



BOARD OF EDUCATION
April 11, 2016
Administration Center Boardroom
525 Mill Street
Springfield, OR 97477

3:30 pm Work Session, Strategic Planning/Thinking, First Floor Conference Room

5:30 pm Volunteer Reception

7:00 pm Board Meeting

AGENDA	TAB
1. Call Meeting to Order and Flag Salute • Changes or Additions to the Agenda	Board Chair Jonathan Light
2. Teacher Appreciation Week Proclamation	Chair Light
3. School Presentation: Maple Elementary School	Principal Sheila Minney
4. Recognition: Brain Bowl Winners	Jenna McCulley
5. Work Session Summary	Chair Light
6. Public Comments (Three (3) minutes each; maximum time 20 minutes. Speakers may not yield their time to other speakers.)	
7. Consent Agenda	
A. March 14, 2016 Board Meeting Minutes	1
B. Financial Statement	Brett Yancey 2
C. Board Policies, First Reading	Jenna McCulley 3
D. Student Responsibilities/Rights Handbook, First Reading	Kevin Ricker 4
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F. 2016-2017 Board Meeting Schedule, Resolution #15-16.041	Sue Rieke-Smith 6
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B. Thurston Middle School Gym Replacement, Res #15-16.046	Tom Lindly 11
C. Briggs Middle School HVAC Project, Res #15-16.047	Tom Lindly 12
D. Intercom System Upgrades, Resolution #15-16.048	Tom Lindly 13
9. Reports and Discussion	
A. Student Communication	
B. Superintendent Communication	Sue Rieke-Smith
C. Board Communication	Chair Light
• Agencies & Civic Organizations Reports	
10. Other Business	
11. Next Meeting: April 25, 2016, 4:00 – 8:00 pm, Spring Planning Meeting	
12. Adjournment	Chair Light

WORK SESSION MINUTES

15/ The Springfield Board of Education held a work session on March 14, 2016 to receive an update on the Hamlin Middle School replacement project.

Board Chair Jonathan Light welcomed those in attendance and called the meeting to order at 5:05 pm, in the Room 312, of the District Administration Center, 525 Mill Street, Springfield.

Attendance

Board members present included Chair Light, Erik Bishoff, Sandra Boyst, and Tina DeHaven. Laurie Adams was excused from the meeting.

Others in attendance included Superintendent Sue Rieke-Smith, Brett Yancey, Michael Henry, Karen Lewis, John Saraceno, Chris Reiersgaard, Brian Megert, Kevin Ricker, Jenna McCulley, Greg James, Linda Henry, and Anne Goff. Renee Alexander of BBT Architects participated via teleconference.

Ms. Alexander said she attended the Hamlin Middle School (HMS) groundbreaking ceremony which was a great event. A pre-construction meeting was scheduled for March 15, 2016, site work on a HMS would begin on March 15, the contract was signed, and construction, which was on schedule, would begin in early June 2016.

Ms. Alexander offered a PowerPoint presentation entitled Hamlin Middle School—Springfield, Oregon—BBT Architects—March 14, 2016, and a document with the same title was distributed to Board members. Ms. Alexander reviewed the information and responded to questions from Board members and staff.

The work session was adjourned at 5:55 pm.

CLASSIFIED EMPLOYEE OF THE YEAR RECEPTION

A reception was held beginning at 6:00 p.m. in recognition of the district's Classified Employees. Jenna McCulley served as the emcee for the event.

Outgoing Oregon School Employees Association President Yvonne Atteberry was recognized for her long service representing the classified employees of Springfield Public Schools.

Ms. McCulley announced the nominees for Classified Employee of the Year for 2015-2016. Those present were given a folder containing the nomination forms from those who nominated them, a certificate of congratulations, and a gift.

Martin Abair, Admin. Center
Gene Hill, Admin. Center
Velinda Hunter, Admin. Center
Mary Kayl, Briggs MS
Janel Morgan, Centennial Elementary
Paula Anderson, Douglas Gardens Elem
Cindy Short, Douglas Gardens Elem
Shannon Baimbridge, Gateways HS
Diana Fleming, Gateways HS
Mary Bakken, Guy Lee Elementary
Julie Meehan, Guy Lee Elementary

Toni Blankenship, Hamlin MS
Denise Clark, Hamlin MS
Paola Faught, Hamlin MS
Lisa Glander, Hamlin MS
Julie Hein, Hamlin MS
Sherry Hyde, Hamlin MS
Allen Dunn, Maintenance
Martha Mateo Alonso, Maple Elementary
Monica Stewart, Maple Elementary
Teresa Whitehead, Maple Elementary
Judy Wood, Maple Elementary

Nancy Darigol, Mt. Vernon Elementary
Tim Ranger, Mt. Vernon Elem
Christine Batchelor, Page Elementary
Richard Bockla, Page Elementary
Toni Bohanan, Page Elementary
Rose Bond, Page Elementary
Arlene Boylan, Page Elementary
Carol Carr, Page Elementary
Reyna Casco, Page Elementary
Della Dean, Page Elementary
Heidi Hewett, Page Elementary
Becky Olsen, Page Elementary
Terry Robinson, Page Elementary
Chenoa Skaggs, Page Elementary
Leesa Skordahl, Page Elementary
Rainbow Tornell, Page Elementary
Kerry Vian, Page Elementary
April Biancalana, Springfield High
Mary Birckhead, Springfield High
Maritza Franco-Gallardo, Springfield High
Lisa Knowles, Springfield High
Vicky Trapp, Springfield High
Lori Umehoffer, Springfield High
Maria Valdez, Springfield High

Julie Andrus, Thurston High
Chris Carlson Thurston High
Corey King, Thurston High
Ann Letourneau, Thurston High
Sandy McLaughlin, Thurston High
Sherry Moore, Thurston High
Sharon Morris, Thurston High
Heather Murray, Thurston High
Sharon Plueard, Thurston High
Angie Roser, Thurston High
Christine Thomas, Thurston High
Linda Urness, Thurston High
Linda Bender, Thurston MS
Karen Erickson, Thurston MS
Terri Hinson, Thurston MS
Laurie Sanford, Thurston MS
Penny Wells, Thurston MS
Lisa Dover, Two Rivers-Dos Ríos Elem.
Debi Spencer, Walterville Elementary
Malynda Thompson, Willamette Leadership Acad
Sigrid Celnik, Yolanda Elementary
Pam Crudele, Yolanda Elementary
Michelle Litle, Yolanda Elementary

Mary Kayl an EA at Briggs Middle School, **Paola Faught** a bilingual EA at Hamlin Middle School, and **Malynda Thompson** a Nutrition Services employee from Willamette Leadership Academy were selected as runners up for the 2016 Classified Employee of the Year.

Tim Ranger from Mt. Vernon Elementary was honored as the 2016 Classified Employee of the Year. Tim was described as a valued and dedicated member of the Mt. Vernon staff. He has created a vibrant and rich library space that is warm, comfortable and inviting. He brings his unique personality to storytelling and makes characters come alive. His “Red Coats” program brings in students from different grades to help younger students in the library and his “Book Hospital” brings in volunteers to help repair books. Tim was thanked for his passion and commitment to students.

All those in attendance were invited to stay for a reception to honor the classified employees.

BUSINESS MEETING MINUTES

A Regular Meeting of the Lane County School District No. 19 Board of Education was held on March 14, 2016.

1. CALL MEETING TO ORDER

Board Chair Jonathan Light called the Springfield Board of Education meeting to order in the boardroom of the District Administration Center at 7:00 pm and led the Pledge of Allegiance.

Attendance

Board Members present included Chair Jonathan Light, Erik Bishoff, Sandra Boyst, and Tina DeHaven.

District staff, students and community members identified included Superintendent Sue Rieke-Smith, Brett Yancey, Michael Henry, Jenna McCulley, Karen Lewis, Brian Megert, Kevin Ricker, Suzy Price, Anne Goff,

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Brooke Wagner, Whitney McKinley, Chad Towe, Joseph Roberson, Paul Weill, Tim Keeley, George Russell, Sherry Moore, Judy Bowden, Lesa Haley, Rebecca Morgan, Tim Stephens, Brian Megert, Nicki Gorham, Kari Isham, Audrea Shelley, Ed Mendelsohn, Mike Fisher, David Collins, Missy Cole, Carl Stubbs, Yvonne Stubbs, Joanna Kindall, Ronnie Brooks, Dorothy Scott, Tawnee Lovell, and Darcy Wallace of the *Springfield Times*.

Student Board Representatives present included: Kyra Hanson/Academy of Arts and Academics (A3); Sydney Guthrie-Baker/Springfield High School (SHS); Shawn Muniz and Cody Johnson/Willamette Leadership Academy.

2. SCHOOL PRESENTATION – THURSTON ELEMENTARY SCHOOL

Principal Brooke Wagner welcomed the Thurston Elementary School (TES) students who introduced themselves. She introduced music teacher Dana Mahoney, and 4th grade teachers Jen Trujillo and Curtis Crosswhite. She offered a PowerPoint presentation entitled Thurston Elementary School—Criteria for Success—A Walk Through History. The costumed students represented historic characters who explained their accomplishments, recited the Gettysburg Address and sang *Glory, Glory, Halleluiah* conducted by Ms. Mahoney.

Mr. Light thanked Ms. Wagner, Ms. Mahoney, Ms. Trujillo, Mr. Crosswhite and the students for their excellent presentation, and the parents for supporting their children in being amazing students. Mr. Light thanked Ms. Wagner for having done amazing work in SPS and wished her well in her new district.

3. RECOGNITION: THURSTON HIGH SCHOOL COED CHEERLEADING TEAM

Thurston High School (THS) Principal Chad Towe introduced the THS Coed Cheerleading Team Coaches Robin Erickson and James Underwood and the members of the team. Dr. Towe said the THS Coed Cheerleading Team has had the largest coed cheerleading program in the state since 2005 under the direction of Coach Robin Erickson. It has won nine state championships and four consecutive state titles dating to the 2013 season. This year, the team not only won the coed division at state, but scored the highest total score, and would have beaten any team in any division. For this, they were awarded the distinction of State Champions and Grand Champions for the state competition. Coach Robinson was recently selected as a finalist for the 2016 Oregon State Cheerleading Coach of the Year, and would learn if she was selected as the winner in April 2016. The students had many great accomplishments at THS and were leaders on the mat and in the classroom. All seven seniors had been accepted to post-secondary schools and most of them would graduate this spring with service honors which required a cumulative GPA of 3.0 and over 100 hours of community service. He was proud of the work done by Ms. Erickson and Mr. Underwood, and an outstanding group of young people.

4. WORK SESSION SUMMARY

Mr. Light provided a summary of today's Work Session.

In response to Ms. DeHaven, Mr. Yancey said photos of the HMS designs would be on the District's website.

5. PUBLIC COMMENTS

Carl Stubbs, Junior, said he had worked with a variety of people from SPS. This evening, he was speaking as the Senior Pastor at the Powerhouse Worship Center. He wanted to emphasize some of the issues the Board addressed on the SPS website, including concerns about the achievement and accomplishment of every child who was in the community. He wanted to ensure that those concerns included SPS's minority population. His congregation was a diverse congregation. He was pleased to hear from a member of his congregation who was Caucasian, who had son transfer to a SPS school because the son had a difficult time and was faced with bullying issues. The father expressed delight with the school he had moved his child, noting the child was now achieving better and loved school. Pastor Stubbs acknowledged the work SPS was doing in educating kids. He had been contacted by many people from minority populations who had expressed concern that they did not feel supported and did not feel diversity was important in their respective school. Subsequently, they had transferred to other schools because they felt they had been bullied and intimidated, and not supported by administrative staff.

Through his professional work, he worked with teachers and administrators, and he understood the difficulties

they encountered. He wanted to ensure the diversity, which was important to students from minority backgrounds, was emphasized, so that the students could see other minorities in positions of influence. In both of his professional roles, he had heard regularly that seeing someone in positions of influence helped them to know that they could accomplish those things. It was important not only to speak about diversity, but support it strongly.

Yvonne Stubbs said she was speaking on behalf of Eric Richardson, President of the NAACP Eugene Springfield Chapter. She was the co-chair of the Education Committee of the local NAACP. She supported educational excellence and understanding that demographics was changing. More minority people were moving to the community. Positive African/American role models were needed in the schools. In order to have African/American role models, it was important to have people of color working throughout the District. Oregon House Bill (HB) 3375, which passed during the 2015 Oregon Legislative Session, called for the state committing to equality for diverse people of the state. The goal of the state was that the percentage of diverse educators employed by school districts or Education Service Districts (ESD) reflected the percentage of diverse students in the public schools of Oregon. A prior bill had been adopted by the Legislature many years ago, and had not yet been fully implemented.

Mr. Light thanked Pastor Stubbs and Ms. Stubbs for giving the Board input. Their concerns were topics of conversation at the District and he asked them to stay in touch with the Board and continue to give the Board input, which it recognized as an area that the Board needed to continue to address.

Superintendent Sue Rieke-Smith thanked Pastor Stubbs for connecting with her this evening. She encouraged him to join the District's Ministerial advisory group. She appreciated Ms. Stubbs' comment related to the hiring practices. The District was in year three of a program, the Chalkboard project, which was a statewide policy group. Teacher Pathways was a program through which the District recruited from the community as well as from current employees from diverse backgrounds, and bilingual/bicultural employees. Springfield Public Schools was in consortia with the Bethel School District, Eugene School District 4J, Pacific University, University of Oregon, Northwest Christian University, and Lane Community, each of which had committed \$10,000 annually to a fund which was distributed to applicants who wished to earn teaching degrees. The program had placed nine candidates into the three school districts who were African/American, Latino and other minorities, and it was supporting an additional nine people. While the program could not fund students' entire educations, the students would receive between \$10,000 and \$18,000 from the fund to help defray education costs. The program's goal was to place the students into one of the three districts for student teaching and ultimately offer them employment. While the program was not fast enough for the consortia partners, it was a step in the right direction to address not just the law, but what they knew morally and ethically was the right thing to do for the children.

Mr. Light said an area of concern for the Board was the large number of students who did not graduate when they should. The Board recognized it had a lot of work to do and was asking the community to help where they could identify needs, including bullying that prevented kids from being successful. The Board welcomed hearing from the community and thanked Pastor Stubbs and Ms. Stubbs for speaking to the Board tonight.

6. CONSENT AGENDA

- A. February 8, 2016 Board Meeting Minutes**
- B. February 22, 2016 Mid-Year Planning Minutes**
- C. February 29, 2016 Special Board Meeting Minutes**
- D. Financial Statement**
- E. Bond Oversight Committee Report**
- F. Guy Lee Dual Immersion Report**
- G. Board Policy, First Reading**

Jenna McCulley recommended that the Board of Directors review the following board ARs as a first reading:

- BBFA Board Member Ethics and Conflicts of Interest
- BBFB Board Member Ethics and Nepotism
- KL Public Complaints

- KL-AR Public Complaint Procedure

H. 2016-2017 Board Meeting Schedule, First Reading

I. Board Policy Approval, Resolution #15-16.033

Jenna McCulley recommended that the Board of Directors approve the following Administrative Rule:

- IGBAF-AR Special Education – Individualized Education Programs (IEPs)

J. 2016-2017 School Calendar Initial Date, Resolution #15-16.034

Michael Henry recommended that the board adopt the initial dates listed below for the 2016-2017 School Calendar:

1st Day of School:	September 7, 2016	Grades K-5, 6 & 9
	September 8, 2016	Grades 7, 8, & 10-12
Winter Holiday:	December 19, 2016 – January 3, 2017	
	<i>Last day of school prior to the break - December 16, 2016</i>	
	<i>First day back from winter break for students – Wednesday, January 4, 2017</i>	
	<i>January 3, 2017 is a scheduled professional development day for staff</i>	
Spring Break:	March 27 – March 31, 2017	

K. Out of State Trip, THS Publications, Resolution #15-16.035

Kevin Ricker recommended that the Board approve Thurston High School’s Publications’ request to travel to Santa Cruz, California to participate in a yearbook camp. Dates of the trip will be July 5-8, 2016. THS Publications class has successfully fundraised all monies required to cover the cost of the trip; there is no cost to the district.

Motion: Ms. DeHaven moved, seconded by Mr. Bishoff, to approve the Consent Agenda.
The motion carried unanimously, 4-0.

7. ACTION ITEMS

A. Personnel Report, Resolution #15-16.036

Michael Henry recommended that the Board of Directors approve the personnel action for licensed employees as reflected below:

RETIREMENT

LEWIS, KAREN

RESIGNATIONS

BEST, PATRICK
LEWENBERG, SARAH C

MATTHEWS, NIKOLE R
MUNIR-MCHILL, SHAHEEN

WAGNER, BROOKE E

CHANGE IN CONTRACT STATUS

MARTIN, KELLI

ADMINISTRATIVE

CONTRACT RENEWALS

BUTLER, JEFFREY G
COLLINS, DAVID D
CRIST, JAMES R
FISHER, MICHAEL B
FULLER, JEFFREY J
GORHAM, NICKI L
GRAY, DENNIS M

HALEY, LESA J
HULBERT, DAVID B
LARY, LYNN M
LINDLY, THOMAS D
MCKINLEY, WHITNEY A
MEGERT, BRIAN R
MINNEY, SHEILA O

NGUYEN, HAI N
REIERSGAARD,
CHRISTOPHER A
ROTHERHAM, EDWARD J
STARCK, BRANDI L
TOWE, CHAD R
WEILL, PAUL A

PROBATIONARY

ADMINISTRATIVE RENEWALS

HENRY, MICHAEL S
MOORE, JAMES A
RICKER, KEVIN J
STERLING, DAN M
MACDONALD, LACEY A

MORGAN, REBECCA M
PRICE, SUZANNE M
SAETEURN, SUN C
WILLIAMS, MARILYN A
COLE, MICHELLE L

DA SILVA, JOSE N
NEES, CYNTHIA M
WRIGHT, KEVIN J

**ADMINISTRATIVE
NON-RENEWAL
LANGE, DEBORAH K**

**LICENSED
CONTRACT RENEWALS**

CATHEY, JENNY A
CROWELL, SCOTT M
ELLISON, NISSIE S
HOCK, ANDREW J
METZGER, JOSHUA D
MULLEN, KYLE A
VALLEY, JASON R
ZACHARIAS, WENDY R
BOITA, JENNIFER C
BOLIVAR, JAMES K
BRENNAN, DARA K
BULINSKI, CYNTHIA M
CHILDERS, SHERI M
COLEMAN, SUSAN E
DICKISON, JIL M
GOSSLER, DAWN D
HAGENGRUBER, SHANNON K
HARWOOD, MARY K
HUGHES, AMY ROWE
ISHAM, KARI L
LEROY, AMY E
LILLEGARD, NICOLE J
NAKAYAMA
PIFER, ERICA J
SCRUGGS, LAURA R
TOWE, ERICA L
AUXIER, MATTHEW J
BARROTE, JOEY A
BROH, JOANNE C
CHAFFEE, DIANE K
CLEARY-EVANS, AMITY L
DEMANT, DANA C
FURRER, ROBIN A
GENTILE, CHRISTINE R
GRIFFITH, HOLLY M
HENDRYX, JEFFREY R
HOWELLS, GREG S
NELSON, LUCY M
NICHOLSON, JEFFREY N
OAKLEY, SUSAN E
OLDS, SCOTT M
PATTERSON, CARRIE C
PRICE, ANDREW E
RALEIGH, CATHERINE M
ROSE, JEANNE W
SCHUTTE, CLIFFORD R
SPERRY, JOHN D

STEPP, AUDREY P
STOLP, PATRICIA M
UTT, JENNIFER L
VANSCHOLTEN-CRAWFORD,
GREGORY S
WOODWARD, KIRSTEN M
ZRELIAK, JOHN C
GOFF, ANNE F
WEISS, LAURA C
ADLER, ZACHARY R
BAEHLER, SHERRY D
BROOKS, AMY M
DANO, BOBBI L
DAVIS, KATERI J
ERICKSON, LINDA K
HARSHBARGER, MIKELL E
HASS, JOSEPH N
HILL, AUSTIN T
HOKE, VIRGINIA W
JONES, STEPHEN L
KEOWN, DENISE A
KLARR, NATHAN P
MCCUMSEY, KATHLEEN J
NEWSON, ANGELA M
OLSON, MICHELLE R
RAY, JASON J
SMITH, CHARLES DAVE
STEINBAUGH, ELLY J
ASUMENDI, TIFFANY L
BURKE, WAYNE P
CLEMONS, LIONEL A
DRAGO, ASHLEY K
FOSTER, KRISTIN A
GALLOWAY, HILLARY B
GRANADOS, CAROL E
HERNANDEZ, KIMBERLY S
HUGO, JEREMY V
MAULDING, MICHAEL P
NESTLER, ALYSSA M
SMITH, KATHY LYNN
TUNNELL, KAREN L
WHITE, PAMALA L
WUITE DE VALLE, JENIFER L
BUTTACAVOLI, DORIAN E
CHOPPY, SUSAN M
DEPNER, RACHELLE J
DRATH, MICK C

EDWARDS, BRANDY J
ELLICKSON, DONNA L
GEORGE, TRACY L
GLAZIER, JENNIFER S
IHNAT, CHIARA R
MCNAMARA, TAMI S
OVERALL, RACHAEL L
SCHLAADT, KATHERINE M
SMITH, CARLA A
WATKINS, RUTH M
ALVARADO, KARLA J
COONRADT, MARIE A
ELLINGSON, HOLLY E
KANGAIL, SUSAN E
MERWIN, FREDRICK R
MOONEY, LINDA K
NELSON, JANET L
FARAH, BRUCE J
LEACH, STACIE L
LEINBACH, ELLEN A
LOVELL, TAWNEE I
PLASCENCIA, MANUEL
RIPLEY, MARK T
SASSER, BRENT M
SCHLOTTER, ELLEN E
SKOOG, LAURIE L
STRONG, WAYNE A
VANBRUNT, HEIDI V
VERGARA, ANA M
ALLEN, RACHEL K
ALLEN, ZACHARY J
BACKER, JENNIFER K
BERNATZ, SIMON P
BODEEN, KAREN J
BREWER, ANGELA J
BUTLER, JENNIFER A
CESMAT, PAUL R
DIXON, JASON A
DOWN, KESLIE M
FARRIER, NELSON J
GENDEL SATTLER,
WAKEROBIN
HELM, ROBERT B
HERNANDEZ, LEO R
JAYNE, TRENA
KEELER, THOMAS J
LAVELLE, ASHLEY E

MAYS, JENNIFER J
MOORE, BARBARA B
MUIR, BENJAMIN C
PARKS, BRANDON L
SHULMAN-NADOLNY,
ELIZABETH A
WEAVER, KATHLEEN B
ACKER, MISTY C
CAMPBELL, KRISTINE A
COLDREN, KAREN L
GRAY, DEBORAH D
GREENLEAF, ZEHRA F
HAMILTON, NATASHA L
HOSHAW, CAROLYN G
LINDSEY, TRACY L
MARTIN, ANDRIA K
NESS, KRISTEN K
ORTON, HAYLEY S
RAMSEY, RINKU K
ROGERS, KRISTYL R
STARLIN, SARA C
VANEKEREN, MARIETTA E
VERKLER, AMBER R
WAREHAM, JONI L
BEATH, CHRIS A
BERGER, KATHLEEN M
MANN, SALLY L
MINCHOW, NAN F
ALMEIDA, PETER L
BROWN, TAMERA R
CARTER, DEBORAH M
CESMAT, CONSTANCE J
DILLON, TAMARA L
DURFEE, RHONDA D
EEDS, KAREN K
GAGNON, PATRICIA
GOLDEN, GRACE R
GRENZ, MELANEY N
HENDERSON, MELINDA R
HUNTER, COLLEEN K
MILLER, DONNA J
ODEGAARD, WILLIAM J
OLSON, SHERRILL M
PETERS, ANNETTE R
ROWAN, TAMA E
SHANAHAN, MORIAH
STERN, JENNIFER M
TAYLOR, LEAH A
TRANO, AMBERLY M
ANDERSON, KARA L
BERNATZ, AMY N
BOARDROW, BETHANY D
FREDRICKSON, BRYN A
GRASSETH, JESSE A

GUILEY, JENNIFER J
HAGEL, STACIA A
HASS, ROBYN R
HORNFELT, LORI M
KEELER, KATIE A
LEWELLEN, ALLYSON A
NAYLOR, MITCHELL C
PENNICOTT, DEBRA A
ROSS, LAUREL J
SAUNDERS, HEIDI A
SHADDON, NICOLA A
SMITH, DWIGHT BURDY
THIELE, KARRI K
WEBSTER, PATRICIA G
ABBOTT, NINA
BABCOCK, KAREN A
BAIRD III, ELERY N
BARON, JOLENE N
BEACH, THERESA M
DAWSON, KERRI H
JAROS, ANGELA L
LANGER, CARRIE C
LOVDOKKEN, STEPHANIE L
MCKEE, SARAH C
MOORE, JULIE A
PRICE, KELSEY N
REIERSGAARD, MICHELE M
RICHARDSON, ERIN K
ROBBINS, LISA M
STEIN, MARY J
THOMPSON, TREVA J
THORSBY, CARRIE J
VANDERBUSH, DEAN A
WALKER, LARRY A
WEISSBARTH, MARTIN G
WEST, MARY JANE
BRAMHALL, CONNIE S
BUCK, CHRISTINE N
BURGIN, SARA L
CANAVAN, ALYCIA
DANZIGER, AMY
GAYLE, KELLEY R
HAAS, RICHARD J
HALLEY, AMY P
KETTIG, JOVONE
KLYM, HEATHER J
LAMAR-FRIDLUND, EVA D
MITCHELL, AMBER R
PAGE, TERESA R
PUDERBAUGH, ALEXIA C
REED, BRYAN W
REPOSA, HOLLY G
TROTTER, COLETTE M
VAUGHAN, TRACI L

VILLANUEVA, BELINDA A
WARD, MEEGAN K
ADAMS, MATTHEW R
BROWN, CARRIE C
CARDWELL, SCOTT D
CARPENTER, CAROLINE A
CLARK, SHANNON M
COBB, RENE J
COOK, TERRISA R
CORTES, MARIA C
DANNER, NICOLE M
DILLON, LISA M
ELLICKSON, STEVEN R
FLEISSNER, STEVEN W
FROST, DAVID C
GREENE-CHACON, AMANDA J
HARMON, DAREN A
HEUBERGER, DAVID L
HIMMELMAN, SEAN W
HOLT, CHRISTOPHER L
HUME, TAMARA L
JORDAN, JOSHUA G
JUNGJOHANN, IAN G
LANSDON, ERIK M
LIDDLE, ARTHUR J
MARCH, JAMES P
MCCLINTICK, RYAN L
MCGRAW, ALICIA T
MILLER, IVAN N
MORBERG, CLARK T
ORTON, ERIC D
OSTBERG, ANNEISE
OTTERSTEDT, RONALD E
PARTRIDGE, KAREN J
PLUMB, JILL E
RYTLEWSKI, NATALIE D
SAUNDERS, GREGORY M
SAYRE, MARIA T
SCHULL, DAVID C
SHELLEY, AUDREA D
SHIH-RANGELOFF, SUE ANN M
SIMMONS, MARK A
STAMBAUGH, SUSAN S
STEVENS, PAUL E
SWARTOUT-MCKEE, STACY A
TAUBENFELD, LESLIE L
TEUTSCHEL, SUZANNE M
THORNTON, SARA L
TOUCHETTE, SCOTT E
TRUNNELL, ROBERT G
TYSER, JAMES A
WAGNER, WILLIAM L
WATSON, LESLIE R
WELLS, JANET S

WHALEY, STACEY C
WHELAN, JESSICA M
WILSON, RANDY R
WINKELMAN, KIMBERLY D
ADAMS, MARY L
CARDWELL, JEFF R
CAREY, JOHN R
COMERFORD, CAROLINE E
CUNNINGHAM, ALLISON M
DICKEY, JAMES R
DODDS, ALYSSA W-R
DORIE, SARINA A
DURFEE, KEVIN B
EIGNER, NORMAN M
ERICKSON, ROBIN N
EVANS, JEANNINE A
FAST, HELEN F
GILLESPIE, KENNETH C
GREEN, SANDRA G
GROTE, LAURIE L
HAGEL, DAVID L
HANSON, JAMES M
HASFORTH, DIONNE L
HEACOCK, JEREMIAH L
HUISENGA, MARK A
JESSER, CHRISTINE A
LABOUNTY, MATTHEW J
LEE, JOHN N
LOVDOKKEN, JOHN L
MACEMON, REBECCA M
MEDLEY, REBECCA L
MICHEL, MICHAEL D
MOLASKI, CAROL J
MORALES, ROBERT L
MOSBY, JOHN C
NEWELL, CHRISTOPHER A
NICE, JOSHUA TYLER
NORDQUIST, MARK W
PIERSON, ERICA J
PIQUETTE, DOUGLAS D
PIQUETTE, KATIE J
PRODEN, GREGORY S

RAY, DIANE L
REEDER, SUSAN J
ROBERSON, JOSEPH C
RODGERS, KENNETH R
SIMONS, MICHAEL L
STARCK, JUSTIN M
STRANIERI, AMY C
TAYLOR, JARED A
TUERS, STACEY M
UNDERWOOD, JAMES H
VIAN, TIMOTHY A
ANDERSON, KATHRYN D
ARCHER, KRISTIN M
BONAR, KURTIS A
COE, ROSEANN
CORGIN, LORENE G
CROSSWHITE, CURTIS C
CULP, MARYLEE
DEAN, CALLI A
DEWEY, JANET F
ESSMAN, NICOLE A
FEDERICO, HELEN M
JOHNSON, SARAH J
JORDAN, BRIAN H
KARI, NOLA KAY
MENDELSSOHN, JOCELYN C
NELSON, SANDRA L
ORME, SHARON L
REICHENBERGER, TONYA R
SMITH, APRYL M
STILES, KATIE E
TRUJILLO, JENNIFER D
WESTERKAMP, CHERI T
ALLENDER, PATRICK C
BETTELYOUN, SHARON L
BONAR, CYNTHIA A
COPELAND, ANGELA J
CORWIN, KATHLEEN J
DEAN, MARGARET M
EDWARDS, KELLEY A
GAULT, JONATHAN M
GUILLEY, KRISTIN D

HUSER, JERRY R
KEENER, KEITH E
KERR, RHIANNON S
LYDDANE, CLIFTON W
MACKENZIE, AMBER R
NORMAN, PETER D
ORLINSKI, ERIC A
RASCHIO, MARY MEGGAN
ROBERTSON, KRISTY A
SAUER, BRETT M
SIMONS, KIMBERLEE A
THORSBY, TROY J
USREY, LONNIE W
WOODFORD, MATTHEW M
BELSHAW, KAREN L
BLACKWELL, SARA R
BORNEMAN, SHARIE A
DIXON, CHERYL L
DOPPS, REBECCA L
DRONZEK, MARY ELLEN
FERREN, SARAH L
FERRIS, MELISSA M
KNAPP, DEBORAH L
LODE, KATHRYN A
MAHONEY, DANA L
MCGRAW, MICHAEL R
MINNEY, KYLE D
OPSAL, CONSTANCE S
PAVILANIS, RACHEL L
PETERS, STEFFANIE L
SORENSEN, ELIZABETH A
TRACEY, LARRY W
GARRELTS, SHEILA J
MATTHEWS, NIKOLE R
PAGE, AMY E
PATTERSON, HEIDI L
SAECHAO, SHENG F
STOCKS, KATIE M
WIEBE, CATHERINE A
CHABOT, JEANETTE M

**LICENSED PROBATIONARY
CONTRACT RENEWALS**

ANCELL, CHRISTINE N
ANDERSEN, CAITLIN G
AULAKH, BONNIE R
BELDEN, GWENDOLYN GRAY
BLAKE, TIFFANIE J
BUNKER, PHILLIP K
BUPP, ROWAN A
CHISM, EUGENE
COLLINS, TERESA M

DONALDSON, AMY L
EVANSON, SCOTT
FERGUSON, BRANDON J
FUJI, JEANIE M
GIROUARD, KELLY C
HALLWYLER, JAMES E
HEAVEN, AMANDA N
JOHNSON, CARLY
KLINDT, MICHAEL P

KNIGHT, MEGAN R
KROP, SAMANTHA L
LEAHY, STEPHANIE L
LEE, JUSTINE R
LEWIS, KAYLA M
LING, ROSEANNA M
MCKENNA, MOIRA K
MCLAREN, ANDREW W
MCOMIE, SHANA D

MONTOYA, AMANDA J
MOORE, KELSEY D
MOORHEAD, CASSANDRA L
MORGAN, DIANA K
MUCKER, TONI E
NEWBERY, MELISSA K
NORRIS, NICOLE D
PLUMB, BROWYN D
POTTORF, RON
RAGLE, SARAH B
READ, HANNAH A
REINEKE, JOELLE A N
RICHNER, TARA R
ROJAS DE RUSSELL, GLORIA
RUSH, KRISTIN J
SCHNEIDER, JANE B
SHIMANOFF, SAUL M
SLAUGHTERBECK,
CHRISTINA
SPRINGER, REBECCA J
STRAHON, ALLIX M
SWALM, TIFFANY K
THOMPSON, JEFFREY A
THORPE, BRYNE A
TRYON, KAYLEE D
WARD, DENICE L
WHITTAKER, REBEKAH E
WILLIAMS, JARED A
WILSON, ANNIE JO
ZIOLKOWSKI, CELINA M
ANGELOS-MATHER,
KATHERINE
BELL, BRITTNEY M
BOTTIMORE, AMANDA J
BUCHHOLZ, ASHLEY M
COURTNEY, DANIEL W
DALY, RUTH E
DAVIS, MICHELLE
DEFLURI, LISA M
DILLON, HEATHER
EPPERLY, ALISON M
GIBSON, TANYA M
GILCHRIST, GARRETT M

GILLETT, GEORGE E
GORDON, CARISSA F
HUNT, ANDREW I
INGRAM, KIMBERLY L
KAHN, HANNAH Q
KELLEY, PHUONG P
KEMPE, JONATHAN A
KINGERY, SARAH A
KNIGHT, STEPHEN L
KORINEK, ANNA C
LAWLESS, STEPHANIE L
LIND, MICHELLE M
LYMAN, ANTHONY C
MILLER, MARI KAY
MOORE, TIMOTHY S
NGARIKI, KELLI S
OCHSNER, GAIL L
PIERSON, BLAKE N
RAINES, NASTALIA E
RIVERA-CARLSON,
DAMARIS R
ROBINETTE, JENNIFER L
RODRIGUEZ, BILLIE JO
RODRIGUEZ, FERNANDO R
ROGERS, JENNIFER M
ROSSETTER, DOUGLAS E
SABIN, JENNIFER E
SADIQ, KIRSTIN E
SHULTS, STEPHEN J
SMITH, MCKENZIE L
STROH, KELLY R
VOEKS, VERONICA M
WARE, ELISABETH A
WHITE, SUSAN E
WOODWARD, ELAINE K
YOUNG, RACHEL D
BADENOCH, DEANNA D
BESSETT, ABBRIELLE L
BISBY, MISTY J
BLACHLY, KAREN M
BOSCH, SARAH M
BUTLER, GAIL C
CAIRD, DAWN M

CALICOTT, JENNIFER M
CANAGA, BENTON J
CHEEK, VERONICA LANAE
CROUCH, JENNIFER L
DEMPSEY-KARP, ANDREW
DONALDSON, JOSHUA R
DOWN, JAMES R
ERICKSON, AUTUMN D
FEE, KIRA D
HELWIG, MEGAN L
HERLANDS, RYAN P
HUNT, RUSSELL R
IBARRA, MELISSA
KEPPO, PAUL W
KRISTIANSON-AMBROS,
ANNE K
KUYKENDALL, KRISTA L
LJUNGDAHL, SONJA M
MCNURLIN, ERICA J
MINCHIN, KARA
MINNIS, EMILY J
NOOR, KRISTEN C
NORRIS, CURTIS J
OGAN, BRENDA M
ORLANDINI, JENNIFER A
ORMSBEE, AMANDA R
PALERMO, KATHERINE L
PELHAM, RAYNE E
QUINONES, BROOKE A
RITTER, RAYMOND WILLIAM
ROMBACH, NATALIE A
SCOTTON, ZACHARY K
SELBY, BRANDY L
SHEPPARD, MEGAN C
SHERWOOD, JOANNA M
SILVER, MARISA S
SMITH, DANIELLE N
SMITH, KATHY D
SMITH, MICHAEL D
VAN HORN-MORRIS, NOAH
WELCH, MALLORY L
WITHROW-ROBINSON,
JOHANNAH

TEMPORARY NON-RENEWAL

BOOTH, RYAN W
DANIEL, DEREK W
GRIFFITH, PAUL J

HUGHES, SIDNEY G
JACOBSON, JEANETTE C
MARTIN, KELLI L

MONROE, ROBERT P II

Motion: Ms. Boyst moved, seconded by Mr. Bishoff, to approve the Personnel Report, Resolution #15-16.036. The motion carried unanimously, 4-0.

B. Thurston High School Boiler Replacement Project, Resolution #15-16.037

Brett Yancey recommended that the Board of Directors approve the award of the Thurston High School Boiler Replacement Project to S2 Industrial, Inc. of Marcola, Oregon for the Base Bid plus Alternate #1 amount of \$736,752.00.

Motion: Mr. Bishoff moved, seconded by Ms. DeHaven, for approval.
The motion carried unanimously, 4-0.

C. Guy Lee Elementary School Boiler Replacement Project, Resolution #15-16.038

Brett Yancey recommended that the Board of Directors approve the award of the Guy Lee Elementary School Boiler Replacement Project to Harvey & Price Co. of Eugene, Oregon for the Base Bid plus Alternate #1 amount of \$323,749.25.

Motion: Mr. Bishoff moved, seconded by Ms. Boyst, for approval.
The motion carried unanimously, 4-0.

On behalf of the Board, Mr. Light thanked the community for supporting SPS through passing bond measures to pay for the District's needs.

D. Academy of Arts and Academics (A3) Charter Renewal

RELEVANT INFORMATION:

On February 22, 2010 the Springfield School District Board of Directors approved the Charter School application for the Academy of Arts and Academics (A3). Following approval, District officials successfully negotiated an agreement (contract) with A3 for the school's opening and operation beginning July 1, 2010. This original agreement was for five (5) consecutive years, which is defined in current statute. As identified, the first renewal of a charter shall be for the same time period as the initial charter (5 years). Subsequent renewals of a charter shall be for a minimum of five years but may not exceed 10 years. As defined in Oregon Revised Statutes, the renewal of a charter shall use the following process:

- A) The public charter school governing body (A3) shall submit a written renewal request to the sponsor for consideration at least 180 days prior to the expiration of the charter. **(Received December 9, 2014)**
- B) Within 45 days after receiving a written renewal request from a public charter school governing body (A3), the sponsor (SPS) shall hold a public hearing regarding the request for renewal. **(Completed February 9, 2015)**
- C) Within 30 days after the public hearing, the sponsor (SPS) shall approve the renewal of the charter or state in writing the reason(s) for denying the renewal of the charter.
- D) If the sponsor (SPS) approves the renewal of the charter, the sponsor (SPS) and the public charter school governing body (A3) shall negotiate a new charter within 90 days after the date on which the sponsor (SPS) approved the renewal of the charter unless the sponsor (SPS) and the public charter school governing body (A3) agree to an extension of the time period. **(In Process)** Notwithstanding the time period specified in the charter, an expiring charter shall remain in effect until a new charter is negotiated.
- E) A sponsor (SPS) and a public charter school governing body (A3) may agree in the charter of the school to a timeline for renewing a charter that is different from the timeline required by the above information.

As the School Board (SPS) considers the renewal of the Academy of Arts and Academics, ORS states that you shall base your decision on a good faith evaluation. A staff review of A3's performance from July 2010 to present date determined A3 to be in compliance with the contract as well as state and federal laws concerning charter schools. Specifically, the Board should take the following into consideration:

- 1) A3 is in compliance with this chapter and all other applicable state and federal laws.
- 2) A3 is in compliance with the charter agreement as negotiated.

- 3) A3 is meeting or working toward meeting the student performance goals and agreements specified in the charter or any other written agreements between the sponsor (SPS) and the public charter school governing body (A3)
- 4) A3 is fiscally stable and has used the sound financial management system described in the law.
- 5) A3 is in compliance with any renewal criteria specified in the charter of the public charter school.

RECOMMENDATION:

Kevin Ricker recommended that the Board of Directors approve the renewal of the Academy of Arts and Academics (A3) Charter School. This recommendation is based on the process outlined above and the successful experience over the past five years.

Motion: Ms. Boyst moved, seconded by Ms. DeHaven, for approval.
The motion carried unanimously, 4-0.

8. REPORTS AND DISCUSSION

A. Student Communication

Cody Johnson/Willamette Leadership Academy, reported that a pipe and drum corps music class and the aviation class. The aviation class was taking a field trip to the Flight Museum in McMinnville, Oregon. Mr. Johnson read a message from Mr. Brandon announcing that the flight simulator was up and operating, in spite of some challenges with the technology. Mr. Johnson reported that WLA would begin its General Aviation Manufacturer's Association (GAMA) program for aircraft design and completion on April 1, 2016. WLA had been approved by GAMA to build a plane, and the class would design an aircraft that they would use with the flight simulator. This would be a multi-year program which required a variety of skills and time to complete. The aviation program fit into the STEM program. WLA was making a long term commitment to the program which would help define WLA as an educational institution. Mr. Johnson said the pipe and drum corps currently had 17 students as well as two master pipers and a master drummer who volunteered their time to instruct the students, and two facility members who oversaw the program. Several local organizations had pledged to support the pipe and drum corps with donations of equipment, uniforms and money. The pipe and drum corps' goal was to lead the long green line at the next Veterans Day/Christmas Parade. Mr. Johnson said almost 50 percent of the high school students were on the Sgt. Major's Honor Roll or the Lt. Colonel's Honor Roll. Over 70 percent of WLA's seniors had applied for scholarships, which was an increase from last year. This year's graduation class would be the largest WLA ever had. Special Education teacher Sarah Belfit had arranged for the Lane Blood Center bloodmobile to visit WLA. Thirty+ students 16 years old and older volunteered to donate blood. WLA recently participated in ALICE training, which provided instruction in school evacuation for active shooters. The entire school, including students and staff, evacuated the school in under 2.5 minutes. Mr. Johnson extended condolences to the family of a WLA student who recently passed away. Mr. Johnson gave a shout out to WLA students who were volunteer fire fighters. One student recently earned Emergency Medical Service (EMS) certification and another student was considering a career as a fire fighter.

In response to Ms. DeHaven, Mr. Johnson said WLA working towards being able to access the Eugene Airport, and with Lane Community College (LCC) for pilot training.

Kyra Hanson/Academy of Arts and Academics (A3) reported A3 was evaluating the integration of arts and academics, to ensure a balance. The A3 dance company recently performed with the dance concert at LCC. A3 students recently performed in the *There is Always Hope: A Concert for Peace*, which was an integration of the A3 ensemble group, the A3 acapella choir, and the A3 modern dance class, and featured guest artist Halie Loren, at the Wildish Theater. Upcoming events included a spring dance concert, a play *She Kills Monsters*, and the Friday Arts Walk at the Emerald Art Center. A3 would soon begin preparing for the spring confluence, which would cover the science and marketing of food; Gandhi's life, values and legacy; and government. Students were thankful for the Board's continued support for their school.

Sydney Guthrie-Baker/Springfield High School (SHS) said 2016 was a great year to be a Miller. She reported that the girls' basketball took second place at the state tournament; the boys' swim team took second place at the state

meet; wrestling sent a large number of competitors to the state meet. Spring sports, baseball, track and field, and tennis, were underway. She competed on the track team, and everything was looking good. There were many seniors who would graduate and go to college. Students were preparing for Spring Week, April 17-22, 2016. Prom was scheduled for April 23, 2016. The Associated Student Body (ASB) leadership recently purchased a snow cone/cotton candy machine for fund raising. Juniors would take the ACT on March 15, 2016. Students recently performed in a theater production, *Actors' Nightmare*.

Mr. Light said he was proud of the performance of the girls' basketball team on Saturday, March 12, 2016, which served as a positive model for SHS around the state. He commended the student athletes and coaches for their hard work.

B. Superintendent Communication

Superintendent Sue Rieke-Smith said she was proud of the SHS girls' basketball team for their accomplishments which they achieved with grace and professionalism. The business summit, scheduled for March 17, 2016, had representation from across the business sectors, including health care, hospitality, manufacturing, the Governor's office and many other sectors. The District was committed to expanding options for Career and Technical Education (CTE) for students by securing commitments from adults in the community to expand options and opportunities for all students. She said recently there had been an editorial in the Register Guard about chronic absenteeism and the perceived lack of leadership. She assured the Board that SPS had engaged in that conversation for many years and Positive Behavioral Intervention and Supports (PBIS) was a part of that work SPS had been doing. During the last 3+ years, SPS had engaged in a truancy program led by Kari Isham, which included a parent component. Ms. Isham worked with the Judge Strickland and the legal system in Springfield in connecting parents to identify ways they could improve their child's attendance rather than being punitive. This was cutting edge work, and due to Ms. Isham's and Judge Strickland's advocacy, options would be expanded and additional services would be available for families. The District was working on prevention with K-5, with Patricia Berg, a doctoral student. Additionally, Brian Megert and his team would be working to train administrators and teachers on how to identify and hold on to students who were at risk, rather than to wait for them to fall off the attendance perch.

C. Board Communications

Mr. Bishoff said Stand for Children was hosting a Beat the Odds scholarship event on March 29, 2016. He invited Board members to join him at his table. He was looking forward to the business summit on March 17, 2016. He had attended a budget reinvestment meeting today at the Transportation Center. It was heartening to hear from people who prioritized the safety of the kids on the busses, in the parking lots, and in the schools, over building supplies and equipment. The number one spending priority for the transportation staff was expenditures that benefitted the kids. He had seen this attitude across the District from so many people. Mr. Bishoff reported that his son and his friends had represented Centennial Elementary School at the Oregon Battle of the Books (OBOB). It was wonderful to see so many schools from the region represented at the event.

Ms. DeHaven was also looking forward to the business summit meeting on March 17, 2016. She had many events on behalf of the District on her calendar, including school visits. She also wanted to attend some of the budget reinvestment meetings.

Ms. Boyst said her son and his friends represented Hamlin Middle School at the OBOB. She noted the four Springfield middle schools reached the top 16 competitors. She missed the last Springfield Education Foundation (SEF) meeting because she attended the Start Making A Reader Today (SMART) event. Ronnel Curry, SEF Executive Director, had shared with Ms. Boyst that SEF had ten new board members in the last twelve months. Night of 11,000 Stars, co-chaired by Terry Beyer and Kelly Warner, was scheduled for October 20, 2016. She attended the Boys' and Girls' Club breakfast where \$20,000 was raised.

Mr. Light thanked Mr. Bishoff, Ms. DeHaven and Ms. Boyst for representing the Board at the community events. He was working on a schedule for listening groups. He and Ms. Adams had met with the Springfield Education

Association (SEA). A listening group meeting was tentatively scheduled for later in March 2016, and additional listening groups to be set later in the spring.

9. OTHER BUSINESS

The Board had no other business.

10. NEXT MEETING

Mr. Light said the next meeting would be held on April 11, 2016, beginning with a Work Session at 3:30 pm; Volunteer Reception at 5:30 pm; and Business Meeting at 7:00 pm.

11. ADJOURNMENT

With no other business, Chair Light adjourned the meeting at 8:20 pm.

(Minutes recorded by Linda Henry)

**SPRINGFIELD PUBLIC SCHOOLS
2015-2016 Revenue/Expenditure Forecast
As of March 31, 2016**

****Please see attached report****

REVENUES:

- A majority of our (current year) property taxes were received during the month of November, with minor collections remaining throughout the remainder of the year. Additionally, it is estimated that approximately \$475,000 of prior year property taxes are to be received on behalf of the District. This report is based on the information received through the Lane County Tax and Assessment office.
- The District's most significant portion of revenue is the District's scheduled Basic School Support payments. According to Oregon Department of Education's estimate (dated 4/1/2016), the District is scheduled to receive approximately 99.5% of the adopted budget. This estimate includes the additional students enrolled in the SPS Online program, as well as Charter School enrollment at both A3 and Willamette Leadership Academy.
- The District is anticipating receiving approximately \$500,000 in revenue associated with High Cost Disability students. This revenue source was unknown at the time of the budget adoption, however the Legislature finalized the reimbursement at the end of the 2015-17 session.
- The District is anticipating receiving approximately \$190,000 in County School Funds. To date the District has not received anticipated funds.
- The District is anticipating receiving approximately \$1.14 million in Common School Funds. To date the District has received approximately 50% of anticipated funds.
- Federal Forest Fees has been eliminated from the Federal Budget, therefore the District is not anticipated receiving these funds.
- Not anticipated during the budget process, the District has received \$4,000,000 in loan proceeds related to the purchase & renovation of a new administration building.

EXPENDITURES:

- Salary amounts are based upon staff allocations adopted during the budgeting process. These amounts are estimated using actual data (per year-end estimates). These projections reflect anticipated and realized retirements and are projected to be approximately 99% of adopted budget.
- Benefit amounts are based upon staff allocations revised during the budgeting process, along with budgeted salaries. Due to employee insurance enrollment in less expensive plans, the District is anticipating an approximate 4% savings in this area.
- The purchased services, supplies and capital outlay expenditure projections are based upon anticipated expenditures. With the budget savings in the salary/benefit portion of the budget, the District is in the fortunate position to purchase a continuation of curriculum materials

during the current year. These purchases will positively impact the English/Language Arts and Math consumables at the Elementary levels, World Language at the secondary levels. In addition, Special Education will support it's program with additional intervention materials.

- Capital outlay is anticipated to fully expend the proceeds (\$4,000,000) for the purchase and renovation of the new administration building. This was not anticipated at the time the 2015-16 operating budget was adopted; therefore there was no allocation.
- Other objects include the cost for property and liability insurance and is based upon premiums negotiated after the 2015-2016 adopted budget.

Additional Notes: For the 2015-2016 budget year the current estimate of ending fund balance is \$6,837,251. Included in this number is the audited ending fund balance from the 2014-2015 fiscal year (\$5,624,193).

Submitted by:

Brett M. Yancey
Chief Operations Officer

Reviewed by:

Dr. Sue Rieke-Smith
Superintendent

SPRINGFIELD SCHOOL DISTRICT 19
2015-2016 REVENUE/EXPENDITURE FORECAST
as of
3/31/16

	BUDGET	ACTUAL through 03/31/16	ESTIMATED from 03/31/16 to year end	PROJECTED 2015-2016	PROJECTED as % of BUDGET
REVENUES:					
Property taxes - current	22,757,340	21,897,583	859,757	22,757,340	100.00%
Property taxes - prior years	475,000	269,515	205,485	475,000	100.00%
Other local sources	911,100	674,531	236,569	911,100	100.00%
Lane ESD Apportionment	1,516,180	761,234	754,946	1,516,180	100.00%
County School Fund	190,000	0	190,000	190,000	100.00%
State School Fund	68,798,807	57,441,519	10,979,320	68,420,839	99.45%
State School Fund - High Cost Disability	0	0	500,000	500,000	N/A
Common School Fund	997,484	569,820	569,820	1,139,639	114.25%
Loan Proceeds	0	4,000,000	0	4,000,000	N/A
Federal Forest Fees	400,000	0	0	0	0.00%
Total revenues	96,045,911	85,614,201	14,295,898	99,910,098	104.02%
Beginning fund balance	4,407,051	0	5,624,193	5,624,193	127.62%
Total Beginning fund balance	4,407,051	0	5,624,193	5,624,193	127.62%
Total resources	100,452,962	85,614,201	19,920,091	105,534,291	105.06%
EXPENDITURES:					
Personal services	49,394,218	30,398,700	18,571,189	48,969,889	99.14%
Employee benefits	30,417,001	18,563,066	10,531,120	29,094,186	95.65%
Purchased services	10,466,354	7,364,416	3,047,611	10,412,027	99.48%
Supplies & materials	2,891,426	1,541,721	2,681,252	4,222,974	146.05%
Capital outlay	132,375	2,519,996	1,600,000	4,119,996	3112.37%
Other objects	700,111	691,443	8,668	700,111	100.00%
Fund transfers	1,177,858	1,177,858	0	1,177,858	100.00%
Total expenditures	95,179,343	62,257,200	36,439,840	98,697,040	103.70%
Unappropriated	4,000,000	0	0	0	-
Contingency	1,273,619	0	0	0	0.00%
Total appropriations	100,452,962	62,257,200	36,439,840	98,697,040	98.25%
Total resources		85,614,201	19,920,091	105,534,291	
Total appropriations		62,257,200	36,439,840	98,697,040	
Ending fund balance		23,357,000	(16,519,749)	6,837,251	
Less: contingency			0	0	
Net fund balance		23,357,000	(16,519,749)	6,837,251	

BOARD POLICIES FOR REVIEW

RELEVANT DATA:

From time to time, changes in laws or operating practice require changes or additions to board policies. In addition, the district subscribes to a policy review service with Oregon School Boards Association and receives samples that are used to craft policy for Springfield Public Schools. Administrative Rules (ARs) are brought to the board for approval when required.

Four current policies need to be updated to reflect legislative changes

Kevin Ricker is available for questions.

RECOMMENDATION:

It is recommended that the Board of Directors review the following board policies as a first reading:

- JEDA Truancy
- JG Student Discipline
- JGD Suspension
- JGE Expulsion

SUBMITTED BY:

Jenna McCulley
Community Engagement Officer

Bold = Additions / ~~Strike-Through~~ = Deletions



Code: **JEDA**
Adopted:

Truancy (Version 2)

Truancy is defined as absence from school without permission.

The district believes irregular attendance is one of the factors associated with student failure and frustration with the school experience. A fundamental purpose for insisting on punctual, regular school attendance is to help each student develop habits of responsibility.

~~The district will also consider unexcused tardies as partial unexcused absences when determining that a student had been truant.~~

With these beliefs in mind, the district will develop procedures that foster a partnership with parents in the early detection of truancy, related counseling and appropriate consequences.¹ ~~These procedures will be published annually in the student handbooks.~~

END OF POLICY

Legal Reference(s):

ORS 339.040 to -339.090

ORS 339.240

ORS 339.250

OAR 581-021-0050 to -0075

¹ **Expulsion may not be used to address truancy. (ORS 339.250(2)(b)(B))**



Code: **JG**
Adopted:

Student Discipline**

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

The major objectives of the district discipline program are to teach the following fundamental concepts for living:

1. Understanding and respect for individual rights, dignity and safety;
2. Understanding and respect for the law, Board policies, administrative regulations and school rules;
3. Understanding of and respect for public and private property rights.

The Board seeks to ensure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The superintendent will develop administrative regulations whereby those students who disrupt the educational setting or who endanger the safety of others, will be offered corrective counseling and be subject to disciplinary sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective.

The district shall enforce consistently, fairly and without bias all student conduct policies, administrative regulations and school rules.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, **except that expulsion may not be used to address truancy**; or c) when required by law. **The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion.** The district will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

1. **Nonaccidental conduct causing serious physical harm to a student or employee;**
2. **When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or**

3. When the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

Parents, students and employees shall be notified by handbook, code of conduct or other document of acceptable behavior, behavior subject to discipline and the procedures to address behavior and the consequences of that behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior.

END OF POLICY

Legal Reference(s):

ORS 243.650
ORS 332.061
ORS 332.072

ORS 332.107
ORS 339.115
ORS 339.240 to -339.280

OAR 581-021-0045
OAR 581-021-0050 to -0075



Code: **JGD**
Adopted:

Suspension**

The Board authorizes student suspension for one or more of the following reasons:

1. Willful violation of Board policies, administrative regulations or school rules;
2. Willful conduct which materially and substantially disrupts the rights of others to an education;
3. Willful conduct which endangers the student, other students or staff members;
4. Willful conduct which ~~endangers~~ **damages or injures** district property.

Students and parents are given notice of possible discipline actions resulting from student misconduct that may result in suspension in the *Student Responsibilities and Rights /School Handbook* made available by the district.

Each suspension will include a statement of the reasons for suspension, the length of the suspension, ~~and~~ a plan for readmission **and may include a plan for the student to make up school work**. No suspension shall extend beyond 10 school days. Every reasonable and prompt effort must be made to notify the parents of suspended students. The district may require a student to attend school during nonschool hours as an alternative to suspension.

In emergency situations that are a result of risk to health and safety, the district may postpone the suspension notice process above until the emergency condition has passed.

Students who are suspended may not attend after-school activities and athletic events, be present on district property without a parent or participate in activities directed or sponsored by the district.

END OF POLICY

Legal Reference(s):

ORS 339.240
ORS 339.250

OAR 581-021-0050 to -0075
~~OAR 581-021-0065~~



Code: **JGE**
Adopted:

Expulsion**

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

~~Incidents of weapons in school will be dealt with in accordance with district policy and applicable law.~~

No student may be expelled without a hearing **unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing** without a hearing. ~~The right to a hearing may be waived by the student's parents or guardians, or the student, if 18 years of age, by written notice or by failure to appear at a scheduled hearing.~~ By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer.

~~If a student is identified for special education services a determination will be made whether the misconduct is related to the student's disability. If there is no disability relationship, expulsion procedures may begin. If a relationship to the disability exists, the special education student cannot be expelled but must be considered for change of placement using district special education procedures~~

~~The decision of the hearings officer may be appealed to the Board within 30 days of the hearing. The appeal to the Board is a review of the original hearing. The School Board will review the record and may hear short oral presentations.~~

When an expulsion hearing is not waived, the following procedure is required:

- 1. Notice will be given to the student and the parent by personal service¹ or by certified mail² at least five days prior to the scheduled hearing. Notice shall include:**
 - a. The specific charge or charges;**
 - b. The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;**
 - c. A recommendation for expulsion;**
 - d. The student's right to a hearing;**
 - e. When and where the hearing will take place; and**
 - f. The right to representation.**

¹The person serving the notice shall file a return of service. (OAR 581-021-0070)

²When "certified mail is given to a parent of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing." (OAR 581-021-0070)

2. **The Board may expel, or may delegate the authority to decide on an expulsion to the superintendent or superintendent's designee, who may also act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators;**
3. **Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the students' parents request an open session;**
4. **In case the parent or student has difficulty understanding the English language or has other serious communication disabilities, the district will provide a translator;**
5. **The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney and/or parent. The district's attorney may be present;**
6. **The student shall be afforded the right to present his/her version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;**
7. **The student shall be permitted to be present and to hear the evidence presented by the district;**
8. **The hearings officer or the student may record the hearing;**
9. **Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;**
10. **If the Board is conducting the expulsion hearing, the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. The hearings officer will provide to the Board, findings of as to the facts, the recommended decision and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. Following the review by the Board of the hearings officer's recommendation, the Board will make the final decision regarding the expulsion;**
11. **If the Board has delegated authority to the superintendent or designee to act as the hearings officer, the superintendent may designate him or herself, or a third party, as the hearings officer. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review. If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the students' parents at the same time. At its next regular or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.**

11. A Board review of the hearings officer’s decision will be conducted in executive session unless the student or the student’s parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:

- a. The name of the minor student;**
- b. The issues involved, including a student’s confidential medical record and that student’s educational program;**
- c. The discussion;**
- d. The vote of Board members, which may be taken in executive session when considering an expulsion.**

Prior to expulsion, the district must propose alternative programs of instruction or instruction combined with counseling to a student subject to expulsion for reasons other than a weapons policy violation. The district must document to the parent of the student that proposals of alternative education programs have been made.

END OF POLICY

Legal Reference(s):

ORS 192.660
ORS 332.061
ORS 336.615 to -336.665

ORS 339.115
ORS 339.240
ORS 339.250

OAR 581-021-0050 to -0075
~~OAR 581-021-0070~~
~~OAR 581-021-0071~~

FIRST READING AND REVIEW

DATE: APRIL 11, 2016

STUDENT RESPONSIBILITIES & RIGHTS - DISCIPLINE

RELEVANT DATA:

In keeping with suggested language from OSBA, we have updated the Student Responsibilities and Rights Handbook.

The updated language more clearly defines prohibited tobacco products to include inhalant delivery systems; reduces the age for compulsory attendance; explains excused absence requirements for daily attendance; and outlines the admission to school process; updates Student Code of Conduce to prohibit teen dating violence or domestic violence.

Bold, italic and underlined font is new language; strikethrough font is language to be deleted.

RECOMMENDATION:

It is recommended that the Board of Directors review the Student Responsibilities and Rights Handbook as a first reading.

SUBMITTED BY:

RECOMMENDED BY:

Kevin Ricker, Ed.S.
Secondary Director

Dr. Susan Rieke-Smith
Superintendent

**TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS, ALCOHOL,
NARCOTICS
AND DANGEROUS DRUGS**

Because chemical substance use and abuse may be detrimental to the educational environment of students, procedures will be implemented in a confidential manner to encourage prevention, intervention, and treatment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol or tobacco use.

Parents are encouraged to contact their student's school office for information on district and community resources available to assist students in need.

Use or Possession of Tobacco, Products and Inhalant Delivery Systems, Alcoholic Beverages or Illegal Drugs:

Use, sell, distribution, or possession of tobacco products and inhalant delivery systems, alcoholic beverages, drug paraphernalia or illegal or imitation drugs on school property or while attending school-sponsored activities, or while being transported by district-provided transportation, may result in immediate suspension with possible expulsion. Students participating in extracurricular activity programs will also be subject to rules described in the high school student activities code, which includes special rules related to substance abuse. A student in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

1. Tobacco, Products and Inhalant Delivery Systems: Students who use, possess, furnish and/or share tobacco, products and inhalant delivery systems, on district property during school hours or at any school sponsored activity may be subject to immediate suspension and/or expulsion.

The principal or designee shall:

A. First Offense:

- Conference with the student, confiscate tobacco products and inhalant delivery systems, and materials and may suspend up to two school days.

The district may notify the parents by phone, in writing or in a conference of the violation and subsequent action taken.

COMPULSORY ATTENDANCE

All ~~children~~ **students** between the ages of ~~seven~~ **six** and eighteen years of age, **who have not completed grade 12, are required to** ~~must~~ attend ~~regularly~~ a public full time school (ORS 339.010) **unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend.**

Any person who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.095.

~~However,~~ **A** parent may apply to the Superintendent of the Lane County Educational Services District to teach their child at home or enroll in a private or parochial school in the courses of study normally required of children attending public school.

An exemption may be granted to the parent(s) of any student 16 or 17 years of age who is requesting enrollment in a community college to obtain a GED. Parent(s)/guardian(s) may request release from compulsory attendance in writing to the Instruction Office and must indicate the educational plan for the student. Parent(s)/guardian(s) assume all costs for the student to pursue and/or obtain their GED certificate. Exceptions to the compulsory attendance laws are provided in ORS 339.030.

Daily Attendance

Students are expected to attend school on a regular basis. Unexcused absences, irregular attendance (ORS 339.065) and truancy may result in disciplinary action up to and including a citation and a fine for a class C violation (ORS 339.990). The school principal will determine if an absence is to be excused. Under Oregon Law (ORS 339.065), a principal may excuse an absence if it is caused by the pupil's sickness, the sickness *of an immediate family member when the student's presence at home is necessary*, ~~some member of the pupil's family~~ or an emergency *requiring the student's absence; field trips or school approved activities; or medical or dental appointments*. The principal may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence. *Confirmation of appointments, illnesses or emergencies may be required*. Prolonged absence could result in reduction of grades or loss of credit required for graduation.

Students may not attend school or school functions when excluded for disciplinary reasons or when they or others in the home have a communicable disease. Only a qualified health official may authorize attendance for the latter.

Whenever possible, a home instructor will be provided for a student during prolonged periods of illness.

Admission to School

Parent(s) enrolling a student in a Springfield school for the first time are required to complete an enrollment packet, provide proof of student's age and immunization, and proof of address. More information is available on the district website (www.springfield.k12.or.us), any school site or at the District Instruction office.

Springfield School District will deny admission to any student who is expelled from another district for a weapons related offense. Students who are expelled from another district for other reasons and become Springfield School District residents may be offered alternative education opportunities.

STUDENT CODE OF CONDUCT

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

[Off campus conduct and outside of school time conduct that violates the district's Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.]

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying, cyberbullying, menacing, *teen dating violence or domestic violence*;
3. Coercion;
4. Violent behavior or threats of violence or harm;
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon*;
7. Vandalism, malicious mischief and theft, including willful damage or injury to district property; or to private property on district premises or at district-sponsored activities;
8. Sexual harassment;
9. Use of tobacco**, *inhalant delivery system*, alcohol** or drugs**, including drug paraphernalia;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of district transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.

In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21. A meeting with the parent or guardian will be held prior to submitting such request to ODOT. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

* Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

** In accordance with Oregon law, any person under age 18 possessing a tobacco product *or an inhalant delivery system* commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or ~~allows~~ ~~causes~~ to be sold, a tobacco *product* in any form, ~~or~~ a tobacco-burning device *or an inhalant delivery system*, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

Hazing, Harassment, Bullying, Intimidation, and Cyberbullying, Menacing/Teen Dating Violence/Domestic Violence

The Springfield Public School District is committed to providing a positive and productive learning and working environment. To this end, discrimination, harassment, intimidation, ~~or~~ bullying through electronic means (cyberbullying), *Menacing, Teen Dating Violence or Domestic Violence* and retaliation by students or staff or third parties is strictly prohibited and shall not be tolerated in the district, under any circumstance.

STUDENT Responsibilities & Rights

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It is the policy of Springfield Public Schools and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and/or nondiscrimination should contact the Director of Human Resources at the 525 Mill Street, Springfield, OR 97477. Contact: Phone (541) 726 – 3203.

PREFACE

The Springfield School District is committed to fostering a close relationship with the home through communication providing an understanding of educational and instructional goals. This handbook supersedes all other school handbooks and is developed to explain rules, procedures and expectations for the student. (ORS 339.240)

If you have questions regarding the information presented in this handbook please contact your child's principal.

It is recommended that parents (whenever used, the word "parent" denotes parent or legal guardian) and students review the handbook as a family. Additional copies of the handbook are available from any school site.

The Springfield School District recognizes that the students have full rights of citizenship as delineated in the United States Constitution and its amendments and that citizenship rights must not be abridged, obstructed, or in any other ways altered except in accordance with due process of law.

The primary obligation for developing student self-discipline, responsibility and respect for the rights of others rests with parents. Students who develop these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits and behavior and must provide a proper climate for learning. The school staff works with parents in a mutual effort to promote the student's success in school. Teachers want all students to learn, but a disruptive student can thwart their efforts. When a student does not follow the rules of proper conduct, the school has a responsibility to take action in the interest of that student and the rest of the students in the school.

To assure an atmosphere conducive to learning and which also assures the safety and welfare of students and school personnel, it is necessary to balance carefully a student's responsibilities of good citizenship with individual rights. It is in an effort to preserve this balance that the school board has adopted the code of student's responsibilities and rights described in this handbook.

DISTRICT PHILOSOPHY

Springfield Public Schools are dedicated to providing a positive learning environment so that all children will see themselves as important and contributing members of their family, community and world. Therefore, education should be an enjoyable experience that enhances life-long learning, stimulates creativity and encourages problem solving, enabling students to succeed in an ever-changing world.

With this vision, Springfield Public Schools will:

- Provide an equal educational opportunity for every student.
- Provide a staff dedicated to excellence in education.
- Provide an educational program that establishes a foundation of basic skills in the areas of reading, oral and written communication, mathematics and computing in order for students to explore other

academic areas (e.g., science, humanities, technology) that would enable them to comprehend and participate in an information-based world.

- Foster the student's development of:
- Respect for self;
- An awareness of individual differences and respect for others;
- A strong work ethic and skills to work cooperatively with others;
- Personal strengths and abilities that lead to responsible participation in family, community and society;
- A desire to strive for excellence in life and work.
- Foster an environment of frequent, open communication that encourages increased parent and community participation in the education of students.
- Provide a safe, drug free environment that enhances learning.
- Encourage an understanding and respect for the planet, its people and resources.
- Promote opportunities for professional and personal growth of staff.
- Prepare students to exercise the responsibilities and rights of democratic citizenship and to understand the differences in governments.
- Help students explore career options, prepare for advanced education and training, and develop skills for employment.

TOBACCO-FREE DISTRICT

Because health research and the US Surgeon General have identified tobacco use as the leading cause of preventable death in the United States and the majority of tobacco users start under the age of 18, Springfield School District is a Tobacco-Free school district. The sale or use of tobacco products is not permitted on school grounds, school district property, and school vehicles or at district sponsored events by students, staff, parents or visitors. The Springfield School District Board of Education and school district administration ask the understanding and cooperation of all parents and patrons as they visit schools or attend school events.

COMPULSORY ATTENDANCE

All ~~children~~ **students** between the ages of ~~seven~~ **six** and eighteen years of age, **who have not completed grade 12, are required to** ~~must~~ **attend** ~~regularly~~ a public full time school (ORS 339.010) **unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend.**

Any person who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.095.

However, a A parent may apply to the Superintendent of the Lane County Educational Services District to teach their child at home or enroll in a private or parochial school in the courses of study normally required of children attending public school.

An exemption may be granted to the parent(s) of any student 16 or 17 years of age who is requesting enrollment in a community college to obtain a GED. Parent(s)/guardian(s) may request release from compulsory attendance in writing to the Instruction Office and must indicate the educational plan for the student. Parent(s)/guardian(s) assume all costs for the student to pursue and/or obtain their GED certificate. Exceptions to the compulsory attendance laws are provided in ORS 339.030.

Daily Attendance

Students are expected to attend school on a regular basis. Unexcused absences, irregular attendance (ORS 339.065) and truancy may result in disciplinary action up to and including a citation and a fine for a class C violation (ORS 339.990). The school principal will determine if an absence is to be excused. Under Oregon Law (ORS 339.065), a principal may excuse an absence if it is caused by the pupil's sickness, the sickness of an immediate family member when the student's presence at home is necessary, ~~some member of the pupil's family~~ or an emergency requiring the student's absence; field trips or school approved activities; or medical or dental appointments. The principal may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence. Confirmation of appointments, illnesses or emergencies may be required. Prolonged absence could result in reduction of grades or loss of credit required for graduation.

Students may not attend school or school functions when excluded for disciplinary reasons or when they or others in the home have a communicable disease. Only a qualified health official may authorize attendance for the latter.

Whenever possible, a home instructor will be provided for a student during prolonged periods of illness.

Attendance at Religious Instruction

Upon application by a parent or student having attained the age of majority (18 years or older), a student may be excused from school to attend a weekday school giving religious instruction. This instruction shall not exceed two hours in any week for elementary students or exceed five hours in any week for secondary students. (ORS 339.420)

Attendance Areas and Boundaries

Students are expected to attend schools in the attendance area where they live. However, a parent may apply for their child to enroll in a district school outside of their attendance area.

Applications for open enrollment, into district transfer or within district transfer, and guidelines may be obtained from the district website (www.springfield.k12.or.us), any school site or at the District Instruction office.

Admission to School

Parent(s) enrolling a student in a Springfield school for the first time are required to complete an enrollment packet, provide proof of student's age and immunization, and proof of address. More information is available on the district website (www.springfield.k12.or.us), any school site or at the District Instruction office.

Springfield School District will deny admission to any student who is expelled from another district for a weapons related offense. Students who are expelled from another district for other reasons and become Springfield School District residents may be offered alternative education opportunities.

Alternative Education Programs

The district is dedicated to keeping all students enrolled in the regular educational program. It is recognized, however, that there will be students in the district who may benefit educationally in an alternative program. Alternative programs will consist of instruction or instruction combined with counseling. Alternative programs will meet the requirements specified in ORS 336.615 through 336.665.

Springfield School District operates an alternative education program for middle and high school students. Applications for the middle and high school alternative educational programs are obtained from the building administrator of the resident school.

USE OF SPRINGNET/INTERNET

Springfield Public Schools provides a sophisticated state-of-the-art computer network (SpringNet) featuring high speed Internet access for use by district students and staff. In order for a student to be granted access to the district computer network (known as SpringNet), both the student and the parent must read, sign, and return to the school they will be attending the Student Agreement for *Electronic Communications Systems Usage*. This agreement will be made available to students at the time of registration or may be obtained from your school office. Students granted system access to SpringNet are responsible for adhering to and following the policies and procedures established by the district. For additional information please contact Technology Services at 541-726-3463.

STUDENT CODE OF CONDUCT

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

[Off campus conduct and outside of school time conduct that violates the district's Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.]

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and

privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying, cyberbullying, menacing, teen dating violence or domestic violence;
3. Coercion;
4. Violent behavior or threats of violence or harm;
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon*;
7. Vandalism, malicious mischief and theft, including willful damage or injury to district property; or to private property on district premises or at district-sponsored activities;
8. Sexual harassment;
9. Use of tobacco**, inhalant delivery system, alcohol** or drugs**, including drug paraphernalia;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of district transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.

In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21. A meeting with the parent or guardian will be held prior to submitting such request to ODOT. A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

- * Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school sponsored activity. The superintendent may modify the expulsion requirement for a student on a

case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

- ** In accordance with Oregon law, any person under age 18 possessing a tobacco product or an inhalant delivery system commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or allows ~~causes~~ to be sold, a tobacco product in any form, ~~or~~ a tobacco-burning device or an inhalant delivery system, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.999.

“Dangerous weapon” is defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.

“Deadly weapon” is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

“Firearm” is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer, or any destructive device.

“Destructive device” is defined as any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone” as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

SCHOOL SAFETY AND GANGS

Springfield School District is committed to maintaining a safe and secure learning environment. Springfield School District has adopted the following policies and rules to respond to the elimination of gang activity, violence, and crime on or near school property and to prevent violent acts and criminal activities from occurring on school property.

Dangerous Weapons and Firearms

1. No student, staff member or other person, with the exception of law enforcement officers or those authorized by Oregon or federal law, shall have possession of a loaded or unloaded firearm, dangerous weapon, or replica of a dangerous weapon, nor transfer possession of such a weapon to another person on school property or at school sponsored events that occur off school property.
2. A dangerous weapon is defined as "any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or physical injury" (ORS 161.015).
A deadly weapon is defined as "any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury" (ORS 161.015).
3. Weapons include but are not limited to firearms, ammunition, knives, metal knuckles, straight razors, explosives, noxious and irritating or poisoning gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents or patrons.
4. Any student who has brought, possessed, concealed or used a loaded or unloaded firearm or transfers possession to another on school grounds or at an activity under the jurisdiction of the school district is in violation of these policies and will be subject to discipline and will automatically receive an expulsion hearing.
5. Any student who has brought, possessed, concealed or used any other dangerous weapon or deadly weapon, or a replica of a dangerous or deadly weapon will be subject to discipline, including suspension and expulsion. The appropriate law enforcement or juvenile agencies will be notified.
6. Any non-student who is found to have brought, possessed, concealed or used a firearm or other dangerous or deadly weapon on school property or at school sponsored events that occur off the school campus will be considered to be unlawfully present on the premises and will be subject to prosecution for criminal trespass in the second degree, as provided by ORS 164.245. The exceptions are those authorized by Oregon or federal law.
7. Any Springfield School District staff person who has knowledge that another person is in possession of or has brought, possessed, concealed or used a firearm or dangerous or deadly weapon on school grounds or at school events within the

past 120 days, is required to promptly notify the appropriate law enforcement agency of the identity of the person who violates this policy. Law enforcement agencies will be asked to take appropriate legal action.

Intruders and Visitors

1. Visitors are permitted on school grounds so long as their presence does not disrupt school, they are not threatening or intimidating others in school and so long as school officials know of and consent to the visit in advance.
2. During a regular school day all visitors are required to first report to the school office to arrange for their visit.
3. Visitors who are in violation of this policy will be considered in violation of the law and subject to prosecution for criminal trespass in the second degree, as provided by ORS 164.245.

Vandalism and Destruction of School Property

1. The district will attempt to recover the actual cost of repair or replacement of school property that has been vandalized, intentionally or recklessly destroyed by any person from that person or the person's parents, if a student, or if these attempts are not successful, through legal action. (Please refer to Assessment of Student Fees, p.19)
2. Any student found to be guilty of vandalism or intentional or reckless destruction of school property will be subject to discipline up to and including suspension and expulsion (ORS 339.250).
3. The appropriate law enforcement agency will be informed of the identity of any person who violates these policies and will be asked to take appropriate legal action.

Gang Activity

1. The presence of members of gangs and gang activities on school property or at school sponsored activities that occur off campus is likely to cause a substantial disruption or material interference with school and school activities; therefore, such gangs and gang activity will not be tolerated on Springfield school property or at school sponsored activities (ORS 336.109).
2. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographic territory, or the espousing of a destructive belief system that subsequently results in criminal activity (ORS 336.109 (2)).
3. No student at school or at a school activity shall:
 - a. wear, possess, use, display or transfer to another any clothing, jewelry, emblem, badge, symbol, sign or other object which is commonly considered evidence of membership or affiliation in any gang;
 - b. commits any act, or use any speech, verbal or nonverbal, showing membership in or affiliation with a gang;
 - c. use any speech or commit any act that furthers gangs or gang activity, including, but not limited to, soliciting others for memberships in any gangs or inciting other students to act with

physical violence upon any other person.

4. Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion.

Coercion and Assault or Threats

1. No student shall assault or threaten to harm another person or use coercion by threats or force to obtain money or other property, or force any person to do any act against the will of that person.
2. Assault means intentionally, knowingly or recklessly causing injury to another. (ORS 163.160)
3. Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion.
4. The appropriate law enforcement agency will be informed of the identity of any person who violates this policy and will be asked to take appropriate legal action.

Theft

1. No student shall steal or attempt to steal school property or private property on school property or during a school activity, function or event that occurs off school property.
2. 'Steal' means that, with intent to deprive another of property, a person takes or withholds such property from another or extorts or takes the property by deception (ORS 164.015).
3. Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion.
4. The appropriate law enforcement agency will be informed of the identity of any person who violates this policy and will be asked to take appropriate legal action.

Hazing, Harassment, Bullying, Intimidation, and Cyberbullying, Menacing/Teen Dating Violence/Domestic Violence

The Springfield Public School District is committed to providing a positive and productive learning and working environment. To this end, discrimination, harassment, intimidation, bullying, acts of discrimination, harassment, intimidation, or bullying through electronic means (cyberbullying), Menacing, Teen Dating Violence or Domestic Violence and retaliation by students or staff or third parties is strictly prohibited and shall not be tolerated in the district, under any circumstance.

For the purposes of this handbook the term harassment shall include, but is not limited to, hazing or menacing. This policy is in effect while students, staff and those interacting with the district's students or staff are on district grounds, district property or on property within the jurisdiction of the district (to include official school bus stops); while in district-owned and/or district-operated buses, vehicles or chartered buses; while attending or engaged in district activities away from district grounds.

The purpose of this policy is to reaffirm our commitment that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, familial status, sexual orientation, religion,

national origin, age, source of income or disability in any educational programs, to equal employment opportunity and to providing a harassment-free school and work environment for students and employees. Discrimination and harassment is a violation of district policy and administrative procedures and may also be a violation of state and federal laws or regulations. Students whose behaviors found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to and including suspension and expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. All complaints of harassment will be investigated (see reporting procedure below). The district has the authority to report students in violation of this policy to law enforcement officials.

Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or district. The district has the authority to report third parties in violation of this policy to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of district policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, cyberbullying or menacing in violation of this policy is encouraged to immediately report his/her concerns to the building administrator (Principal or Assistant Principal) or the Superintendent. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. If a student initiates the complaint, that student and their parents shall be notified when the investigation is concluded. Reports may also be made anonymously. See outlined process at the end of this section.

The Superintendent shall report annually to the Board the number of incidents of harassment, intimidation, bullying, and cyberbullying.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

Definitions

1. Third Party include, but are not limited to, school volunteers, parents, school visitors, service

contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

2. District includes district facilities, district premises and non district property if the student or employee is at any district sponsored, district approved or district related activity or function, such as field trips or athletic events where students are under the control of the district business. This includes official school bus stops.
3. Harassment is behavior perceived by the receiver as unwelcome and includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; unwelcome touching; and display or circulation in the district of written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of that individual's or group's protected class (including via e-mail). Harassment includes, but is not limited to, any act that denigrates or shows hostility or aversion towards an individual because of his/her race, color, sex, marital status, familial status, sexual orientation, religion, national origin, age, source of income or disability. Harassment includes disparate and unfair treatment, and intimidation. Harassment, intimidation or bullying means any act that substantially interferes with a student's education benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school sponsored activity, or on school-provided transportation, and that have the effect of:
 - physically harming a student or damaging a student's property;
 - knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - creating a hostile education or work environment.
4. Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of obtaining membership in, or affiliation with, any district sponsored activity or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or caring any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
5. Sexual harassment constitutes discrimination not only because of the sexual nature of the conduct to which the victim is subjected, but also because the harasser treats a member or members of one sex

differently from members of the opposite sex. For the purposes of this policy, sexual harassment includes unwelcome sexual advances, requests or demands for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance or creating an intimidating, hostile, or offensive school or work environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstance which constitute a hostile school or work environment, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body; sexual prowess or sexual deficiencies; leering, cat calls or touching; insulting or obscene comments or gestures; display or circulation in the work place of sexually suggestive objects or pictures (including via e-mail); and other physical, verbal or visual conduct of a sexual nature.

6. Harassment, intimidation or bullying includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or to inflict serious physical injury on the basis of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability or any other group protected by law.
7. Menacing includes, but is not limited to, any act intended to place a school employee, student or third party in fear of eminent serious physical injury.

"Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

"Teen dating violence" means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal electronic devices or district property/equipment to violate this policy.

“Menacing” includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.

“Retaliation” means hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying or retaliation.

Reports and Complaint Process

Students who believe they are victims or witnesses of harassment or discrimination are urged to report the incident to a teacher, counselor, or administrator or by using the report and complaint process (detailed below). Copies of the district process for addressing discrimination, harassment, intimidation, hazing, bullying or retaliation are available from school offices or from the district office. It is the policy of the Springfield Public Schools and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, familial status, sexual orientation, religion, national origin, age, source of income or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and/or nondiscrimination should contact the Director of Human Resources at the 525 Mill Street, Springfield, OR, 97477.

Process for students, parents and/or guardians:

If you observe or have experienced an incident of discrimination, harassment, intimidation, hazing, bullying or retaliation, you should present an informal complaint to an administrator who has direct responsibility for the enforcement of the policy or rule in question within ninety (90) days of the alleged violation, misinterpretation, or misapplication. The administrator will investigate the complaint, convene a meeting of the parties to the complaint, if appropriate, and render a decision in the matter. The decision will be communicated to the parties to the complaint. If there is doubt regarding the appropriate administrator to contact, or if the conduct of the administrator who would otherwise be contacted may be in question, contact may be made with the Human Resources Office or Superintendent's Office for assistance.

The following reflects steps you would take:

a. If you observe or have experienced an incident of discrimination, harassment, intimidation, hazing, bullying or retaliation, you should contact the school administrator (principal or assistant principal) or other staff member to report it. Say

you would like to report an incident of discrimination, harassment, intimidation, hazing, bullying or retaliation. If you believe the principal or assistant principal is involved in discrimination, harassment, intimidation, hazing, bullying or retaliation, you don't have to report the incident to him or her. You may instead contact the district Superintendent's office.

Tell the principal or assistant principal or superintendent what happened and answer any questions they have.

Work with the principal or person assigned by the principal or superintendent to resolve the issue. This could include talking with a teacher and discussing what may happen with the involved people. The goal of resolving the issue is to 1) protect and comfort the person who feels they've been a target of discrimination, harassment, intimidation, hazing, bullying or retaliation, 2) assign a consequence if necessary and 3) teach the parties skills that help make school safe and welcoming.

If you feel like you can't resolve the issue working with the school principal and/or school staff, you may file a complaint. Complaints should be made in writing.

The Superintendent's office will direct the complaint to an appropriate Director of Education and the Director of Human Resources. The Superintendent's office will send you a written acknowledgement, postmarked within 10 (ten) working days of receiving the complaint. The acknowledgement will tell the date the Superintendent received the complaint, and will tell you who has been assigned to handle the complaint.

As an alternative to a formal investigation, the district administrator may offer voluntary mediation as a way of resolving the complaint. If the parties choose voluntary mediation, the timelines provided in this process may be suspended during the course of mediation. Mediation shall take place within a time frame agreed to by the parties. Upon agreement by both parties, mediated resolutions will be put in writing and will be binding upon the parties involved.

If mediation or another alternative resolution isn't practical, the district administrator will initiate a formal investigation of the complaint. The investigation will include interviews of the complainant and the individual(s) alleged to have acted improperly. The district administrator's office will ensure that parents are informed if their student is involved in the complaint.

b. If the dispute is not resolved informally, the complainant may provide the administrator with a written description of the alleged violation, misinterpretation, or misapplication within ten (10) workdays of the date the decision at the informal level is communicated. The administrator will notify his or her supervisor upon receipt of a

written complaint and immediately send a copy to the supervisor and the Human Resources Office. Within thirty (30) workdays, the administrator will provide the citizen or employee with a written response.

- c. If the complainant or employee is not satisfied with the decision of the administrator, or if a timely response is not given, the complaint may be appealed to the Superintendent. When presenting the complaint, the complainant or employee will include a written copy of the complaint, the administrator's decision, if any, and the reason for the appeal. The Superintendent or designee may conduct an investigation which may include convening the parties to the claim. The Superintendent or designee will issue written findings of fact and a written decision in the matter within thirty (30) days of the date the appeal was received.
- d. Within ten (10) days of the decision of the Superintendent or designee, or if a timely response is not given, the complainant or employee may appeal to the Board by providing written notice of appeal to the Superintendent. The Board may hold an informal hearing on the appeal. A hearing will take place in executive session unless all parties to the claim agree to the hearing being conducted in general public session. The Board Chairperson or designee will conduct the hearing. There will be no right to cross-examination nor will the Board issue subpoenas. The burden of proof will be on the appealing complainant or employee to show cause why the Superintendent's or designee's decision should not be upheld. All parties to the claim will have the right to representation at the hearing
- e. The District or employee will not retaliate against any complainant for exercising rights provided by this administrative procedure. Retaliation by a District employee against a complainant for exercising rights provided by this administrative procedure will result in appropriate disciplinary action that may include termination of employment.

DUE PROCESS AND PROCEDURES FOR EXPULSION

This handbook explains the major areas of inappropriate conduct and the consequences that may result for those students who do not follow the rules. All students are entitled to due process as it relates to discipline. In general, this means that no action will be taken against a student until the student has an opportunity to explain his/her version of the event after hearing the charges. When a student or the student's parent or guardian does not understand English, an adult translator shall be used. Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments. There are also procedures that students and parents/guardians must follow if

they do not agree with the school's actions. Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a disciplinary action, both the student and the parent/guardian, upon request to the principal, will be given a more detailed description of the due process procedure.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

Suspension Process

Suspension (in or out of school) temporarily removes from a student the right of attending school or school activities and/or being on District school property. After reviewing available information, suspensions may be made by the principal or vice principal with the approval of the principal. The length of the suspension shall be determined by the severity of the act and previous behavior of the student. Unless an emergency situation exists relating to health or safety, the student shall receive prior notice of a suspendable conduct as set forth herein and pursuant to district policy, specification of individual charges against the student, and an opportunity to present his/her view of the alleged misconduct. The suspending administrator may postpone these procedures if there is a risk that harm will occur if the suspension does not take place immediately. In all cases, an administrator will notify the parent/guardian in writing and, when possible, by telephone, and the procedure for reinstatement will be explained. There is no appeal process beyond the school principal.

The period of suspension is not to exceed a maximum of ten (10) school days. In specific circumstances, a suspension may be continued until some specific pending action occurs such as physical or mental examination or incarceration by court action. In cases involving use of alcohol/drugs, possession of alcohol/drugs, or being under the influence of alcohol/drugs, up to a ten (10) school days suspension period will be imposed. The student may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective; or c) when required by law.

The district may require a student to attend school during nonschool hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, length of suspension, a plan for readmission and an opportunity to appeal the decision.

There is no appeal beyond the school principal.

Every reasonable and prompt effort will be made to notify the parent(s) of a suspended student.

While under suspension, a student may not attend after-school activities or athletic event, be present on district property nor participate in activities directed or sponsored by the district.

School work missed by a student while on suspension may be made up on the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without academic penalty.

Expulsion Process

Expulsion is the termination of the student's right to attend school, school activities, and/or be on any School District property for a substantial period not to extend beyond one calendar year. Only the school principal shall recommend expulsions to the Directors of Secondary Education or Elementary Education.

District procedures provide for written notification to the student's parents, identification of alternative education options (in appropriate circumstances), and information concerning the right to an expulsion hearing. In case the parent or student have difficulty understanding the English language or have other serious communication difficulties, the District will provide a translator.

The student will be suspended by the principal, or designee, pending expulsion. The Expulsion Conference Officer's decision, or if a hearing has been requested, the decision by the Hearing's Officer, will be communicated to the Superintendent. If the student and/or parent believe there has been a violation of due process, they may appeal the decision to the School Board.

In cases where the student brings a firearm or dangerous weapon to school or is in possession of a firearm or dangerous weapon at school, the expulsion period will be no less than one calendar year in length unless a modification is warranted.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol – and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy as required by law, shall be reported to law enforcement.

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective; or c) when required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures,

student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

Special procedures must be followed if a disabled student is suspended or expelled, and a relationship is shown between the behavior and the disability.

If an expulsion hearing is requested, the student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney or parent. The school district's attorney may be present.

The student will be afforded the right to present his/her version of the charges and to introduce evidence by testimony, writings or other exhibits at the expulsion hearing.

Finally, the student will be permitted to be present and to hear the evidence presented by the District.

For students with disabilities, the right to due process is extended through IDEA and Section 504 of the Rehabilitation Act of 1973.

Springfield School District follows all IDEA and Section 504 laws pertaining to suspension and expulsions.

Discipline and Placement in Interim Alternative Educational Setting

Disciplinary Removals for Up to 10 School Days

Springfield Public Schools may suspend students with disabilities from their current educational placement for up to 10 school days in a school year to the same extent, and with the same notice, as for students without disabilities. The District is not required to provide services to special education students unless services are provided to students without disabilities during this time.

Disciplinary Removals of Up to 10 School Days - No Pattern of Removal

Springfield Public Schools may suspend students with disabilities from their current educational placement for additional periods of up to 10 days in a school year to the same extent, and with the same notice, as for students without disabilities, if the removals do NOT constitute a pattern. In determining whether removals of additional periods of up to 10 school days constitute a pattern of removals, school personnel will consider: The length of each removal, the total time of removals; and the proximity of the removals to one another; and whether the behavior is substantially similar to the behavior in the previous incidents.

During removals that fit the above description, the District will provide services that are necessary to enable the student to: Continue to participate in the general curriculum AND appropriately advance toward achieving the goals in the student's IEP; and the services and location for delivery of services in this section will be determined by school personnel, in consultation with the student's special education teacher, or by the student's IEP team.

If a parent disagrees with the suspension, the District may require the student to complete the suspension before returning to his/her current educational

placement and the parent should follow the District complaint process as outlined in the Board Policy.

Disciplinary Removals of More Than 10 School Days (Pattern or Consecutive) & Manifestation Determination

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revised the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, 'injurious behavior' is defined as behavior that is substantially likely to result in injury to the student or to others.

Removal to an Interim Alternative Educational Setting

A student may be removed from the current educational placement to an Appropriate Interim Alternative Educational Setting for the same amount of time that a student without a disability would be subject to discipline, but NOT for more than 45 school days for a drug or weapon violation, or if the student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the state or district. This removal is a change in placement. Serious bodily injury is defined as a bodily injury that involves: A substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

"Weapon Violation" means carrying a weapon to school or a school-sponsored function or acquiring a weapon at school. "Weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of,

causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2" in length.

If a student is removed for a drug or weapon violation, or for inflicting serious bodily injury as defined above, the District will: Schedule an IEP meeting which will be convened within 10 school days; provide the parent with notice of disciplinary action for a suspension or expulsion, and prior written notice of the decision to remove the student to an Interim Alternative Educational Setting on the date the decision to take action is made; provide notice of procedural safeguards to the parent. Provide, as appropriate, a Functional Behavioral Assessment and Behavior Intervention services and modifications designed to address the behavior violation so it does not reoccur.

Within 10 school days, the District will convene an IEP meeting to: determine if the student's behavior is a manifestation of the student's disability; review the IEP and revise, as appropriate; determine the specific Interim Alternative Educational Setting, which will enable the student to continue to participate in the general curriculum, that will enable the student to progress toward achieving the goals in the student's IEP.

Not a Manifestation Determination

Whether the IEP team determines that the student's behavior is, or is not a manifestation of the disability, the District may continue the student's placement in the Interim Alternative Educational Setting until the end of the 45-school day period. If the IEP team determines that the student's behavior is NOT a manifestation of the disability, the District may also proceed with disciplinary action applicable to students without disabilities, in the same manner in which it would apply to students without disabilities.

The District will: ensure that the special education and disciplinary records of the student are transmitted for consideration by the school personnel making the final determination regarding disciplinary action; Provide the services, determined by the IEP team, that are necessary for the student to appropriately participate in the general curriculum, and appropriately advance toward achieving IEP goals; ensure that the student receives, as appropriate, a Functional Behavioral Assessment, Behavior Intervention services and modifications that are designed to address the behavior violation so it does not recur; provide prior written notice of change of placement if the student's educational placement changes.

If the parent(s) of the student requests a due process hearing because he/she disagrees with the manifestation determination, the removal to the Interim Alternative Educational Setting or any decision about placement related to a disciplinary removal: The student will remain in the Interim Alternative Educational Setting pending the decision of the hearings officer or for 45 school days, which occurs first, unless the parent and the District agree otherwise. The District may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an appropriate

Interim Alternative Educational Setting for not more than 45 school days if the District believes that maintaining the current placement is substantially likely to result in injury to the student or to others.

Protections for Children Not Yet Eligible for Special Education

The District will apply these protections to students not yet identified as students with a disability if the District had knowledge that the student was a student with a disability. The District is deemed to have knowledge if:

- A parent has expressed a concern in writing to supervisory or administrative personnel or to a teacher of the student that his/her student is in need of special education and related services.
- The parent of a student has requested a special education evaluation of the student.
- The teacher of the student, or other school personnel, expressed concerns about a pattern of behavior of the student directly to the special education director or to other supervisory personnel.

The District will not be considered to have knowledge of a disability if the District:

- Conducted a special education evaluation in accordance with state eligibility criteria for disabilities and determined the student was not eligible, and gave the parent prior written notice of that determination; or
- The parent has not allowed an evaluation of the child or has refused special education services.

If the District did not have knowledge, it may take the same disciplinary actions as applied to students without disabilities who engaged in comparable behavior; however: If a special education evaluation is requested or if the District initiates a special education evaluation, the evaluation will be conducted in an expedited manner; until the evaluation is completed, the student remains in the placement determined by school personnel, which can include suspension, expulsion, or placement in alternative education.

Upon completion of the evaluation, if the student is determined to be a student with a disability, the District will conduct an IEP meeting to develop an IEP and determine placement and shall provide special education and related services; and Will apply the discipline provisions beginning on the date of the eligibility determination.

Laser Pointers

Due to the potential for disruption of the school environment and the risk of physical injury, student use or possession of laser pointers or similar devices while on school grounds, at school sponsored events or traveling in school owned vehicles is prohibited.

Students found in violation of this policy will be subject to discipline up to and including expulsion. Any laser pointer or similar device found in the student's possession would be confiscated and held

for return to the parents.

It is illegal to direct the light from a laser pointer at a police officer or uniformed private security guard (ORS 163.709).

Physical Discipline

Physical discipline in any form is prohibited.

Physical Restraint

Physical restraint is authorized when, in the professional judgment of the teacher, administrator, school employee, or school volunteer such action is necessary to prevent harm to a student personally or to others. When so employed, physical restraint shall not be considered a form of physical discipline.

Physical force upon a student may be used when a teacher, administrator or school employee believes it is necessary to maintain order in the school, classroom, or at a school activity or event whether or not it is held on school property (ORS 339.250 (2), ORS 161.205 (1), and OAR 581-021-0061).

TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS, ALCOHOL, NARCOTICS AND DANGEROUS DRUGS

Because chemical substance use and abuse may be detrimental to the educational environment of students, procedures will be implemented in a confidential manner to encourage prevention, intervention, and treatment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the district. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol or tobacco use.

Parents are encouraged to contact their student's school office for information on district and community resources available to assist students in need.

Use or Possession of Tobacco- Products and Inhalant Delivery Systems, Alcoholic Beverages or Illegal Drugs:

Use, sell, distribution, or possession of tobacco **products and inhalant delivery systems**, alcoholic beverages, drug paraphernalia or illegal **or imitation** drugs on school property or while attending school-sponsored activities, or while being transported by district-provided transportation, may result in immediate suspension with possible expulsion. Students participating in extracurricular activity programs will also be subject to rules described in the high school student activities code, which includes special rules related to substance abuse. A student in violation of the district's drug, alcohol and tobacco

policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

- 1. Tobacco, Products and Inhalant Delivery Systems:** Students who use, possess, furnish and/or share tobacco, products and inhalant delivery systems, on district property during school hours or at any school sponsored activity may be subject to immediate suspension and/or expulsion.

The principal or designee shall:

A. First Offense:

- Conference with the student, confiscate tobacco products and inhalant delivery systems, and materials and may suspend up to two school days.

The district may notify the parents by phone, in writing or in a conference of the violation and subsequent action taken.

B. Each Subsequent Offense: Subject the student to suspension of up to five days or recommend expulsion.

Prior to such action described in section B, the district will notify the parents by phone, in writing or in a conference of the violation and subsequent action taken.

- 2. Alcohol, Narcotics and Dangerous Drugs:** A dangerous drug is defined as any drug or imitation drug obtainable with or without a prescription that has been used in a manner that is illegal or is dangerous to the health of the user. This includes, but is not limited to marijuana, cocaine, heroin, methamphetamine, stimulants, depressants, hallucinogens and steroids.

Students who use, possess, share or are under the influence of alcohol, narcotics, or other dangerous drugs on district property during school hours or at any school-sponsored activity are subject to immediate suspension and/or expulsion.

The principal or designee shall:

A. First Offense:

- Notify and request an immediate conference with the parents of the student.
- Suspend the student for violation of the district rules for up to five school days, with an expulsion recommendation pending.
- Notify appropriate law enforcement/juvenile agency for possession and/or furnishing violations.
- Request that a suspended student desiring to be re-admitted into the district educational program obtains a chemical assessment performed by a school-approved third party at the parent's expense. The results of the assessment and/or treatment program must be submitted to the principal or designee for review. Further, the student and parents must agree to fulfill the recommendation of the assessment and submit a final treatment report to the principal or designee.
- Failure to follow through with participation and completion of the recommended drug or alcohol program may result in the original expulsion being processed.

B. Second Offense: Follow the first three steps as set forth for a first offense except that for a second offense expulsion may be recommended.

C. Subsequent Offenses: Follow the first three steps as set forth for a first offense except that for a second offense expulsion will be recommended.

D. Selling Narcotics or Dangerous Drugs: Sale or distribution of narcotics or dangerous drugs on school property or at school-sponsored events shall result in immediate suspension with the recommendation for expulsion. If a student has been found to be selling or distributing narcotics or dangerous drugs while on school property or at a school sponsored event, the principal shall:

- Notify the parents and request an immediate conference.
- Suspend the student for violation of the district rules for up to 10 school days, with an expulsion recommendation pending.
- Notify appropriate law enforcement/juvenile agency.

E. Self-referred students: These students may or may not be suspended. However, a chemical assessment and attendance in chemical abuse instruction and support groups at parents expense may be requested.

HIGH SCHOOL STUDENT ACTIVITIES CODE

These rules pertain to high school students who participate in Springfield School District-sponsored extracurricular programs and include special rules related to substance abuse.

General Rules

1. Students who participate in district-sponsored sports must have a physical prior to any participation, including tryouts and practices. Students must complete new physicals every two years.
2. In all extracurricular activity programs, students will ride to and from the activity in school vehicles unless otherwise arranged by the principal or designee.
3. Students will be personally responsible for all school equipment issued and will return the equipment on time and in good condition. Students are responsible to pay for lost, stolen or damaged equipment at replacement cost. A student who fails to return and/or pay for lost, stolen or damaged equipment will not be eligible to compete in any subsequent sport or activity until such time that payment or arrangements for payment have been made with the appropriate building administrator. Should the agreed plan not be followed, the student will become ineligible at that point. (Please refer to Assessment of Student Fees, p.19)
4. Students may be ineligible to compete in extracurricular activities programs if they are truant from class or study hall or are absent from school on the day of the activity unless prior arrangements have been made with the head coach, advisor or appropriate assistant principal. Irregular attendance may also result in suspension

from the extracurricular activity.

5. Students who participate in an extracurricular activity program and quit or are dismissed for disciplinary reasons will be ineligible to participate in another sport for three weeks unless arrangements are made with the appropriate assistant principal.
6. To be scholastically eligible for extracurricular activities, a student must be making satisfactory progress toward graduation requirements, as determined by the school administration. A student must be passing five credit classes in with a GPA (grade point average) of 2.0 the immediately preceding semester. The specific credit requirement for eligibility is defined in the Oregon School Activities Association Handbook.

Springfield School District begins monitoring student progress during the final term of 8th grade. Students who do not meet the above criteria in their final term of 8th grade will begin their 9th grade year on probation for athletics and activities.

Special Rules—Substance Abuse:

The possession or use of tobacco, alcohol, illegal substances, or non-prescribed drugs is prohibited. Students in violation of this rule, whether or not the violation is at a school-sponsored activity, will be subject to the consequences listed below.

A. First Offense: Suspended from participation in all extracurricular activity programs (not to include practice sessions and applicable only during the designated program activity season) according to the following number of contests or activities:

Football	2 contests
Soccer	4 contests
Basketball	4 contests
Swimming	2 contests
Softball	6 contests
Golf	2 contests
Marching Band	1 performance
Drama	2 performances
Cross Country	2 contests
Volleyball	4 contests
Wrestling	3 contests
Baseball	6 contests
Track	2 contests
Tennis	3 contests
Pep Band	2 performances
Dance	2 performances
Clubs (AND ASB OFFICERS)	
no participation for two weeks after returning to school from suspension	
Cheerleading:	
Fall season	2 performances / contests or competitions
Winter season	4 performances / contests or competitions

The suspension must begin immediately following the offense. Should the violation occur at or near the end of an activity season, any unserved portion of the penalty will carry over to the next extracurricular season for that school year.

However, if prior to staff or administration having

knowledge of an incident or are investigating an incident, a student voluntarily requests assistance from a school official for a substance abuse problem, the penalty for the first offense may be waived provided that an agreed plan of remediation is implemented. There must be no repeated substance abuse violation within a 36-month period; otherwise the regular substance abuse penalties will be in effect.

B. Each Subsequent Offense: Suspension from participation in all extracurricular activity programs for the remainder of the school year will occur with any subsequent offense. Before the suspension is implemented, the coach or activity sponsor must notify the building principal or designee. It is the responsibility of the administrator or designee to conference with the student and parent. A written record of the conference stating the infraction and the suspension must be maintained.

DRIVING PRIVILEGES FOR STUDENTS UNDER 18 YEARS OLD

The Oregon Department of Transportation will not issue a drivers license to anyone under the age of 18 unless that person:

- has graduated from high school and provides proof of graduation;
- has received a GED and provides proof; or
- provides a form signed by the high school principal that certifies that the person is enrolled in a high school. (ORS 807.066).

Springfield School District reserves the right to notify the Department of Motor Vehicles when a student with a driver’s license stops attending school. The Department of Motor Vehicles may revoke the driver’s license if a student has stopped attending.

SUSPENDING STUDENT DRIVING PRIVILEGES

The Superintendent, designee, or school board may file a written request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of any student at least 15 years of age who has:

- been expelled for bringing a weapon to school.
- been suspended or expelled at least twice for assaulting or menacing a school employee or another student.
- been suspended or expelled for willful damage or injury to school property.
- been suspended or expelled for use of threats, intimidation, harassment or coercion against a school employee or another student.
- been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school sponsored activity, function or event.
- withdrawn from high school or becomes truant (ORS 339.065) .

The Superintendent or designee must meet with the parent or guardian of the student before submitting a written request to the Department of Transportation. The suspension of driving privileges or the right to apply for driving privileges will be for no more than one calendar year.

If further disciplinary action is necessary for the offenses listed above and the superintendent, designee, or school board requests the driving privileges or right to apply for driving privileges be suspended a second time, those privileges shall be suspended until the student is 21 years of age.

A student may appeal the decision of the superintendent or designee regarding driving privileges under the district's appeals process for suspensions or expulsions (ORS 339.254).

COOPERATION WITH LAW ENFORCEMENT AGENCIES

The schools have a responsibility for the welfare and to protect the rights of all students. At the same time, school personnel have an obligation to cooperate with law enforcement officers in the pursuit of their duty.

Law enforcement personnel, police officers, juvenile officers, Department of Human Services (DHS) [formerly Child Welfare Office (CWO) & [Services to Children and Families case workers (SCF)], in the legitimate conduct of business are required to contact a building administrator about the nature of the investigation and proceed, with the administrator's cooperation, in contacting the students.

Law enforcement personnel, police officers, and Department of Human Services (DHS) [formerly Child Welfare Office (CWO) & [Services to Children and Families case workers (SCF)], have the right to interview students without parental consent. (ORS 419B-045)

At the direction of the investigating law enforcement officer, school authorities shall attempt to notify the parents or guardians that the student is being contacted by a law enforcement officer. If the parent cannot be reached, the school shall allow the officer to proceed. In some cases, however, where every indication is that it would not be in the child's best interest if the parent were contacted, the school administrator may choose to delay or forego notifying the parent.

When called to the office for questioning by a law enforcement officer or DHS caseworker, the student will be asked to speak to the officer or caseworker. The student may decline to speak to the officer or DHS caseworker and may return to class. If the officer has a court order, or places the student under arrest or in protective custody the school will release the student to the law enforcement officer.

When a law enforcement officer questions a student at school, the school administrator or designee may be present during questioning although the following illustrates an exception.

The police or (DHS) caseworker has a right to investigate alleged child abuse. They may interview a student without parental permission. Further, in cases of child abuse investigation, the school administrator, or any other staff members, are prohibited from notifying the parents that the police or DHS intends to

interview a child (Attorney General OP-5957; JHFE/KN-AR). At the investigator's discretion, the school administrator may be present to facilitate the investigation or the investigator may choose not to have a school official present. (ORS 419B.045)

At no time will an administrator allow a law enforcement officer to take a student from the school building without one of the following:

- a warrant;
- a court order;
- custody or arrest;
- parent permission.

Law enforcement officers are asked to sign a release indicating that a student taken from the school is in the officer's custody.

Violations of the district policy and rules related to weapons, vandalism, coercion, assault and threats will be reported to the police.

STUDENT RECORDS

A student's record maintained by any school in the district shall be available for inspection, upon request, by the student and/or the student's parent or legal guardian. The student, parent or legal guardian may receive a copy of the record and may request a hearing to challenge the accuracy or appropriateness of information in the record (ORS 326.565).

Pertinent information about school records follows:

1. Student record information is kept for all students. A "cumulative" file, containing information about student progress, health information, and classroom work, is kept in the school. Some of that information is kept electronically on the computer based Student Record System. Requests to inspect or review these records should be made to the individual school principal.
2. There are other kinds of information that may be kept on some but not all students.

Parents are probably familiar with other records that are being maintained. However, as a parent, if you are unsure whether other records are being kept, your child's teacher or principal would be your best source of information. A parent (or student age 18 years or older) has the right to review any of these records. Records of this kind may include:

Record Location

- Behavioral information.....School
- Counseling Information.....School
- Disciplinary information.....School
- Psychological information.....School, Special Educ. Dept.
- Special Education information.....School, Special Educ. Dept.

3. Parents/guardians (and students age 18 years or older) have the right:
 - To inspect all records maintained on a student.
 - To request the records be amended if they are believed to be inaccurate, misleading, or if they

violate the privacy of the family.

- To request a hearing to challenge the content of the record.
 - To release behavioral and/or special education records to another school district or to a third party.
 - To obtain a complete copy of school district administrative regulations concerning student records.
4. Copies of the complete Student Records Policy may be obtained at any school office or, at the District Administration Building, 525 Mill Street, Springfield, Oregon, 97477. Requests may be made in person or by mail.
 5. From time to time schools receive requests for directory information. "Directory Information" means information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name, parent name, address, telephone number, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended (OAR 581-21-330 and ORS 326.565).
 6. If you do NOT wish the school to release directory information about your child, please inform the school office in writing by the end of the second week of the start of the school year.*

* School officials are required to disclose personally identifiable information from an educational record to law enforcement agencies, child protective service, health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of a student or other individuals (OAR 581-21-380(1)).
 7. Pursuant to OAR 581-21-410, a parent or eligible student may file a complaint with the United States Department of Education concerning alleged failures to comply with the requirements of the Family Educational Rights and Privacy Act.
 8. The federal "No Child Left Behind Act" requires that school districts allow military recruiters the same access to students as college or job recruiters. This includes, when requested by the military recruiter, the release of secondary student's names, addresses and telephone numbers. Springfield School District will comply with this federal regulation; however, secondary school students or their parents may request that this information not be released to military recruiters. OAR 581-21-0220.

SCHOOL BUS REGULATIONS

Riding the bus is a privilege that can be denied if bus regulations are not followed. Where student behavior is deemed unsafe or disruptive, the driver shall file a

complaint with the school principal or assistant principal. The principal may confer with the driver, the student and parent when determining what action, should be taken. If a student is restricted from riding the bus, it may be the responsibility of the parent to arrange transportation to and from school.

Students being transported are under the authority of the bus driver. Students shall:

1. Use the emergency door only in case of emergency.
2. Be on time for bus departure.
3. Remain seated while the bus is in motion.
4. Use designated seats if assigned by the bus driver.
5. Follow the instructions of the driver on how to cross the road.
6. Not extend objects or any part of the body through bus windows.
7. Have written permission to leave the bus other than at home or school.
8. Converse in normal tones. Loud or vulgar language is prohibited.
9. Not open or close windows without permission of driver.
10. Keep the bus in a clean condition.
11. Reimburse the district for costs due to vandalism.
12. Be courteous to the driver, to fellow pupils and passers-by.
13. Obey promptly the direction of the driver.
14. Refrain from fighting, wrestling or boisterous activity.
15. Not bring animals (except for guide animals), weapons, firearms or other potentially hazardous materials on the bus. OAR 581-53-0010

In addition, Springfield School District has the following rules for student conduct on the bus:

- Large items, which as determined by the bus driver, cannot be safely transported while held on the student's lap, stowed on an empty seat space beside the owner or stowed directly under a seat are prohibited unless the bus has a baggage compartment. This includes large musical instruments and sports equipment.
- Students shall not interfere with school bus operating controls except in an emergency or as instructed by the driver.
- Students shall not eat or drink while on the school bus. Popcorn is allowed on the bus if it remains inside a student's backpack.
- Glass containers are not allowed on the school bus.
- Pocket sized CD or radio players are allowed to be played on the school bus when the students use headphones.
- Helium filled balloons are not allowed on the bus.
- Skateboard, roller blades and in-line skates are not allowed on the bus.

- Talking at any railroad crossing is prohibited.
- Animals or insects of any kind are not permitted on the bus.
- Students are asked to remove their backpacks, place them under the bus seat or in their lap and sit with their backs directly against the bus seat back.

Springfield School District has placed audio/video cameras on buses and student behavior may be monitored by use of these cameras.

STUDENT LUNCHES

Springfield School District provides free or reduced price lunches for those students who qualify. Applications are mailed to each student before the beginning of the school year or are available in the Nutrition Services office at 525 Mill Street, Springfield, 541-726-3236 or at each school.

When a student has no money for a meal the district will make a special meal arrangement (charge). The student shall be allowed a maximum of three meal charges each year. Following the second charge, parents will be reminded by telephone or note to pay for lunches their student has charged. If the student has three unpaid meal charges, they may bring a lunch to school or may be offered a substitute lunch.

Students with disabilities and students in grades K-3 who may be unable to take full responsibility for meal money shall be exempt from the three-meal charge limit.

Please contact your child's school to determine the procedure for lunch charges.

STUDENT LOCKERS/DESKS

Lockers and desks are district-owned property loaned to students for their convenience. Students are expected to properly care for and maintain assigned lockers and desks. The school district assumes no responsibility for loss of valuables, personal possessions or other items stored in lockers and desks.

Lockers or desks may not be used for the storage of any item that is illegal or which could be harmful to others. Students have a right to privacy however, the school reserves the right to inspect lockers, desks, storage areas or common parking areas for lost or overdue books, illegal, stolen, dangerous or harmful items or for general maintenance at any time. The school reserves the right to remove such items when they are found during locker or desk inspections.

Electronic Devices

Personal communication devices shall not be used in a manner that disrupts the educational process, school programs or activities or in a manner that violates law, Board policy, administrative regulation or school rules.

The district encourages students to not bring electronic devices to school. If a student brings an electronic device (cell phones, gaming devices, iPods, personal laptops etc.) to school, they are expected to be both off and away (turned off and stored out of site) during all instructional activities unless otherwise authorized by school personnel.

At the elementary and middle school levels, all electronic devices are to be both off and away when students come on to school grounds. unless otherwise

authorized by school personnel

With prior permission from a school administrator, a cell phone may be used during a restricted time.

As stated, students are encouraged not to bring electronic devices to school. The school district does not accept responsibility for devices that may be lost or stolen while at school or at school events.

Personally Owned Electronic Devices

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: MP3 players and iPods; iPads, Nooks, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities.

Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only. When personally owned devices are not being used for educational purposes, they are expected to be both turned off and put away. Personally owned devices being used for non-educational purposes may be considered disrupting the educational environment and may result in a disciplinary consequence.

Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Appropriate use of personally owned devices at school, falls under General Use Prohibitions/Guidelines/ Etiquette described in Administrative Regulation IIBGA-AR.

The District expressly prohibits use of personally owned devices in locker rooms, restrooms, and nurses offices. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.

The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Students must be aware of appropriateness of communications when using district or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.

Examples of an unacceptable device for use at school shall include but is not limited to gaming devices or consoles, laser pointers, modems or routers, wireless access points, and televisions.

The District reserves the right to restrict student use of district owned technologies and personally owned devices on school property or at school-sponsored events.

The District shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to School.

SEARCH AND SEIZURE

Students are assured that the rights of the individual will always be examined with a concern for the welfare and safety of others. In a search and seizure situation, the following procedures shall be followed:

1. A search of a student's person including that person's personal property is limited to a situation where there is reasonable suspicion to believe that the student is concealing evidence of an illegal act or school rule violation.
2. Illegal items (firearms, weapons, etc.) or other possessions reasonably determined by school authorities to be a threat to the safety or security of the possessor or others may be seized. These items will be turned over to the appropriate law enforcement agency.
3. Items, which may be used to disrupt or interfere with the educational process, may be removed from the student's possession.
4. A general inspection of school properties including, but not limited to, lockers, desks, storage areas or common parking areas, may be conducted on a regular basis. Items belonging to the school may be removed.
5. When possible and practical, the student shall be present when a search of personal possessions is conducted.
6. School property searches may include the use of personal inspection by district officials, canine detection, electronic devices, video equipment or some combination thereof. A personal search of a student will not include the use of canine detection.

DRESS AND GROOMING

Student dress and grooming is the responsibility of individual students and their parents. When dress and grooming disrupt the learning process then it becomes a matter of school concern and school administrators will take appropriate action. Such action may include asking the student to change clothing, sending the student home or counseling with the student and/or parent.

The following are guidelines for this area:

1. Dress and grooming shall be clean and in keeping with health and sanitary practices. Articles of clothing and accessories may not create a safety hazard to the individual student or others.
2. When a student is participating in special activities, dress and grooming shall not disrupt the performance or constitute a health or safety threat to the individual or others.
3. Gangs having identifying dress or symbols and accessories and criteria for exclusive group membership or territory and that engage in criminal or antisocial behavior including intimidating or discriminatory activities, are not permitted in district schools.

Articles of clothing that advertise or promote the use of alcohol, tobacco or drug products, or that display sexually suggestive words or pictures are not permitted in school. Articles of clothing, jewelry, emblems, badges, symbols, signs or other objects, which are commonly considered evidence of membership or affiliation with any gang, are also prohibited. (JFCA)

The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community are forbidden. Springfield Public Schools considers street gangs and similar organizations, including, but not limited to, such groups as "Bloods," "Crips," "Skinheads," "Westside Gang," "Arian Nation" etc., to be secret societies. Clothing, jewelry, emblems, badges, symbols, signs, flags or other objects may include, but are not limited to gang, Confederate or Arian Nation flags or likeness.

School Dress Codes and Uniform Policies

If a school has an approved dress code or uniform policy, guidelines will be developed by the school and distributed to parents. The individual school guidelines will be in addition to the Dress and Grooming codes set forth herein.

STUDENT ORGANIZATIONS

All organizations, which carry out activities within the schools, must obtain approval from the building principal and be officially chartered as a school-approved group according to building regulations.

Student groups are subject to the following:

1. Secret Societies, gangs and hate groups: Secret societies of any kind, including fraternities or sororities, gangs and hate groups shall not be permitted in any public school. Groups advocating hatred or discrimination on the basis of race, religion, sex, national origin or disability are inconsistent with the school district philosophy and are not permitted in district schools. Schools are required by law to regulate such organizations (ORS 336.109 and 339.885).
- Students conducting themselves in any manner as noted above, or belonging to or representing such organizations by recruiting or promoting membership and activities of the group will be subject to police referral and disciplinary action including suspension and/or expulsion (ORS 339.250).
2. Religious Clubs: Church sponsored clubs, or clubs sponsored by adult service organizations that may have secret rites, may not be chartered in Springfield Schools. Clubs which are designed to engage in study of comparative religions or similar activities, but which are not intended to promote any one secular belief, may be authorized.
3. Political Clubs: Political clubs are authorized. Such clubs are intended to provide students with opportunities to explore political platforms and issues, particularly as they relate to the respective

parties and to gain understanding of the institutions of politics and government.

ASSEMBLY OF STUDENTS

Students, faculty and administration are responsible for activities conducted in a school and all are held accountable for the image of the school perceived by the public.

Guidelines:

1. Students are permitted to hold student meetings on school property in areas designated by the school principal.
2. Students have the right to gather informally. Informal student gatherings shall not:
 - a. Disrupt the orderly operation of the educational process.
 - b. Infringe upon the rights of others to pursue their activities.
3. Student meetings must abide by the following:
 - a. The meeting should be scheduled in advance.
 - b. Normal class activities shall not be disrupted.
 - c. The meeting shall not create a concern for the safety of persons or property.
 - d. The meeting shall be sponsored by school officials or an official school club or approved organization.
 - e. No speaker who openly and knowingly advocates breaking the law shall be approved by the principal or designee.
 - f. If a large gathering is anticipated, a crowd control plan shall be developed in advance of the meeting in cooperation with the school administration.

STUDENT BUILDING USE

Students shall be permitted to hold non-school sponsored meetings on school property in compliance with normal school district rental procedures.

All requests for use of school facilities are submitted to the Maintenance Department for processing in accordance with established procedures.

1. School facilities are not available for use by any organization dedicated to the destruction and/or desecration of the United States or its government.
2. Misrepresentation of the nature of the event by the sponsoring unit shall constitute a violation of the rental agreement, thereby causing the approved use of any school facility to be immediately withdrawn.
3. The renter/user of school facilities shall assume full responsibility for all costs incurred through misuse and/or abuse of facilities and properties.

DEMONSTRATIONS AND ACTIVISM

School buildings and school sites, including parking areas, school equipment, and all other school facilities, exist and are maintained primarily for the education of enrolled students. Others may enter school owned property and utilize equipment and facilities only with prior consent of an authorized school official.

These rules specifically prohibit entry to a school,

district buildings or grounds for the purpose of participating in any activity which causes disruption and/or interference with school programs. The following are examples of acts that cause interference and disruption:

1. Tampering with student, staff, or district owned vehicles.
2. Impeding entry or exit to the site.
3. Walking, standing, sitting, or lying in such a manner so as to impede vehicular or pedestrian traffic.
4. Placing signs, leaflets, or other types of printed or written materials in or on any automobile parked on school grounds or distributing printed materials in any school building or outdoor area on school grounds, the effect of which causes interference or disruption.
5. Talking to students of the school either individually or in groups, the effect of which causes interference or disruption.
6. Loitering. Loitering means not having any reason or relationship involving custody of or responsibility for a student or, upon inquiry, not having a specific legitimate reason for being there.
7. Visiting in classrooms without prior consent of the building administrator.
8. Interfering with assigned responsibilities and job duties of instructors and/or other employees of the school district.

Non-students are prohibited from conducting rallies, protests, demonstrations, or distributing leaflets or other printed materials on school district owned property without having secured prior written permission by an authorized school administrator.

The building principal or designee is authorized to require persons to leave school property and to take lawful steps to enforce any or all of the regulations in this rule.

Freedom of Expression

One basic purpose of education is preparing students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under the 1st and 14th Amendments to the U.S. Constitution and under Article 1, Section 8, of the Oregon 13 Constitution. Students, as citizens, have the right to freedom of expression and are responsible for the consequences of such expression.

School administrators or designees may find it necessary to review publications and speeches to be given by students and to advise on matters of libel, slander, journalistic ethics, and the probable effect of statements or writings on the orderly operation of the school when it becomes apparent that the student may not be aware of the possible consequences of a particular expression or action.

The following are examples of responsibilities in this area:

1. Symbolic and actual freedom of expression shall not interfere with the freedom of others to express

themselves. The use of profane or obscene language, discrimination and threats of harm to persons or property are prohibited. Statements and materials that are knowingly false or libelous are prohibited; as are those that would substantially disrupt classes or school activities.

2. Willful disobedience and/or open defiance of a teacher's or school official's lawful authority, shall be sufficient cause for discipline.
3. Students are encouraged to express personal opinions under reasonable circumstances.
4. The student, in either written or verbal expressions, shall not advocate or encourage criminal activity.
5. Publications sponsored or funded by the school shall be known as a school publication as opposed to a student publication. The school has a duty to ensure rights of free speech and the responsibility to guide and protect the rights of all students. The school newspaper should reflect the total life of a school community and avoid libelous, profane or obscene material. The school has a duty to ensure rights of free speech and the responsibility to guide and protect the rights of all students.
6. Students are encouraged to express personal opinions in school publications. The publishing and editorial policies governing school publications shall be available in written form.
7. Under certain circumstances, when approved by the principal, students may solicit student financial contributions to support the school publication.
8. Students may refuse to participate in patriotic exercises as long as the manner of such non-participation does not disrupt the educational process.
9. Students may wear certain distinctive symbols so long as they do not trespass on the rights of others or interfere with the orderly operation of the daily program.

Distribution of Material

Students who wish to distribute material or announcements must have prior permission from school administration. Material that is vulgar, obscene, offensive, contains sexually explicit information, is libelous, is recklessly false or defamatory or could disrupt the orderly operation of the school will be prohibited.

School administration reserves the right to designate the time and place for the distribution of materials.

VISITORS, NON-STUDENT LOITERING, TRESPASSING

To help protect student and school property, and to prevent disruptive activity, school officials must know of any persons who are not members of the staff or student body who are on school grounds.

Visitors must report to the main office of the school. The principal or designee will consider a request to visit school facilities. Visiting school facilities without permission from the principal or designee may be considered trespassing (ORS 164.245).

Individuals may not loiter in or near a school

building or grounds. Loitering means not having any reason or relationship involving custody of or responsibility for a student or, upon inquiry, not having a specific legitimate reason for being there.

CONDUCT AT SPORTING EVENTS

Students, parents and visitors are expected to conduct themselves in an appropriate manner while attending school-sponsored events. Oregon law states that a sports official or school official may order a coach, player or spectator to leave the premises at a sporting event if that person is engaging in 'inappropriate behavior'. Inappropriate behavior is defined as:

- engaging in fighting or in violent, tumultuous or threatening behavior
- violating the rules of conduct governing coaches, players or spectators
- publicly insulting another person by abusive words or gestures in a manner intended to provoke a violent response
- intentionally subjecting another person to offensive physical contact.

Anyone who engages in these inappropriate behaviors will be warned and may be removed from the premises. Trespass charges may be filed against the person.

VEHICLES—MOTORIZED AND NON-MOTORIZED

Driving a car, motorcycle, or non-motorized device such as a bicycle onto school property, parking lots and grounds, is a privilege granted on an individual basis. Any vehicle parked on school property may be searched under the following circumstances:

- permission of car owner or student driver
- reasonable suspicion of violation of laws or rules
- compelling safety concerns

Violation of the following driving regulations or rules pertaining to motorized and non-motorized devices will result in forfeiture of the privilege.

The rules and regulations are necessary due to limited student parking, student safety, school liability, and Oregon State law:

1. Student parking is limited to designated areas.
2. Students driving cars to school will register the car in the school office and place a student-parking sticker, if required, on the car.
3. It is the responsibility of the parent and student to make sure that any car driven to school is in safe operating condition.
4. When driving to school results in a student attendance problem, school authorities may deny the privilege.
5. A middle school student may not drive a car or motorcycle to school. Students in possession of a current Oregon driver's license may petition the principal for an exception to this rule.
6. Students riding non-motorized devices such as a bicycle to school should know and observe all safety precautions and traffic regulations.

Students under 16 years of age are required by law (ORS 814.485) to wear approved protective headgear (bicycle helmet). Bicycles should be locked to bicycle racks in designated areas. The school cannot be responsible for the unauthorized use or theft of motorized or non-motorized devices.

7. Use of skateboards is not permitted on school grounds.
8. Permission to drive a motorized or non-motorized vehicle to school will not be revoked without cause stemming from the use of the vehicle.

ASSESSMENT OF STUDENT FEES

Schools may legitimately assess fees to students for certain benefits not provided by the school district (ORS 339.141, 339.147 and 339.155).

1. No public elementary or secondary school shall require payment of fees for the regular school program as a condition of admission to those pupils entitled under law to free admission. However, tuition may be charged for courses not part of the regular school program (ORS 339.141 and ORS 339.147).
2. The district school board may require payment of dues for the use of musical instruments owned or rented by the district (ORS 339.155). The fee is not to exceed the rental cost to the district or the annual depreciation plus actual maintenance cost for each instrument; except that children exempt from tuition under ORS 339.147 shall be loaned musical instruments by the school district.
3. Costs may be assessed for lost or damaged books, instruments, and materials loaned to students as well as damages to equipment or facilities. Springfield School District will withhold the grades, diploma and records of any student who owes more than \$50 to the school district. The district may withhold records, diploma or grades for students who owe less than that amount. The district reserves the right to use the services of a private collection agency to recover money owed.

STUDENT APPEAL PROCEDURES

Students or parents of students have a method of appeal when, in the opinion of the student or parent, normal rights have been violated. The student and/or parent should first make every attempt to resolve the difficulty, misunderstanding, disagreement or alleged violation with the person or persons involved. If this should fail, the student or parent should contact the school administrator.

Appeal or complaint procedures for students or parents are outlined in Springfield School District Administrative Procedure KL. Parents and students should contact the building administrator to receive a copy of these documents.

Range of Consequences

The following section shows the consequential actions which will occur for each infraction. A minimum to maximum range is listed, as well as disciplinary action for first or repeated occurrences. Students are subject to discipline for conduct at school, while traveling to and from school, at school sponsored events, while at other schools in the District, and while off campus whenever such conduct disrupts or interferes with the discipline or general welfare of the school. Oregon Revised Statutes 339.250 states it is the duty of the student to comply with rules; discipline, suspension, expulsion, removal and counseling; written information on alternative programs required. Oregon Administrative Rule 581-021-0055, and Springfield Public School's Board Policy JG and JGD/JGE support expulsion recommendation.

School officials consider the student's behavior record prior to taking action. If a student has repeated or been involved in inappropriate conduct, then consequential action may be the maximum action listed. In the case of severe violation of rules, the consequential action may extend beyond these guidelines, even for the first offense.

For students with disabilities eligible under IDEA and/or Section 504, behavioral consequences will be related to the requirements of IDEA and Section 504.

Alcohol

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Suspension	Expulsion
Repeated	Expulsion	Expulsion

Using, possessing, taking affirmative action to possess, selling, distribution or being under the influence of alcohol; or the use, possession, selling, distribution of any substance promoted as alcohol. Alcohol is a dangerous drug.

Assault

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Suspension	Expulsion
Repeated	Suspension	Expulsion

Intentionally, knowingly or recklessly causing physical injury to another. (See Fighting.)

Automobile Misuse

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First Offense	Admin. Intervention	Expulsion
Repeated	Parent Involvement	Expulsion

Not following rules and regulations concerning vehicles on school premises. Students driving licensed motor vehicles shall register the vehicle with the school office and should park in the designated areas. Registered cars are not to be used during the school hours without parental permission and/or school authorization. Only high school students are permitted to drive a motor vehicle to school.

Bullying / Harassment/Hazing/Teen Dating Violence/Domestic Violence

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Parent involvement	Expulsion

Repeated Suspension Expulsion
Includes language or behavior that insults, ridicules, or torments another person. (See Sexual Harassment, and Threats/Menacing/Hate Lists.)

Bus Misconduct

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Admin.	Expulsion
Repeated	Intervention Loss of Bus Privilege	Expulsion

Not following the posted instructions governing riding school buses may forfeit the student's privilege to District provided bus transportation and may result in the stated consequential actions.

Cyber-Bullying

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Admin.	Expulsion
Repeated	Intervention Parent Involvement	Expulsion

The use of any electronic communications device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwarranted manner under a person's true or false identity.

Dangerous Drugs

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Suspension	Expulsion
Repeated	Expulsion	Expulsion

Using, possessing, taking affirmative action to possess, selling, distribution, sharing, remaining in a place where you knowingly permit others to sell, keep or use drugs; or being under the influence of drugs or other intoxicants; or the use, possession, selling, distribution of any substance promoted as a dangerous drug. Possessing any drug paraphernalia. A dangerous drug is defined as: any drug obtainable with or without a prescription that has been used in a manner dangerous to the health of the user. This includes, but is not limited to, marijuana, cocaine, heroin, stimulants, depressants, hallucinogens, methamphetamine and other substances that, under the circumstance in which it is used, or is attempted to be used, can harm the health of that student or others.

Defiance of Authority

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Conference	Suspension
Repeated	Suspension	Expulsion

Refusal to follow the reasonable requests of District personnel and/or designated authority.

Disorderly or Disruptive Conduct

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Conference	Suspension
Repeated	Suspension	Expulsion

Language or behavior that disrupts and/or interferes with the educational environment process.

Disruptive Appearance / Student Dress

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Conference	Suspension

Repeated Parent Involvement Expulsion

Dress and grooming are primary responsibilities of students and parents/guardians. However, students may be directed to change dress or grooming if it interferes with the learning process or school climate, is not clean, or threatens the health or safety of the student or others. Clothing, jewelry, or wording/graphics on clothing which is sexually suggestive, drug related, vulgar, which depicts violence, insulting, gang membership related, or ridicules a particular person or group may be prohibited.

Extortion

<u>Occurrences</u>	<u>Minimum</u>	<u>Maximum</u>
First	Parent Involvement	Expulsion
Repeated	Suspension	Expulsion

Demanding money, or something of value (e.g., lunches) from another person in return for protection from violence or threat of violence. (See Theft.)

Fighting

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Suspension	Expulsion
Repeated	Suspension	Expulsion

A hostile physical encounter between two or more individuals. (See Assault.)

Fire Setting, Attempted Fire Setting, Fire Play

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Suspension	Expulsion
Repeated	Suspension	Expulsion

Using fire to destroy or attempt to destroy property. All incidents related to fire setting, attempting to set a fire or fire play will be reported to Springfield Fire Department.

Fire Tools, Ignition Sources

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Intervention	Suspension
Repeated	Parent Involvement	Suspension

Possession of, threatening to use, or the deliberate act of using fire tools or other ignition sources is prohibited. Fire Tools are defined as: any tool that creates a form of heat by creating a flame or spark, including, but not limited to, matches, cigarette lighters, and multipurpose lighters (BBQ). Ignition Sources other than fire tools are defined as any form of heat, which instigate or may be used to propagate fire and includes, but is not limited to, candles, road flares, fuses and fireworks.

Forgery, Lying, or Academic Integrity

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Conference	Suspension
Repeated	Parent Involvement	Expulsion

Writing or giving false or misleading information to school officials by forging parent's, guardian's, or any other person's signature on any letter or other school document; cheating, plagiarizing, turning in another person's papers, projects, computer programs, etc., as the student's own; and/or any other misrepresentation

of the truth.

Gambling

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Intervention	Suspension
Repeated	Parent Involvement	Suspension

Participating in games of chance for the purpose of exchanging money and other things of value.

Lewd Conduct / Profanity

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Admin. Intervention	Expulsion
Repeated	Parent Involvement	Expulsion

Indecent exposure and/or the use of obscenity, profanity, whether oral, written, or gestured. This includes possession, selling, sharing, and distribution of lewd materials. (See Sexual Harassment.)

Loitering (After School Supervision)

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Conference	Parent Involvement
Repeated	Parent Involvement	Suspension

Students are not to be in the building after school hours unless supervised by an adult. This policy is being implemented to decrease theft, vandalism, and to create a safe school environment. Students who are staying after school should be in their supervised area within 30 minutes of school ending. Students who are loitering will be escorted out of the building.

Medication

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Parent Involvement	Expulsion
Repeated	Suspension	Expulsion

Distribution, sharing, and/or selling of controlled substance (prescription medication), or the non-medical use of prescription or over the counter medications, is prohibited. The use or possession, or taking affirmative action to possess any drug prescribed to anyone other than the prescribed user is prohibited. Possession and use of medication is allowed if the parent/guardian and student follow District policy procedures on administering medicines to students.

Recklessly Endangering

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Admin. Intervention	Expulsion
Repeated	Parent Involvement	Expulsion

Reckless, unintentional conduct that creates substantial risk of physical injury to another person and/or self. (See Disorderly or Disruptive Conduct.)

Secret Societies / Gangs

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Admin. Intervention	Expulsion
Repeated	Parent Involvement	Expulsion

Involvement

Oregon law prohibits the existence of any secret society in public school including sororities and fraternities (ORS 339.885). A secret society is an organization composed of students that has an element of purpose that is concealed from the public and shared only confidentially among members of the organization. The Springfield Public Schools considers street gangs and similar organizations, including, but not limited to, such groups as "Bloods," "Crips," "Skinheads," "Arian Nation," "Westside Gang," etc., to be secret societies. Students who participate in gang-related activities at school or school functions - such as possession or display of gang-related clothing, symbols, flags, or paraphernalia; distribution of gang literature or materials; display of gang-related posters or graffiti, signs or signals, harassment or intimidation of others; or recruitment for gang membership - will be subject to strict disciplinary measures.

Sexual Harassment

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Parent involvement	Expulsion
Repeated	Suspension	Expulsion

Sexual harassment is prohibited conduct. It may be verbal, visual, written, or physical in nature and includes unwelcome sexual advances, requests for sexual favors, and/or physical touching. More subtle forms of harassment such as unwelcome posters, cartoons, caricatures, and jokes of a sexual nature are also prohibited. (See Bullying/Harassment, Threats/Menacing/Hate Lists and Lewd Conduct/Profanity.)

Tardiness

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Admin. Intervention	Conference
Repeated	Parent Involvement	Suspension

Arriving late to school and/or class

Technology Misuse

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Admin. Intervention	Expulsion
Repeated	Parent Involvement	Expulsion

Failure to comply with the District's "Student Agreement for Electronic Communications System Usage." This agreement will be made available to students at the time of registration and is available from your school office.

Theft

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Parent Involvement	Expulsion
Repeated	Suspension	Expulsion

Taking, giving, selling or receiving property not belonging to you. Knowingly possessing any stolen property or property reported lost or missing. (See

Extortion.)

Threats / Menacing / Hate Lists

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Parent involvement	Expulsion
Repeated	Suspension	Expulsion

An intentional, serious threat by word or act (including physical and/or verbal bullying/threatening), which places another person in fear of imminent serious physical injury (ORS 339.250(3)). This includes, but is not limited to, words, target lists, or conduct directed toward another person. Intimidation, threats and/or menacing are not limited to the protective classes of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability. (See Bullying/Harassment and Sexual Harassment). Intimidating items may include, but are not limited to possession or display of gang-related clothing, symbols, Confederate Flag or paraphernalia.

Tobacco Products, Inhalant Delivery System

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Conference	Suspension
Repeated	Parent Involvement	Suspension

The use, possession, sharing, and/or distribution of tobacco products, inhalant delivery system in any form.

Trespassing

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Admin. Intervention	Expulsion
Repeated	Parent Involvement	Expulsion

Being present in unauthorized places or refusing to leave when asked to do so by District personnel and/or designated authority. Entering or remaining unlawfully in School District buildings or on any part of District property or adjacent areas. Individuals who are trespassing will be given a trespass notice and will be reported to the Springfield Police Department.

Unexcused Absences

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Admin. Intervention	Suspension
Repeated	Parent Involvement	Suspension

Any absence that has not been excused by parent or legal guardian and/or appropriate school official.

Vandalism

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Conference	Expulsion
Repeated	Suspension	Expulsion

Intentionally damaging, defacing (including tagging/graffiti), or destroying property. Vandalism is the willful or malicious destruction or defacement of public or private property. The student and the parent or parents having legal custody of the student may be liable for the amount of the assessed damages not to exceed \$5,000 plus costs if legal action is required (ORS

339.270). The student and the parent or parents having legal custody of the student shall be liable for up to \$7,500 for the torts committed by their child. [ORS 30.765] (See Disorderly or Disruptive Conduct.)

Weapons: Dangerous, other than firearms, knives, or explosives

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Suspension	Expulsion
Repeated	Expulsion	Expulsion

The use, possession or sale of a dangerous or deadly weapon. Dangerous weapon is defined by Oregon law as any weapon, device, instrument, material, or substance which, under the circumstance in which it is used, attempted to be used, threatened to be used, possessed or sold, is readily capable of causing death or serious physical injury. A deadly weapon is defined by Oregon law as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury. Dangerous or deadly weapons include but are not limited to BB guns, air guns, paint ball guns, ammunition, stun guns, nunchucka sticks, throwing stars, and metal knuckles. Violation shall result in a referral to an appropriate law enforcement agency. The Superintendent may modify the expulsion on a case-by-case basis. (See Weapons: Firearms and Weapons: Knives.)

Weapons: Explosive Devices

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Expulsion	Expulsion
Repeated	Expulsion	Expulsion

The use, possession, or sale of an explosive device or material. Violation shall result in a referral to an appropriate law enforcement agency. The Superintendent may modify the expulsion on a case-by-case basis.

Weapons: Firearms

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Expulsion	Expulsion
Repeated	Expulsion	Expulsion

The use, possession, or sale of a firearm. A firearm is defined by Federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, and a firearm muffler or firearm silencer. Violations shall result in a referral to an appropriate law enforcement agency. The Superintendent may modify the expulsion on a case-by-case basis. (See Weapons: Knives.)

Weapons: Knives

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Parent Involvement	Expulsion
Repeated	Suspension	Expulsion

The use, threat of use, possession, or sale of knives of any form and/or length. If the knife is a dangerous weapon (readily capable of causing death or serious physical injury under the circumstances in which it is used, attempted to be used, threatened to be used, possessed, or sold) or a deadly weapon (Specifically designed for and presently capable of causing death or serious

physical injury) then expulsion is required. The Superintendent may modify the expulsion on a case-by-case basis. Violation may result in a referral to an appropriate law enforcement agency. (See Weapons: Firearms.)

Weapons: Look-Alike Devices

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Parent Involvement	Expulsion
Repeated	Suspension	Expulsion

The possession, use, or threat of use of a look-alike explosive device, firearm, knife, or other dangerous or deadly weapons. The Superintendent may modify the expulsion on a case-by-case basis.

Weapons: Other

<u>Occurrence</u>	<u>Minimum</u>	<u>Maximum</u>
First	Parent Involvement	Expulsion
Repeated	Suspension	Expulsion

The use or threat of use of a weapon, device, instrument, material, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing physical injury. The Superintendent may modify the expulsion on a case-by-case basis.

CIVIL RIGHTS AND SPECIAL NEEDS CONTACT INFORMATION

For information regarding civil rights, ADA, or equal opportunity, please contact:

Section 504 Coordinator: Brian Megert, Director of Special Programs; 525 Mill Street, Springfield, OR, 97477; Phone: 541-726-3250.

Title II Coordinator: ~~Matt Coleman~~ @, Assistant Superintendent; 525 Mill Street, Springfield, OR, 97477; Phone: 541-726-3254.

Title IX Coordinator: ~~Dawn Strong~~ **Dr. Michael Henry**, Director of Human Resources; 525 Mill Street, Springfield, OR, 97477; Phone: 541-726-3203.

Special Needs Contact Statement for District Events:

Persons having questions about or requests for special needs and accommodation should contact Emerald Crafton, Administrative Secretary, Communications; 525 Mill Street, Springfield, OR, 97477; Phone: 541-726-3331. Contact should be made 72 hours in advance of the event.

Special Needs Contact Statement for Thurston High School Events:

Persons having questions about or requests for special needs and accommodation should contact Chad Towe, Thurston High School Principal; 333 58th Street, Springfield, OR, 97478; Phone: 541-744-5000. Contact should be made 72 hours in advance of the event.

Special Needs Contact Statement for Springfield High School Events:

Persons having questions about or requests for special needs and accommodation should contact José daSilva, Springfield High School Principal; 875 7th Street, Springfield, OR, 97477; Phone: 541-744-4700. Contact should be made 72 hours in advance of the event.

Special Needs Contact Statement for Gateways High School Events:

Persons having questions about or requests for special needs and accommodation should contact Paul Weill, Gateways High School Principal; 665 Main Street, Springfield, OR, 97477; Phone: 541-744-8862. Contact should be made 72 hours in advance of the event.

Special Needs Contact Statement for Academy of Arts & Academics Events:

Persons having questions about or requests for special needs and accommodation should contact Mike Fisher, Academy of Arts and Academics Head Teacher; 615 Main Street, Springfield, OR, 97477; Phone: 541-744-6728. Contact should be made 72 hours in advance of the event.

RESOLUTION: #15-16.040

DATE: April 11, 2016

PERSONNEL ACTION

RELEVANT DATA:

Each month the board of Directors is asked to approve personnel action involving licensed employees. Tonight the Board is being asked to approve the attached retirements and resignations. If the Board of Directors would like to discuss any of these recommendations in executive session, in accordance with ORS 192.660(2)(f) Exempt Public Records, the employee should be identified by the number preceding the name and it will be withdrawn pending further instruction from the Board. Michael Henry is available for questions.

RECOMMENDATION:

It is recommended that the Board of Directors approve the personnel action for licensed employees as reflected in this resolution and any addendum presented along with this resolution. Categories include:

- Retirements
- Resignations

SUBMITTED BY:

Michael Henry
Director of Human Resources

APPROVED BY:

Susan Rieke-Smith
Superintendent

NO	NAME	CURRENT BUILDING ASSIGNMENT	STATUS	FTE	EFFECTIVE DATE	NOTES
	RETIREMENTS					
1	CYNTHIA BULINSKI	ADMIN	CONTRACT TEACHER	FT	06/30/2016	RETIREMENT
2	SUE CHOPPY	ADMIN/SPED	CONTRACT TEACHER	FT	06/30/2016	RETIREMENT
3	JAMES DICKEY	THS	CONTRACT TEACHER	FT	06/30/2016	RETIREMENT
4	ALLYSON LEWELLEN	PAGE	CONTRACT TEACHER	FT	06/30/2016	RETIREMENT
5	MICHAEL MICHEL	THS	CONTRACT TEACHER	FT	06/30/2016	RETIREMENT
6	LARRY TRACEY	TRDR	CONTRACT TEACHER	FT	06/30/2016	RETIREMENT
	RESIGNATIONS					
7	NATASHA HAMILTON	MAPLE	PROBATIONARY 3	FT	06/30/2016	RESIGNATION
8	ROSEANNA LING	TRDR	PROBATIONARY 1	FT	06/30/2016	RESIGNATION
9	JANET WELLS	SHS	CONTRACT TEACHER	FT	06/17/2016	RESIGNATION

2016-2017 BOARD MEETING SCHEDULE

RELEVANT DATA:

Board members were provided with copies of the proposed 2016-2017 Board Meeting Schedule, as a first reading, at the March 14, 2016 meeting.

The proposed meeting schedule reflects a similar schedule as was approved for the 2014-2015 and 2015-2016 school years. The format allows more time for in-depth conversation and engagement.

The schedule reflects one business meeting each month and periodic 4-hour planning meetings through the school year. Work sessions are proposed when a second monthly meeting is scheduled, except for dates when the planning meetings are noted.

Proposed meetings are adjusted as necessary due to federal holidays. Consideration was given to schedule meetings around the annual Oregon School Boards Association conference in November, the National School Boards Association annual conference in April, and the annual United Front trip in late January or early February, so that all board members are present.

OSBA Conference	November 10-13, 2016	Portland, OR
NSBA Conference	March 25-27, 2017	Denver, CO
United Front	Late January or Early February 2017	Washington, DC

One business meeting is scheduled for the months of November, December, March, and May; no meeting is scheduled in July. Planning meetings are scheduled in August, October, January, and April. Budget work sessions are traditionally scheduled during the month of May.

RECOMMENDATION:

It is recommended that the Board of Directors approve the 2016-2017 Board Meeting Schedule as presented.

SUBMITTED BY:

Sue Rieke-Smith, Ed. D.,
Superintendent



Springfield Public Schools

Board Meeting Schedule 2016-2017

Springfield Board of Education Business Meetings will typically be held one time per month beginning at **7:00 pm, unless otherwise noted on the district website: www.springfield.k12.or.us/boardmeetings.** Additional Work Sessions and/or Planning Meetings will be held throughout the 2016-2017 School Year. **Meeting dates are subject to change.** Only one meeting is scheduled for the months of November, December, March, and May; no meeting will be held in July.

<u>Dates</u>	<u>Locations</u>	
August 8	Admin Center	Business Meeting
August 22	Admin Center	Summer Planning Meeting
September 12	Admin Center	Business Meeting
September 26	Admin Center	Board Work Session
October 10	Admin Center	Business Meeting
October 24	Admin Center	Fall Planning Meeting
November 21	Admin Center	Business Meeting
December 12	Admin Center	Business Meeting
January 9	Admin Center	Business Meeting
January 23	Admin Center	Mid-Year Planning Meeting
February 13	Admin Center	Business Meeting
February 27	Admin Center	Board Work Session
March 13	Admin Center	Business Meeting
April 10	Admin Center	Business Meeting
April 24	Admin Center	Spring Planning Meeting
May 8	Admin Center	Business Meeting
June 12	Admin Center	Business Meeting
June 26	Admin Center	Business Meeting/Work Session

All meetings will be held at the Administration Center, 525 Mill Street, Springfield, Oregon.

Adopted:

RESOLUTION: #15-16.042

DATE: APRIL 14, 2016

BOARD POLICIES FOR APPROVAL

RELEVANT DATA:

From time to time, changes in laws or operating practice require changes or additions to board policies. In addition, the district subscribes to a policy review service with Oregon School Boards Association and receives samples that are used to craft policy for Springfield Public Schools.

Three board policies to be rewritten to meet legal standards. These policies presented for first reading at the March 14, 2016, board meeting.

Susan Rieke-Smith is available for questions.

RECOMMENDATION:

It is recommended that the Board of Directors approve the following board policy:

- BBFA Board Member Ethics and Conflicts of Interest
- BBFB Board Member Ethics and Nepotism
- KL Public Complaints

SUBMITTED BY
Jenna McCulley
Community Engagement Officer

RECOMMENDED BY:
Susan Rieke-Smith
Superintendent



Code: **BBFA**
Adopted:

Board Member Ethics and Conflicts of Interest

No Board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for him or herself, relatives or household members, or for any business with which the Board member, a household member or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual \$50 gift limit from one who has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. District-provided meals at board meetings are acceptable under the reimbursement of expenses exception.

I. Conflicts of Interest

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

“Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

“Relative” means the spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits² to the Board member, or who receives any benefit from the Board member’s public employment

“Member of the household” means any person who resides with the public official.

¹The term spouse includes domestic partner.

²Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member's vote, official action or judgment would be thereby influenced.

No Board member will attempt to use or use for personal gain any confidential information gained through his/her official position or association with the district. A Board member will respect individuals' privacy rights when dealing with confidential information gained through association with the district.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by the ethics laws for public officials as stated in Oregon law.

Potential Conflict of Interest

"Potential conflict of interest" means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

Actual Conflict of Interest

"Actual conflict of interest" means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

II. Gifts

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. All gift related provisions apply to the Board member, their relatives, and members of their household. The \$50 gift limit applies separately to the Board member and to the Board member's relatives or members of household, meaning that the Board member, each member of their household and relative can accept up to \$50 each from the same source/gift giver. "Gift" means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

"Relative" means the spouse³, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits⁴ to the Board member, or who receives any benefit from the Board member's public employment.

"Member of the household" means any person who resides with the Board member.

Determining the Source of Gifts

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A "legislative or administrative interest" means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative or administrative interest in the fire department that is distinct from the general public.

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

"Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

³Ibid. p. 1

⁴Ibid. p. 1

1. In calculating the per person cost at receptions or meals the payor of the Board member's admission or meal will include all costs other than any amount donated to a charity.
For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the Board member is \$25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.
2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
 - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
 - c. The source calculates the actual amount spent on the Board member.
3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale Value

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

Board members may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member unless:

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The Board member is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when a Board member appears at an entertainment event for a "ceremonial purpose" at the invitation of the source of the entertainment who requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts:

1. Campaign contributions are not considered gifts under the ethics rules;
2. Gifts from “relatives” and “members of the household” to the Board member are permitted in an unlimited amount; they are not considered gifts under the ethics rules;
3. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;
4. Contributions made to a legal expense trust fund if certain requirements are met;
5. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative or administrative interest, with the following exceptions:
 - a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:
 - (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
 - (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND
 - i) The giver is a unit of a:
 - a) Federal, state, or local government;
 - b) An Oregon or federally recognized Native American Tribe; OR
 - c) Nonprofit corporation.
 - (b) The Board member is representing the district:
 - i) On an officially sanctioned trade-promotion or fact-finding mission; OR
 - ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the Board.*
 - (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the district. Again, this exception does not authorize private meals where the participants engage in discussion.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;

7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i);
8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement;
9. A gift received by the Board member as part of the usual or customary practice of the Board member’s private business, employment or position as a volunteer that bears no relationship to the Board member’s holding of public office.

Honoraria

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any relative or member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

END OF POLICY

Legal Reference(s):

ORS 162.015 to -162.035
ORS 162.405 to -162.425

ORS 244.010 to -244.400
ORS 332.055

OAR 199-005-0001 to - 199-010-150

38 OR. ATTY. GEN. OP. 1995 (1978)

OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Board Member Ethics and Nepotism

In order to avoid both potential and actual conflicts of interests, Board members will abide by the following rules when a Board member's relative or member of the household is seeking and/or holds a position with the district:

1. A Board member may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or member of the household, unless the Board member complies with the conflict of interest requirements of ORS Chapter 244.

~~2.~~ This policy does not apply to decisions regarding unpaid volunteer positions unless it is a Board member position or another Board-related unpaid volunteer position (i.e. a Board committee position).
2. ~~3.~~ A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or member of the household. A Board member may still serve as a reference or provide a recommendation.

For the purposes of this policy⁵:

Member of the household" means any person who resides with the Board member.

Relative" means: the spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits² to the Board member, or who receives any benefit from the Board member's public employment.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class including the Board member's relative or household member. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very

¹The term spouse includes domestic partner.

²Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

END OF POLICY

Legal Reference(s):

ORS 244.010 to -244.400

OAR 199-005-0001 to -199-010-0150

ORS 659A.309

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Public Complaints* (Version 2)

The district will develop and implement effective means of resolving concerns voiced by employees, students and the public in order to reduce potential areas of complaints, and to establish and maintain recognized channels of communication.

The Board advises the public that the proper process for resolving complaints is as follows:

1. Teacher/Employee;
2. Principal;
3. Level/Department Director
4. Superintendent;
5. Board.

If your complaint addresses one or more of the issues identified below, you may use the complaint process available in any of the following policies and administrative regulations (AR):

1. Discrimination or harassment on any basis protected by law: Board policy AC, AC-AR;
2. Sexual harassment (staff): Board policy GBN, GBN-AR;
3. Sexual harassment (student): Board policy JBA, JBA-AR;
4. Hazing, harassment, intimidation, bullying, menacing or cyberbullying (staff): Board policy GBNA, GBNA-AR;
5. Hazing, harassment, intimidation, bullying, menacing, cyberbullying, teen dating violence or domestic violence (student): Board policy JFCF, JFCF-AR;
6. Sexual conduct with a student: Board policy JHFF, JHFF-AR;
7. Instructional resources or instructional materials: Board policy IIA, IIA-AR;
8. Compliance with state standards: Board policy LGA, LGA-AR;
9. Complaints regarding the Talented and Gifted Program (TAG): Board policy IGBBC, IGBBC-AR.

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session.

A complaint of retaliation against a student or a student's parent who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation, should be reported to the administrator.

Complaints against the principal may be filed with the superintendent.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board.

Complaints against the Board chair may be made directly to the district counsel on behalf of the Board.

The superintendent will develop and administer the general complaint process, as appropriate.

If a complaint alleges a violation of state standards or a violation of other statutory or administrative rule for which the State Superintendent of Public Instruction has appeal responsibilities, and the complaint is not resolved at the local level, the district will supply the complainant with appropriate information to file a direct appeal to the State Superintendent as outlined in Oregon Administrative Rules (OAR) 581-022-1940.

END OF POLICY

Legal Reference(s):

ORS 192.610 to -192.690
ORS 332.107

OAR 581-022-1940
OAR 581-022-1941

House Bill (HB) 3371 (2015)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

OUT-OF-STATE TRIP REQUEST
SPRINGFIELD & THURSTON HIGH SCHOOL DECA

RELEVANT DATA:

The objective of our trip to Nashville, Tennessee is to motivate DECA students to further develop their knowledge and job skills by providing them an opportunity to compete with the best in the nation.

DECA students will participate in high quality workshops, competitions and caucuses. Students will represent the State of Oregon in the election of National DECA officers and in competition areas.

THS' Paige Nelson won first place at the State DECA Conference in the Personal Financial Literacy event. This qualified her to be the number one representative for the State of Oregon at National Conference. Her objectives are: 1) Win the National Title 2) Network with business professionals and other business students for future opportunities 3) To gain business and leadership experience at ICDC.

RECOMMENDATION:

It is recommended the Board approve Springfield & Thurston High School's DECA student's request to travel to Nashville, Tennessee provided all needed monies are successfully fundraised prior to the trip. Date of the trip will be April 22 through April 27, 2016.

There is not cost to the district for this trip. All sub costs will be paid using SHS or THS funds.

Students will miss four (4) school days. A rationale for school days missed is attached.

José da Silva, Susan Stambaugh, Chad Towe and Mike Michel will be available to answer questions.

SUBMITTED BY:

Kevin Ricker, Ed.S.
Director of Secondary Education

RECOMMENDED BY:

Dr. Susan Rieke-Smith
Superintendent

Springfield School District

OUT-OF-STATE TRAVEL REQUEST

School: SHS Contact: Susan Stambaugh Date: 3/9/16

Club/Organization Going on Trip: SHS DECA # of Students (M/F): 1/6

Number of Faculty Chaperones: 1 Number of Parent/Other Chaperones: 0

Names of Chaperones:
School Staff: Susan Stambaugh
Parents/Others: _____

Destination: Nashville, TN Dates of Trip: 4/22-27/2016

Estimated Total Cost: \$1300+ Cost to the Program/Building*: \$0
(Includes substitute teacher cost.)

Fundraising Activities: Business donations, if any and Cosmo

Lodging: ICDC arrangements at Gaylord Opryland Resort (615) 889-1000

Food: Students will pay for food on their own

Method of travel: Airline & bussing
(Note: District vehicles **are not** available for out-of-state travel)

of School Days Missed: 4 days
(If more than two school days will be missed, please attach additional rationale to justify absences)

Special insurance, if applicable: (Company) N/A N/A
Type of Coverage Cost per Person

Applicable forms on file: (please check)
X Parent Permission Form X Medical Release Form _____ Student Fundraising Agreement

Purpose for the trip and a tentative Itinerary must be included with this form.

Approval, once granted, is contingent upon the club/organization raising all funds required to cover all costs, including substitute teacher costs, associated with the trip. The building principal will report to the Board no less than 30 days prior to the trip of the club/organization's status raising all required funds.

Approved: X Denied: _____ Principal: José daSilva Date: 3/11/16

Approved: X Denied: _____ Secondary Director: Kevin Ricker Date: 3/28/16

IMPORTANT NOTE

Out of State Trip request forms must be submitted and approved at least 90 days prior to date of proposed trip before any commitment can be made to parents, students, etc. Any changes to this trip request must be covered and resubmitted to the Board in an Addendum.

***All costs must be paid by the program or building. The District assumes no costs for trips.**

Springfield High School DECA
ICDC (International Career Development Conference)
Nashville, Tennessee
April 23 - 26, 2016

PURPOSE OF THE TRIP

What are the objectives of the trip and how are the experiences provided related to class or school program?

The objectives of this trip are: 1. Motivate students to further develop their knowledge and job skills by providing them an opportunity to compete with the best in the nation.
2. To provide an opportunity to develop professionally in the career area of their choice by participating in high quality workshops, competition, and caucuses.
3. To represent the State of Oregon in the election of National DECA Officers and in competition in their respective competitive areas.

How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledge, or appreciation? How will the trip provide opportunities for students to use those skills they have already acquired?

The opportunity to compete at the national level will encourage students to take their knowledge to another level. They will meet students from all over America and even other countries with similar interests. The prospective of winning the "national title" in their event has been the motivating factor that has brought them the success at the state level.

How will the experience motivate students for further learning?

To compete at the national level will require many hours of practice and study to prepare for competition.

Does the trip make best use of available time and money?

Although it is expensive, it is the goal of every serious DECA member to quality and compete at the national level. It is the payoff for working hard to be the best and serves to motivate the new and upcoming DECA members.

What effect does the trip have on other classes or programs?

All DECA students attending are extremely strong academically. They will consult with their teachers and make arrangements to complete make-up work.

What arrangements for transportation and other factors pertaining to supervision of students have been considered to ensure maximum safety?

Parents will be responsible for getting their child to the Eugene airport, where they will meet Susan Stambaugh. From there, they will fly from Eugene to Nashville, TN. Round trip transportation is arranged from the airport to the Hotel.

Has all monies required to cover the cost of this trip been fundraised?

Most of the cost will be subsidized by the Miller Mart account. Students are in the process of fundraising.

RATIONALE*

*Rationale must be included if students will miss two or more school days.

Students will miss 4 days of school. Two of those days will be for travel. The Conference runs for 4 days, with students testing and doing role plays at various times during the conference. The conference also includes workshops/state meetings, and opening and closing sessions.

**Springfield High School DECA
ICDC (International Career Development Conference)
Nashville, Tennessee
April 23 - 26, 2016**

ITINERARY

Departure Date & Time: 9:30 am on Friday, April 22nd from Eugene Airport

Return Date & Time: 3:22 pm on Wednesday, April 27th at Eugene Airport

Springfield School District

OUT-OF-STATE TRAVEL REQUEST

School: THS Contact: Mike Michel Date: 2/6/16

Club/Organization Going on Trip: THS DECA # of Students (M/F): 0/1

Number of Faculty Chaperones: 1 Number of Parent/Other Chaperones: 0

Names of Chaperones:
School Staff: Mike Michel
Parents/Others: _____

Destination: Nashville, TN Dates of Trip: 4/22-27/2016

Estimated Total Cost: \$1500 Cost to the Program/Building*: \$846
(Includes substitute teacher cost.)

Fundraising Activities: Fundraising Letters

Lodging: DECA Hotel – Gaylord Opryland Resort (615) 889-1000

Food: On your own!

Method of travel: Flight to Nashville, Shuttle to Hotel and back. Parents to and from airport!
(Note: District vehicles **are not** available for out-of-state travel)

of School Days Missed: See Attached!
(If more than two school days will be missed, please attach additional rationale to justify absences)

Special insurance, if applicable: (Company) N/A N/A
Type of Coverage Cost per Person

Applicable forms on file: (please check)
X Parent Permission Form X Medical Release Form N/A Student Fundraising Agreement

Purpose for the trip and a tentative Itinerary must be included with this form.

Approval, once granted, is contingent upon the club/organization raising all funds required to cover all costs, including substitute teacher costs, associated with the trip. The building principal will report to the Board no less than 30 days prior to the trip of the club/organization’s status raising all required funds.

Approved: X Denied: _____ Principal: Chad Towe Date: 3/9/16

Approved: X Denied: _____ Secondary Director: Kevin Ricker Date: 3/28/16

IMPORTANT NOTE

Out of State Trip request forms must be submitted and approved at least 90 days prior to date of proposed trip before any commitment can be made to parents, students, etc. Any changes to this trip request must be covered and resubmitted to the Board in an Addendum.

***All costs must be paid by the program or building. The District assumes no costs for trips.**

**Thurston High School DECA
ICDC (International Career Development Conference)
Nashville, Tennessee
April 23 - 26, 2016**

PURPOSE OF THE TRIP

What are the objectives of the trip and how are the experiences provided related to class or school program?

Paige Nelson won first place at the State DECA Conference in the Personal Financial Literacy event. This qualified her to be the number one representative for the State of Oregon at National Conference. Her objectives are: 1) Win the National Title 2) Network with business professionals and other business students for future opportunities 3) To gain business and leadership experience at ICDC.

The Marketing and Personal Finance courses that she took at THS were the basis for her knowledge for the competitions at both State and Nationals.

How will the activities on the trip provide opportunities for students to obtain new skills, insights, knowledge, or appreciation? How will the trip provide opportunities for students to use those skills they have already acquired?

Besides the competition there are numerous opportunities to network with business professionals and other highly motivated business students. There will be opportunities to attend business workshops, talk to numerous companies and colleges recruiting DECA students and experience industry events put on by the business sponsors of National DECA.

How will the experience motivate students for further learning?

Paige's career goal is to become a business manager or business lawyer and the experiences and networking that is possible at this conference plus the recruitment opportunities and the professional presentations are an exciting opportunity for a Paige to acquire knowledge and insight for her future.

Does the trip make best use of available time and money?

Yes, it does! To go to National's you have to pay out to get the experience.

What effect does the trip have on other classes or programs?

Paige will bring back a wealth of knowledge that she will be able to share with other DECA students in the hope that it will motivate them to see ICDC as their goal. It also makes students aware that while competing at State is a great experience ICDC is possible if you work hard.

What arrangements for transportation and other factors pertaining to supervision of students have been considered to ensure maximum safety?

Paige will be driven to the airport by her parents. Susan Stambaugh from Springfield High School also has kids going to Nationals and Paige will be traveling to and from the National Conference with Susan and her group. Once we are at the hotel in Nashville, Susan and myself will be chaperoning the Thurston/Springfield contingent of 7 girls and 1 boy. I will be traveling on

a separate flight to Nashville, arriving before Susan's group get there. I will be rooming with another male advisor from Lakeridge and Susan will be staying in another room by herself or with another female advisor. All of Oregon are in the same hotel at the conference and they usually group school rooms together based on room arrangements. Susan will accompany Paige to Nashville where she will be transported by airport transportation. All competitions, conferences and activities are at the hotel or convention center which is in easy walking distance. Cabs or a State DECA Charter Bus will be used for any activities outside of the immediate area. Upon return to Oregon she will use the same transportation process in reverse.

RATIONALE*

*Rationale must be included if students will miss two or more school days.

The ICDC (International Career Development Conference) begins on Sat. April 23rd with an 8:00 a.m. meeting for all the State Series Directors, which I am one of, and then there are orientations and registration later that afternoon for all student participants. It will take almost a full day to get to Nashville so we will have a travel day going over and back. The state of Oregon has set up hotel reservations for the entire state and require us to be there on the 22nd and leave on the 27th. The actual conference is April 23rd – 26th and we will travel on the 22nd and 27th. This will cause us to miss 4 days of school: (Friday 22nd and Mon – Wed. 25 – 27).

**Thurston High School DECA
ICDC (International Career Development Conference)
Nashville, Tennessee
April 23 - 26, 2016**

ITINERARY

Depart: April 22nd, from Eugene Airport

Time to be determined, sometime in the morning since flights have not been acquired at this time. Because of the time crunch for applying for out of state travel we are trying to get this in as soon as possible. Airline flights can not be acquired until the students substitution list has been solidified. What that means is the top 3 in each event go to Nationals. If one or more of them can't go then they go to #4, #5, #6 etc. until someone fills this spot. Springfield will be affected by this and we will be traveling with them so we have to wait to get flights. We can provide that information when acquired.

Arrive: Nashville Tennessee in the evening. Conference from April 23-26

Return Date & Time:

Depart for home: Early morning on April 27th.

Arrive Eugene Airport: April 27th late afternoon or evening.

ELEMENTARY LANGUAGE ARTS
BASAL TEXTBOOK RENEWAL

RELEVANT DATA:

In accordance with Board Policy IIAA, Textbook Selection and Adoption, *Houghton Mifflin Harcourt Journeys* is presented to the Board for approval as the continued basal textbook program for Elementary English Language Arts.

This program is a renewal of our current adoption, and is fully updated to align with the Common Core Standards. These renewal materials meet the State adoption criteria and continue to reflect the recommendations of the District's Elementary Literacy Report.

Whitney McKinley will be available for questions.

RECOMMENDATION:

It is recommended that the Board of Directors approve the request for:

- *Houghton Mifflin Harcourt Journeys K-5 National, Anderson, A., Hougen, M., Jago, C., Palmer, E., Templeton, S., Valencia, S., Vogt, M., Fountas, I., 2017*

This basal is for use in the Elementary English Language Arts program.

SUBMITTED BY:

Suzanne Price
Director of Elementary Education

APPROVED BY:

Susan Rieke-Smith, Ed.D
Superintendent

PURCHASE OF APPLE COMPUTERS
ASSOCIATED PERIPHERALS AND SYSTEM SOFTWARE FOR
STUDENT AND STAFF COMPUTER DEVICES

RELEVANT DATA:

This purchase is based on the district's sole source exemption for computer equipment and software of this type from Apple Computer. Pricing associated with this purchase is based on the Apple Computer K-12 Education direct marketing price structure and is further volume discounted.

The selection of Apple computers, peripherals, and system software as part of the district's technology plan was based upon feedback from teachers and administrators from across the district. Apple devices were identified as meeting the educational goals of the buildings and technological support requirements of the district.

This equipment will be used to replace both student and staff machines at various district schools and will be funded through a combination of 2014 general obligation bond funds and general fund dollars.

Board Member Laurie Adams reviewed the procurement file. Tom Lindly will be available to answer questions.

RECOMMENDATION:

It is recommended that the Board of Directors approve the purchase of Apple computers, associated peripherals and system software from Apple Computer, Inc. for Student and Staff Computer Devices for a total of \$294,275.00.

SUBMITTED BY:

Tom Lindly
Director of Technology & Transportation

RECOMMENDED BY:

Susan Rieke-Smith, Ed.D.
Superintendent

THURSTON MIDDLE SCHOOL
GYMNASIUM FLOOR REPLACEMENT PROJECT

RELEVANT DATA:

This Invitation to Bid (ITB) was advertised in the Daily Journal of Commerce and on the Oregon Procurement Information Network (ORPIN). Five (5) potential general contractors attended the mandatory pre-bid conference and job walk held on March 16, 2016. Three (3) responses were received to this ITB.

This project involves the installation of an additional foundation / framing support system within the crawl space beneath the existing bleachers. The work also includes the complete removal and replacement of the hardwood gym floor. Work may begin on this project on June 21, 2016 and will be substantially complete by August 19, 2016 in time for the 2016-17 school year. Work will be provided under a single standard general construction contract.

The original solicitation documents and specifications were developed by Rodd Hansen, Architect, LLC, in cooperation with District staff. Board Member Laurie Adams reviewed the procurement files. Funding for this project will be provided by bond proceeds. Chris Reiersgaard will be available to answer questions.

RECOMMENDATION:

It is recommended that the Board of Directors approve the award of the Thurston Middle School Gymnasium Floor Replacement Project to Ryan Thomas Construction, LLC of Eugene, Oregon for the Base Bid amount of \$124,875.00.

SUBMITTED BY:

Brett Yancey
Chief Operations Officer

RECOMMENDED BY:

Susan Rieke-Smith, Ed.D.
Superintendent

BRIGGS MIDDLE SCHOOL
HEATING VENTILATING & AIR CONDITIONING UPGRADE PROJECT

RELEVANT DATA:

This Invitation to Bid (ITB) was advertised in the Daily Journal of Commerce and on the Oregon Procurement Information Network (ORPIN). Four (4) potential general contractors attended the mandatory pre-bid conference and job walk held on March 9, 2016. Two (2) responses were received to this ITB.

This project involves DDC controls upgrade, VAV conversion, and refurbishment of four existing multi-zone air handlers, including the addition of mechanical cooling to each. Work may begin on this project on June 21, 2016 and will be substantially complete by August 25, 2016 in time for the 2016-17 school year. Work will be provided under a single standard general construction contract.

The original solicitation documents and specifications were developed by PAE Engineers, in cooperation with District staff. Board Member Laurie Adams reviewed the procurement files. Funding for this project will be provided by bond proceeds. John Saraceno will be available to answer questions.

RECOMMENDATION:

It is recommended that the Board of Directors approve the award of the Briggs Middle School Heating Ventilating and Air Conditioning Upgrade Project to Harvey & Price Mechanical Contractors of Eugene, Oregon for the Base Bid amount of \$595,500.00.

SUBMITTED BY:

Brett Yancey
Chief Operations Officer

RECOMMENDED BY:

Susan Rieke-Smith, Ed.D.
Superintendent

DISTRICT-WIDE UPGRADE OF RAULAND
INTEGRATED INTERCOM/CLOCKS/LIFE SAFETY & CRITICAL
COMMUNICATIONS SYSTEMS

RELEVANT DATA:

This purchase reflects pricing associated with an existing King County Directors' Association (KCDA) joint cooperative agreement #15-405 for Integrated Intercom/Clocks/Life Safety & Critical Communications Systems. Pursuant to ORS Chapter 279A.205, a contracting agency may participate in, sponsor, conduct, or administer a joint cooperative procurement for the procurement of any goods, services or public improvement.

At the Board meeting held on December 18, 2007, the Board took action on the institution of sole-source exemptions in an effort to establish District standards across all facilities. Rauland intercom and clock systems have been the District standard since that action was taken.

This action will authorize the installation of the latest Rauland Integrated Intercom/Clocks/Life Safety & Critical Communications Systems at facilities throughout the District. These systems will leverage existing district wiring and network infrastructure while providing expanded features. New supported features include the ability to deliver live on-the-fly paging school by school, or District wide; enable emergency notifications and check-in notices; integrate with District IP phone systems and access control systems, provide web-based scheduling for bells and clocks.

These projects are being Funded through Bond proceeds.

Board Member Laurie Adams reviewed the procurement file. John Saraceno will be available to answer questions.

RECOMMENDATION:

It is recommended that the Board of Directors approve the purchase and installation of Rauland Integrated Intercom/Clocks/Life Safety & Critical Communications Systems based on the KCDA joint cooperative agreement #15-405 from Smeed Communication Services of Eugene, OR. for a total amount of \$537,054.46.

SUBMITTED BY:

Brett Yancey
Chief Operations Officer

RECOMMENDED BY:

Susan Rieke-Smith, Ed.D.
Superintendent