimously to approve the resolution for imposing and categorizing the tax rate at 4.995 per \$1,000 as presented.

**5. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 6:12 PM.

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Tom Oliver, Chair

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Bo Yates, Superintendent

# *Agenda Item 10*

***Consent Agenda***

*Policies – First Reading*

# OSBA Model Sample Policy

Code: IIBGA

Adopted:

## Electronic Communications System

~~The Board is committed to the development and establishment of a quality, equitable and cost-effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching.~~

The district's **electronic communication** system will be used to provide statewide, national and global communications opportunities for staff and students **and for the advancement and promotion of teaching and learning.**

The superintendent will establish administrative regulations for the use of the district's **electronic communication** system including compliance with the following provisions of the Children's Internet Protection Act:

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
2. Educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;
3. Monitoring the online activities of minors;
4. Denying access by minors to inappropriate matter on the Internet and World Wide Web;
5. Ensuring the safety and security of minors when using e-mail, social media, chat rooms and other forms of direct electronic communication;
6. Prohibiting unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
7. Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors; **and**
8. Installing measures designed to restrict minors' access to materials harmful to minors.

~~The superintendent will establish administrative regulations for use of the district's system by staff using their own personal electronic devices to download and store district proprietary information including personally recognizable information about the district students or staff. The <sup>{1}</sup>Administrative regulations developed shall **in** ensure compliance with privacy rights under applicable federal and state laws and~~

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<sup>{1}</sup> If the district allows staff to download and store district proprietary information, including personally recognizable information about district students or staff, OSBA recommends including this content and an indicated related item in the model administrative regulation. See #3 on page 2 of model sample administrative regulation IIBGA-AR. }

regulations, including but not limited to the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

~~The a~~Administrative regulations will be consistent with sound guidelines as may be provided by the education service district, the Oregon Department of Education and/or the Oregon Government Ethics Commission, ~~copyright law~~, and will include a complaint procedure for reporting violations.

~~The superintendent will also establish administrative regulations for use of the district's electronic communications system to comply with copyright law.~~

Failure to abide by district policy and administrative regulations governing use of the district's ~~electronic communications~~ system may result in the suspension and/or revocation of system access. Additionally, student violations ~~will~~ may result in discipline up to and including expulsion. Staff violations ~~will~~ may ~~also~~ result in discipline up to and including dismissal. Violations of law ~~will~~ may be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines or other charges may also be imposed.

END OF POLICY

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**Legal Reference(s):**

~~ORS 30.765~~

~~ORS 133.739~~

~~ORS 163.435~~

~~ORS 164.345~~

~~ORS 164.365~~

[ORS 167.060 - 167.100](#)

[ORS Chapter 192](#)

[ORS 260.432](#)

[ORS 332.107](#)

[ORS 339.250](#)

[ORS 339.270](#)

[OAR 581-021-0050](#)

[OAR 581-021-0055](#)

[OAR 584-020-0040](#)

[OAR 584-020-0041](#)

Children's Internet Protection Act, 47 U.S.C. §§ 254(h) and (l) (~~2012~~2018); 47 C.F.R. Section 54.520 (~~2017~~2019).  
Copyrights, 17, U.S.C. §§ 101-1332 (~~2012~~2018); 19 C.F.R. Part 133 (~~2017~~2020).

~~Oregon Attorney General's Public Records and Meetings Manual, Appendix H, (2014).~~

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (~~2012~~2018).

Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 8101-8107 (~~2012~~2018); 34 C.F.R. Part 84, Subpart F (~~2017~~2020).

Controlled Substances Act, 21 U.S.C. § 812, Schedules I through V (~~2012~~2018); 21 C.F.R. §§ 1308.11-1308.15 (~~2017~~2020).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (~~2012~~2018); 29 C.F.R. Part 1630 (~~2017~~2020); 28 C.F.R. Part 35 (~~2017~~2020).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (~~2012~~2018); 34 C.F.R. Part 99 (~~2017~~2020).

~~Oregon Government Standards and Practices Commission, Advisory Opinion No. 98A-1003 (July 9, 1998).~~

Every Student Succeeds Act, 20 U.S.C. § 7131 (~~2012~~2018).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

# OSBA Model Sample Policy

Code: IIBGA-AR

Revised/Reviewed:

## Electronic Communications System

(Does the district participate in the federal E-Rate program and receive funding for, but not limited to, computers and Internet access? If yes, an administrative regulation (AR) is required; most content in this model sample AR is highly recommended best practice to support the E-Rate program and student safety.)

### Definitions

1. “Technology protection measure,” as defined by the Children’s Internet Protection Act (CIPA), means a specific technology that blocks or filters Internet access to visual depictions that are:
  - a. “Obscene,” has the meaning given such term in Section 1460 of Title 18, United States Code;
  - b. “Child pornography,” has the meaning given such term in Section 2256 of Title 18, United States Code; or
  - c. Harmful to minors.
2. “Harmful to minors,” as defined by CIPA, means any picture, image, graphic image file or other visual depiction that:
  - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
  - b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.
3. “Sexual act; and sexual contact,” as defined by CIPA, have the meanings given such terms in Section 2246 of Title 18, United States Code.
4. “Minor,” as defined by CIPA, means an individual who has not attained the age of 17. For the purposes of Board policy and this administrative regulation, minor will include all students enrolled in district schools.
5. {<sup>1</sup>}Inappropriate matter,” as defined by the district, means material that is inconsistent with general public education purposes; and the district’s vision, mission and goals, as determined by the district.
6. “District proprietary information” is defined by the district as any information created, produced or collected by district staff for the business or education purposes of the district including but not limited to student information, staff information, parent or patron information, curriculum, forms and like items used to conduct the district’s business.

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{<sup>1</sup> As inappropriate matter is not defined in the CIPA or regulations, districts should ~~define~~ determine the scope of what it will regard as inappropriate matter. The language provided in #5. is intended as a guide only.}

7. “District software” is defined by the district as any commercial or staff developed software acquired using district resources.

### General District Responsibilities

The district will:

1. Designate staff as necessary to ensure coordination and maintenance of the district’s electronic communications system which includes all district computers, e-mail and Internet access;
2. Provide staff training in the appropriate use of the district’s **electronic communications** system including copies of district policy and administrative regulations. Staff will provide similar training to authorized system users;
3. **Allow staff use of personal electronic devices to access the district’s electronic communications system when it is consistent with district board policies and administrative regulations (See Staff User Agreement);**
4. **Provide a system for authorizing staff use of personal electronic devices to download or access district proprietary information that ensures the protections of said information in accordance with board policy. The district will provide a system for obtaining prior written agreement from staff for the recovery of district proprietary information downloaded to staff personal electronic devices as necessary to accomplish district purposes, obligations or duties, and when the use of the personal electronic device is no longer authorized, to ~~insure~~ensure verification that information downloaded has been properly removed from the personal electronic device; (See Staff User Agreement)**
5. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the district’s **electronic communications** system;
6. Use only properly licensed software, audio or video media purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements;
7. Install and use ~~desktop and/or~~ server virus detection and removal software;
8. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. A supervisor or other individual authorized by the principal may disable the technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate;
9. Prohibit access by minors, ~~as defined by CIPA and this regulation,~~ to inappropriate matter on the Internet and World Wide Web;
10. Provide staff supervision to monitor the online activities of students to prevent unauthorized access, including “hacking” and other unlawful activities online, and ensure the safety and security of minors when authorized to use e-mail, social media, chat rooms, **applications** and other forms of direct electronic communication;

11. Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking and social media websites, applications and in chat rooms;
12. Determine which users and sites, accessible as part of the district's electronic communications system, are most applicable to the curricular needs of the district, and may restrict user access, accordingly;
13. Determine which users will be provided access to the district's e-mail/electronic communications system;
14. Program its computers to display a message reinforcing key elements of the district's Electronic Communications System policy and administrative regulation when accessed for use;
15. Notify appropriate system users that:
  - a. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, the school administrators may routinely review user files and communications;
  - b. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system;
  - c. The district may establish a retention schedule for the removal of e-mail;
  - d. E-mail sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;
  - e. Information and data entered or stored on the district's computers and e-mail system may ~~become discoverable evidence~~ be subject to disclosure if a public records request is made or a lawsuit is filed against the district. "Deleted" or "purged" data from district computers or e-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the district;
  - f. ~~Passwords used on the district's system are the property of the district and must be provided to their supervisor or designated district personnel, as appropriate. Passwords that have not been provided to the district are prohibited;~~ Passwords used on the districts electronic communications system will be changed at yearly intervals;
  - g. Transmission of any communications or materials related to activities ~~regarding political campaigns is~~ prohibited by ORS 260.432 is not allowed.
16. Ensure all student, staff and nonschool system users complete and sign an agreement to abide by the district's electronic communications system policy and administrative regulations. All such agreements will be maintained on file in the school office;
17. Notify users of known copyright infringing activities and deny access to or remove the material.

## Electronic Communications System Access

1. Access to the district's **electronic communications** system is authorized to:

Board members, district employees, **and** students in grades K-12, with parent approval and when under the direct supervision of staff, and district volunteers, district contractors or other members of the public as authorized by the system coordinator or district administrators consistent with the district's policy governing use of district equipment and materials.

*(Choose one of the following options for #2)*

2. ~~[Students, staff and Board members may be permitted to use the district's system to conduct business related to the management or instructional needs of the district or to conduct research related to education. Personal use of district computers including Internet and e-mail access by students and Board members is strictly prohibited. Personal use of district computers including Internet access and e-mail by staff is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Ethics Commission (OGE) guidance (e.g., occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the district, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity). Such use is restricted to the employee's own time.]~~ Students may be permitted to use the district's electronic communications system, when consistent with board policy and administrative regulations, for school and instructional related activities. Personal use of district-owned computers or devices including Internet and e-mail access is permitted when consistent with board policy and administrative regulations and when during the school day.

Staff and Board members may be permitted to use the district's electronic communications system to conduct business related to the management or instructional needs of the district or to conduct research related to education and when in compliance with Board policy and administrative regulations. Personal use of the district's system or district-owned computers or devices including Internet and e-mail access by district staff may be permitted when consistent with Oregon ethics laws, Board policy and administrative regulations, when used on school property, and when on own time. Personal use of the district's system or district-owned computers or devices including Internet and e-mail access by Board members is prohibited.

District staff and Board members may use the district's electronic communications system, district-owned computers or devices including Internet and e-mail access for personal use under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.

Volunteers and district contractors and other members of the public may be permitted to use the district's electronic communications system for personal use when consistent with Board policy, general use prohibitions and guidelines/etiquette and other applicable provisions of this administrative regulation.

OR

2. ~~[Students, staff, Board members, volunteers, district contractors and other members of the public may be permitted to use the district's system for personal use, in addition to official district business, consistent with Board policy, general use prohibitions/guidelines/etiquette and other applicable~~

~~provisions of this administrative regulation. Personal use of district-owned computers including Internet and e-mail access by employees is prohibited during the employee's work hours. Additionally, Board member and employee use of district-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.]~~

## General Use Prohibitions/ and Guidelines/Etiquette

Operation of the district's **electronic communications** system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient **utilization** use of the district's system.

### 1. **General Use Prohibitions**

The following conduct is strictly prohibited:

- a. Attempts to use the district's **electronic communications** system for:
  - (1) Unauthorized solicitation of funds;
  - (2) Distribution of chain letters;
  - (3) Unauthorized sale or purchase of merchandise and services;
  - (4) Collection of signatures;
  - (5) Membership drives;
  - (6) Transmission of any materials regarding political campaigns.
- b. Attempts to upload, download, use, reproduce or distribute information, data, software or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements;
- c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;
- d. Attempts to evade, change or exceed resource quotas or **disk-data** usage quotas;
- e. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes, **but not limited to,** material which may be interpreted as:
  - (1) Harmful to minors;
  - (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
  - (3) A product or service not permitted to minors by law;
  - (4) Harassment, intimidation, **bullying,** menacing, threatening, **or a bias incident;** ~~or~~
  - (5) ~~e~~ Constitutes insulting or fighting words, the very expression of which injures or harasses others, **or which includes a symbol of hate;**
  - (6) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
  - (7) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.

- f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
- g. Attempts to post or publish personal student contact information unless authorized by the system coordinator ~~or~~ teacher and consistent with applicable Board policies pertaining to student directory information and personally identifiable information. Personal student contact information ~~may~~ includes photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
- h. Attempts to arrange student meetings with anyone on the district's electronic communications system, unless authorized by the system coordinator ~~or~~ teacher or when consistent with school or educational related activities and with prior parent approval when necessary;
- i. Attempts to ~~use~~ represent ~~the~~ self on behalf of the district through use of the district's name in external communication forums, ~~such as~~ e.g., social media, chat rooms, without prior district authorization;
- j. Attempts to use another individual's account name or password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been ~~given~~ granted access.

## 2. Guidelines/Etiquette

*(Choose one of the following options)*

System users will:

- a. Adhere to the same standards for communicating online that are expected in the classroom and consistent with Board policy and administrative regulations;
- b. Respect other people's time and cyberspace. Use real-time conference features such as video/talk/chat/Internet relay chat only as approved by the supervising teacher ~~or~~ system coordinator. ~~Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;~~
- c. Take pride in communications. Check spelling and grammar;
- d. Respect the privacy of others. Do not read the mail or files of others without their permission;
- e. Cite all quotes, references and sources;
- f. Adhere to guidelines for managing and composing effective e-mail messages:
  - (1) One subject per message - avoid covering various issues in a single e-mail message;
  - (2) Use a descriptive heading;
  - (3) Be concise - keep message short and to the point;
  - (4) Write short sentences;
  - (5) Use bulleted lists to break up complicated text;
  - (6) Conclude message with actions required and target dates;
  - (7) Remove e-mail in accordance with established guidelines;
  - (8) Remember, there is no ~~expected~~ expectation of ~~right to~~ privacy when using e-mail. Others may read or access mail;
  - (9) Always sign messages;
  - (10) Always acknowledge receipt of a document or file.

- g. Protect password confidentiality. Passwords are ~~the property of the district and are~~ not to be shared with others. Using another user's account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only; ~~No system user may use a password on the district's computers, e-mail system or Internet access which is unknown to the district;~~
- h. Communicate only with such users and/or sites as may be authorized by the district;
- i. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
- j. Report violations of the district's policy and administrative regulation or security problems to the supervising teacher, system coordinator or administrator, as appropriate.

~~OR~~

Use of ~~A~~ appropriate etiquette is expected of all users while using the district's electronic communications system ~~use etiquette is expected of all users~~ and is explained in district training sessions.

## Complaints

~~Complaints regarding use of the district's Electronic Communications System may be made to the teacher, principal, employee's supervisor or system coordinator. The district's established complaint procedure will be used for complaints concerning violations of t~~ The district's established complaint procedure in ~~Electronic Communications System~~ Board policy and/or administrative regulation. See Board policy [KL - Public Complaints and accompanying administrative regulation] may be used to process complaints or concerns about violations of policy and administrative regulations.

## Violations/Consequences

1. Students
  - a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of ~~access to the~~ district ~~electronic communications~~ system access up to and including permanent loss of privileges.
  - b. Violations of law ~~will~~ ~~may~~ be reported to law enforcement officials and may result in criminal or civil sanctions.
  - c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.
2. Staff
  - a. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law.
  - b. Violations of law ~~will~~ ~~may~~ be reported to law enforcement officials and may result in criminal or civil sanctions.
  - c. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by Oregon Administrative Rules (OAR) 584-020-0041.
  - d. Violations of ORS 244.040 ~~will~~ ~~may~~ be reported to Oregon Government Ethics Commission (OGEC).

### 3. Others

- a. Other guest users who violate general **electronic communications** system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
- b. Violations of law ~~will~~ **may** be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.

### Telephone/Membership/Other Charges

1. The district assumes no responsibility or liability for any membership, phone or internet **provider charges including, but not limited to, long distance charges, per minute (unit) surcharges, overage charges and/or equipment or line costs** service and/or related charges incurred by any home usage of the district's **electronic communications** system.
2. Any disputes or problems **regarding** resulting from phone services or internet provider **services** for home users of the district's **electronic communications** system are strictly between the system user and their ~~local phone company~~ **internet service provider** and/or ~~long distance~~ **phone** service provider.

### Information Content/Third Party Supplied Information

1. System users and parents of student system users are advised that use of the district's **electronic communications** system may provide access to materials that may be considered objectionable and inconsistent with the district's **vision**, mission and goals. Parents should be aware of the existence of such materials and monitor their student's home usage of the district's **electronic communications** system accordingly.
2. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals are those of the providers and not the district.
3. **Users of the electronic communications** ~~S~~ **system users** may, with ~~supervising teacher or~~ system coordinator approval, order services or merchandise from other ~~individuals and agencies~~ **vendors** that may be accessed through the district's **electronic communications** system. These ~~individuals and agencies~~ **vendors** are not affiliated with the district. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees and delivery are solely between the ~~seller~~ **vendor** and the **electronic communications** system user. The district makes no warranties or representation whatsoever with regard to any goods or services provided by the ~~seller~~ **vendor**. District staff and administration shall not be a party to any such transaction or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of ~~sellers~~ **vendors**.
4. The district does not warrant that the functions or services performed by, or that the information or software contained on, the **electronic communications** system will meet the system user's requirements, or that the **electronic communications** system will be uninterrupted or error-free, or that defects will be corrected. The district's **electronic communications** system is provided on an "as is, as available" basis. The district does not make any warranties, whether express or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the **electronic communications** system and any information or software contained therein.



## Sample Parent Letter

Dear Parents:

~~Your student has [requested] [been selected] to participate in the district's electronic communications program and needs your permission to do so.~~ Your student needs your permission to use the district's electronic communications system. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

~~The Internet is a system which links networks creating a large and diverse communications network. Internet access allows your student the opportunity to reach out to many other people to share information, learn concepts and research subjects by the sending and receiving of messages using a computer, modem and phone lines.~~

With this educational opportunity also comes responsibility. ~~It is important that you and your student read the enclosed district policy, administrative regulation and agreement form and discuss these requirements together.~~ Inappropriate system use ~~will~~ may result in discipline, up to and including expulsion from school, suspension or revocation of your student's access to the district's electronic communications system, and/or referral to law enforcement officials.

Although the district is committed to practices that ensure the safety and welfare of system users, including the use of technology protection measures such as Internet filtering, please be aware that there may still be material or communications on the Internet that district staff, parents and students may find objectionable. While the district neither encourages nor condones access to such material, it is not possible for us to eliminate that access completely.

Attached to this letter ~~are the following important documents:~~ is an agreement for your student and you to read and sign stating agreement to follow the district's electronic communications system policy and administrative regulation. The district's policy IIBGA – Electronic Communications System and administrative regulation are accessible from the district's website or upon request and include provisions on, but are not limited to, student use under General Use Prohibitions and Guidelines/Etiquette and student-related rules under Violations and Consequences.

- ~~1. An agreement for your student to read and sign stating his/her agreement to follow the district's Electronic Communications System policy and administrative regulation. This agreement requires your signature. It must be signed and renewed each year and will be kept on file at the school;~~
- ~~2. The district's Electronic Communications System policy and administrative regulation.~~

Please review ~~these materials~~ the district's Electronic Communications policy and administrative regulation, and the provisions therein, carefully with your student and return the attached agreement form to the school office indicating your permission ~~or denial of permission~~ for your student to ~~participate~~ use ~~in~~ the district's electronic communications system.

Sincerely,

[Administrator]

R3/03/174/22/21 | PHLF

Electronic Communications System – IIBGA-AR  
10-14

## Student Agreement for an Electronic Communications System Account

~~Academic Year [2017-2018]~~

Student agreement must be renewed each academic year.

### Student Section

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

I have ~~read~~ received notice of, read and agree to abide by the provisions adopted and included in the district's Electronic Communications System policy and administrative regulation ~~and agree to abide by their provisions~~. I understand that violation of these provisions ~~will~~ may result in discipline, up to and including expulsion from school, and/or suspension or revocation of system access and related privileges, and/or referral to law enforcement officials.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### ~~Sponsoring Parent~~

I have ~~read~~ received notice of and read the district's Electronic Communications System policy and administrative regulation. I give my permission to the district to issue an account for my student and certify that the information contained in this form is correct. I will monitor my student's use of the system and ~~his/her~~ the ~~potential~~ access to the Internet and will accept responsibility for supervision in that regard if and when my student's use is not in a school setting. In consideration for the privilege of using the district's ~~E~~lectronic ~~C~~ommunications ~~S~~ystem and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my student's use, or inability to use, the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

~~I give my permission to issue an account for my student and certify that the information contained on this form is correct.~~

~~I do not give my permission for my student to participate in the district's communications system.~~

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

~~Home~~ Email Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Email Address \_\_\_\_\_

~~This space reserved for System Coordinator~~

R3/03/174/22/21 | PHLF

Electronic Communications System – IIBGA-AR

11-14

Assigned Username: \_\_\_\_\_ Assigned Password: \_\_\_\_\_

**Agreement for an Electronic Communications System Account**  
(Nonschool System User)

I have ~~read~~ received notice of, read and agree to abide by the provisions adopted and included in the district's Electronic Communications System policy and administrative regulation ~~and agree to abide by their provisions~~. I understand that violation of these provisions ~~will~~ ~~may~~ result in suspension and/or revocation of system access and related privileges, and/or referral to law enforcement officials.

In consideration for the privilege of using the district's ~~E~~lectronic ~~C~~ommunications ~~S~~ystem and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use or inability to use the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

~~This space reserved for System Coordinator~~

~~Assigned Username: \_\_\_\_\_ Assigned Password: \_\_\_\_\_~~

**Parent** (Required if nonschool-system user is under 18 years of age)

I have received notice of and read the district's Electronic Communications System policy and administrative regulation. I give permission to the district to issue an account for my child and certify that the information contained on this form is correct. I will monitor my child's use of the system and the potential access to the Internet and will accept responsibility for supervision in that regard if and when my child's use is not in a school setting. In consideration for the privilege of using the district's electronic communications system and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my child's use, or inability to use, the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_ Home Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

**Agreement for an Electronic Communications System Account**  
(Staff System User)

I have received notice of, read and agree to abide by the provisions in the district's Electronic Communications System policy and administrative regulation ~~and agree to abide by their provisions~~. I understand that violation of these provisions ~~will may~~ result in suspension and/or revocation of system access and related privileges, and may include discipline, up to and including dismissal, and/or referral to law enforcement officials.

I will not download [or access] district proprietary information to a personally-owned electronic device.

**OR**

I understand that I may use my personal electronic device (PED) for education related purposes and that certain district proprietary information may be downloaded to, or accessed through my PED. I agree that any district proprietary information downloaded on my PED will only be as necessary to accomplish district purposes, obligations or duties, and will be properly removed from my PED when the use on my PED is no longer authorized. I ~~insure~~ ensure that the ~~personal electronic device~~ PED in use is owned by me, and I am in complete control of the device at all times.

In consideration for the privilege of using the district's ~~E~~lectronic ~~C~~ommunications ~~S~~ystem and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use or inability to use the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

~~Home~~ Email Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

~~This space reserved for System Coordinator~~

~~Assigned Username: \_\_\_\_\_ Assigned Password: \_\_\_\_\_~~

# OSBA Model Sample Policy

**OPTIONAL**

Code: INDB  
Adopted:

## Flag Displays and Salutes

A United States (U.S.) flag and an Oregon State flag shall be displayed on or near each school building under the control of the Board or used by the district, during school hours, except in unsuitable weather and at any other time the Board deems proper.

A National League of Families' POW/MIA flag of appropriate size shall be displayed on or near each school building when required by state law<sup>1</sup> and in the same manner as a U.S. and Oregon State flag.

The district shall obtain and display a ~~United States~~ U.S. flag of an appropriate size for each classroom.

Students shall receive instruction in respect for the national flag, and be provided an opportunity to salute the ~~United States~~ U.S. flag at least once each week during the school year by reciting *The Pledge of Allegiance*.

A flag salute may be implemented at assemblies, before or after school, at lunch, special events, home room class, athletic contests or at other times deemed appropriate by the principal. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.

Upon request from an Oregon Sovereign tribal government, a flag representing the sovereign tribal government must be displayed on, near, or within a school building during school hours. The location of the flag will be determined by the district in consultation with the requesting sovereign tribal government.

END OF POLICY

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### Legal Reference(s):

[ORS 186.110](#)  
[ORS 332.107](#)

[ORS 336.067](#)  
[ORS 339.875](#)

[OAR 581-021-0043](#)

W. Va. St. Bd. of Educ. v. Barnette, 319 U.S. 624 (1943).

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<sup>1</sup> The National League of Families' POW/MIA flag must only be displayed on or near buildings that have existing flagpoles or other infrastructure installed to properly display the U.S., Oregon State, and National League of Families' POW/MIA flags simultaneously. [However, all district buildings on or near where it is customary and suitable to display the U.S. flag that are newly constructed on or after January 1, 2018 shall include sufficient infrastructure to properly display the U.S. flag, Oregon State flag, and National League of Families' POW/MIA flag simultaneously.]

# OSBA Model Sample Policy

Code: JGA  
Adopted:

## Corporal Punishment\*\*

The use of corporal punishment in any form is strictly prohibited in the district. No student will be subject to the infliction of corporal punishment.

“Corporal punishment” is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under their supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A staff member is authorized to employ reasonable physical force upon a student when and to the extent, ~~in their professional judgment,~~ the application of physical force is ~~necessary to prevent a student from harming self, others or doing harm to district property~~ consistent with ORS 339.285-339.303. Physical force shall not be used to discipline or punish a student. A staff member found in violation of this policy may be subject to discipline up to and including dismissal. A volunteer found in violation of this policy by administration may be subject to sanctions and/or prohibited from volunteer service in the district.

The superintendent shall inform all staff members and volunteers of this policy.

END OF POLICY

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### Legal Reference(s):

[ORS 161.205](#)  
[ORS 332.107](#)  
[ORS 339.240](#)

[ORS 339.250](#)  
[OAR 581-021-0050 – 0075](#)

[OAR 584-020-0040](#)

# OSBA Model Sample Policy

Code: JHCA/JHCB

Adopted:

## Immunization, Physical Examination, Vision Screening/Eye Examination and Dental Screening\*\*

### Immunization

Proof of immunization must be presented ~~prior to~~ at the time of initial enrollment<sup>1</sup> in school or within 30 days of transfer to the district ~~in accordance with Oregon law~~. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization, ~~or~~ a religious, philosophical beliefs and/or medical exemption ~~or immunity documentation~~.<sup>2</sup>

### Physical Examination

The Board recommends that all students initially enrolling in school have a physical examination. Parents will be asked to complete a district Health History form when initially enrolling their student in the district and when registering them for ~~seventh~~-grade 7.

All students participating in athletic programs are required to submit to the district a School Sports Pre-participation Examination<sup>3</sup> form prior to their initial participation in a district athletic program. The form is to be completed and signed by a parent or guardian and physician giving permission for the student to participate.

A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation in extracurricular sports.

A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a physical examination once every two years, thereafter.

### Vision Screening or Eye Examination

The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:

1. A vision screening or eye examination; and

<sup>1</sup>The district shall immediately enroll a homeless student in the school selected even if the student is unable to produce records normally required for enrollment.

<sup>2</sup> Documentation requirements for exemptions are outlined in ORS 433.267.

<sup>3</sup> Form available at <http://www.osaa.org/governance/forms>

2. Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parent or guardian of the student.

### **Dental Screening**

The district shall file in the student's dental health record any dental screening certifications and any results of a dental screening known by the district. The district will provide to the parent or guardian of each student, standardized information developed by the Oregon Health Authority's dental director regarding dental screenings, further examinations or necessary treatments and preventative care including fluoride varnish, sealants and daily brushing and flossing.

The parent or guardian of a student who is 7 years of age or younger, and is beginning an education program with the district for the first time, shall submit a certification within 120 days of beginning the education program, that the student has received a dental screening within the previous 12 months.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parent or guardian of the student; or
3. The dental screening is a burden for the student or the parent or guardian of the student in the following ways:
  - a. The cost of obtaining the dental screening is too high;
  - b. The student does not have access to an approved screener;
  - c. The student was unable to obtain an appointment with an approved screener.

The certification may be provided by a licensed dentist, a dental hygienist or a health care practitioner as defined by state law. The certification must include the:

1. Student's name;
2. Date of screening; and
3. Name of entity conducting the dental screening.

The district shall submit to the Oregon Department of Education a report that identifies the percentage of students who failed to submit the certification for the previous year, no later than October 1 of each year.

If the district is causing the dental screening to be conducted, the district will follow the notice requirements ~~of~~ in accordance with law.

END OF POLICY

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**Legal Reference(s):**

[ORS 326.580](#)

[ORS 336.211](#)

[ORS 336.213](#)

[ORS 336.214](#)

[ORS 336.479](#)

[ORS 433.235 - 433.280](#)

[OAR 333-019-0010](#)

[OAR 333-050-0010 - 050-0120](#)

[OAR 581-021-0017](#)

[OAR 581-021-0031](#)

[OAR 581-021-0041](#)

[OAR 581-022-2220](#)

McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (2018).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2020).

OREGON SCHOOL ACTIVITIES ASSOCIATION, *OSAA HANDBOOK*.

# OSBA Model Sample Policy

**NEW**

Code: ECACA

Adopted:

## **Radio Frequency Identification Device\*\***

The district will operate a Radio Frequency Identification Device (RFID) program to locate, track or take attendance of students. The district shall provide notice to parents and students at least 30 days<sup>1</sup> before the district implements a RFID program or makes a modification to the current RFID program.

This notification shall:

1. Specify the purpose for the RFID program;
2. Specify where the RFID readers will be located;
3. Outline the expectations of participation in the program, including any possible disciplinary actions, which may be imposed on a student, for not following the RFID program rules;
4. Inform parents and students of the right to not participate in the RFID program and how to opt-out;
5. Outline the procedure to opt-out of the RFID program; and
6. Communicate to parents and students in at least two formats, one of which shall be the district website, if available.

### **Voluntary Opt-In RFID Program**

The district may create the RFID program without notification, if the district creates a form allowing parents to voluntarily opt-in to the RFID program.

1. The form created under this section shall:
  - a. Require a parent signature, or signature of a student if the student is 14 years of age or older, for consent to join the RFID program;
  - b. Specify the purpose for the RFID program;
  - c. Specify where the RFID readers will be located;
  - d. Outline the expectations of participation in the program including any possible disciplinary actions for not following the RFID program rules;
  - e. Outline the procedures to discontinue participation in the RFID program; and
  - f. Expire one year from the date that the form is signed by the parent.
7. Voluntary Opt-In RFID programs shall not require any student to use RFID who does not have a consent form on file.

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<sup>1</sup> A district that establishes a RFID program before the start of the school year, shall provide notice to parents and students annually, and at least 30 days prior to the first day of classes.

8. Districts wishing to expand the Opt-In RFID program to students without a valid consent form on file, must provide the same 30-day notification as with any RFID program.

### **Opt-Out RFID Provisions**

Parents, or students who are 14 years of age or older, may provide notice in writing that they no longer wish to participate in any RFID program.

The district shall:

1. Not ask for the reason or justification for the request;
9. Not impose a time restriction for a request to be made;
10. Ensure that the request is completed within three school days; and
11. Not initiate or continue any disciplinary action against the student for not following the RFID program rules.

### **Privacy and Security**

The following privacy and security standards shall apply:

1. No personally identifiable information may be stored on the RFID (“Personally identifiable information” means data that could potentially identify a specific individual.);
12. The RFID may not have a readable range of more than 10 feet;
13. All data collected as part of the RFID program shall be considered part of the student record and shall be retained in accordance with state and federal student record laws and data privacy and security standards;
14. Data collected as part of the RFID program shall be retained for no more than 72 hours, except records for the purpose of taking attendance; and
15. The RFID reader locations must be conspicuously marked.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 339.890](#)  
[OAR 581-021-0505](#)