



Santiam Travel Station

750 S. Third St. Lebanon, OR 97355

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

MEETING AGENDA

1. WELCOME

A. Call to Order

2. PUBLIC COMMENTS¹

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

3. OSBA DISCUSSION AND Q&A RE: BOARD SELF EVALUATION **Action: Informational**

4. LEBANON SCHOOLS FOUNDATION PRESENTATION **Action: Informational**

5. SAND RIDGE CHARTER SCHOOL CONTRACT, pg. 4 **Action: Approval Requested**

6. BUDGET APPROVAL / HEARING **Action: Approval Requested**

A. Resolution #24-0606A Making Appropriation for the 2024-2025 Budget, pg. 42

B. Resolution #24-0606B Imposing & Categorizing Tax, pg. 45

C. Resolution #24-0606C Appropriation Transfer, pg. 47

7. STUDENT BOARD REPRESENTATIVES RECOMMENDATIONS **Action: Approval Requested**

8. CONSENT AGENDA **Action: Approval Requested**

- A. May 16, 2024 Board Meeting Minutes,pg. 49
- B. May 16, 2024 Board Meeting Minutes,pg. 52
- C. May 16, 2024 Budget Meeting Minutes, pg. 59
- D. May 23, 2024 Budget Meeting Minutes, pg. 62
- E. Policy Updates – First, pg. 67 and Second, pg. 108 Readings

CODE	TITLE
FIRST READING	REQUIRED
GCDA/GDDA (New)	Criminal Records Checks and Fingerprinting *
	HIGHLY RECOMMENDED
BBF	Board Member Standards of Conduct (Version 2)
CB	Superintendent
EBC (New)	Emergency Plan and First Aid**
EBCB	Emergency Procedure Drills and Instruction

	DELETE
EBC/EBCA	Emergency Procedures and Disaster Plans
GCDA/GDDA	Criminal Records Checks and Fingerprinting *
GCDA/GDDA-AR	Criminal Records Checks/Fingerprinting
JHCCF	Pediculosis (Head Lice) (Version 1)
JHCCF-AR	Head Lice Control
	OPTIONAL
CBC	Superintendent's Contract
JHCCF (New)	Pediculosis (Head Lice)

CODE	TITLE
SECOND READING	REQUIRED
AC	Nondiscrimination
CBG	Evaluation of the Superintendent
CCG	Evaluation of Administrators
EBBB	Injury or Illness Reports
EBCA	Safety Threats
GBN/JBA	Sexual Harassment
GBNAB/JHFE	Suspected Abuse of a Child Reporting Requirements**
IGBAF	Special Education – Individual Education Plan (IEP)**
IGBAG	Special Education – Procedural Safeguards**
JBA/GBN	Sexual Harassment
JGAB	Use of Restraint or Seclusion**
JHFE/GBNAB	Suspected Abuse of a Child Reporting Requirements**
	HIGHLY RECOMMENDED
JBAA	Section 504-Students**
EBBA (New)	Student Health Services**
GBEB	Communicable Diseases in Schools
JHCA/JHCB	Immunization and School Sports Participation**
	DELETE
DJCA	Personal Service Contracts
EBBA	First Aid**
GBEBA	Staff – HIV, AIDS, and HBV
JHC	Student Health Services and Requirements**
JHCC	Communicable Diseases - Students
JHCCA	Students – HIV, HBV, and AIDS**
	OPTIONAL
EBBAA	Infection Control and Bloodborne Pathogens
JGA	Corporal Punishment**

F. Hiring

NAME	POSITION	FTE	START DATE	END DATE
NEW HIRES 2024-25				
Christian Watts	JROTC Army Instructor - Lebanon High School	1.0	7/1/2024	

9. DEPARTMENT REPORTS

Action: Informational

- A. Operations
 - 1. Operations Report
- B. Human Resources
- C. Finance
 - 1. Financial Report, pg. 171

10. COMMUNICATION

Action: Informational

- A. Board
- B. Superintendent
 - 1. Jen's Zens

11. PUBLIC COMMENTS¹

12. ADJOURNMENT

Upcoming meeting dates:

July 11, 2024 Board Meeting at 6:00 PM

¹ The Lebanon Community School District Board of Directors welcomes you to our regular meeting. It is the Board's goal to hold an effective and efficient meeting to conduct the business of the District. In keeping with this goal, the Board provides a place for Public Comments on each of its regular agendas. This is a time when you can provide statements or ask questions. The Board allows three minutes for each speaker. The language below discusses the Public Meetings Law and public participation in such meetings.

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

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

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

Agenda Item 5

Sand Ridge Charter School
Contract

|

2024-2029
CHARTER AGREEMENT

between

PEOPLE INVOLVED IN EDUCATION, INC.,

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**AN OREGON NON-PROFIT CORPORATION,
DOING BUSINESS AS
SAND RIDGE CHARTER SCHOOL**

and

LEBANON COMMUNITY SCHOOL DISTRICT 9

TABLE OF CONTENTS

RECITALS	1
GRANT OF CHARTER.....	2
EFFECTIVE DATE.....	2
PHILOSOPHY AND MISSION	2
EDUCATIONAL PROGRAM, STUDENT PERFORMANCE STANDARDS AND CURRICULUM.....	2
AGE AND GRADE RANGE	2
CURRICULUM.....	2
EXTRACURRICULAR ACTIVITIES	3
RECORDS	3
NONRELIGIOUS AND NONDISCRIMINATION	4
OPEN ENROLLMENT	4
ADMISSION	5
STUDENT ATTENDANCE, CONDUCT AND DISCIPLINE.....	5
EDUCATION OF STUDENTS WITH DISABILITIES	6
ACADEMICALLY LOW ACHIEVING STUDENTS	7
TUITION	7
STUDENT WELFARE AND SAFETY	7
ENGLISH AS A SECOND LANGUAGE	7
HEALTH AND SOCIAL SERVICES	8
SCHOOL YEAR; SCHOOL DAY; HOURS OF OPERATION.....	8
ALTERNATIVE EDUCATION MODEL	8
EVALUATION OF STUDENT PERFORMANCE AND PROCEDURES FOR CORRECTIVE ACTION.....	8
ECONOMIC PLAN, BUDGET AND ANNUAL AUDIT	9
FUNDING.....	9
BUDGET	9
FINANCIAL RECORDS, AUDITS AND ACCOUNTING REPORTS.....	9
BUILDING.....	12
GOVERNANCE AND OPERATION	12
GOVERNING BOARD	13
CORPORATE STATUS	13
CONFLICT OF INTEREST	13
NONRELIGIOUS, NONSECTARIAN STATUS.....	14
NONDISCRIMINATION.....	14
ACCOUNTABILITY	14
PUBLIC MEETINGS.....	14
INDIGENT STUDENTS	14
OPERATIONAL POWERS	14
BIDDING REQUIREMENTS	15
THIRD-PARTY CONTRACTS.....	15
ANNUAL REPORT AND REVIEW	15
TERM OF CHARTER CONTRACT	15
RENEWAL.....	16
TERMINATION	16
DISSOLUTION.....	17
EMPLOYMENT MATTERS	17
HIRING OF PERSONNEL.....	17
EMPLOYEE COMPENSATION, EVALUATION AND DISCIPLINE	18

PAYROLL.....	18
BENEFITS	18
PERS	18
EMPLOYEE WELFARE AND SAFETY	18
EMPLOYEE RECORDS.....	18
EMPLOYEE CONDUCT	18
PLACEMENT UPON REVOCATION OF CHARTER	19
SUBSTITUTES	19
LICENSURE/QUALIFICATIONS	19
PROFESSIONAL DEVELOPMENT	20
TSPC OBLIGATION	20
CRIMINAL BACKGROUND CHECKS	21
CONTRACTED SERVICES	21
INSURANCE AND LEGAL LIABILITIES.....	21
INSURANCE	21
LEGAL LIABILITIES	23
WAIVER	25
FULL FAITH AND CREDIT	25
INDEMNIFICATION.....	26
DISTRICT DISCLAIMER OF LIABILITY	27
ADA/504 OBLIGATIONS	27
TRANSPORTATION	27
MISCELLANEOUS PROVISIONS	28
ENTIRE AGREEMENT.....	28
GOVERNING LAW	28
ASSIGNMENT	28
TERMS AND CONDITIONS OF APPLICATION	28
AMENDMENT	29
NOTICE	29
NO WAIVER	29
DISPUTE RESOLUTION	29
SEVERABILITY	29
DELEGATION.....	30
PRIOR ACTIONS	30
PIE AUTHORITY TO ENTER INTO CONTRACT	30

CHARTER SCHOOL CONTRACT

THIS CONTRACT, dated this July 1 day of 2024, is made and entered into by and between the Lebanon Community School District 9 (“District”) and People Involved in Education, Inc., an Oregon non-profit corporation (“PIE”) doing business as Sand Ridge Charter School.

RECITALS

WHEREAS, the Oregon Legislature has enacted ORS Chapter 338 for certain purposes as enumerated in that Chapter; and

WHEREAS, on January 29, 2001, an application was submitted by PIE to the District for formation of PIE as a charter school to operate within the School District; and

WHEREAS, the District has determined that the application submitted by PIE, complied with the purposes and requirements of ORS Chapter 338; and

WHEREAS, the Board held a public hearing on the provisions of the proposal in accordance with ORS 338.055 and evaluated the criteria set forth in ORS 338.055;

WHEREAS, the application was approved by the District and a contract was signed for the period of 2002-2005 **and has been renewed multiple times since;**

WHEREAS, the District has approved the renewal of the contract with modifications for the time period of **2024-2029, with an automatic five year renewal to June 30, 2034 unless either party requests modifications at the end of 2029;** and

WHEREAS, on **June 6, 2024**, the District approved the renewal of Sand Ridge Charter School as a charter school operating within the District; and

WHEREAS, ORS 338.065 provides that the District school board and the governing body of Sand Ridge Charter School shall negotiate a new charter contract; and

WHEREAS, this contract between PIE and the District will constitute the agreement between the parties regarding the governance and operation of PIE; and

WHEREAS, PIE seeks certain waivers from and clarifications of Board policy and/or state law; and

WHEREAS, the District has the authority to waive only those Board-approved policies and/or regulations to the extent permitted by law; and

WHEREAS, the parties desire that the PIE be authorized to operate and conduct its affairs in accordance with the terms of this agreement and ORS Chapter 338.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual understandings, releases, covenants, and payments herein described, the parties agree as follows:

CONTRACT

1. Grant of Charter

PIE is granted a charter in accordance with ORS Chapter 338 and the terms and conditions of this contract to operate a charter school as described herein.

A. Relationship between Corporation and Charter School:

The Corporation (PIE), not the Charter School (Sand Ridge), is a party to this Agreement. PIE bears the legal responsibility under this Agreement for provisions that refer to Sand Ridge Charter School and grant rights or impose obligations on Sand Ridge. Thus, PIE is responsible for ensuring that Sand Ridge Charter School fulfills the obligations set forth in this Agreement, and PIE is ultimately responsible for any failure by Sand Ridge Charter School to comply with the provisions of this Agreement.

As used throughout this Agreement, “PIE” shall mean People Involved in Education, Inc., an Oregon non-profit corporation, doing business as Sand Ridge Charter School.

2. Effective Date and Term.

This contract is effective as of **July 1, 2024 for a term of five (5) years through June 30, 2029. with an automatic five year renewal to June 30, 2034 unless either party requests modifications at the end of 2029.**

3. Philosophy and Mission

The philosophy and mission of PIE, as described in the original application, is hereby accepted by the District to the extent it is consistent with the purposes set forth in ORS Chapter 338.

4. Goals and Objectives

The goals and objectives set forth in the original application are hereby accepted by the District, subject to the conditions set forth in this contract.

5. Educational Program, Student Performance Standards and Curriculum

A. Age and Grade Range

PIE may provide instruction beginning in about August of each school year, to students in grades K through twelve (12).

B. Curriculum

The District agrees to waive its curricular requirements, to the extent permitted by state law, but subject to the implementation by PIE of its instructional programs as outlined in Addendum A.

PIE shall have the authority and responsibility of designing and implementing its educational program, subject to the conditions of this contract, in a manner which is consistent with state law.

- (i) The educational program, pupil performance standards and curriculum designed and implemented by PIE shall meet or exceed any content standards adopted by the State and shall be designed to enable each pupil to achieve such standards.
- (ii) PIE shall use the State assessment system.
- (iii) PIE agrees to require the same total number of credits as the District for a high school diploma. A unit of credit will be as defined by State regulation.
- (iv) PIE agrees to comply with all state requirements concerning academic content.
- (v) PIE agrees to obtain prior approval from the District before making a fundamental change in the educational program outlined in Addendum A. The District will evaluate the new curriculum and/or instructional materials to determine whether such curriculum and materials meet or exceed the eight required state content standards.
- (vi) PIE shall establish an administrative process for resolving public complaints against PIE, including complaints regarding curriculum.
- (vii) The failure of PIE to comply with Addendum A is a breach of this contract.

C. Extracurricular Activities

PIE students are eligible to participate in extracurricular activities provided at other District schools at the same cost, if any, that is required of District students. Nonresident PIE students must comply with applicable OSAA rules before being eligible to participate in extracurricular activities in a District school. If the District provides transportation services for extracurricular activities, participating PIE students will receive the same transportation services as other District students. For example, both District students and PIE students who are participating in the Lebanon High School Football Team would both be provided District transportation from the original departure point and return.

D. Records

- (i) PIE shall comply with all record keeping requirements of federal and state law and shall provide any reports, as necessary, to meet the District's reporting obligations to the Oregon Department of Education. Student records include, without limitation, immunization records, class schedules, records of academic performance, disciplinary actions, attendance, documents required pursuant to the statewide assessment system under ORS 329.485(2) and any documentation required under federal and state laws regarding the education of students with disabilities.
- (ii) PIE shall comply with all District policies and regulations, and applicable federal and state laws, concerning the maintenance, retention and disclosure of student records, including, without limitation, the Oregon Public Records Law.

E. Nonreligious and Nondiscrimination

As provided in ORS 338.125(2), PIE may not limit student admission based on race, religion, sex, sexual orientation, gender identity, ethnicity, national origin, disability, the terms of an individualized education program, income level, proficiency in the English language or athletic ability, but may limit admission to students within a given age group or grade level. Open Enrollment

- (i) Enrollment shall be open to any child in grades K through 12.
- (ii) Maximum Average Daily Membership (ADM_r) during the term of this contract shall be no more than 415 Student ADM_r. This

number may only be exceeded with prior District approval. The minimum enrollment is 25 students. The District may terminate this charter if student enrollment in PIE falls under 25 students during any school year. The term ADMr shall mean the full-time (FTE) equivalency of 415. Calculation of ADMr for kindergarten students will be consistent with state law.

- (iii) PIE shall conduct its admissions process in a manner compliant with state law.
- (iv) During any school year, if PIE becomes aware that any of its students are enrolled at another public school or non-public school, PIE will so notify the District and shall require that the parent of such student take appropriate action to reduce enrollment to one school.
- (v) PIE shall provide to the District its projected enrollment numbers and grades by the first Tuesday of each December, or by the date required by the Oregon Department of Education, whichever date is earlier. In the event the District does not receive these estimates, the District will provide its own estimates and PIE shall be funded based on these estimates until actual enrollment numbers are available and provided to the District. In the event that PIE's enrollment is underreported to ODE, the District agrees to work in good faith with PIE and the ODE to provide the actual enrollment numbers to the ODE so that additional funds owing to the District and PIE can be obtained as soon as possible from ODE.
- (vi) **In the event a nonresident student is admitted in PIE, PIE agrees to:**
 - (1) **Within 10 days of a nonresident student's enrollment in PIE, PIE shall provide written notice of the student's enrollment to the District.**
 - (2) **Within 10 days of receiving the notice, the District shall provide to the student's parent, legal guardian or person in parental relationship written information about:**
 - (a) **The District's responsibility to identify, locate and evaluate students enrolled in PIE to determine which students may be in need of special education and related services as provided by ORS 338.165; and**

- (b) the methods by which the District may be contacted to answer questions or provide information related to special education and related services.
- (3) When a student described in this section withdraws from PIE for a reason other than graduation from high school, the District shall:
 - (a) Provide to the school district in which the student resides written notice that the student has withdrawn.
 - (b) Provide to the student’s parent, legal guardian or person in parental relationship written information about:
 - (i) The responsibility of the school district in which the student resides to identify, locate and evaluate students who reside in the school district to determine which students may be in need of special education and related services as provided by ORS 338.165; and
 - (ii) The methods by which the school district in which the student resides may be contacted to answer questions or provide information related to special education and related services.

F. Admission

PIE will follow the admission and lottery policies contained in ORS Chapter 338 as modified by this contract and by any waivers obtained from the state Department of Education. “Admission” means that the student has (1) enrolled with PIE; (2) successfully completed the lottery; and (3) been formally accepted as a PIE student by PIE.

- (i) PIE will maintain accurate records of all students on waiting lists and the lottery process when used (date, time, names of those present, names entered into the lottery, name of person drawing names, names drawn).

H. Student Attendance, Conduct and Discipline

PIE shall implement a system of uniform student discipline. PIE shall notify its students of the student rights and responsibilities. PIE shall maintain accurate enrollment data and shall enter the data into the District student information system. In order to ensure that PIE receives the appropriate level of funding, all PIE student who receive extra weights under the State's funding formula (ELL, TAG, etc.) shall be appropriately tabbed in the District's student information system. PIE will not receive funding for students and weights not appropriately entered into the District's student information system.

- (i) Student attendance at PIE shall be in compliance with Oregon's compulsory attendance laws.
- (ii) Discipline involving suspension and expulsion shall be achieved according to Oregon law. All PIE expulsion proceedings shall be administered similar to District policy. PIE shall be responsible for all costs associated with an expulsion hearing.
- (iii) Upon determining that initiation of expulsion proceedings is warranted, the PIE shall provide the District with written notice within three days of such determination and no later than five days following the suspension of such student with a summary statement of the grounds and evidence warranting suspension. PIE shall also promptly notify the District in writing of the disposition of any expulsion appeal proceeding.
- (iv) PIE and the District shall extend full faith and credit to the suspension and expulsion of a student of the other.
- (v) PIE shall provide the alternative program required by ORS Chapter 339 for a student expelled from PIE at its own expense.

I. Education Of Students With Disabilities

PIE will comply with all District policies and regulations and the requirements of federal and state law concerning the education of children with disabilities under the Individuals with Disabilities Education Act ("IDEA"). Compliance by PIE includes, but is not limited to, the following:

- (i) PIE will comply with all District policies regarding discipline of special education students;

- (ii) The IEP team is determined by state and federal law. The IEP team must have a District representative in attendance, as well as appropriate District specialists;
- (iii) As soon as practicable after admission, PIE shall notify District of any students eligible to receive special education services. The student's IEP team will determine the appropriate educational program and placement for all potential PIE special education students as soon as practicable after admission. The IEP team will continue to evaluate the placement during the school year, as the IEP team deems appropriate. PIE shall abide by the IEP team's decision on program and placement;
- (iv) PIE staff will comply with training required by an IEP team for delivery of services to a PIE student;
- (v) The funds from the Oregon Department of Education representing the ADMw for special education for PIE special education students (commonly referred to as the 'second weight') shall be retained by the District. to illustrate, if the District's General Purpose Grant were to be \$5,000 per ADMw, the District would receive 2.0 times that amount, or \$10,000, for each special education student; The first \$5,000 (the first weight) will be payable to PIE with whatever percentage of withholding pursuant to section 7 of this agreement, just like any other non-special education student attending PIE. The District will retain the entirety of the second \$5,000. (the second weight). The District has the discretion to determine which specialized programs will be offered on site at the PIE site;
- (vi) The PIE student's IEP team may recommend any appropriate placement for the PIE student based on the student's needs, whether in or out of the charter school. PIE shall not change the student's placement without IEP team action;
- (vii) Special education transportation will only be provided to a PIE special education student if it is a related service on a PIE student's IEP;
- (viii) PIE shall provide substitutes for PIE staff who are required to attend IEP meetings or other meetings related to a PIE special education student during the instructional day at PIE's expense;

(ix) PIE will notify the District if a PIE student may need special education services. Notification is to include the student's name and address.

J. Academically Low Achieving Students

PIE shall identify academically low achieving students for the purpose of determining an appropriate program, and shall provide its educational program to these students in a manner that best serves their needs.

K. Tuition

PIE will not charge tuition for programs, classes or courses of study which are part of the regular school program consistent with state law. PIE may charge reasonable fees for after-school programs and student activities.

L. Student Welfare and Safety

PIE shall comply with all applicable federal and state laws, concerning student welfare, safety and health, including, without limitation, the reporting of child abuse, accident prevention and disaster response, and any local, state or federal regulations governing the operation of school facilities. **PIE shall comply with District policy and state and federal law relating to drug administration to students.**

M. English as a Second Language

The PIE shall provide English Language Learner (“ELL”) services in a manner consistent with applicable state and federal law, provided that PIE shall identify students who require ELL, shall assess the English language proficiency of all students identified as coming from a non-English speaking background, and shall provide ELL or English as a second language program for such students. PIE will provide any special services that are required for English as a second language students pursuant to applicable state and federal law. PIE may contract with the District for the provision of these services.

N. School Year, School Day, Hours of Operation

If PIE alters its calendar or hours of operation from the District's and such alteration results in additional costs to the District, PIE will pay the District for the additional costs.

O. Alternative Education Model

Subject to applicable state and federal laws, the District shall allow PIE to promote and implement learning situations that are flexible with regard to environment, time, structure and pedagogy. PIE may grant credits to its students under the criteria set forth in OAR 581-022-1350(2) and (3).

6. Evaluation of Student Performance and Procedures for Corrective Action

PIE shall pursue and make reasonable progress toward the achievement of the goals, objectives, philosophy, mission, and student performance standards consistent with those set forth in Addendum A, provided that such goals, objectives and student performance standards shall at all times remain in compliance with Oregon law. PIE's plan for evaluating student performance, the types of assessments to be used, the timeline for achievement of performance standards, and the procedure for taking corrective action in the event that student performance at PIE falls below those standards, shall be consistent with Addendum A.

- (i) PIE will submit an annual report to the District summarizing its progress towards meeting the academic goals as stated in Addendum A.
- (ii) PIE shall administer the standardized state tests as required by state law.
- (iii) PIE shall appoint a staff member to serve as test coordinator for the school. This individual shall coordinate with the District's testing coordinator as appropriate to ensure to the District's satisfaction that PIE staff are adequately trained on Oregon's testing protocols.

7. Economic Plan, Budget and Annual Audit

A. Funding

- (i) The District shall provide funding to PIE in an amount per weighted average daily membership (ADMw) of PIE that is equal to 83% for students enrolled in kindergarten through grade 8 and 95% for students who are enrolled in grades 9-12, of the amount of the District's general purpose grant per ADMw as calculated under ORS 327.013 (This rate denoted as the Charter Rate on state funding forms). Funding shall be initially determined based on estimated enrollment as of July 1st of each year.
- (ii) As long as this contract is in effect, this funding will be in accordance with paragraph 7.C.(iii) below. The District, at its sole discretion, may advance funds to PIE upon request. The District

may adjust the funding to reflect the actual funded pupil count at any time during a school year. Regardless, the balance of funds paid to PIE by the District in Section 7.C.(iii) will reflect the actual funded pupil count. In addition, to the extent the District experiences any reduction or increase in its state ADM funding (that is, the amount of the general purpose grant per ADMw), proportionate reductions will be made to PIE by adjustment or setoff in subsequent months.

- (iii) Any financial commitment on the part of the District contained in this contract is subject to annual appropriation to the District and the parties agree that the District has no obligation to fund PIE operations except as expressly provided herein.

B. Budget

- (i) On or before May 1 of each year, PIE shall submit to the District a copy of its proposed budget for the upcoming school year.
- (ii) PIE shall be responsible for all costs associated with school operations, including the costs of subcontracting for goods and services, except as expressly provided in this contract.
- (iii) The cost of contracted services shall be charged against and deducted from the funding provided to PIE from the district in paragraph 7A above.
- (iv) The fiscal year of PIE shall begin on July 1 of each year and end on June 30 of the subsequent year.

C. Financial Records, Audits and Accounting Reports

PIE shall establish, maintain and retain appropriate financial records in accordance with all applicable federal, state and local laws, rules and regulations and to make such records available to the District, as requested. At a minimum of once per quarter, PIE will provide the District income and expense reports. PIE will arrange an annual audit of its accounts in accordance with the Municipal Audit Law, ORS 297.405 to 297.555 and 297.990. PIE will provide the District with eight (8) copies of the audit report and management letter no later than November 1st each year or within seven (7) days of receipt by PIE. PIE may request an extension of this timeline when through no fault of its own it is unable to comply with this deadline.

Financial Management. PIE shall implement a sound financial management system and operate in accordance with GAAP or other generally accepted standards of fiscal management, provided that PIE's accounting method shall comply in all instances with applicable governmental accounting requirements. PIE's financial system shall be compatible with the budget and accounting system of the District, and shall comply with the uniform budget and accounting system adopted by the State Board of Education.

- (i) PIE shall:
 - (1) For each school it operates, PIE shall have separate bank accounts and checking accounts;
 - (2) For each school it operates, PIE shall have separate financial accounting systems;
 - (3) For each school it operates, PIE shall have accurate financial information;
 - (4) For each school it operates, PIE shall have proof of insurance coverage;
 - (5) For each school it operates, PIE shall have separate payroll records for the employees of each school and an accurate and up-to-date list of employees employed by each school;
 - (6) PIE shall not use ADM funds received from Lebanon District for the operations or expenses of any charter school other than Sand Ridge Charter School;
 - (7) PIE shall provide, by way of its quarterly income and expense reports (section 7.C.), notification to the District in the event funds are transferred from one charter school to another, or from Sand Ridge Charter School to PIE.
 - (8) PIE shall not employ a teacher or administrator at Sand Ridge Charter School who is not registered or licensed through TSPC.
 - (9) Items listed (1) through (8) above shall be ongoing obligations of PIE.

- (ii) Adopted Budget. PIE shall prepare and provide to the District a copy of its adopted budget for each fiscal year no later than July 15.
- (iii) Distribution of Funds. The District shall distribute the school year funds to PIE as determined in paragraph 7.A., in accordance with ORS 338.155(8), but no later than the 25th of each month.

The balance to PIE on May 15 will reflect the actual pupil count for the year, regardless of any projected pupil counts. Adjustment to the prior year funding will be made in May in accordance with the “Final” State Funding Formula computation for that year (i.e., final adjustment to 2024/25 funding to be made in May 2026).

- (iv) Refund of Unspent Funds. In the event that this contract is revoked or is not renewed by the District, PIE shall refund to the District all unspent funds in accordance with ORS 338.105.
- (v) Other Sources of Funds for PIE. The parties acknowledge that the PIE is or may be entitled to other state and federal sources of funds for schools which are not included in the per capita tuition payment described in this contract. The District will offer services to PIE for its proportionate share of any federal, state, or other government grants (or other funding) that are made to the District, where the amount of the grant (or other funding) is based on the District’s ADMw, ADMr, or enrollment. PIE will be included in the District’s process of developing the consolidated subgrant application each spring.
- (vi) Outside Funding. PIE may accept gifts, donations or grants pursuant to ORS Chapter 338, provided that no such gifts, grants or donations may be accepted if contrary to applicable law or to the terms of this contract. In the event that PIE solicits funding from sources other than the District, it shall comply with all applicable state and federal laws regarding reporting of such charitable solicitations. The District shall charge PIE the District’s State approved indirect fee for any grants received by PIE where the District is the Fiscal Agent as defined by the grant.
- (vii) Statement of Management and Financial Controls. At all times, PIE shall maintain appropriate government and managerial procedures. PIE shall retain a certified public accountant who shall perform a review of PIE’s management and financial controls in conjunction with the annual audit. The audit Management

Letter is to include a statement concerning the status of those controls. In the event the letter reveals any deficiencies in PIE's management or financial controls, PIE shall remedy such deficiency no later than March 1.

- (viii) In the event the Oregon Department of Education (ODE) withholds public funding to the district based upon PIE's failure to comply with this agreement, ORS chapter 338 or a directive or order of ODE, the District shall offset its next month's payment to PIE under Section 7A the same amount that ODE withheld from the District based upon PIE's failure to comply. If the amount withheld from the district by ODE exceeds the amount due to PIE for the next month under Section 7A of this agreement, any remaining amount not offset by the District shall be applied to the second and any subsequent month until the district is repaid by PIE in full.

D. Building

- (i) Sand Ridge Charter School shall be located within the attendance boundaries of the Lebanon School District.
- (ii) PIE will notify the District of any change in the location of the charter school.
- (iii) PIE shall take such actions as are necessary to ensure that the lease, occupancy permits and health and safety approvals remain valid and in force and shall certify to the District no earlier than June 1 and no later than July 1 of each school year that such leases, certificates and approvals remain in force.
- (iv) PIE may change its physical location or obtain additional facilities provided that PIE fulfills the obligations and provides the information set forth in this section with respect to such new facilities or additional facilities, and provided further that PIE notifies the District of the proposed change in location or addition of facilities not less than 30 days prior to taking any final action in connection therewith.

8. Governance and Operation

PIE shall govern and operate the charter school to the extent permissible under federal and state law and subject to all conditions of this contract.

A. Governing Board

The governing board of PIE shall be set by PIE bylaws.

B. Corporate Status

- (i) PIE is and will remain an Oregon nonprofit corporation. Before making any changes in its Articles of Incorporation or Bylaws, PIE agrees to give copies of the changes to the District. If the District believes that any such changes violate either this contract or state or federal law, it will so notify PIE. If PIE agrees, it will make necessary changes to the Articles or Bylaws to conform to this contract or the applicable law; if the parties do not agree, the matter will be resolved under Section 13.H (dispute resolution) PIE's Articles of Incorporation and/or Bylaws will include a provision specifying that upon dissolution, voluntary or otherwise assets purchased with public funds required to be given to the State Board of Education pursuant to ORS 338.105, shall be returned to the State Board of Education or to the District if approved by the State Board of Education. All other assets (including without limitation gifts, donations, loans, and grants from sources other than public funds and property purchased with any of the foregoing) shall be the property of PIE.
- (ii) PIE acknowledges that it currently operates two charter schools as set forth above. PIE, its board members, directors and officers expressly represent that they will not take any action to operate another charter school during the term of this agreement within the Lebanon School District. They will not submit another charter proposal to the District Board. PIE acknowledges that its failure to abide by this provision is a material breach of this agreement which is subject to terminate by the District School Board.

C. Conflict of Interest

The governing board and any employees of PIE shall comply with state law regarding public employee ethics and conflicts of interest.

D. Nonreligious, Nonsectarian Status

PIE agrees that it shall operate, in all respects, as a nonsectarian, nonreligious public school. PIE shall not be affiliated with any nonpublic sectarian school or religious organization.

E. Nondiscrimination

PIE shall comply with all applicable federal, state and local laws, rules and regulations regarding nondiscrimination.

F. Accountability

PIE shall be accountable to the District. All records, whether in digital or printed form, established and maintained in accordance with the provisions of this contract, school policy, and federal and state law shall be open to inspection by the District upon reasonable notice to PIE. PIE shall participate in the statewide assessment system developed by the Department of Education under ORS 329.485(2). PIE is obligated to collect and provide such data regarding staffing, student enrollment, student records, and school operations, upon request by the District.

G. Public Meetings

PIE and its Board of Directors are subject to the provisions of the Oregon Public Meetings Law, ORS 192.610 to 192.705.

H. Indigent Students

PIE shall waive all fees for indigent students in accordance with District policy and applicable federal and state law. PIE shall survey its student population for eligibility for free and reduced lunches under federal and state law if it elects to provide lunch for its students.

I. Operational Powers

Subject to the conditions and provisions of this contract, PIE through its Board of Directors shall be fiscally responsible for its own operations within the limitations of any funding provided by the School District and other revenues derived by PIE consistent with law.

- (i) PIE Powers: PIE shall have authority to exercise independently, also consistent with federal and state law, the following powers (including such other powers as provided for elsewhere in this contract): contract for goods and services necessary for the

operation of PIE; prepare a budget; procure insurance; lease facilities for school purposes; purchase, lease or rent furniture, equipment and supplies; retain fees collected from students in accordance with law; organize and carry out fundraising efforts; accept and expend gifts, donations or grants of any kind in accordance with such conditions prescribed by the donor as are consistent with law and not contrary to any of the terms of this contract; and serve as the employer for the staff at PIE consistent with section 9 of this contract.

J. Bidding Requirements

Unless purchased from or through the District or another contracting agency, contractual services and purchases of supplies, materials and equipment shall be procured by PIE through a system of competitive bidding to the extent required by law.

K. Third-Party Contracts

PIE agrees it shall not enter into any contract for comprehensive school management or operation services to be performed in substantial part by an entity not a party to this contract without prior approval by the District Board.

L. Annual Report and Review

PIE will submit an annual report to the District at the District's December school board meeting which will include, without limitation, the following:

- (i) Summary data on the progress toward meeting its academic goals and objectives;
- (ii) The audited financial statements of PIE, including proofs of insurance;
- (iii) Policy development issues;
- (iv) Student attendance and student discipline information; and
- (v) Any other information the District reasonably deems necessary to demonstrate that PIE is in compliance with state and federal law and the terms of this contract.

M. Renewal

This contract may be renewed by joint agreement between the District and PIE. PIE will request renewal of this contract in writing by October 1, 2033. The District will provide notification of its decision to either renew or non-renew the contract by December 15, 2033, but in no event later than 45 days preceding any deadline for a new charter school application, whichever occurs first.

- (i) In the event the contract is not renewed prior to the expiration of the contract, this contract shall terminate at midnight on June 30, 2034.
- (ii) PIE shall not submit a new charter application to the District unless this contract has been either terminated or non-renewed.
- (iii) Subject to the terms of this Charter Agreement, the District and PIE shall otherwise comply with the provisions of ORS 338.065 pertaining to renewal of a charter.

N. Termination

- (i) Grounds for Termination: The District may revoke the charter and terminate this contract on any of the following grounds:
 - a) Failure to meet the terms of this charter contract or ORS Chapter 338;
 - b) Failure to meet the requirements for student performance stated in this charter contract;
 - c) Failure to correct a violation of any federal or state law that is described in ORS 338.115;
 - d) Failure to maintain insurance as described in this charter contract;
 - e) Failure to maintain financial stability or a sound financial management plan.
- (ii) Notice and Appeal: The District shall provide 60 days prior written notice of its intent to terminate the charter agreement. PIE may appeal the District's decision to terminate the charter agreement directly to District Board. PIE may respond to the allegations in the District's written notification by offering

documentary evidence and written argument. The Board's decision may only be appealed to the Oregon Department of Education according to ORS 338.105. Until the effective date of termination, and pending a determination upon appeal, the District shall continue to make the funding payments under Paragraph 7.A. of this Agreement to PIE and Sand Ridge shall remain open.

- (iii) PIE Decision to Terminate: Should PIE choose to terminate this contract and revoke its charter before the end of the contract term, it may do so with the Board's approval, upon 180 days' advance written notice. PIE may only terminate this charter, dissolve or close the charter school at the end of a semester, pursuant to ORS 338.105. In the event of termination, all assets not requiring return or transfer to donors or grantors or required for discharge of existing liabilities and operations of PIE shall be returned to the District, subject to ORS 338.105 requiring assets purchased with public funds to be given to the State Board of Education.

O. Dissolution

In the event PIE should cease operations for whatever reason, including, but not limited to, the nonrenewal or revocation of its charter, or dissolution of the nonprofit corporation. All assets purchased with public funds and pertaining to the operation of Sand Ridge shall be given to the State Board of Education.

9. Employment Matters

PIE will serve as the employer for the staff at PIE and the Sand Ridge Charter School. This designation will apply to all Sand Ridge Charter School's staff and administrators. PIE employees will not be included in the District's respective bargaining units. PIE has the right to set all terms and conditions of employment, subject only to state and federal laws and applicable collective bargaining agreements. PIE shall hire and employ a principal to manage the Sand Ridge Charter School during this contract period.

A. Hiring of Personnel

Hiring of personnel will be at the sole discretion of PIE. The PIE board has complete authority to hire, discipline, supervise or terminate PIE employees. PIE shall notify the District in writing of any new employees hired for Sand Ridge prior to placing that new employee at Sand Ridge. The written notification shall include the full name, address and social security number of the new employee as well as current licensure or

certification, position and classes to be taught, if any. The failure to timely comply will result in the financial penalties set forth in Section 9K.

- (i) Exception for Substitute Teachers: In the event PIE hires a substitute teacher to temporarily replace a teacher at Sand Ridge, PIE need not provide prior notice to the District. However, if the substitute continues in the temporary assignment for more than 20 consecutive school days, PIE shall notify the District in writing of the information required in Section 9A.

B. Employee Compensation, Evaluation and Discipline

PIE will make all decisions regarding compensation, evaluation, promotion, discipline and termination of employees working at PIE, subject to the terms of any applicable collective bargaining agreements and state and federal law.

- (i) PIE will be responsible for the supervision and evaluation of the teaching staff within PIE.
- (ii) PIE will follow federal and state law regarding recruitment, promotion, discipline and termination of personnel; methods for evaluating performance; and a plan for resolving employee-related problems, including complaint and grievance procedures.

C. Payroll

Employees shall be paid through the payroll department of PIE or through a company that contracts with PIE for that purpose.

D. Benefits

The licensed and classified staff at PIE will receive benefits in compliance with any applicable collective bargaining agreements or as otherwise provided by PIE. PIE supervisory staff will receive benefits in accordance with their employment contracts.

E. PERS

Pursuant to ORS Chapter 338, PIE shall participate in the Public Employees Retirement System (PERS) for its employees.

F. Employee Welfare and Safety

PIE shall comply with all applicable federal and state laws, concerning employee welfare, safety and health issues.

G. Employee Records

PIE shall be responsible for establishing and maintaining personnel records for its employees in compliance with federal and state laws, concerning the maintenance, retention and disclosure of employee records.

H. Employee Conduct

PIE shall ensure that its own employees comply with all applicable state and federal law, concerning employee conduct.

I. Placement Upon Revocation of Charter

In the event of termination or nonrenewal of this contract, PIE shall follow the reduction in force provisions in any applicable collective bargaining agreements for licensed and classified employees or as otherwise provided by PIE.

J. Substitutes

PIE will be responsible for providing coverage for all PIE teachers requiring substitutes. All PIE substitute teachers shall be licensed by or registered with TSPC.

K. Licensure/Qualifications

(i) At least one-half of the total full-time equivalent teacher and administrative staff at PIE shall be licensed by the Teacher Standards and Practices Commission (TSPC), pursuant to ORS 338.135(7). Those teachers and administrators who are not otherwise licensed through TSPC shall be registered through TSPC.

(ii) PIE shall not employ a teacher or administrator who is not registered or licensed through TSPC. In the event PIE knows or reasonably should know that an administrator or teacher lacks the appropriate licensure or registration with TSPC, PIE shall immediately place the administrator or teacher on leave with written notification to the District of this action. The administrator or teacher on leave shall not return to Sand Ridge until his/her

license or registration is confirmed by TSPC and a written confirmation is provided to the District.

- (iii) PIE shall provide the District with a written list of current PIE employees, including all teachers and administrators, by the first day of school of each year of this agreement and provide written verification of new employees prior to starting work at the charter school.
- (iv) If PIE fails to abide by this Section or Section 9A above, upon discovery of a violation by the District, the amount of ADM payable to PIE shall be reduced by the per diem salary of that employee multiplied by the number of days that employee remained unlicensed or unregistered prior to the District's discovery or, in the case of the newly hired employee who began work at PIE without prior notification to the District as provided in Section 9A above, the financial penalty shall be the number of days from the time the employee started working at PIE until discovery by the District multiplied by that employee's per diem rate of pay.
- (v) In the case PIE fails to provide the District with the written list of employees on or before the first day of school, the financial penalty shall be calculated by taking the number of days between the time the written list of employees was due under the terms of this agreement and the date it is ultimately provided to the District, multiplied by the per diem rate of the PIE Administrator's salary.
- (vi) The financial penalty shall be imposed automatically by the District with written notification to PIE prior to reduction in the next month's ADM payment. Any financial penalty imposed under this section may be appealed to the District School Board, but the appeal process will not stay the imposition of the penalty. The appeal is post-penalty only.

L. Professional Development

PIE shall provide professional development opportunities to PIE staff as provided for in state law. PIE may collaborate with the District for joint professional development opportunities.

PIE shall train teachers in its educational program.

The District will invite the Charter School staff to participate in all professional development activities offered through the District. The

Charter School staff will pay the same rate as District staff to participate in professional development trainings, workshops and other activities. The District will recommend to Linn Benton Lincoln Education Service District that the Charter School staff pay the same rate as District staff for ESD training and professional development activities.

M. TSPC Obligation

PIE shall meet any and all reporting obligations to TSPC regarding its employees.

N. Criminal Background Checks

PIE shall not knowingly employ any individual for whom a criminal background investigation has not been initiated or who has been convicted of one or more offenses in District Policy and Rule.

O. Staff/Employee Information

No later than the first day of school, PIE shall provide the District with a list containing the names, job positions, and Social Security numbers of all of its employees. Such list shall also indicate:

- (i) For each employee, the date of initiation of the criminal background investigation required by ORS 342.223;
- (ii) For any individual hired in an instructional position the PIE shall provide the District with such evidence of certification and/or other qualifications.
- (iii) For individuals hired after the first day of school, PIE will submit the required employee information to the District within 30 days of the individual's initial date of hire. In no event will any newly hired employee actually be placed at Sand Ridge unless and until such person satisfies the requirements of this section and section 9K.

10. Contracted Services

PIE may contract with the District for additional services, beyond the scope of this agreement, as needed. Should the District agree to contract services with PIE, PIE will pay the District's actual cost as determined by the District provided that the District provides PIE with a verifiable accounting reflecting the District's actual costs.

11. Insurance and Legal Liabilities

A. Insurance

Provided by PIE: PIE shall, at its own expense, secure and retain and provide proof of the following insurance and in the amounts set forth below:

Commercial General Liability Insurance in an amount of not less than \$1,000,000 combined single limit per occurrence/\$3,000,000 general annual aggregate covering the public charter school, the governing board, employees and volunteers against liability for damages because of personal injury, bodily injury, death or damage to property including the loss of use thereof. Coverage to include, but not limited to, contractual liability, advertisers' liability, employee benefits liability, professional liability and teachers' liability.

Liability Insurance for Directors and Officers in an amount not less than \$1,000,000 each loss/\$1,000,000 each policy year covering the public charter school, the governing board, employees and volunteers against liability arising out of wrongful acts and employment practices. Continuous "claims made" coverage will be acceptable, provided the retroactive date is on the effective date of the charter.

Automobile Liability Insurance in an amount not less than \$1,000,000 combined single limit covering the public charter school, the governing board, employees and volunteers against liability for damages because of bodily injury, death or damage to property, including the loss of use thereof arising out of the ownership, operation, maintenance or use of any automobile. The policy will include underinsured and uninsured motorist coverage at the limits equal to bodily injury limits.

Workers' Compensation Insurance shall also be maintained pursuant to Oregon laws (ORS Chapter 656). Employers' liability insurance with limits of \$100,000 each accident, \$100,000 disease each employee and \$500,000 each policy limit.

Honesty Bond to cover all employees and volunteers. Limits to be determined by the governing board, but no less than \$25,000. Coverage shall include faithful performance and loss of moneys and securities.

Property Insurance on all owned or leased buildings or equipment. The insurance shall be written to cover the full replacement cost of the building and/or equipment on an "all risk of direct physical loss basis".

Additional requirements:

The District shall be an additional named insured on commercial general and automobile liability insurance. The policies shall provide for a 30-day written notice of cancellation or material change. A certificate evidencing all of the above insurance shall be furnished to the District;

The District shall be a loss payee on the property insurance if PIE leases any real or personal District property; and

The coverage provided and the insurance carriers must be acceptable to the District.

- (i) PIE will also obtain, at its own expense, any further insurance that the District reasonably deems necessary to protect the interests of the District or PIE. PIE will provide insurance related to all PIE staff employed by PIE in a manner deemed appropriate by PIE. Nothing in this section shall require PIE to provide health insurance to its employees.
- (ii) Required Proof of Insurance: PIE agrees that it is already insured in the types and amounts set forth above. Upon request of the District's Superintendent, PIE shall provide the District with certificates of insurance or other satisfactory proof evidencing appropriate coverage. All insurance policies shall contain a provision requiring notice to the District, at least 30 days in advance, of any material change, nonrenewal or termination of the insurance policy. Notice shall be to the attention of the District's Superintendent.
- (iii) Coordination of Risk Management Activities: PIE and the District both agree that they will coordinate all risk management activities in which both parties are involved. This will include the prompt reporting of any and all pending or threatened claims, filing of timely notices of claims, and cooperating fully with the District in the defense of any claims.

B. Legal Liabilities

- (i) Laws: PIE shall not be exempt from the federal and state laws that apply to charter schools pursuant to ORS 338.115 or laws which by their own terms are applicable to charter schools. These include but are not limited to:

Pursuant to ORS 338.115, statutes and rules that apply only to school district boards, school districts or other public schools do

not apply to public charter schools. However, the following laws do apply to public charter schools:

- a) Federal law;
- b) **ORS 30.260 to 30.300 (tort claims)**
- c) **ORS 192.311 to 192.478 (public records law);**
- d) **ORS 192.610 to 192.705 (public meetings law);**
- e) **ORS chapters 279A, 279B, and 279C (Public Contracting Code);**
- f) **ORS 297.405 to 297.555 and 297.990 (Municipal Audit Law);**
- g) **ORS 326.565, 326.575 and 326.580 (student records);**
- h) **ORS 181A.195, 326.603, 326.607, and 342.223 (criminal records checks);**
- i) **ORS 329.045 (academic content standards and instruction);**
- j) **ORS 329.451 (high school diploma, modified diploma, extended diploma and certificate of attendance);**
- k) **ORS 329.496 (physical education);**
- l) **(The statewide assessment system developed by the Department of Education for mathematics, science and language arts under ORS 329.485 (2);**
- m) **ORS 336.840 (use of personal electronic devices);**
- n) **ORS 337.150 (textbooks);**
- o) **ORS 339.119 (consideration for educational services);**
- p) **ORS 339.141, 339.147 and 339.155 (tuition and fees);**
- q) **ORS 339.250 (9) (prohibition on infliction of corporal punishment);**
- r) **ORS 339.326 (notice concerning students subject to juvenile court petitions);**

- s) ORS 339.370 to 339.400 (reporting of suspected abuse and suspected sexual conduct);
- t) ORS 342.856 (core teaching standards);
- u) ORS chapter 657 (Employment Department Law);
- v) ORS 332.505 (2), 659.850, 659.855 and 659.860 (discrimination);
- w) Any statute or rule that establishes requirements for instructional time provided by a school during each day or during a year;
- x)
- y) Statutes and rules that expressly apply to public charter schools;
- z) Statutes and rules that apply to a special government body, as defined in ORS 174.117, or a public body, as defined in ORS 174.109;
- aa) Health and safety statutes and rules;
- bb) Any statute or rule that is listed in this charter contract; and
- cc) ORS Chapter 338.

(ii) Policies. PIE shall adopt whatever policies are required by law and may, in its discretion, adopt other policies governing operation of PIE. PIE shall furnish to the District copies of any written policies or procedures it adopts with respect to any matter relating to its operations and educational program. The District will give notice to PIE if the District believes that (a) PIE has failed to adopt one or more policies required by law; or (b) a policy that PIE has adopted violates a law or is not in full compliance with any law. If PIE agrees with the District notice, PIE will promptly (consistent with its bylaws and existing policies relating to the adoption or amendment of policies) adopt or amend a policy as indicated in the District's notice. If PIE does not agree with the District notice, the dispute shall be resolved as provided in Section 13.H.

(iii) Any policy that is beyond PIE's powers under this contract or is otherwise inconsistent with the terms of this contract is void.

- (iv) If, at any time during the term of this contract, the state develops any new rules, regulations or statutes that may affect the terms of this contract or otherwise affect PIE, PIE and the District shall review this contract and mutually work in good faith to conform it as may be required by law.
- (v) If the District believes that any statute or rule applies to PIE, and the District believes that PIE is not in compliance with that statute or rule, the District shall give PIE notice specifically identifying the statute or rule and specifically how the District believes PIE not to be in compliance, and the District shall give PIE reasonable opportunity to comply with that statute or rule in accordance with the terms of this charter agreement regarding breach and dispute resolution. Nothing in this section shall be construed to excuse PIE's legal duty to comply with required policies.

C. Waiver

PIE may request waivers from state law or regulation by submitting the request, in writing, to the State Board of Education, pursuant to ORS Chapter 338, and PIE will provide a copy to the District's Superintendent. PIE and the District agree to review all PIE waiver requests prior to PIE sending the waiver to the State Board of Education in order that the waiver is a joint request by PIE and the District. The request shall include the reasons why PIE is in need of or desires the waiver. The District acknowledges that only the State Board of Education has the authority to grant a waiver from state law or regulation. PIE agrees that it will not request a waiver from the State's academic standards.

D. Full Faith and Credit

PIE agrees that it will not extend the faith and credit of the District to any third person or entity. PIE acknowledges and agrees that it has no authority to enter into a contract that would bind the District and that PIE's authority to contract is limited to the extent provided by law. PIE also is limited in its authority to contract by the amount of funds obtained by the District, as provided in this contract, or from other independent sources. PIE's governing board has the authority to approve contracts to which PIE is a party, subject to the requirements and limitations of the Oregon Constitution, state law, and the provisions of this contract.

E. Indemnification

- (i) PIE Indemnifies District: To the extent not covered by insurance or otherwise barred by the Oregon Tort Claims Act in ORS Chapter 30, PIE agrees to indemnify and hold the District, its Board, agents and employees harmless from all liability, claims and demands on account of injury, loss or damage, including, without limitation, claims arising from (1) the possession, occupancy or use of property of PIE (including after school use of buildings by outside groups), its faculty, students, patrons, employees, guests or agents; (2) civil rights violations, bodily injury, personal injury, sickness, disease, death, property loss or damage or any other losses of any kind whatsoever which arise out of or are in any manner connected with PIE's operations. PIE agrees to indemnify, hold harmless and defend the District from all contract claims in which the PIE has obligated the District without the District's prior written approval. The foregoing provision shall not be deemed a relinquishment or waiver of any kind of applicable limitations of liability provided in the Oregon Tort Claims Act.

- (ii) District Indemnifies PIE: To the extent not covered by insurance or otherwise barred by the Oregon Tort Claims Act in ORS Chapter 30, District agrees to indemnify and hold PIE, its Board, agents and employees harmless from all liability, claims and demands on account of injury, loss or damage, including, without limitation, claims arising from (1) the possession, occupancy or use of property of District (including after school use of buildings by outside groups), its faculty, students, patrons, employees, guests or agents; (2) civil rights violations, bodily injury, personal injury, sickness, disease, death, property loss or damage or any other losses of any kind whatsoever which arise out of or are in any manner connected with District's operations. District agrees to indemnify, hold harmless and defend PIE from all contract claims in which the District has obligated the PIE without the PIE's prior written approval. The foregoing provision shall not be deemed a relinquishment or waiver of any kind of applicable limitations of liability provided in the Oregon Tort Claims Act.

- (iii) Survival of Indemnification: This indemnification, defense and hold harmless obligation on behalf of PIE and the District shall survive the termination of this contract. Any indemnified party shall have the right, at its own expense, to participate in the defense of any suit, without relieving the indemnifying party of any of its obligations hereunder.

F. District Disclaimer of Liability

The parties to this contract expressly acknowledge that PIE is not operating as the agent, or under the direction and control, of the District Board except as required by law or this contract, and that the District Board assumes no liability for any loss or injury resulting from:

- (i) The acts or omissions of PIE, its directors, trustees, agents or employees;
- (ii) The use and occupancy of the building occupied by PIE or any matter in connection with the condition of such building; or
- (iii) Any debt or contractual obligation incurred by PIE.

G. ADA/504 Obligations

PIE acknowledges that it is legally responsible to comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and ORS 659 with respect to its students, staff and patrons. PIE will indemnify and hold harmless the District from all claims under these statutes.

12. Transportation

The parties are subject to ORS 338.145 regarding student transportation which states:

- (i) The public charter school shall be responsible for providing transportation to students who reside within the school district and who attend the public charter school. The public charter school may negotiate with a school district for the provision of transportation to students attending the public charter school.
- (ii) Notwithstanding subsection (1) of this section, the school district within which the public charter school is located shall be responsible for the transportation of students attending the public charter school pursuant to ORS 327.043 in the same manner as students attending nonchartered public schools if the student is a resident of the school district. However, a school district may not be required to add or extend existing bus routes or other transportation services pursuant to this subsection.
- (iii) Students who attend public charter schools and who reside outside of the school district may use existing bus routes and transportation

services of the school district in which a public charter school is located.

- (iv) Any transportation costs incurred by a school district under this section shall be considered approved transportation costs for purposes of ORS 327.013 in the same manner as transportation costs incurred by the school district for transporting students who attend nonchartered public schools are considered approved transportation costs for purposes of ORS 327.013.
- (v) The parties shall develop a transportation protocol to assist the District Transportation Department and students attending PIE to access District transportation services.

13. Miscellaneous Provisions

A. Entire Agreement

This contract, with attachments, contains all terms, conditions and provisions hereof and the entire understanding and all representations of understandings and discussions of the parties relating thereto, and all prior representations, understandings and discussions are merged herein and superseded and cancelled by this contract.

B. Governing Law

This contract shall be governed by, subject to and construed under the laws of the State of Oregon without regard to its conflicts of law provisions. The parties intend that where this contract references federal or state law that they be bound by any amendment to such laws, upon the effective date of such amendments.

C. Assignment

This contract may not be assigned in its entirety or delegated by the PIE under any circumstances, it being expressly understood that the charter granted by this contract runs solely and exclusively to the PIE. This does not limit PIE's right to enter into contracts (including contracts whereby certain responsibilities of PIE are performed by others).

D. Terms and Conditions of Application

The parties to this contract agree that the attached application sets forth the overall goals, standards and general operational policies of the PIE, and that the application is not a complete statement of each detail of PIE's

operation. To the extent that the PIE desires to implement specific policies, procedures or other specific terms of operation that supplement or otherwise defer from those in the application, the PIE shall be permitted to implement such policies, procedures and specific terms of operation, with notice given to the District, provided that such policies, procedures and terms of operation are consistent with the goals, standards and general operational policies set forth in the application, this contract and ORS Chapter 338.

E. Amendment

This contract may be modified or amended only by written agreement between PIE and the District.

F. Notice

Any notice required, or permitted, under this contract, shall be in writing and shall be effective upon personal delivery (subject to verification of service or acknowledgement of receipt) or three days after mailing when sent by certified mail, postage prepaid, to the following:

District: Superintendent, 485 S 5th Street, Lebanon, Oregon 97355

Sand Ridge Charter School: Principal, 30581 Sodaville Mountain Home Road, Lebanon, Oregon 97355, and 2900 South Main Road, Lebanon, Oregon 97355.

G. No Waiver

The parties agree that no assent, express or implied, to any breach by either of them of any one or more of the covenants and agreements expressed herein shall be deemed or be taken to constitute a waiver of any succeeding or other breach.

H. Dispute Resolution

In the event any dispute arises between the District and PIE concerning this contract, including, without limitation, the implementation of or waiver from any policies, regulations or procedures, such dispute shall first be submitted to the Superintendent of the District for review. If the District and PIE are unable to resolve the dispute, either party may submit the matter to the District's Board for its consideration. The decision of the Board shall be final and binding on the parties; provided, however, PIE may appeal to the State Board of Education concerning those matters within its jurisdiction under ORS Chapter 338.

I. Severability

If any provision of this contract is determined to be unenforceable or invalid for any reason, the remainder of the contract shall remain in effect, unless otherwise terminated by one or both of the parties in accordance with the terms of this contract.

J. Delegation

The parties agree and acknowledge that the functions and powers of the District Board may be exercised by Superintendent of the District, provided that any ultimate decision regarding renewal, non-renewal or revocation of this contract may be made only by the District Board.

Nothing in this section precludes PIE from exercising its right under Section 13.H.

K. Prior Actions

It is expressly agreed and understood that as a condition precedent to this contract becoming effective on the effective date specified above in paragraph 2, PIE shall have taken, completed and satisfied on or before the date specified herein any action or obligation which is required to be completed before such effective date, and failure to do so shall constitute grounds for the District to declare this contract null and void.

L. PIE Authority to Enter Into Contract

PIE expressly affirms that the signatories on its behalf who sign below have the authority to enter into this contract on behalf of PIE and that the Board of Directors of PIE has duly approved of this contract.

IN WITNESS WHEREOF, the parties have executed this contract as of the date first above written.

**LEBANON COMMUNITY
SCHOOL DISTRICT 9**

**PEOPLE INVOLVED IN
EDUCATION, INC.**

Lebanon Community School District 9 Board

PIE Board of Directors

By: _____
School Board Chair

By: _____
Chair PIE Board

Agenda Item 6

Budget Approval / Hearing

A. Resolution #24-0606A

Making Appropriation for the
2024-2025 Budget

RESOLUTION #24-0606A MAKING APPROPRIATION FOR THE 2024-2025 BUDGET

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2024, and for the purposes shown below are hereby appropriated:

General Fund (100)

Instruction.....	\$ 32,581,530
Support Services.....	\$ 20,391,355
Enterprise & Community..	\$ 16,727
Other:	
Interest.....	\$ -
Transfers.....	\$ 2,280,000
Contingency.....	\$ 1,983,178
Unappropriated Ending Fund Balance	<u>\$ 3,000,000</u>
Total.....	<u>\$ 60,252,790</u>

Special Revenue Funds (200's)

Instruction.....	\$ 8,545,515
Support Services.....	\$ 4,026,565
Enterprise & Community..	\$ 4,152,471
Facilities Acquist./Const..	\$ 3,707,000
Transfers.....	\$ -
Contingency.....	<u>\$ 4,096,828</u>
Total.....	<u>\$ 24,528,379</u>

Debt Service (300's)

Debt Service.....	\$ 4,477,067
Contingency.....	<u>\$ 506,553</u>
Total.....	<u>\$ 4,983,620</u>

Capital Projects (400's)

Facilities Acquist./Const..	<u>\$ -</u>
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Enterprise Fund (500's)

Support Services.....	\$ 37,893
Facilities Acquist./Const..	\$ 700,000
Contingency.....	<u>\$ 412,107</u>
Total.....	<u>\$ 1,150,000</u>

Internal Service (600's)

Support Services.....	\$ 130,000
Contingency.....	<u>\$ 260,000</u>
Total.....	<u>\$ 390,000</u>

Trust and Agency (700's)

Support Services.....	<u>\$ 2,200</u>
Total.....	<u>\$ 2,200</u>

Total Appropriations, All Funds \$ 91,306,989

TOTAL ADOPTED BUDGET \$ 91,306,989

Date: 6/6/2024

Tom Oliver
Chair, Board of Directors

Jennifer Meckley
Superintendent

Agenda Item 6

Budget Approval / Hearing

B. Resolution #24-0606B

Imposing & Categorizing Tax

RESOLUTION #24-0606B IMPOSING & CATEGORIZING TAX

IMPOSING THE TAX RATE

BE IT RESOLVED that Board of Directors of the Lebanon Community School District #9 hereby imposes the taxes provided for in the adopted budget:

At the rate of 4.9925 per \$1,000 of assessed valued for operations;
In the amount of \$4,477,389 for bonds;

And that these taxes are hereby imposed and categorized for tax year 2024-2025 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI Section 11b as:

Education Limitations	Excluded from Limitations
Permanent Rate Tax..... 4.9925 / \$1,000	
Debt Service Levy.....	\$ 4,477,389

The above resolution statements were approved and declared adopted on the 6th day of June 2024.

Date: June 6, 2024

Tom Oliver
Chair, Board Chair

Jennifer Meckley
Superintendent

Agenda Item 6

Budget Approval / Hearing

C. Resolution #24-0606C

Appropriation Transfer

RESOLUTION #24-0606C Appropriation Transfer

Whereas: ORS 294.463 allows for transfer of appropriations when authorized by board resolution, and the district is projecting to exceed budgetary authority;

BE IT RESOLVED: that it is the desire of the School District to transfer from budget accounts:

100.1111.0111.225.000.000	\$125,000
100.1131.0111.616.100.000	\$125,000

To account-	
100.2120.0111.616.000.000	\$250,000

Motion Approved

Date: June 6, 2024

Tom Oliver
Chair, Board Chair

Jennifer Meckley
Superintendent

Agenda Item 8

Consent Agenda

A. May 16, 2024 Board Meeting
Minutes



Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

MEETING MINUTES

<p><u>BOARD MEMBERS PRESENT:</u> Tom Oliver, Chair, via Zoom Clyde Rood, Member Melissa Baurer, Member Nichole Piland, Member</p>	<p><u>EXECUTIVE STAFF PRESENT:</u> Jennifer Meckley, Superintendent Kim Grousbeck, Human Resources Director Steven Prosocki, Business Director William Lewis, Chief Operations Officer</p>
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The meeting minutes were recorded by Executive Secretary Jessica Woody.

1. WELCOME AND CALL TO ORDER

Board Chair Tom Oliver called the meeting to order at 5:45 PM and led the flag salute.

2. APPOINT BUDGET COMMITTEE MEMBERS

Business Director, Steven, notes that there are 6 applicants for the Budget Committee vacancies.

He explains that member, William Barish, is a current active member and no action is needed.

Roger Maurer would like to renew his membership through June of 2026.

Nichole motions and Melissa seconds the motion. All approved with a unanimous vote, Roger Maurer is appointed on the Budget Committee on a two-year term through June of 2026.

Steven identifies the applicants for the remaining three vacancies and recommends that the board appoint two, two-year members, and one 3-year member.

Nichole motions to appoint Jeff King with a three-year term, and Anthony and Kelly for a two-year term, Melissa seconds the motion. All approved with a unanimous vote, Jeff King, Anthony Morelos, and Kelly Tucci are appointed on the Budget Committee-- through June of 2027 for Jeff King, and June of 2026 for Anthony Morelos and Kelly Tucci.

Nichole motions to appoint Shawna Voepel and John Mance as alternate Budget Committee members, and Melissa seconds the motion. All approved with a unanimous vote, Shawna Voepel and John Mance are approved as alternate Budget Committee members.

3. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 5:50 PM.

Tom Oliver, Board Chair

Jennifer Meckley, Superintendent

Agenda Item 8

Consent Agenda

B. May 16, 2024 Board Meeting
Minutes



**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING**

MAY 16, 2024, IMMEDIATELY FOLLOWING BUDGET MEETING

Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

MEETING MINUTES

<p><u>BOARD MEMBERS PRESENT:</u> Tom Oliver, Chair, via Zoom Clyde Rood, Member Melissa Baurer, Member Nichole Piland, Member</p>	<p><u>EXECUTIVE STAFF PRESENT:</u> Jennifer Meckley, Superintendent Kim Grousbeck, Human Resources Director Steven Prosocki, Business Director William Lewis, Chief Operations Officer</p>
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The meeting minutes were recorded by Executive Secretary Jessica Woody.

1. WELCOME AND CALL TO ORDER

Board Chair Tom Oliver called the meeting to order at 6:47 PM.

2. PUBLIC COMMENTS

Mary Northern, Director of Operations and Founder of Sand Ridge Charter School, speaks to the board and addresses the community, sharing where Sand Ridge began and their successes to date.

Jay Jackson, Sand Ridge Charter School Board Member, speaks to the board about his time with the Charter School and his perspective on the benefits that LCSD receives from their partnership. He asks the board to consider the percentage of funding and the return on investment.

Vincent Wells, Community Member, speaks to the board reiterating the importance of the Superintendent role and choosing the right person for the role.

Hannah ShootingBear, Member of Indigenous Now, virtually addresses the board regarding the district’s Native American program. She asks for support in their efforts to make Indigenous Peoples Day a federal holiday.

Jolene Watson, Sand Ridge Charter School Board Member, speaks to the board thanking them for postponing their vote on the contract and asks that it be revisited with more common ground.

3. SAND RIDGE CHARTER CONTRACT

Tom explains to the group that Sand Ridge members have not had adequate time to review the contract with their legal counsel, and this topic is planned to be on the next months agenda, seeking approval. No further questions or discussion took place.

4. SUPERINTENDENT CONTRACT

Tom explains that the Superintendent Contract expires at the end of June. He notes that in January the board expressed their intent to renew Jennifer's contract pending an evaluation, which follows the regular procedures.

Tom shares that during the evaluation process the results of the staff survey, board evaluation, and self-evaluation were consistent, with overall positive feedback, and that Jennifer has been serving the district well.

Tom notes the update to the financial piece, and shares that in his research it appears that LCSD is in line with other districts in regards to Superintendent salary, and he believes the compensation is in the right spot, being right in the middle of where 10 other neighboring or similar districts are.

Clyde proposes two changes to Jennifer's contract, consisting of, 1. Add "At Will of the Board" to Section 2-Terms of Agreement, and 2. Add missing language to section 3 regarding vacation payout day requirements: "The Superintendent may cash out up to 15 days of unused vacation days per fiscal year, in June at the current year's rate of pay".

Clyde motions for both additions, and the motion died with lack of a second.

Nichole motioned to add the vacation payout language only and Melissa seconded the motion. With 3 votes to approve, and 1 vote to not approve, the motion to amend the contract with the following language-- "The Superintendent may cash out up to 15 days of unused vacation days per fiscal year, in June at the current year's rate of pay" passes.

Nichole motions to approve the amended Superintendent Contract and Melissa seconds. With 3 votes to approve, and 1 vote to not approve, the amended Superintendent Contract is approved.

5. ELD CURRICULUM ADOPTION

Jennifer shares that this is the English Language Proficiency Curriculum Adoption, which the district is seeking approval for. The board notes that the information shared was very clear and well presented. No further questions or discussion took place.

Nichole motions to approve and Clyde seconds the motion. All in favor, the ELD Curriculum Adoption is approved.

6. CONSENT AGENDA

Clyde proposes removing the new policy EBBA for further review and discussion.

Nichole motions to approve the remaining consent agenda and Melissa seconds the motion. All in favor with a unanimous vote, the consent agenda made up of the April 11, 2024 Board Meeting Minutes, First Reading Policy Updates AC, CBG, CCG, EBBB, EBBA, GBN/JBA, GBNAB/JHFE, GBNAB/JHFE-AR(1), IGBAF, IGBAF-AR, IGBAG, JBA/GBN, JGAB, JGAB-AR, JHFE/GBNAB, JHFE/GBNAB-AR(1), JBAA, JBAA-AR, GBEB, GBEB-AR, JHCA/JHCB, JHCD/JHCDA-AR, DJCA, EBBA (deleted version), GBABA, JHC, JHCC, JHCC-AR, JHCCA, EBBA, and JGA, and new hire Michelle Steinhebel is approved in its entirety. The new policy EBBA was excluded from the motion.

Discussion takes place regarding the updates to the new policy EBBA. Jennifer references the new OAR in relation to this which will outline the procedures through a written plan that the district follows for students who present a health need or compromise, for example a cut on their knee, or those students who are medically fragile. She explains that the referenced students may visit the health room for care and there are protocols surrounding the various incidents which could occur and how the health rooms are staffed, etc. Jennifer also recognizes the great school nurses that the district is fortunate to have, who also assist with these practices. Tom reiterates that these are not new practices.

It is clarified that this policy is not referencing any kind of school-based health center.

Clyde proposes that the new policy EBBA be amended, stating the following at the end of the policy, "This policy is not in reference to a school-based health center".

Clyde motions and Nichole seconds the motion. All approved, with a unanimous vote, the new policy EBBA is approved for first reading as amended above.

7. INTERVIEW OF ZONE 3 CANDIDATES

Tom invites each applicant to join the table where the board can begin the interview questions. Three applicants who are present join the table, consisting of Aubree Molina, Mitchell Robison, and Rodney Hames, and they provide an introduction.

Aubree shares that she is a hairdresser in Lebanon, she has 3 daughters in the district, and is very interested in being involved in the schools.

Mitchell shares that he has lived in Lebanon for the last 8 years, he has a son in the district, and formally worked for the district as a special education teacher, and loves the Lebanon community.

Rodney shares that he is a retired member of the Armed Forces, Marine Core, and Army Reserve, has many children that have gone through school systems, and has lived in Lebanon for the last 10 years and would like to be involved and help the district.

Tom asks each applicant the three interview questions provided in the meeting packet. Each applicant answers the questions.

Melissa shares with the applicants, and specifically those with children in the district, that in her role she has consistently reminded herself that she represents the district as a whole, and not only the schools where her children attend.

Clyde inquires with Mitchell his reason for leaving his employment with the district. Mitchell shares that an employment opportunity presented in another district for an administrative position.

Tom notes that there is not particular criteria required for this seat, and he believes all of the applicants present would do a great job. He encourages the applicants who are not chosen to remain engaged and consider applying for future open seats.

8. ZONE 3 APPOINTMENT AND OATH OF OFFICE

Clyde motions to appoint Rodney Hames to the Zone 3 position, and due to lack of a second, the motion dies.

Upon motion made by Nichole, duly seconded by Melissa, the board voted unanimously to appoint Aubree Molina to the Zone 3 position of the Lebanon School Board.

Aubree Molina is sworn into office and seated on the board.

9. DEPARTMENT REPORTS

A. Operations

William shares an update with the board regarding the Seven Oak project, the Lacombe Roof, and the LHS Kitchen/Cafeteria project.

Discussion takes place regarding the logistics of the decision to move forward with one lunch at the high school.

B. Human Resources

Nothing to report.

C. Finance

Steven speaks to the board regarding their work this time of year on appropriations and ensuring that the budget is in line. Tom notes that the financial report looks great.

10. COMMUNICATION

A. Board

Melissa shares some of her recent appreciations consisting of the school tours and her recent visit to Sand Ridge Charter, the student artwork included in the proposed budget, and Jennifer's work as Superintendent and her contract approval.

Melissa also shares that she appreciates the health services that the schools offer and references her disappointment in the negative direction that the topic took regarding student health care. She would like to see kids receive the basic health service needs and how the district can support those needs, for example dental care, physicals, etc.

Nichole thanks Business Director, Steven, for his time on the proposed budget and obtaining additional budget committee members. Nichole also welcomes Aubree. She reiterates Melissa's gratitude for the school tours and notes that the students love to see Superintendent Meckley in their schools. She also thanks Jennifer for continuing her work with the district.

Clyde references the student board representative interviews that he has been apart of, and he is very impressed with the students so far. He would like the board to entertain an update to the policy, allowing for three student board representatives.

Nichole agrees and believes this may require further discussion.

Clyde also notes his recent and refreshing school visits with Curriculum Director, Bill, where he has enjoyed seeing what the kids are learning.

Tom thanks those who applied for the vacant budget and board seats. He also welcomes Aubree and reminds her that each board member here is a resource to her.

A. Superintendent

Jennifer thanks the board for extending her contract with the district, as she has spent the last 27 years with LCSD and most of her life and career in Lebanon. She states that she is continuing to be committed to the district for the rest of her career.

Jennifer recognizes Ralston Academy, the district's alternative high school that houses juniors and seniors who may not benefit from the large public-school setting. Ralston offers a smaller environment with a greater staff-to-student ratio. For students who join Ralston, sometimes graduating seems like an unlikely achievement; however, the majority of their students do indeed cross the stage. Jennifer shares one way that Ralston Academy knows they are making an impact, currently the district employs half a dozen Ralston alums who serve the schools in vital ways that make a positive impact. She notes graduates Oscar Usinger, Megan Cole, Salem Stewart, Ivy Lacey, Elijah Hanna, and Madison Slonaker who the district is so glad to have stuck around LCSD.

Jennifer also recognizes Seven Oak Social Studies Teacher, Jennifer Schmidt, who was named Oregon's James Madison Fellow for the year, meaning she would receive a \$24,000 scholarship to attend a graduate program of her choice. Congratulations Ms. Schmidt!

It is shared that last week Community Liaison, Julie Miller, picked up a \$6,000 check from the Confederated Tribes of the Siletz Indians which will help to cover backpacks, school supplies, hygiene products, clothing for students experiencing houselessness, and culturally appropriate food boxes tailored for specific family needs. With close to 700 students being served by the Welcome Center since August of 2023, this funding is much needed and 100% of every penny will go directly to local kids and families. Thank you to the Confederated Tribes of Siletz Indians for caring for and contributing to the lives and wellbeing of the students.

It is also shared that Hamilton Creek Art Teacher, Elaina Dowdy, provided the opportunity for students to enter the Earth Day poster contest held by the National Energy Technology Laboratory. Hamilton Creek students were pleased to hear that they swept up the awards for this contest, creatively demonstrating the theme of "Planet vs. Plastics".

The recent apple award winners were acknowledged, consisting of Tess Stultz- 4th Grade Teacher, Lynette Lown- Personal Care Assistant, Juanita Anderson- Kitchen Manager, Jennifer Bess- Office Manager, Ryan Christner- Principal, and Natalia Luebke- 1st Grade Teacher. She thanks the Gillott Home Team, Adam Kirkpatrick Dentistry, and 1847 Bar and Grill for their generous contributions which make these awards possible.

Tom welcomes Michelle Steinhebel, the district's new Communications Director.

11. PUBLIC COMMENTS

No public comments were made.

12. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:22 PM.

Tom Oliver, Board Chair

Jennifer Meckley, Superintendent

Agenda Item 8

Consent Agenda

C. May 16, 2024 Budget Meeting
Minutes



BUDGET COMMITTEE MEETING MINUTES

BOARD MEMBERS PRESENT: Tom Oliver, Chair, via Zoom Clyde Rood, Member Melissa Baurer, Member Nichole Piland, Member Jeff King, Budget Committee Member Roger Maurer, Budget Committee Member Anthony Morelos, Budget Committee Member Kelly Tucci, Budget Committee Member	EXECUTIVE STAFF PRESENT: Jennifer Meckley, Superintendent Kim Grousbeck, Human Resources Director Steven Prosocki, Business Director William Lewis, Chief Operations Officer
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The meeting minutes were recorded by Executive Secretary Jessica Woody.

1. WELCOME AND CALL TO ORDER

Board Chair Tom Oliver called the meeting to order at 6:00 PM.

2. SELECTION OF BUDGET COMMITTEE CHAIR

Nichole motioned to appoint member, Jeff King, as Budget Committee Chair, and Clyde seconds the motion. All in favor with a unanimous vote Jeff King is appointed Budget Committee Chair.

3. SELECTION OF BUDGET COMMITTEE VICE CHAIR

Nichole motioned to appoint member, William Barish, as Budget Committee Vice Chair, and Clyde seconds the motion. All in favor with a unanimous vote William Barish is appointed Budget Committee Vice Chair.

4. BUDGET MESSAGE

Steven, Business Director, welcomes the group and begins with introductions.

Jennifer reads the budget message.

5. PROPOSED BUDGET REVIEW

Steven presents to the board, sharing historical enrollment data.

Steven refers to the budget at a glance on page 9, noting the 6 main functions that will be reviewed in the budget, made up of general fund, special revenue fund, debt services fund, capital project fund, enterprise fund, and internal service fund. He also thanks his team for their work in this document.

Steven references and highlights several pages in the budget document, providing explanation and additional information.

Jennifer shares details regarding the new unemployment laws and how this will pose as an unknown to districts in relation to their budget.

Roger inquires about special revenue fund 907 being moved to 211, but does not see a 211. Steven notes that he will check on this. Roger also inquires whether the special revenue funds come and go, and change, and it is explained that it depends on the grant(s) that are available and being used at that time.

No further questions are presented. Steven asks the members to email him with any questions that arise. No further discussion takes place.

6. ADJOURNMENT

The meeting is adjourned at 6:35 PM.

Tom Oliver, Board Chair

Jennifer Meckley, Superintendent

Agenda Item 8

Consent Agenda

D. May 23, 2024 Budget Meeting
Minutes



BUDGET COMMITTEE MEETING MINUTES

<p>BOARD MEMBERS PRESENT: Tom Oliver, Chair, via Zoom Clyde Rood, Member Melissa Baurer, Member Nichole Piland, Member Jeff King, Budget Committee Member Roger Maurer, Budget Committee Member Anthony Morelos, Budget Committee Member Kelly Tucci, Budget Committee Member, Via Zoom</p>	<p>EXECUTIVE STAFF PRESENT: Jennifer Meckley, Superintendent Kim Grousbeck, Human Resources Director Steven Prosocki, Business Director William Lewis, Chief Operations Officer</p>
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The meeting minutes were recorded by Executive Secretary Jessica Woody.

1. WELCOME AND CALL TO ORDER

Budget Chair, Jeff King, called the meeting to order at 6:00 PM and led the flag salute.

2. PUBLIC COMMENTS

No public comments were made.

3. PROPOSED BUDGET QUESTIONS

Steven shares the questions that were shared by the committee members, following the last meeting, and provides answers to each question.

Question 1: Are fees charged to Fees Charged to Grants, fees that were anticipated and covered by grants?

Answer: Yes, referring to page 20, object 1980, these are indirect charges that the district is able to collect a percentage for, for managing certain grants, for example Title and IDA grants, as well as HSS and SIA grants.

Question 2: Is Pre-Kindergarten a new program?

Answer: Referring to page 22, function 1140, there is a new pre-k program at Cascades, and Pioneer has a pre-k program as well, made possible by a partnership with the boys and girls club. The boys and girls club invoices the district for the teacher expenses. The district hopes to continue to grow the program with additional funds, by applying for the preschool promise grant. Current year to

date expenses show that \$93,000 is from the general fund, \$132,800 is from SIA, \$7,000 from ESSR funds. In next year's budget, it is all budgeted in the general fund.

Question 3: Function 1291, English as a Second language has a 50% increase, is this an expansion of the program?

Answer: Referring to page 22, function 1291, yes-- we continue to see our student population increase with needed services.

Question 4: Function 2548, Land Lab has a 50% increase, is this an expansion of this program?

Answer: Referring to page 22, function 2548, not an expansion, just changed the function of one of the staff members working .5 FTE, who was shifted from function 2542 to 2548 to identify the actual work being done at the land lab. Though this is a program the district does foresee growing.

Question 5: Function 2640, Staff Services—A combination of recruitment and wellness services?

Answer: Referring to page 23, function 2640, 2642, and 2645 – rolled those functions to all be in function 2640 to simplify processing.

Question 6: Why is 3100 Food Services down?

Answer: Referring to page 23, function 3100, this is for a .66 FTE classified staff member, though food service staff are not funded out of the general fund, only student helpers. The 24-25 proposed budget is based on student helper history and current year-to-date actuals.

Question 7: Special Revenue Fund 907 moved to 211, but there is no Fund 211.

Answer: The current grant in fund 907 ends September 30, 2024 and there is no budget for it in 24-25. This is a federal grant applied by the Welcome Center and if they apply and are accepted in 24-25 it will be coded fund 211.

Question 8: What is the biggest adjustment this year from last year, utilizing taxpayer's money?

Answer: The budget starts with forecasting enrollment and revenue; both are pretty level from last year. The biggest change would be ending one-time funds like ESSER, and having to use more general fund dollars for salaries and benefits. Last year the general fund budget accounted for 69.4% of salary/benefits, the budget for 24-25 is at 72.5% toward salary/benefits.

Question 9: Function 1111 and 1131, Object 161?

Answer: These are retention stipends and separation stipends, which were settled on in the recent licensed contract.

Question 10: What happened to the stipend for coaching middle school?

Answer: Referring to page 26, function 1122, these stipends were moved from the general fund, to the athletic fund 286.

Question 11: The FTE is higher but the overall dollar amount is lower?

Answer: Compared to actuals in 21-22 and 22-23, the FTE aligns better than the 23-24 adopted budget. The SRO, School Resource Officer, was coded here in the past, and will be adjusted back to function 2110.

Question 12: The dollar amount for 23-24 was much lower than it is for 24-25?

Answer: Referring to page 36, function 2120, when compared to the actuals in 21-22, 22-23, and 23-24, the FTE and dollars align better than the current year adopted budget. In 23-24, the plan might have been to have all counselors funded by ESSER.

Question 13: The FTE has remained the same, but #113 is almost 40,000 lower?

Answer: Referring to page 41, function 2210, compared to actuals, the dollar amount aligns better, and Steven reports he is unsure about the adopted calculation for 23-24.

Question 14: Function 2543 is going away and the FTE in function 2544 has gone up by 2?

Answer: Referring to page 48 and 49, function 2543 and 2544, this is where the district got rid of the contract with the City and replaced it with 2 district FTE's.

Question 15: How did our overall dollar amount more than double?

Answer: Referring to page 80, fund 248, this has historically been called the YTP grant and will now be called the Pre-ETS grant. It is the same program with different grant rules. There will no longer be grant matching and it will be billed/reported monthly by hours, so a higher amount was budgeted for the unknown.

Question 16: Coaching has more than doubled, is this part of the new contract?

Answer: Referring to page 100, fund 286 #0150, most of this is from the middle school level due to multiple factors. The new contract was a 10% increase for coach stipends, with an increase in student participation which requires additional coaches.

Question 17: What happened to funding for Band/Music?

Answer: Referring to page 107, fund 295, the budget was moved to each school site's general fund, making it more transparent for each site.

Question 18: What are the revenue sources for the local sources and then the intermediate sources?

Answer: Referring to page 20, general fund revenue from local sources includes property taxes, interest on investments, indirect fees for managing and reporting grants, and Medicaid and MAC study. General fund from immediate sources includes county school funds and severe disability reimbursements.

Question 19: Why did the dues and fees shift up and down in object 640, dues and fees?

Referring to page 46, function 2520 and page 51, function 2550, this is due to an adjustment of where the function was, and where it is managed to ensure that whoever is managing the program matches where it is expensed. Dues and fees have increased 15-20% over the last couple of years, which will affect the trend.

No further questions were presented.

4. 2024-25 BUDGET APPROVAL

Nichole motions that the Budget Committee of the Lebanon Community School District #9 hereby approves the budget for the fiscal year 2024-25 in the total amount of \$91,306,989, Tom seconds the motion. All approved with a unanimous vote, and the motion carries.

Nichole motions that the Budget Committee of the Lebanon Community School District #9 hereby approves the taxes provided for in the adopted budget: At the rate of 4.9925 per \$1,000 of assessed value for operations; In the amount of \$4,477,389 for bonds; and that these taxes are hereby imposed and categorized for tax year 2024-2025 upon the assessed value of all taxable property within the district as follows: permanent rate tax 4.9925 /\$1,000, debt service levy \$4,477,389, Tom seconds the motion. All approved with a unanimous vote, and the motion carries.

5. THANK COMMITTEE

Jeff thanks the committee for their work.

Steven also thanks the committee for their dedication, time, and energy in serving the district, as the budget process has been a collaborative effort with principals, departments, and most importantly the support and guidance from Superintendent Meckley and Chief Operations Officer, William Lewis.

6. ADJOURNMENT

The meeting is adjourned at 6:20 PM.

Tom Oliver, Board Chair

Jennifer Meckley, Superintendent

Agenda Item 8

Consent Agenda

First Reading Policy Updates

June 2024 POLICY UPDATES – REVIEW AND RECOMMENDATIONS

Code	Title	OSBA Recommendation	DO Staff Lead(s)	Changes/DO Staff Comments	Recommended Adoption? (Yes/No)
GCDA/GDDA (New)	Criminal Records and Fingerprinting *	Required	Jen/Kim	Newly revised rules regarding fingerprinting collection	Yes
BBF	Board Member Standards of Conduct	Highly Recommended	Jen	Updated language due to the passage of SB 231 which was created to align state law with DHS current process for receiving child abuse reports.	Yes
CB	Superintendent	Highly Recommended	Jen	Updated language to reflect SB283 which removes mention of laws relevant to ESDs.	Yes
EBC - (New)	Emergency Plan and First Aid	Highly Recommended	Jen	This is a reorganization of policies related to the passing of HB 3584.	Yes
EBCB	Emergency Procedure Drills and Instruction	Highly Recommended	Jen	This is a reorganization of policies related to the passing of HB 3584.	Yes
EBC/EBCA - Delete	Emergency Procedures and Disaster Plans	Delete	Jen	This is a reorganization of policies related to the passing of HB 3584.	Yes
GCDA/GDDA - Delete	Criminal Records and Fingerprinting *	Delete	Jen/Kim	Newly revised rules regarding fingerprinting collection	Yes
GCDA/GDDA-AR - Delete	Criminal Records Checks/Fingerprinting	Delete	Jen/Kim	Newly revised rules regarding fingerprinting collection	Yes

JHCCF (old policy) - Delete JHCCF-AR	Pediculosis (Head Lice)	Delete	Jen	OAR 333-019-0010 was repealed which allowed schools to exclude students for head lice.	Yes
CBC	Superintendent's Contract	Optional	Jen	Updated language to reflect SB283 which removes mention of laws relevant to ESDs.	Yes
JHCCF (New)	Pediculosis (Head Lice)	Optional	Jen	OAR 333-019-0010 was repealed which allowed school to exclude for head lice.	Yes



Watch for information coming soon for a **Policy Update webinar.**

Summer Board Conference

August 9–11, 2024
Salem, OR

Annual Convention

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Portland, OR

CONTENTS

- AC – Nondiscrimination, Required
- BBF – Board Member Standards of Conduct (*Version 1 or 2*), Highly Recommended
- BBFC – Reporting of Suspected Abuse of a Child, Optional
- BCBA – Student Representative(s) on the Board, Optional
- BCBA-AR – Student Representative(s) on the Board, Optional, *New*
- CB – Superintendent, Highly Recommended
- CBC – Superintendent’s Contract, Optional
- CBG – Evaluation of the Superintendent, Required
- CCG – Evaluation of Administrators, Required
- DJC - Bidding Requirements (*Versions 1 & 2*), Delete
- DJC - Bidding Requirements, Highly recommended, *New*
- DJC-AR – Exemptions from Competitive Bidding and Special Procurements, Delete
- DJC-AR – Exemptions from Competitive Bidding and Special Procurements, Optional, *New*
- DJCA – Personal Service Contracts, Delete
- DJCA-AR – Personal Service Contracts, Delete
- EBBA – First Aid**, Delete
- EBBA – Student Health Services**, Highly Recommended, *New*
- EBBA-AR – First Aid - Infection Control, Delete
- EBBAA – Infection Control and Bloodborne Pathogens, Optional
- EBBB – Injury or Illness Reports, Required
- EBC – Emergency Plan and First Aid**, Highly Recommended, *New*
- EBC/EBCA – Emergency Procedures and Disaster Plans, Delete
- EBCA – Safety Threats**, Required, *New*
- EBCB – Emergency Procedure Drills and Instruction, Highly Recommended
- GBEB – Communicable Diseases in Schools, Highly Recommended
- GBEB-AR – Communicable Diseases in Schools, Highly Recommended
- GBEBA – Staff – HIV, AIDS, and HBV, Delete
- GBN/JBA – Sexual Harassment, Required
- GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements**, Required
- GBNAB/JHFE-AR(1) – Reporting of Suspected Abuse of a Child, Required
- GBNAB/JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises, Highly Recommended, (no updates)
- GCDA/GDDA – Criminal Records Checks and Fingerprinting *, Delete
- GCDA/GDDA – Criminal Records Checks and Fingerprinting *, Required, *New*
- GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting, Delete
- IGBAF – Special Education – Individualized Education Program (IEP)**, Required
- IGBAF-AR – Special Education: Individualized Education Program (IEP)**/*, Required

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This publication is designed to provide accurate and authoritative information regarding the subject matter covered. It is furnished with the understanding that policies should be reviewed by the district’s legal counsel.

IGBAG – Special Education – Procedural Safeguards**, Required
JBA/GBN – Sexual Harassment, Required
JBAA – Section 504 – Students**, *Version 1 and 2*, Highly Recommended
JBAA-AR – Section 504 – Students**/*, Highly Recommended
JEA – Compulsory Attendance**, Highly Recommended
JEA-AR – Compulsory Attendance Notices[and Citations]**, Highly Recommended
JGA – Corporal Punishment**, Optional
JGAB – Use of Restraint or Seclusion**, Required
JGAB-AR – Use of Restraint or Seclusion**, Required
JH – Student Welfare**, Optional
JHC – Student Health Services and Requirements**, Delete (in lieu of new EBBA)
JHCA/JHCB – Immunization and School Sports Participation**, Highly Recommended
JHCC – Communicable Diseases - Students, Delete
JHCC-AR – Communicable Diseases - Students, Delete
JHCCA – Students - HIV, HBV and AIDS**, Delete
JHCCF – Pediculosis (Head Lice), *Version 1*, Delete
JHCCF – Pediculosis (Head Lice), *Version 2*, Delete
JHCCF – Pediculosis (Head Lice), was *Version 3*, now stand-alone, Optional
JHCCF-AR – Pediculosis (Head Lice), *Version 1*, Delete
JHCCF-AR – Pediculosis (Head Lice), *Version 2*, Delete
JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements**, Required
JHFE/GBNAB-AR(1) – Reporting of Suspected Abuse of a Child, Required
JHFE/GBNAB-AR(2) – Abuse of a Child Investigations Conducted on District Premises,
Highly Recommended, (no updates)
KBA-AR – Public Records Request, Highly Recommended

CIVIL RIGHTS COORDINATOR

Summary

[House Bill 2281](#) (2023), effective January 1, 2024, requires a district school board to designate one or more civil rights coordinators for the district. According to HB 2281, the civil rights coordinator may be an employee of the district or the district may contract with an ESD for the services of a civil rights coordinator.

HB 2281, Section 1 (see page 2 of the bill specifically) outlines the minimum responsibilities of a civil rights coordinator. Of note is the requirement to comply with rules adopted by the State Board of Education so OSBA is watching for news about these rules. Additionally, the bill includes use of the term “discrimination” which is defined further by ORS 659.850 and is used in the new bill. The bill further outlines a requirement for the Department of Education to make training available annually for these coordinators.

Finally, ORS 659.855, which allows the Superintendent of Public Instruction to sanction a public elementary or secondary school program if found in noncompliance with ORS 659.850 and 659.852, has been updated to include noncompliance with ORS 332.505(2) – Civil Rights Coordinator.

The bill can be read in its entirety with the link provided above.

There is no current requirement for language to be added to board policy or administrative regulation. The district may choose to add the proposed language to policy AC – Nondiscrimination. Oregon Administrative Rules from the Oregon State Board of Education are anticipated later this year, which will likely prompt another update to policy.

The district should consider posting notice of the designated civil rights coordinator and contact information together with the notice of nondiscrimination (and other notices) on the district’s website.

Collective Bargaining Impact

None

Local District Responsibility

Review the recommendations for policy changes and present them to the board for adoption.

Policy(ies) and AR(s) Impacted by these Revisions

AC – Nondiscrimination, Required

STUDENT REPRESENTATIVE(S) ON THE BOARD

Summary

The practice of installing student representative(s) on local school boards has increased, and therefore a desire for more policy and administrative regulation options has been voiced. OSBA policy services staff present the model policy and administrative regulation published herein as options for establishing a student representative on a local school board. Oregon does not mandate a student representative, it is up to local decision makers.

Collective Bargaining Impact

None

Local District Responsibility

Review the proposed policy and/or administrative regulation to determine whether it is appropriate for the board. The policy requires adoption by the board to enact and the administrative regulation may be submitted to the board for their review. A policy and administrative regulation is recommended, although not required.

Policy(ies) and ARs Impacted by these Revisions

BCBA – Student Representative(s) on the Board, Optional
BCBA-AR – Student Representative(s) on the Board, Optional, *New*

SUPERINTENDENT’S CONTRACT

Summary

With the passage of [Senate Bill 283](#) (2023), the law was revised regarding superintendent contracts to remove mention of laws relevant to education service district boards added by Senate Bill 1521 in 2022 to ORS 332.505.

Collective Bargaining Impact

None

Local District Responsibility

Update policies with the recommended revisions if they are present in the board’s policy manual and submit to the board for re adoption.

Policy(ies) and ARs Impacted by these Revisions

CB – Superintendent, Highly Recommended
CBC – Superintendent’s Contract, Optional

EVALUATION OF THE SUPERINTENDENT AND ADMINISTRATOR(S)

Summary

There are not significant changes to policy on evaluation of the superintendent and administrators. However, it has been included in this update as a reminder to the board to review policy on evaluation of the superintendent to ensure current practice and contract language align, and for the superintendent to review administrator contract language with the same lens. If needed, revise policy language if different terms now apply.

Collective Bargaining Impact

None

Local District Responsibility

If the board has adopted a version of required policy CBG – Evaluation of the Superintendent or CCG – Evaluation of Administrators (as listed herein), take time to review the superintendent and administrator contracts to ensure there is not conflicting language adopted in board policy regarding the regularity of an evaluation. Revise board policy as needed and readopt.

Policy(ies) and ARs Impacted by these Revisions

CBG – Evaluation of the Superintendent, Required
CCG – Evaluation of Administrators, Required

PROCUREMENTS

Summary

OSBA recommends deleting the current versions of DJC – Bidding Requirements, DJC-AR – Exemptions from Competitive Bidding and Special Procurements, DJCA – Personal Service Contracts and DJCA-AR – Personal Service Contracts, and replacing them with the new proposed versions of DJC and DJC-AR. The proposed DJC outlines the procurement requirements for Small Procurement, Intermediate Procurement, Regular Procurement, Emergency Procurement, Sole-Source Procurement and Personal Services Contracts.

Additionally, the proposed policy DJC – Bidding Requirements, reflects the new amounts for the procurement levels passed in House Bill 1047 (2023) and went into effect January 1, 2024. The policy also defines “public improvements” for purposes of the procurement levels, defines “community benefit contract” and the “Construction Manager/General Contractor procurement.”

The proposed administrative regulation, DJC-AR – Exemptions from Competitive Bidding and Special Procurements, has been updated and continues to provide guidance for procurements which are exempt from competitive bidding or are special procurements.

Collective Bargaining Impact

None

Local District Responsibility

Revise and readopt highly recommended policy DJC – Bidding Requirements and consider whether to also add optional DJC-AR – Exemptions from Competitive Bidding and Special Procurements.

Policy(ies) and ARs Impacted by these Revisions

DJC – Bidding Requirements (*Versions 1 & 2*), Delete

DJC – Bidding Requirements, Highly recommended, *New*

DJC-AR – Exemptions from Competitive Bidding and Special Procurements, Delete

DJC-AR – Exemptions from Competitive Bidding and Special Procurements, Optional, *New*

DJCA – Personal Service Contracts, Delete

DJCA-AR – Personal Service Contracts, Delete

HEALTH SERVICES

Summary

The State Board of Education adopted revisions to Oregon Administrative Rule (OAR) 581-022-2220 on health services. The changes result in a requirement to develop “a written prevention-oriented health services plan for all students” (OAR 581-022-2220(1)). The plan requirements include a variety of topics, including but not limited to, plan for health care space, communicable disease prevention, communication strategies, health screenings, and hearing, vision and dental screenings.

As a result of these changes there is a list of policies and administrative regulations (AR’s), included herein, which have been revised. Recommendations may include to delete or rescind policy or AR, recoding, and reassigning some policy content to a new section or policy of the policy manual.

The entire rule can be accessed here: [OAR 581-022-2220](#). Reach out to the Oregon Department of Education with additional questions regarding plan requirements and/or implementation.

ODE [resources](#) and [School Health Services](#) include tools to support some requirements.

Collective Bargaining Impact

Review any terms and conditions of an applicable agreement.

Local District Responsibility

Review the recommendations regarding board policy changes and make decisions regarding same. Any policy revisions or recommendation to rescind a policy should be submitted to the board for action. An AR may be submitted to the board for review for either removing or keeping and revising as recommended.

Policy(ies) and ARs Impacted by these Revisions

EBBA – First Aid**, Delete
EBBA – Student Health Services**, Highly Recommended, *New*
EBBA-AR – First Aid - Infection Control, Delete
EBBAA – Infection Control and Bloodborne Pathogens, Optional
EBBB – Injury or Illness Reports, Required
GBEB – Communicable Diseases in Schools, Highly Recommended
GBEB-AR – Communicable Diseases in Schools, Highly Recommended
GBEBA – Staff – HIV, AIDS, and HBV, Delete
JH – Student Welfare**, Optional
JHC – Student Health Services and Requirements**, Delete (in lieu of new EBBA)
JHCA/JHCB – Immunization and School Sports Participation**, Highly Recommended
JHCC – Communicable Diseases - Students, Delete
JHCC-AR – Communicable Diseases - Students, Delete
JHCCA – Students - HIV, HBV and AIDS**, Delete

EMERGENCY PROCEDURES, FIRST AID and SAFETY THREATS

Summary

[House Bill 3584](#) was passed in the 2023 legislative session. The bill requires districts to adopt policy language about using electronic communication to notify parents, guardians and employees within 24 hours of a safety threat action that was not a drill. The bill states the communication should be “provided in a manner that communicates relevant facts and details as necessary and useful.” (HB 3584, Section 1., (3)(b)) More detail can be found by reading the entire bill.

This update includes a revision of other policies identified herein, resulting from recommendations on reorganization and may include recoding and/or reassigning content to a different policy or policy section.

Collective Bargaining Impact

None

District Responsibility

Review the recommendations regarding board policy changes and make decisions regarding new and updated policy. Any policy revisions, additions or recommendation to rescind a policy should be submitted to the board for action.

Policy(ies) and ARs Impacted by these Revisions

EBC/EBCA – Emergency Procedures and Disaster Plans, Delete
EBC – Emergency Plan and First Aid**, Highly Recommended, *New*
EBCA – Safety Threats**, Required, *New*
EBCB – Emergency Procedure Drills and Instruction, Highly Recommended

SEXUAL HARASSMENT DEFINITION

Summary

House Bill 2280 (2023 Legislature) modified the definition of sexual harassment affecting schools and has since been followed up with new rule revisions. The revised definition changes the meaning of assault within the sexual harassment context and adds a section describing the meaning of “without consent,” which is also a new definition added to the law. When considering these recommended revisions, please review the designated names and positions listed for receiving such reports and amend as needed.

Collective Bargaining Impact

None

Local District Responsibility

Review recommended changes and board-adopt revisions to required policy GBN/JBA (JBA/GBN) – Sexual Harassment, in the board’s policy manual.

Policy(ies) and ARs Impacted by these Revisions

GBN/JBA – Sexual Harassment, Required

JBA/GBN – Sexual Harassment, Required

REPORTING CHILD ABUSE

Summary

The Oregon Department of Human Services (DHS) reports the purpose of Senate Bill 231 (2023) was to align state law with the agency’s current process for receiving child abuse reporting, through a centralized child abuse reporting system established by DHS. Reports must still be submitted to DHS as directed or to a law enforcement agency.

The form found in **GBNAB/JHFE-AR(2) (JHFE/GBNAB-AR(2))** – Abuse of a Child Investigations Conducted on District Premises, is included for convenience and reference; **no updates were made.**

Collective Bargaining Impact

None

Local District Responsibility

The district should recommend board adoption of revised policy and reissue an updated administrative regulation to the board for review.

Policy(ies) and ARs Impacted by these Revisions

BBF – Board Member Standards of Conduct (*Version 1 or 2*), Highly Recommended
BBFC – Reporting of Suspected Abuse of a Child, Optional
GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements**, Required
GBNAB/JHFE-AR(1) – Reporting of Suspected Abuse of a Child, Required
GBNAB/JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises, Highly Recommended, (no updates)
JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements**, Required
JHFE/GBNAB-AR(1) – Reporting of Suspected Abuse of a Child, Required
JHFE/GBNAB-AR(2) – Abuse of a Child Investigations Conducted on District Premises, Highly Recommended, (no updates)

FINGERPRINTING

Summary

Newly revised rules regarding fingerprint collection offer the addition of a statewide vendor identified by DAS as an authorized fingerprint collector and removed the option for volunteers to appeal to ODE on a fitness determination issued by ODE. The other resulting changes come from a decision to have a stand-alone board policy.

Collective Bargaining Impact

None

Local District Responsibility

Review the recommended changes and issue them to the board for re adoption. To clean up duplicate language, a new version of model policy GCDA/GDDA – Criminal Records Checks and Fingerprinting * has been developed and eliminates the need for an administrative regulation. Consider a complete delete/rescind of the old policy version and adopt the revised version to implement new policy language for GCDA/GDDA, before adopting, refer to the board’s existing version for direction on choosing brackets in the new version; make changes to reflect current practices as needed.

Policy(ies) and ARs Impacted by these Revisions

GCDA/GDDA – Criminal Records Checks and Fingerprinting *, Delete
GCDA/GDDA – Criminal Records Checks and Fingerprinting *, Required, *New*
GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting, Delete

SPECIAL EDUCATION and ABBREVIATED SCHOOL DAY

Summary

Board policy IGBAG – Special Education – Procedural Safeguards** and administrative regulations IGBAF-AR – Special Education – Individualized Education Program (IEP)**/* and JBAA-AR – Section 504 – Students**/* are being updated.

Changes in IGBAF-AR – Special Education: Individualized Education Program (IEP)**/* and JBAA-AR – Section 504 – Students**/* are due to the passage of Senate Bill 756 (2023) which requires district employees who are assigned to work with students who are on an IEP or 504 Plan, be invited to attend the student’s IEP meeting or 504 Plan meeting. The section

of the administrative regulation (AR) “Individualized COVID-19 Recovery Services” is deleted since the provision has sunset (see OAR 581-015-2229). IGBAF-AR is also updated to include information regarding abbreviated school days.

Changes in Board policy IGBAG are due to the passage of SB 758 (2023) to add language to the Independent Educational Evaluations section stating parents are entitled to examine their student’s record pertaining to identification, evaluation and educational placement, and the provisions of a free appropriate public education (FAPE) and setting a 10 business day timeline.

The legal references to IGBAF – Special Education – Individualized Education Program (IEP**) and JBAA – Section 504 – Students** (version 1 and 2) are updated to add references to the new laws.

Collective Bargaining Impact

Consider impact of requirement that certain staff be allowed to attend IEP and 504 meetings and be compensated for attendance.

District Responsibility

Revise and readopt required Board policy IGBAG – Special Education – Procedural Safeguards**; revise required administrative regulations IGBAF-AR – Special Education – Individualized Education Program (IEP)**/* and JBAA-AR – Section 504 – Students**/* if present in the board’s policy manual. Also, update the legal references to IGBAF – Special Education – Individualized Education Program (IEP)** and JBAA – Section 504 – Students** as noted in the documents attached.

Policy(ies) and ARs Impacted by these Revisions

IGBAF – Special Education – Individualized Education Program (IEP)**, Required
IGBAF-AR – Special Education: Individualized Education Program (IEP)**/*, Required
IGBAG – Special Education – Procedural Safeguards**, Required
JBAA – Section 504 – Students**, *Version 1 and 2*, Highly Recommended
JBAA-AR – Section 504 – Students**/*, Highly Recommended

COMPULSORY ATTENDANCE AND HOMESCHOOL REQUIREMENTS

Summary

School districts are still required to monitor for nonenrollment and irregular attendance issues and to send related notices in accordance with ORS 339.080, however, as the Oregon Department of Education has recently noticed, citations for compulsory attendance are no longer issued.

However, after collaboration with their ESD about which entity will be responsible for tracking whether any students who are homeschooled have registered with the ESD or are complying with ORS 339.035, a district may choose to issue a citation. After discussion with the ESD, if the district will be responsible for tracking such students, the district may choose to add bracketed language in JEA-AR – Compulsory Attendance Notices[and Citations]**, regarding their actions concerning citations related to violation of homeschool statute (ORS 339.035) for registration and testing. A school district or ESD superintendent may issue a citation for violations of ORS 339.035. Before doing so, there must be specific notice given, as provided by law, and proposed model language is included in JEA-AR.

Additionally, a violation of compulsory attendance law is no longer a Class C violation, however violation of ORS 163.577 (1)(c) (failing to supervise a child) is still a Class A violation.

The model policy and administrative regulation have been revised and updated to reflect changes.

ODE staff anticipates some upcoming changes to the Uniform Citation Form and will communicate as soon as it is available.

Collective Bargaining Impact

None

Local District Responsibility

If the district has highly recommended policy JEA – Compulsory Attendance**, review and adopt revised and updated language resulting from changes to rules, and suggested revisions to highly recommended JEA-AR – Compulsory Attendance Notices[and Citations]** may be made and issued to the board for review.

Policy(ies) and ARs Impacted by these Revisions

JEA – Compulsory Attendance**, Highly Recommended

JEA-AR – Compulsory Attendance Notices[and Citations]**, Highly Recommended

RESTRAINT OR SECLUSION RECORD AND CORPORAL PUNISHMENT

Summary

The procedures for responding to an incident of restraint or seclusion are found in ORS 339.294 and were amended by [Senate Bill 1024](#) (2023; see Section 3 which begins on page 5 of the SB). These amended procedures are represented in the recommended changes to model administrative regulation, JGAB-AR – Use of Restraint or Seclusion** and policy JGAB – Use of Restraint or Seclusion**. There are several changes to highlight of which two are: 1) addition of immediate notice to the parent or guardian of any existing record, including audio or video, of the incident (which will be preserved in the original format without alternation), and 2) such record shall be reviewed at the debriefing meeting, to which parents shall be invited.

Additional information regarding the preservation and disclosure of such records, which have record retention and disclosure implications, are outlined in the new [SB](#), subsection 9 and 10.

The changes are a result of the adopted language from the bill and related, revised OARs recently adopted by the State Board.

A change to ORS 161.205 on issues of corporal punishment was put into effect by Senate Bill 577; also effective now.

Collective Bargaining Impact

None

Local District Responsibility

The district's responsibility is to update the current board policies and administrative regulation (AR) and comply with the new procedural requirements related to incidents of use of restraint or seclusion. The revised AR should be implemented and submitted to the board for review; recommended policy revisions should be submitted to the board for review and readoption.

Policy(ies) and ARs Impacted by these Revisions

JGA – Corporal Punishment**, Optional
JGAB – Use of Restraint or Seclusion**, Required
JGAB-AR – Use of Restraint or Seclusion**, Required

HEAD LICE (PEDICULOSIS)

Summary

Guidance on exclusion of students found with head lice has changed in recent years. There is now a consensus from other agencies, i.e., National Association of School Nursesⁱ, Center for Disease Control and Preventionⁱⁱ, Oregon School Nurses Association, which recommends against excluding students with head lice or nits from the classroom. Additionally, a rule, originally found in an Oregon Health Authority rule (OAR 333-019-0010), which allowed schools to create exclusionary practices for head lice, has since been repealed. Refer to [Communicable Disease Guidance for Schools](#) published by Oregon Health Authority and Oregon Department of Education for instructions on management.

As a result, OSBA is removing versions 1 and 2 of its model policy JHCCF – Pediculosis (Head Lice) and administrative regulations, leaving only what was a third version of the policy JHCCF – Pediculosis (Head Lice), which keeps a student in the classroom. See the *Communicable Disease Guidance for Schools* for more information.

¹ NASN – [Head Lice Management in Schools](#)

¹¹ CDC – [Head Lice Information for Schools](#)

Collective Bargaining Impact

None

Local District Responsibility

Review the district's policy regarding management of head lice, if applicable, and update or rescind.

Policy(ies) and ARs Impacted by these Revisions

JHCCF – Pediculosis (Head Lice), *Version 1*, Delete
JHCCF-AR – Pediculosis (Head Lice), *Version 1*, Delete
JHCCF – Pediculosis (Head Lice), *Version 2*, Delete
JHCCF-AR – Pediculosis (Head Lice), *Version 2*, Delete
JHCCF – Pediculosis (Head Lice), was *Version 3*, now stand-alone, Optional

PUBLIC RECORDS

Summary

The purpose of this summary is to make schools aware of some minor changes to the definition of public records under ORS 192.005, which describes any information generated by the school in course of business “necessary to satisfy the legal, administrative, fiscal, **tribal cultural** or historical policies, requirements or needs of the state agency or political subdivision.” (ORS 192.005 (5) as amended by House Bill 2112 (2023)) Other changes made in ORS 192, specifically 192.050 include updating terminology to how terms are used in today’s public operations, e.g., analog or digital audio and video tape technology changing to **audio or video technology** or **audio recording and video recording**. Additionally, in ORS 192.060, any records made under ORS 192.040 and 192.050 “shall be properly indexed and **filed so as to facilitate access and retrieval.**” (ORS 192.060 as amended by House Bill 2112 (2023)) There are no policy changes resulting from this bill.

However, there are some other implications on appropriate administrative regulation (AR) language which are discussed herein under ‘district’ below.

Collective Bargaining Impact

None

Local District Responsibility

Review the district’s written procedures related to submitting public records requests. If there are separate written procedures made available which name the person or persons, and their address(es), for submitting public records requests, no modifications may be necessary. If the school operates under KBA-AR – Public Records Request, and if the AR does not name the person or persons to which a public records request should be submitted, make the addition using recommended bracketed language included herein and issue a revised AR for implementation and submit to the board for review.

Policy(ies) and ARs Impacted by these Revisions

KBA-AR – Public Records Request, Highly Recommended

ABOUT *POLICY UPDATE*

Policy Update is a subscription newsletter providing a brief discussion of current policy issues of concern to Oregon school districts, education service districts, community colleges, and public charter schools.

Sample model policies reflecting these issues and changes in state and federal law, if applicable, are part of this newsletter. These samples are offered as a starting point for drafting local policy and may be modified to meet particular local needs. They do not replace district legal counsel advice.

To make the best use of *Policy Update*, we suggest you discuss the various issues it presents and use the sample model policies to determine which policies your district should develop or revise, get ideas for what a policy should contain, and as a starting point for editing, modifying and discussing your district’s policy position.

If you have questions about *Policy Update*, sample policies or policy in general, call OSBA Policy Services, 800-578-6722 or 503-588-2800.

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OSBA offers several options. Contact Policy Services to determine the best option for you, 800-578-6722 or 503-588-2800.

OSBA Model Sample Policy

Code: GCDA/GDDA

Adopted:

Criminal Records Checks and Fingerprinting *

{Required policy. Requirement/Authority for policy comes from OAR 581-021-0510 - 021-0512 and ORS 326.603 - 326.607.}

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require certain individuals to submit to a criminal records check and fingerprinting as required by law. This includes employees, contractors, volunteers and others.

Requirements for Employees not Licensed, Certified or Registered by the Teachers Standards Practices Commission (TSPC)

All newly hired employees¹ not identified under Oregon Revised Statutes (ORS) 342.223² are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district³ or private school, and has not resided outside the state between the two periods of employment^{4}.

An individual shall be subject to the collection of fingerprint information, only after the offer of employment from the district. Fees associated with criminal records checks and fingerprinting for individuals applying for employment with the district and not requiring licensure shall be paid by the individual. The district will withhold this amount from the employee's paycheck upon authorization only upon request of the subject individual.

The district shall not begin the employment of an individual before the return and disposition of the required criminal records checks.

When the criminal records check indicates an individual has been convicted of any crimes⁵ prohibiting employment, the individual will not be employed, or if employed will be terminated. When the criminal records check indicates an individual has knowingly made a false statement as to the conviction of any crime, the individual will not be employed by the district, or if employed by the district will be terminated. An individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law will not be employed by the district. Employment termination shall remove the individual from any district policies, collective bargaining

¹ Any individual hired within the last three months. This does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

² ORS 342.223 includes teachers, administrators, personnel specialist, school nurses, persons participating in supervised clinical practice experience, practicum or internship as a teacher, administrator or personnel specialist. See statute for details.

³ As is defined in OAR 581-021-0510(9); includes school districts, the Oregon School for the Deaf, and educational program under the Youth Corrections Education Program, public charter schools and ESDs.

⁴ {Additional exception applies through July 1, 2024. See ORS 326.603(4)(b).}

⁵ See OAR 581-021-0511(8).

provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

Requirements for individuals in positions requiring licensure, certification or registration with Teacher Standards and Practices Commission (TSPC) are outlined in ORS 342.223.

Requirements for Contractors^{6}

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students⁷ or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

The superintendent or designee will identify contractors who are subject to such requirements.

A contractor or an employee of a contractor required to submit to a criminal records check and fingerprinting in accordance with law and Board policy will be terminated from contract status, or withdrawal of offer of contract will be made by the district upon:

1. Refusal to consent to a criminal records check and fingerprinting; or
2. Notification⁸ from the Superintendent of Public Instruction that the individual has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.

A subject individual will be terminated from contract status upon notification from the Superintendent of Public Instruction that the individual has knowingly made a false statement as to the conviction of any crime.

Requirements for Volunteers

^{9} The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

1. Head coach;
2. Assistant coach;

⁶ {The district should include language regarding background checks in any contract that includes direct, unsupervised contact with students whenever applicable.}

⁷ “Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision. (OAR 581-021-0510)

⁸ Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

⁹ {If the district requires fingerprinting for certain volunteer positions, the district is required to list those volunteer positions in board policy. The bracketed language is only possible examples; modify to identify the positions in the district which require such fingerprinting.}

3. Overnight chaperone;
4. Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity;
5. Any other volunteer, as designated by the superintendent's or designee's discretion.

The service of a volunteer into a position identified by the district as requiring a fingerprint-based criminal records check will not begin before the return and disposition of a state and national criminal records check based on fingerprints.

A volunteer that is not likely to have direct, unsupervised contact with students, as determined by the district, will be required to submit to an in-state criminal records check.

A volunteer who knowingly made a false statement on a district volunteer application form or has a conviction of a crime listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number will result in immediate termination from the ability to volunteer in the district.

Fees associated with a required fingerprinting for volunteers shall be paid by the district. Fees associated with required non-fingerprinting criminal records checks for volunteers shall be paid by the district.

A volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check in accordance with law and Board policy will be denied such ability to volunteer in the district.

Requirements for Others

Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day is required to submit to a criminal records check and a fingerprint-based criminal records check.

Any individual who is an employee of a public charter school and not identified under ORS 342.223 is required to submit to a criminal records check and a fingerprint-based criminal records check.

Notification

The district will provide written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or volunteer forms.

The district will provide the following notification to individuals subject to criminal records checks and fingerprinting:

1. Such criminal records checks and fingerprinting are required by law or Board policy;
2. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;

3. A refusal to consent to a required criminal records check and fingerprinting shall result in immediate termination from employment, contract status or the ability to volunteer in the district;
4. A determination by the Oregon Department of Education (ODE) which affects an individual's eligibility to be employed, or contracted with, by the district may be appealed to the Superintendent of Public Instruction under ORS 183.413 – 183.470;
5. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts, ODE forms written or electronic will result in immediate termination from employment or contract status;
6. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status;
7. A volunteer candidate who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number will result in immediate termination from the ability to volunteer in the district. The district will remove the volunteer from the position allowing direct, unsupervised contact with students.

Processing and Reporting Procedures

Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized fingerprinter as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.

Fingerprints may be collected by one of the following:

1. Employing district staff;
2. Contracted agent of employing district;
3. Local or state law enforcement agency; or
4. Statewide vendor identified by the Oregon Department of Administrative Services.

To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.

The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment, contract or volunteering.

A copy of the fingerprinting results will be kept by the district. The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

END OF POLICY

Legal Reference(s):

[ORS 181A.180](#)
[ORS 181A.230](#)
[ORS 326.603](#)
[ORS 326.607](#)
[ORS 332.107](#)

[ORS 336.631](#)
[ORS 342.143](#)
[ORS 342.223](#)
[OAR 414-061-0010 – 061-0030](#)
[OAR 581-021-0510 – 021-0512](#)

[OAR 581-022-2430](#)
[OAR 584-050-0012](#)
[OAR 584-050-0100](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2018).

REVENUE

Board Member Standards of Conduct

A Board member should:

1. Comply with the Code of Ethics for public officials provided in state law;
2. Understand that the Board sets the standards for the district through Board policy. Board members do not manage the district on a day-to-day basis;
3. Understand that the Board makes decisions by a quorum vote of the Board. Individual Board members may not commit the Board to any action;
4. Respect the right of other Board members to have opinions and ideas which differ;
5. Recognize that decisions are made by a quorum vote are the final decisions of the Board. Such decisions should be supported by all Board members;
6. Make decisions only after the facts are presented and discussed;
7. Understand the chain of command and refer problems or complaints to the proper administrative office;
8. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at properly noticed Board meetings;
9. Insist that all Board and district business is ethical and honest;
10. Be open, fair and honest — no hidden agendas;
11. Understand that you will receive information that is confidential and cannot be shared;
12. Recognize that the superintendent is the Board's employee and designated as the chief executive officer of the district;
13. Take action only after hearing the superintendent's recommendations;
14. Refuse to bring personal or family problems into Board considerations;
15. Give district staff the respect and consideration due to skilled, professional employees;
16. Present personal criticism of district operations to the superintendent, when appropriate, not to district staff;

17. Respect the right of the public to attend and observe Board meetings;
18. Respect the right of the public to be informed about district decisions and school operations as allowed by law;
19. Remember that content discussed in executive session is confidential;
20. Use social media, websites, or other electronic communication judiciously, respectfully, and in a manner that does not violate Oregon’s Public Meetings Laws;
21. When posting online or to social media, Board members will treat and refer to other Board members, staff, students and the public with respect, and will not post confidential information about students, staff or district business;
22. A Board member is a mandatory reporter of child abuse. A board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make ~~an oral report by telephone or otherwise~~ to the ~~local~~ Department of Human Services (DHS)¹, ~~to the designee of the department~~ or to ~~a local~~ law enforcement within the county where the person making the report is located at the time of contact.

END OF POLICY

Legal Reference(s):

[ORS 162.015 - 162.035](#)
[ORS 162.405 - 162.425](#)
[ORS 192.610 - 192.710](#)

[ORS Chapter 244](#)
[ORS 332.055](#)
[ORS 419B.005](#)

[ORS 419B.010](#)
[ORS 419B.015](#)

¹ How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE(7233)
 HR11/22/19 | PH

Lebanon Community Schools

Code: **CB**
Adopted: 6/15/98
Readopted: 3/4/10
Orig. Code(s): CB

Superintendent

The superintendent¹ is the district's chief executive officer and has, under the Board's direction, general supervision of all district schools, personnel and departments. The superintendent is responsible for managing the schools under the Board's policies and is accountable to the Board for that management. **The board may not direct the superintendent to take any action that conflicts with a local, state or federal law² that applies to school districts.**

The superintendent may delegate to other district personnel any powers and duties imposed upon the superintendent by Board policies or by vote of the Board. Delegation of power or duty, however, will not relieve the superintendent of responsibility for action taken under such delegation.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)
[ORS 332.515](#)

[OAR 581-022-17202405](#)
[OAR 584-005-0005\(51\)](#)

Cross Reference(s):

CBG - Evaluation of the Superintendent

¹ The term "superintendent" includes an interim superintendent.

² "Local, state or federal law" means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

OSBA Model Sample Policy

Code: EBC
Adopted:

Emergency Plan and First Aid**

{Highly recommended policy. This policy informs districts about requirement for an emergency procedures plan (OAR 581-022-2225), and other minimum standards for providing emergency care to students.}

The district will maintain a comprehensive safety program for all employees and students. This program will include a plan for responding to emergency situations. The superintendent will consult with community and county agencies while developing this plan. The district's emergency plan will meet any requirements of the State Board of Education.

Copies of the emergency plan will be available in every school office and other strategic locations throughout the district. Parents or guardians will be informed of the district's plan.

In each district facility, procedures for handling health emergencies will be established and made known to staff. Each district facility and district vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Each school in the district shall have, at a minimum, at least one staff member with a current first-aid/CPR/AED card for every 60 students enrolled and who are trained annually on the district and building emergency plans. Emergency planning will include the presence of at least one staff member with a current first-aid/CPR/AED card for every 60 students for school-sponsored activities where students are present.

The district shall provide instruction to staff and students in the emergency plan and safety program.

END OF POLICY

Legal Reference(s):

[ORS 30.800](#)

[ORS 192.660\(2\)\(k\)](#)

[ORS 332.107](#)

[ORS 433.260](#)

[ORS 433.441](#)

[OAR 437-002-0042](#)

[OAR 437-002-0120 - 0139](#)

[OAR 437-002-0161](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2030\(3\)\(c\)](#)

[OAR 581-022-2220](#)

[OAR 581-022-2225](#)

[OAR 581-053-0003\(40\)](#)

[OAR 581-053-0220\(3\)\(e\)\(B\)\(iii\)](#)

[OAR 581-053-0320\(5\)\(b\)](#)

[OAR 581-053-0420\(2\)\(f\)\(B\)](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

Emergency **Procedure** Drills and Instruction

Each administrator will conduct emergency **procedure** drills in accordance with the provisions of Oregon Revised Statutes (ORS) **and the applicable Oregon Fire Code**.

All schools are required to instruct and drill students on **district** emergency procedures so ~~that students they~~ can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, ~~which shall include tsunami procedures in a tsunami hazard zone~~ and safety threats. Instruction on ~~fires, earthquakes, safety threats and drills for students, emergency procedures~~ shall be conducted for at least 30 minutes each school month.

~~The first emergency evacuation drill shall be conducted within 10 days of the beginning of classes.~~

Fire Emergencies

~~The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year.~~ Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

Earthquake Emergencies

~~At least two drills on earthquakes shall be conducted each year.~~

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

Safety Threats

At least two drills on safety threats shall be conducted each year.

Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety, **and will include explanation of the district’s communication strategy following a safety threat action (See Board policy EBCA- Safety Threats**).**

~~The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.~~

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)

[ORS 336.071](#)

[ORS 339.324](#)

[ORS 476.030\(+\)](#)

[OAR 581-022-~~14202225~~](#)

OREGON STATE FIRE MARSHAL, OREGON FIRE CODE (~~2014~~).

Emergency Procedures and Disaster Plans

The superintendent will develop and maintain a plan specifying procedures to be used in such emergencies as disorderly conduct, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and use of force on school property. The superintendent will consult with community and county agencies while developing this plan.

The district's Emergency Procedures Plan will meet the standards of the State Board of Education.

Copies of the Emergency Procedures Plan will be available in every school office and other strategic locations throughout the district. Parents will be informed of the district's plan for the care of students during an emergency situation. The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)
[ORS 332.107](#)
[ORS 433.260](#)

[ORS 433.441](#)
[OAR 437-002-0161](#)
[OAR 581-022-0705](#)

[OAR 581-022-1420](#)

Criminal Records Checks and Fingerprinting*

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees¹ not requiring licensure under Oregon Revised Statute (ORS) 342.223 to submit to a criminal records check and/or fingerprinting as required by law. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting as established by Board policy and as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

Pursuant to state law, a criminal records check or fingerprint-based criminal records checks shall be required of the following individuals²:

1. All individuals employed as or by a contractor, whether employed part-time or full-time, and considered by the district to have direct, unsupervised contact with students;
2. Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day;
3. Any individual who is an employee of a public charter school and not requiring licensure under ORS 342.223; and
4. Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

The district will provide the written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or volunteer forms.

The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

1. Coaches;
2. Overnight chaperones;
3. Any other volunteer, as designated by the superintendent’s or designee’s discretion.

The procedure for processing fingerprint collection is further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

A subject individual shall be subject to the collection of fingerprint information, only after the offer of employment or contract from the district and may be charged a fee by the district. A subject individual may request the fee be withheld from the amount otherwise due the individual.

The district shall begin the employment of subject individual or terms of a district contractor on a probationary basis pending the return and disposition of the required criminal records checks.

The service of a volunteer with direct, unsupervised access to students will not begin before the return and disposition of a criminal records check.

When the district is notified of a subject individual who has been convicted of any crimes prohibiting employment or contract the individual will not be employed or contracted, or if employed will be terminated. When the district is notified of a subject individual who knowingly made a false statement as to the conviction of any crime, the individual will not be employed or contracted with by the district, or if employed by the district may be terminated. A subject individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law will not be employed or contracted with by the district.

The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

The service of a volunteer allowed to have direct, unsupervised contact with students will not begin before the return and disposition of a criminal records check.

The service of a volunteer into a position identified by the district as requiring a fingerprint-based criminal records check will not begin before the return and disposition of the a state and national criminal records check based on fingerprints.

A volunteer who knowingly made a false statement, or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number will result in immediate termination from the ability to volunteer in the district.

The superintendent shall develop administrative regulations as necessary to meet the requirements of law.

Appeals

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

A volunteer may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 - 183.470.

END OF POLICY

Legal Reference(s):

[ORS 181A.180](#)
[ORS 181A.230](#)
[ORS 326.603](#)
[ORS 326.607](#)
[ORS 332.107](#)

[ORS 336.631](#)
[ORS 342.143](#)
[ORS 342.223](#)
[OAR 414-061-0010 – 061-0030](#)
[OAR 581-021-0510 – 021-0512](#)

[OAR 581-022-2430](#)
[OAR 584-050-0012](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

DELETED

Criminal Records Checks/Fingerprinting

Requirements

1. Any individual newly hired employee¹, whether full-time or part-time, and not requiring licensure under Oregon Revised Statute (ORS) 342.223, such as a teacher, administrator, personnel specialist or school nurse, shall submit to a criminal records check and fingerprinting.
2. Any individual applying for reinstatement of an Oregon license with the Teacher Standards and Practices Commission (TSPC) that has lapsed for more than three years shall be required to undergo a nationwide criminal records check and fingerprinting with TSPC.
3. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist shall be required to undergo a nationwide criminal records check and fingerprinting with TSPC.
4. Any district contractor² and its employees, whether part-time or full-time, hired into a position having direct, unsupervised contact with students shall be required to undergo a nationwide criminal records check and fingerprinting.

The superintendent will identify district contractors who are present on district property and regularly interact with students and are subject to such requirements.

5. Any contractor or an employee of the contractor who provides early childhood special education or early intervention services shall be required to undergo a nationwide criminal records check and fingerprinting with the Oregon Department of Education (ODE), Child Care Division.
6. Any community college faculty member providing instruction at the site of an early childhood education program or a school site as part of an early childhood program, or at a grade K through 12 school site during the regular school day, shall be required to undergo a nationwide criminal records check and fingerprinting.
7. ³Any individual who is an employee of a public charter school not requiring licensure shall be required to undergo a nationwide criminal records check and fingerprinting.

Exceptions

¹ Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-0210510(11)(b).

² A person hired as or by a contractor and their employee may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

³ If the district allows volunteers to have direct, unsupervised contact with students, districts are required to conduct criminal background checks on these volunteers.

A newly hired employee⁴ is not subject to fingerprinting if;

1. district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district or private school, and has not resided outside the state between the two periods of employment.; or
2. ⁵The Oregon Department of Education (ODE) determines the person:
 - a. Submitted to a criminal records check for the person's immediately previous employer, the employer is a school district or private school and the person has not lived outside this state between the two periods of employment;
 - b. Submitted to a criminal records check conducted by TSPC within the previous three years; or
 - c. Remained continuously licensed or registered with the TSPC.

Furthermore:

1. The ODE or TSPC verification of a previous check shall be acceptable only in the event the district can demonstrate records are not otherwise available; and
2. The district shall maintain evidence that the employee has not resided outside the state during the interval between the two periods of time working in the district.

Notification

1. The district will provide the following notification to individuals subject to criminal records checks and/or fingerprinting:
 - a. Such criminal records checks and/or fingerprinting are required by law or Board policy;
 - b. Any action resulting from such checks completed by the ODE that may impact employment, contract or volunteer may be appealed as a contested case to ODE;
 - c. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;
 - d. A refusal to consent to a required criminal records checks and/or fingerprinting shall result in immediate termination from employment or contract status;
 - e. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status;
 - f. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts, ODE forms or district volunteer forms (written or electronic) may result in immediate termination from employment, contract status or the ability to volunteer in the district.
2. The district will provide the written notice described above through such means as employment applications, contracts or volunteer forms.

Processing and Reporting Procedures

⁴ Any individual hired within the last three months.

⁵ This revision to TSPC rules sunsets July 1, 2024.

1. Any individual subject to criminal records checks and/or fingerprinting shall complete the appropriate forms or requirements as approved by ODE (information available through the district).
2. All individuals subject to fingerprinting pursuant state law are required to report to an authorized fingerprinter for fingerprinting as directed by the district.

Fingerprints may be collected by the following:

- a. Contracted agent of employing district

The individual subject to fingerprinting shall be subject only after acceptance of an offer of employment or contract.

3. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.
4. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of any crime or has a conviction of a crime prohibiting employment or contract.
5. A copy of the fingerprinting results will be kept by the district.

Fees

1. Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district and not requiring licensure, including contractors⁶ and their employees, shall be paid by the individual.
2. Fees are payable prior to beginning employment, volunteer service or contract.
3. An individual offered employment in the district may request that the amount of the fee be withheld from the employee's paycheck, including a periodic payroll deduction rather than a lump sum payment, in accordance with Oregon law. The district may withhold such fees only upon the request of the individual.
4. Fees associated with required criminal records checks for volunteers shall be paid by the district.
5. Fees associated with a required fingerprinting for volunteers shall be paid by the district.

Termination of Employment or Withdrawal of Employment/Contract Offer/Volunteer Status

1. Any individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon:

⁴ A contractor's employee may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

- a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification from the Superintendent of Public Instruction or designee that the employee has a conviction of a crime prohibiting employment with the district as specified by law.
2. Any individual required to submit to a criminal records check and/or fingerprinting in accordance with law may be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction or designee that the employee has knowingly made a false statement as to the conviction of any crime.
 3. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.
 4. Any volunteer who will be allowed to have direct, unsupervised contact with students that refuses to submit to a required, criminal records check to acquire or maintain such a volunteer status in the district in accordance with law and/or Board policy will be denied such ability to volunteer in the district.
 6. If the district has been notified by the Superintendent of Public Instruction that an individual knowingly made a false statement or has a conviction of any crime listed in ORS 342.143 the individual will be denied the ability to volunteer.
 6. Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

Appeals

An individual may appeal a determination that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case and will be notified of such in writing by ODE.

A volunteer required to submit to a fingerprint-based criminal records check may appeal a determination that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case, if the results of the background check were provided by ODE or ODE.

Pediculosis (Head Lice) (Version 1)

(Excludes a students infested with either live lice or nits; does not allow attendance of a student with live lice or nits.)

The Board recognizes that district programs should be conducted in a manner that protects and enhances student and employee health and is consistent with recognized health practices. Consequently, in order to prevent the spread of pediculosis (head lice) in the school setting, district staff shall institute guidelines for classrooms that will assist in the prevention of and the spread of head lice. A student with a suspected case of lice shall be referred to the school nurse or administrator for an assessment. A student found with live lice or nits (lice eggs) will be excluded from school attendance. The district recognizes that the Oregon Health Authority, Public Health Division, no longer requires exclusion of a student for the presence of nits and allows the discretion of the district. A student excluded from school will be readmitted after an assessment by designated personnel to confirm no live lice or nits are present, and may be subject to period checks.

Successful treatment of head lice requires a coordinated approach and may involve the use of anti-lice products, combing and implementation of preventative measures recommended by health authorities. Treatment information will be provided by the district to parents of students found to have contracted head lice. It is the district's intent to encourage elimination of the current infestation and to prevent a repeat episode.

The superintendent will develop administrative regulations, as necessary, to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 433.255](#)
[ORS 433.260](#)
[OAR 333-019-0014\(4\)](#)

[OAR 437-002-0360](#)
[OAR 581-022-0705](#)

1/31/17 | PH

Head Lice Control

Pediculosis (head lice) is a school-restricted disease.

Head lice is a common condition in the school-age child. It is highly contagious and easily spread from direct contact with infested persons and/or his or her personal items.

Requirements

Students who have signs and symptoms of head lice must be referred immediately to the principal.

1. What to look for:
 - a. Head lice are small, grayish-brown bugs about the size of a sesame seed.
 - b. They are difficult to see and move very quickly. They do not jump or fly.
 - c. The eggs are called nits and are cemented to the hair shaft. They are difficult to remove unlike dandruff or lint they will not blow off. Hair casts that they are sometimes mistaken for can be easily pulled off the hair shaft.
 - d. The adult female louse will lay her eggs anywhere on the hair shaft. The largest concentration is usually found behind the ears and at the base of the neck at the hair line.
2. When a child in school is found to have head lice, the administrator must:
 - a. Notify the student's parent and request that the student be removed from school.
 - b. Inform the parent that the student may not return to school without a statement signed by the parent that the child has been treated.
 - c. Provide the parent with a copy of the exclusion form for head lice.
 - d. Provide the parent with an informational brochure about head lice.
 - e. When absences exceed seven days in any semester the administrator will refer the student to the attendance officer.
3. The parent must accompany the student when he/she returns to school. The administrator, nurse or designated person will examine the student's head and assure that there are no nits before allowing the student to return to classes. This screening should be conducted in as private a location as possible.

The difficulty in determining if the nits are dead or alive makes it essential that all nits be removed before the student is allowed to return to class.

4. Classroom screening
 - a. The administrator should designate a staff member to do screening for head lice. The school nurse will then train these people to do the screening.
 - b. If a classroom has two or more confirmed cases of head lice, the teacher must arrange with the principal to have the designated person screen the class.
 - c. When a student is identified as having head lice, all brothers and sisters in the family who are attending school (contact secondary schools) should also be screened, as well as close friends.
 - d. The administrator shall notify parents of students in any classroom where one or more students are found to have head lice and is excluded as a result.

5. Referrals to school nurse:
 - a. When a student is identified as having head lice in three consecutive inspections, referral should be made to the school nurse as a chronic situation.
 - b. The administrator and school nurse may make alternative arrangements to meet educational needs in cases which have become chronic.

DELETED

Lebanon Community Schools

Code: **CBC**
Adopted: 6/16/09
Readopted: 3/4/10
Orig. Code(s): CBC

Superintendent's Contract

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of employment such as compensation, benefits and other conditions. **The Board may not issue a contract that includes terms which direct the superintendent¹ to take any action that conflicts with a local, state or federal law² that applies to the district, or which allows the Board to take an adverse employment action against the superintendent for complying with such laws.** Contracts shall not be issued for more than three years at a time. The contract shall automatically expire at the end of its term. The Board may, however, elect to issue a subsequent contract for not more than an additional three years at any time.

The compensation and benefits for the position of superintendent will be fixed by the Board, based upon the responsibilities required of the superintendent in performing his/her duties. The Board may not enter into an employment contract that contains provisions that expressly obligates the district or school to compensate the superintendent for work that is not performed.

Provisions for termination of the superintendent's employment, either by the Board or the superintendent, will also be set forth in the superintendent's employment contract.

The district may provide health benefits for a superintendent that is no longer employed by the district until the superintendent:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefit.

For a period of one year after termination of the contract the superintendent may not:

1. Purchase property or surplus property owned by the district; or
2. Use property owned by the district or school in a manner other than the manner permitted for the general public.

END OF POLICY

¹ The term "superintendent" includes an interim superintendent.

² "Local, state or federal law" means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

Legal Reference(s):

[ORS 332.432](#)
[ORS 332.505](#)

~~[ORS 332.507](#)~~
~~[ORS 332.525](#)~~
[ORS 342.549](#)

[ORS 342.815\(1\),\(3\),\(6\),\(8\)](#)
[OAR 584-005-0005\(51\)](#)
~~[ORS 342.835](#)~~

~~[Ambrose v. Bd. of Educ., 51 Or. App. 621 \(1981\).](#)~~
~~[Babbitt v. Mari Linn Sch. Dist., 94 Or. App. 161 \(1988\).](#)~~

Cross Reference(s):

CBB - Recruitment and Appointment of the Superintendent

OSBA Model Sample Policy

Code: JHCCF
Adopted:

Pediculosis (Head Lice)

(Version 3)

~~(A student with nits and/or infested with live lice will be allowed to remain in school.)~~
{Optional policy.}

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel.

School personnel will notify the parent or guardian of a student found with head lice and may provide information on treatment. The student will be allowed to remain in school.

~~The suggested school measures for head lice control, as provided in *Head Lice Guidance* published by the Oregon Department of Education and the Oregon Health Authority, Public Health Division,¹ shall be followed.~~

Suggested school measures for head lice provided in *Communicable Disease Guidance for Schools* issued by the Oregon Department of Education and Oregon Health Authority will be consulted.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

~~NATIONAL ASSOCIATION OF SCHOOL NURSES, *Pediculosis Management in the School Setting*, (POSITION STATEMENT REVISED 2016).~~

~~THE AMERICAN ACADEMY OF PEDIATRICS, (MAY, 2015).~~

~~CENTERS FOR DISEASE CONTROL AND PREVENTION, (2015).~~

~~OREGON DEPARTMENT OF EDUCATION, *Head Lice Guidance*.~~

¹~~http://www.oregon.gov/ode/students_and_family/healthsafety/Pages/Student_Health_Conditions.aspx~~

Agenda Item 8

Consent Agenda

Second Reading Policy Updates

Lebanon Community Schools

Code: AC

Adopted: 06/16/09

Readopted: 02/04/10, 09/10/15,
03/08/18, 12/12/19, 12/9/21

Orig. Code(s): AC

Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, in employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The Board directs the superintendent to designate the district's civil rights coordinator and make contact information available to staff, students, and parents.

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the District's administrative office and available on the home page of the District's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

END OF POLICY

Legal Reference(s):

ORS 174.100	ORS 659A.003	ORS 659A.321
ORS 192.630	ORS 659A.006	ORS 659A.409
ORS 326.051(1)(e)	ORS 659A.009	OAR 581-002-0001 – 002-0005
ORS 408.505	ORS 659A.029	OAR 581-021-0045
ORS 408.230	ORS 659A.030	OAR 581-021-0046
ORS 659.805	ORS 659A.040	OAR 581-021-0047
ORS 659.815	ORS 659A.103 - 659A.145	OAR 581-022-2310
ORS 659.850 - 659.860	ORS 659A.230 - 659A.233	OAR 581-022-2370
ORS 659.865	ORS 659A.236	OAR 839-003
ORS 659A.001	ORS 659A.309	

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R Part 1626 (2019).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018);

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 29 C.F.R. Part 35 (2019).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).

~~House Bill 2935 (2021).~~

~~House Bill 3041 (2021).~~

Lebanon Community Schools

Code: **CBG**
Adopted: 6/16/09
Readopted: 3/4/10, 7/12/2017
Orig. Code(s): CBG

Evaluation of the Superintendent

The superintendent's job performance will be evaluated at least once during the course of each fiscal year. The evaluation will be based on any applicable standards of performance and progress in attaining any goals for the year established by the superintendent and the Board.

Additional criteria for the evaluation, if any, will be developed at a public Board meeting prior to conducting the evaluation and the superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conference with and about the superintendent and his/her performance will be in executive session, unless the superintendent requests an open session. However, such an executive session will not include directives about or a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the superintendent's personnel file.

At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)

[ORS 332.107](#)

[ORS 332.505](#)

~~[ORS 342.513](#)~~

~~[ORS 342.815](#)~~

[OAR 581-022-~~1720~~2405](#)

Hanson v. Culver Sch. Dist. (FDAB 1975)

Cross Reference(s):

BDC - Executive Sessions CB – Superintendent

CBA - Qualifications and Duties of the Superintendent

R4/04/24 | SL

Evaluation of the Superintendent - CBG

1-1

Evaluation of Administrators

The superintendent will implement and supervise an evaluation system for administrative personnel. The purpose of administrator evaluations is to assist an administrator with developing and strengthening his/her professional abilities, to improve the instructional program and management of the school system, and for supervisors to make recommendations regarding their employment and/or salary status.

Evaluation and support systems established by the district must evaluate administrators on a regular cycle. A formal evaluation will be conducted at least once each year. The evaluation shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the superintendent and/or a qualified, licensed designee;
3. Evaluations will be in writing and discussed with the administrator by the person who conducts the evaluation;
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation and the right of appeal through established grievance procedures, if applicable.

An administrator's evaluation shall use the following educational leadership-administrator standards¹ adopted by the State Board of Education.

1. Visionary leadership;
 2. Instructional improvement;
 3. Effective management;
 4. Inclusive practice;
 5. Ethical leadership; and
 6. Socio-political context.
- Administrator evaluations shall be based on the core administrator standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with the administrators and any exclusive bargaining representative of the administration.

¹These standards are aligned with the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Constituents Council (ELCC) standards for Education Leadership.

Local evaluation and support systems established by the district for administrators must be designed to meet or exceed the requirements defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems, including:

1. Four performance level ratings of effectiveness;
2. Consideration of multiple measures of administrator practice and responsibility which may include, but are not limited to:
 - a. Classroom-based assessments including observations, lesson plans and assignments;
 - b. Portfolios of evidence;
 - c. Supervisor reports; and
 - d. Self-reflections and assessments.
3. Consideration of evidence of student academic growth and learning based on multiple measures of student progress including performance data of students, schools and districts that is both formative and summative. Evidence may also include other indicators of student success;
4. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities, and student learning and growth to determine the administrator's professional growth path;
5. Customized by the district, which may include individualized weighting and application of the standards.

An evaluation using the administrator standards must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of administrators;
2. Refine the support, assistance and professional growth opportunities offered to an administrator, based on the individual needs of the administrator and the needs of the students, the school and the district;
3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator, including other assignments of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other **teachers and** administrators;
5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator; and
6. Address ways to help all educators strengthen their culturally responsive practices.

Evaluation and support systems established by the district must evaluate administrators on a regular cycle. The superintendent shall regularly report to the Board on the implementation of the evaluation and support systems and educator effectiveness.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)
[ORS 332.505](#)
[ORS 342.~~513~~120](#)

[ORS 342.815](#)
[ORS 342.850](#)
[ORS 342.856](#)

[OAR 581-022-2405](#)
[OAR 581-022-2410](#)
[OAR 581-022-2420](#)

Hanson v. Culver Sch. Dist. (FDAB 1975)

Lebanon Community Schools

Code: **EBBB**
Adopted: 8/5/02
Readopted: 5/6/10, 12/5/13, 10/12/17,
12/14/17
Orig. Code(s): EBBB

Injury/ or Illness Reports

All injuries/ or illnesses¹ sustained by the employee while in the actual performance of the duty of the employee occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. **Staff members will report self-administered first aid² treatment to an immediate supervisor.** All accidents involving **employees**, students, visiting public or district property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the District's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related³ illness or injury to an employee resulting in **overnight in-patient hospitalization for medical treatment⁴ other than first aid, loss of an eye, amputation or avulsion⁵**, the District's safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA). ~~This report will be made~~ within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes⁶ shall be reported⁷ to OSHA within eight hours.

ALL injuries/ or illnesses sustained by an employee, while in the actual performance of the duty of the employee, or by a student or visiting public **and accidents involving district property, employees, students or visiting public** will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The District safety officer will maintain records ~~and reports on serious on injuries/, illnesses, including and accidents involving district property, or employees, students or visiting publics, and periodic statistical reports on the number and types of injuries/illnesses occurring in the district, as well as on the measures being taken to prevent such injuries/illnesses in the future.~~

¹The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

² For employees, "first aid" means any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, or similar injuries that do not ordinarily require medical care. Such one-time treatment and subsequent observation is considered first aid even though it is provided by a physician or registered professional personnel. (OAR 437-001-0015(34))

³An injury or illness is work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting ~~condition~~ injury or illness. (OAR 437-001-0700(6)).

⁴"Medical treatment" includes managing or caring for is the management or care of a patient for the purpose of to combatting disease or disorder. The following are not considered medical treatment: visits to a doctor physician or other licensed health care professional solely for observation or counseling; diagnostic procedures, such as x rays and blood tests, including administering prescription medications used solely for diagnostic purposes; and or any procedure that can be labeled first aid according to OAR 437-001-0700(8)(d)(A)(iii).

⁵ Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4)).

⁶A "eCatastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. (OAR 437-001-0015(11))

⁷ Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

~~The records will include monthly reporting information and an analysis of the data and trends will be conducted at least annually.~~ These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the district, and monthly and annual analyses of accident data. Such reports will be submitted to the Superintendent ~~for review annually~~⁸.

END OF POLICY

Legal Reference(s):

[ORS 339.309](#)
[OAR 437-001-0015](#)
[OAR 437-001-0700](#)

[OAR 437-001-0704](#)
[OAR 437-001-0760](#)
[OAR 581-022-2225](#)

[OAR 437-002-0360](#)
[OAR 437-002-0377](#)

⁸~~Annual reporting is required, but may occur more often.~~
R4/04/24 | LF

Safety Threats**

{Required policy. Requirement for policy comes from ORS 339.324 which outlines actions of a school district when a safety threat action has occurred.}

“Safety threat action” means a lockdown, lockout, shelter in place or evacuation that: (a) is initiated by a school in response to a safety threat; and (b) is not a planned drill.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expeditiously as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

The communication shall be provided in a manner which communicates relevant facts and details as may be necessary or useful for parents and guardians to understand any potential threats to student safety, and to assist parents and guardians in helping students understand and mentally process the incident and any resulting trauma.

A communication will also be issued to employees of the school at which the safety threat action occurred, and must include the same information as above and any additional information as may be permitted by relevant confidentiality and privacy requirements.

The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)
[ORS 332.107](#)
[ORS 339.324](#)

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties¹ shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or district staff member's ability to perform their job; or
 - c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without ~~the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats~~ consent².

¹ "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) At a school-sponsored activity or program; or 3) Off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

² "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
<u>Kim Grousbeck</u>	<u>Director of HR</u>	<u>541-259-8948</u>	<u>kim.grousbeck@lebanon.k12.or.us</u>
<u>Jennifer Meckley</u>	<u>Superintendent</u>	<u>541-451-8511</u>	<u>jennifer.meckley@lebanon.k12.or.us</u>

~~This/~~These individual(s) ~~is/~~are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. ~~This person is also designated as the Title IX Coordinator.~~ See JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to immediately report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;

3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district’s drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person’s knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person³ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include⁴:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district’s drug and

³ Student, staff member, or third party, or if applicable, the student or third party’s parent. If the person is a minor, the district should consider when to contact the person’s parent.

⁴ Remember confidentiality laws when providing any information.

alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity⁵;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

⁵ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

6. “Stalking”: engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person’s own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district’s treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. The report can be made at any time.

Kim Grousbeck is designated as the Title IX Coordinator and can be contacted at 541-259-8948. The Title IX Coordinator will coordinate the district’s efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.⁶ The district shall treat complainants and respondents equitably by providing supportive measures⁷ to the complainant and by following a grievance procedure⁸ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.⁹

⁶ (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

⁷ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district’s educational environment, or deter sexual harassment.⁷ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

⁸ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

⁹ The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁰ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator.

No Retaliation

Neither the district or any person may retaliate¹¹ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinator shall be prominently published in the district student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any student, parent of a student, school or district staff member, or third party upon request.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)

[ORS 332.107](#)

[ORS 342.700](#)

¹⁰ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

¹¹ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

[ORS 342.704](#)
[ORS 342.708](#)
[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

Suspected Abuse of a Child Reporting Requirements**

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse¹ shall ~~orally report or cause an oral report~~ immediately ~~by telephone or otherwise to the local office of~~ make a report to the Oregon Department of Human Services (DHS) ~~or its designee through the centralized child abuse reporting system~~² or to ~~the~~ a law enforcement agency within the county where the person making the report is located at the time of the contact ~~pursuant to Oregon Revised Statute (ORS) 419B.010~~. Any district employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report ~~or cause a report to be made in~~ the same manner ~~described above to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010~~.

~~If known,~~†The report ~~shall~~ must contain, ~~if known,~~ the names and addresses of the child and the parents of the child or other persons responsible for the child’s care, the child’s age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors⁴, agents⁵, volunteers⁶, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the Oregon Department of Human Services (DHS) or its designee through the centralized child abuse reporting system~~ or ~~the local~~ to a law enforcement agency ~~pursuant to ORS 419B.015~~, and to ~~the~~ a designated licensed administrator.

The district will designate a ⁷licensed administrator and an alternate licensed administrator, in the event

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005

² [How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)]

³ “Person” could include adult, student or other child.

⁴ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁵ “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁶ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁷ ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual abuse for a school building in the respective school building. A “licensed administrator” is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.

that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the ~~assistant-superintendent~~⁸ Human Resources Director who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in JHFE/GBNAB-AR(1) – Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for ~~making a report to local~~ law enforcement ~~and~~ or the ~~local centralized child abuse reporting system of DHS office or its designee~~, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, ~~or its designee~~, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the

⁸ A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.

obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)

[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).

~~[Senate Bill 51 \(2021\)](#)~~

Lebanon Community Schools

Code: **IGBAF**
Adopted: 8/6/09
Readopted: 12/16/10, 4/19/12, 8/25/22
Orig. Code(s): IGBAF

Special Education - Individualized Education Program (IEP)**

An individualized education program (IEP) shall be developed and implemented for each student with disabilities in the district, kindergarten through 21, including those who attend a public charter school located in the district, are placed in or referred to a private school or facility by the district or receive related services from the district. The district is responsible for initiating and conducting the meetings to develop, review and revise the IEP of a student with disabilities. The district will ensure that one or both parents are present at each meeting or are afforded the opportunity to participate and are given a copy of the IEP. A meeting to develop an IEP shall be held within 30 calendar days of a determination that the student needs special education and related services, once every 365 days thereafter and when considering a change in the IEP or placement.

If a student is to be placed or referred to a private school or facility or attends a private or parochial school, the district will ensure that a representative of the private school or facility attends the IEP meeting. If the representative of the private school or facility is unable to attend the IEP meeting, the district shall use other methods to ensure participation including but not limited to, individual or conference telephone calls, or individual meetings.

END OF POLICY

Legal Reference(s):

ORS 343.068	OAR 581-015-2215
ORS 343.151	OAR 581-015-2220
ORS 343.155	OAR 581-015-2225
ORS 343.321 - 343.333	OAR 581-015-2229
	OAR 581-015-2230
	OAR 581-015-2235
OAR 581-015-2000	OAR 581-015-2055
OAR 581-015-2190	OAR 581-015-2600
OAR 581-015-2195	OAR 581-015-2065
OAR 581-015-2200	OAR 581-015-2265
OAR 581-015-2205	
OAR 581-015-2210	

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.5-300.6, 300.22-300.24, 300.34, 300.43, 300.105-106, 300.112, 320.325, 300.328, 300.501.

Special Education - Procedural Safeguards**

Procedural Safeguards - General

A district ensures that students with disabilities and their families are afforded their procedural safeguards related to:

1. Access to students' educational records;
2. Parent and adult student participation in special education decisions;
3. Transfer of rights to students who have reached the age of majority;
4. Prior written notice of proposed district actions;
5. Consent for evaluation and for initial placement in special education¹;
6. Independent educational evaluation;
7. Dispute resolution through mediation, state complaint investigation, resolution sessions and due process hearings;
8. Discipline procedures and protections for students with disabilities, including placements related to discipline;
9. Placement of students during the pendency of due process hearings;
10. Placement of students by their parents in private schools;
11. Civil actions; and
12. Attorney's fees.

¹If, at any time subsequent to the initial provision of special and related services, the parent of a child revokes consent in writing for the continued provision of special education and related services, the district: 1) may not continue to provide special education and related services to the child, but must provide prior written notice before ceasing the provision of special education and related services; 2) may not use mediation or due process procedures to obtain an agreement or ruling that the services may be provided to the child; 3) the district will not be considered to be in violation of the requirement to make FAPE available to the child because of the failure to provide the child with further special education and related services; and 4) the district is not required to convene an IEP team meeting or develop an IEP for the child for further provision of special education or related services.

Procedural Safeguards Notice

1. The district provides to parents a copy of the *Procedural Safeguards Notice*, published by the Oregon Department of Education, at least once per year and upon initial referral or parent request for special education evaluation and upon any other parent request. The district also gives a copy to the student at least a year before the student's 18th birthday or upon learning that the student is considered emancipated.
2. The district provides the *Procedural Safeguards Notice* in the parent's native language or other mode of communication unless it is clearly not feasible to do so. If the native language or other mode of communication of the parent is not a written language, the district takes steps to ensure that the notice is translated orally or by other means understandable to the parent and that the parent understands the content of the notice. The district maintains written evidence that it meets these requirements.

Parent or Adult Student Meeting Participation

1. The district provides parents or adult students an opportunity to participate in meetings with respect to the identification, evaluation, IEP and educational placement of the student, and the provision of a free appropriate public education (FAPE) to the student.
2. The district provides parents or adult students written notice of any meeting sufficiently in advance to ensure an opportunity to attend. The written notice:
 - a. States the purpose, time and place of the meeting and who is invited to attend;
 - b. Advises that parents or adult students may invite other individuals who they believe have knowledge or special expertise regarding the student;
 - c. Advises that the team may proceed with the meeting even if the parents are not in attendance;
 - d. Advises the parents or adult students who to contact before the meeting to provide information if they are unable to attend; and
 - e. Indicates if one of the meeting's purposes is to consider transition services or transition services needs. If so:
 - (1) Indicates that the student will be invited; and
 - (2) If considering transition services, identifies any agencies invited to send a representative (with parent or adult student consent).
3. The district takes steps to ensure that one or both parents of a child with a disability are present at each IEP or placement meeting or are afforded the opportunity to participate, including:
 - a. Notifying parents of the meeting early enough to ensure that they will have an opportunity to attend; and
 - b. Scheduling the meeting at a mutually agreed upon time and place.
4. If neither parent can attend, the district will use other methods to ensure participation, including, but not limited to, individual or conference phone calls or home visits.

5. The district may conduct an evaluation planning or eligibility meeting without the parent or adult student if the district provided meeting notice to the parent or adult student sufficiently in advance to ensure an opportunity to attend.

Access to Records

A parent is entitled to any reasonable time to examine all of the records of the district pertaining to the identification, evaluation, and educational placement of their child and the provision of FAPE to their child. Records must be provided without undue delay, which may not exceed 10 business days, as defined in ORS 192.311, from the date of the request for the records. Records may be redacted only to the extent necessary to protect personally identifiable information of other children unless disclosure is authorized by law or court order.

END OF POLICY

Legal Reference(s):

[ORS 343.155](#)
[ORS 343.165](#)
[ORS 343.173](#)
[ORS 343.177](#)
[ORS 343.181](#)

[OAR 581-015-2000](#)
[OAR 581-015-2030](#)
[OAR 581-015-2090](#)
[OAR 581-015-2095](#)
[OAR 581-015-2190](#)
[OAR 581-015-2195](#)

[OAR 581-015-2305](#)
[OAR 581-015-2310](#)
[OAR 581-015-2325](#)
[OAR 581-015-2330](#)
[OAR 581-015-2345](#)
[OAR 581-015-2360](#)
[OAR 581-015-2385](#)

~~Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.500–300.505, 300.515, 300.517 (2006).~~
~~Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.300 (2008).~~

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.300, 300.500 - 300.505, 300.515, 300.517.

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties¹ shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or district staff member's ability to perform their job; or
 - c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without ~~the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats~~ consent².

¹ "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) At a school-sponsored activity or program; or 3) Off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

² "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
<u>Kim Grousbeck</u>	<u>Director of HR</u>	<u>541-259-8948</u>	<u>kim.grousbeck@lebanon.k12.or.us</u>
<u>Jennifer Meckley</u>	<u>Superintendent</u>	<u>541-451-8511</u>	<u>jennifer.meckley@lebanon.k12.or.us</u>

This/These individual(s) is/are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX Coordinator. *See* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to immediately report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;

3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district’s drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person’s knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person³ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include⁴:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district’s drug and

³ Student, staff member, or third party, or if applicable, the student or third party’s parent. If the person is a minor, the district should consider when to contact the person’s parent.

⁴ Remember confidentiality laws when providing any information.

alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity⁵;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

⁵ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

6. “Stalking”: engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person’s own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district’s treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. The report can be made at any time.

Kim Grousbeck is designated as the Title IX Coordinator and can be contacted at 541-259-8948. The Title IX Coordinator will coordinate the district’s efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.⁶ The district shall treat complainants and respondents equitably by providing supportive measures⁷ to the complainant and by following a grievance procedure⁸ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.⁹

⁶ (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

⁷ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district’s educational environment, or deter sexual harassment.⁷ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

⁸ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

⁹ The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁰ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator.

No Retaliation

Neither the district or any person may retaliate¹¹ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinator shall be prominently published in the district student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any student, parent of a student, school or district staff member, or third party upon request.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)

[ORS 332.107](#)

[ORS 342.700](#)

¹⁰ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

¹¹ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

[ORS 342.704](#)
[ORS 342.708](#)
[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

Use of Restraint or Seclusion**

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. The Board to establishes this policy and its administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students.

The use of the following types of restraint on a student in the district is prohibited:

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.
5. Any restraint that involves the intentional and nonincidental use of a solid object¹, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, neck or throat.
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts.
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone.
11. Any action designed for the primary purpose of inflicting pain.

¹ The use of a solid object, including furniture, a wall, or the floor, by district staff performing a restraint is not prohibited if the object is used for the staff's own stability or support while performing the restraint and not as a mechanism to apply pressure directly to the student's body.

The use of a seclusion cell is prohibited.

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors or volunteers of the district.

Restraint may be imposed on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent or substantial physical or bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

Seclusion may be used on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

If restraint or seclusion is used on a student, by trained staff or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency, e.g., teacher, administrator or volunteer, it will be used only for as long as the student's behavior poses a reasonable risk of imminent or substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

Definitions

1. "Restraint" means the restriction of a student's actions or movement by holding the student or using pressure or other means.

"Restraint" does not include:

- a. Holding a student's hand or arm to escort the student safely and without the use of force from one area to another;
- b. Assisting a student to complete a task if the student does not resist the physical contact; or
- c. Providing reasonable intervention with the minimal exertion of force necessary if the intervention does not include a restraint prohibited under Oregon Revised Statute (ORS) 339.288 and the intervention is necessary to:
 - (1) Break up a physical fight;
 - (2) Interrupt a student's impulsive behavior that threatens the student's immediate safety, including running in front of a vehicle or climbing on unsafe structures or objects; or
 - (3) Effectively protect oneself or another from an assault, injury or sexual contact with the minimum physical contact necessary for protection.

2. “Seclusion” means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. Seclusion includes, but is not limited to, the involuntary confinement of a student alone in a room with a closed door, whether the door is locked or unlocked.

“Seclusion” does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control, if the student is in a setting from which the student is not physically prevented from leaving, or a student being left alone in a room with a closed door for a brief period of time if the student is left alone for a purpose that is unrelated to the student’s behavior.

3. “Seclusion cell” means a freestanding, self-contained unit that is used to isolate the student from other students or physically prevent a student from leaving the unit or cause the student to believe that the student is physically prevented from leaving the unit.
4. “Serious bodily injury” means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.
5. “Substantial physical or bodily injury” means any impairment of the physical condition of a person that requires some form of medical treatment.
6. “Mechanical restraint” means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

“Mechanical restraint” does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
 - b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.
7. “Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that is not prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice for standard treatment of the student’s medical or psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice.
 8. “Prone restraint” means a restraint in which a student is held face down on the floor.
 9. “Supine restraint” means a restraint in which a student is held face up on the floor.

Any student being restrained or secluded within the district whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in Oregon Administrative Rule (OAR) 581-021-0568.

The district shall **only** utilize ~~the~~ **a training program for restraint or seclusion to train staff and use in the district which has been approved by the Oregon Department of Education (ODE). ~~Oregon Intervention~~**

~~System training program of restraint or seclusion for use in the district. As required by state regulation, the selected program shall be one approved by the Oregon Department of Education (ODE) and include, but not limited to, positive behavior support, conflict prevention, de-escalation and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and seclusion.~~

The district shall preserve, and may not destroy, any records related to an incident of restraint or seclusion, including an audio or video recording. The records must be preserved in the original format and without alteration in accordance with law.

An annual review of the use of restraint and seclusion during the preceding school year shall be completed and submitted to ODE to ensure compliance with district policies and procedures.

The results of the review and annual report shall be documented and shall include at a minimum:

1. The total number of incidents involving restraint;
2. The total number of incidents involving seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in restraint;
5. The total number of students placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or staff as a result of the use of restraint or seclusion;
7. The total number of students placed in restraint or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the district to decrease the use of restraint and seclusion for each student;
8. The total number of restraint or seclusion incidents carried out by untrained individuals;
10. The demographic characteristics² of all students upon whom restraint or seclusion was imposed;
11. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

This annual report shall be made available to the public at the district's main office and on the district's website and to the Board.

² Including race, ethnicity, gender, disability status, migrant status, English proficiency and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual student.

At least once each school year the parents and guardians of students of the district shall be notified about how to access the report.

The district shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board policy KL – Complaints and KL-AR - Complaint Procedure. The complaint procedure is available at the district’s administrative office and is available on the home page of the district’s website.

The complainant, whether an organization or an individual, may appeal a district’s final decision to the Oregon Department of Education pursuant to OAR 581-002-001 – 581-002-0023. This appeal process is ~~identified~~ **represented** in administrative regulation KL-AR (2) - Appeal to the Deputy Superintendent of Public Instruction.

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting and written documentation of the use of restraint or seclusion by district staff. **A staff member who violates this policy or its administrative regulation may be subject to discipline, up to and including dismissal.**

END OF POLICY

Legal Reference(s):

[ORS 161.205](#)
[ORS 339.250](#)
[ORS 339.285](#)
[ORS 339.288](#)
[ORS 339.291](#)
[ORS 339.294](#)
[ORS 339.303](#)
[ORS 339.297](#)

ORS 339.300

[OAR 581-021-0061](#)
[OAR 581-021-0550](#)
[OAR 581-021-0553](#)
[OAR 581-021-0556](#)
[OAR 581-021-0559](#)

[OAR 581-021-0563](#)
[OAR 581-021-0566](#)
[OAR 581-021-0568](#)
[OAR 581-021-0569](#)
[OAR 581-021-0570](#)
[OAR 581-022-2370](#)

Suspected Abuse of a Child Reporting Requirements**

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse¹ shall ~~orally report or cause an oral report immediately by telephone or otherwise to the local office of~~ make a report to the Oregon Department of Human Services (DHS) ~~or its designee~~ through the centralized child abuse reporting system² or to ~~the a~~ law enforcement agency within the county where the person making the report is located at the time of the contact ~~pursuant to Oregon Revised Statute (ORS) 419B.010~~. Any district employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report ~~or cause a report to be made in~~ the same manner ~~described above to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010~~.

~~If known, the~~ report ~~shall~~ must contain, ~~if known,~~ the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors⁴, agents⁵, volunteers⁶, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the Oregon Department of Human Services (DHS) or its designee through its centralized child abuse reporting system~~ or ~~the local~~ to a law enforcement agency pursuant to ORS 419B.015, and to ~~the a~~ designated licensed administrator.

The district will designate a ⁷licensed administrator and an alternate licensed administrator, in the event

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² [How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)]

³ "Person" could include adult, student or other child.

⁴ "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁵ "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁶ "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁷ ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual abuse for a school building in the respective school building. A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.

that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the ~~assistant superintendent~~⁸ ~~Human Resources Director~~ who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in JHFE/GBNAB-AR(1) – Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for ~~making a report to local~~ law enforcement ~~and or the local-~~ ~~centralized child abuse reporting system of DHS~~ ~~office or its designee~~, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, ~~or its designee~~, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student’s safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student’s safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee’s personnel file. A substantiated report of abuse by a student shall be documented in the student’s education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic

⁸ A “licensed administrator” is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.

communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)

[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).

~~[Senate Bill 51 \(2021\)](#)~~

Section 504 – Students

The district recognizes its responsibility to provide a free, appropriate public education to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Accordingly, no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district program or activity or those provided by the district through contractual or other arrangements. District aids, benefits and services will afford qualified students with disabilities equal opportunity to obtain the same result, gain the same benefit or reach the same level of achievement as students without disabilities in the most integrated setting appropriate to the student's needs. Programs and activities shall be accessible to and usable by individuals with disabilities as prescribed by law.

A qualified individual with disabilities under Section 504 is an individual who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

In compliance with the provisions of Section 504, the district will:

1. Provide written assurance of nondiscrimination in accordance with application procedures whenever the district receives federal money;
2. Designate an employee to coordinate compliance with Section 504;
3. Provide procedures to resolve complaints of discrimination under Section 504;
4. Provide notice to students, parents, employees, including those with vision or hearing impairments, of the district's policy and compliance with law assuring nondiscrimination in admission or access to, or treatment, in district programs, activities or employment. Notice will be included in student/parent and staff handbooks and other materials as appropriate;
5. Annually identify and locate all Section 504 qualified students with disabilities in the district who are not receiving a free appropriate, public education;
6. Ensure that tests and other evaluation materials have been validated, are administered by trained personnel, are tailored to assess educational need and are not based on IQ scores, and reflect what the tests purport to measure.
7. Provide nonacademic and extracurricular services and activities in such a manner as to afford students with disabilities an equal opportunity for participation in such services and activities;

8. Annually notify students with disabilities and their parents or guardians of the district's responsibilities under Section 504, including those with limited proficiency in English and those with vision or hearing impairments;
9. Provide parents or guardians with procedural safeguards, including notification of their right:
 - a. To be notified in writing of any decisions made by the district concerning the identification, evaluation or educational placement of their student pursuant to Section 504. The district will request parental consent prior to conducting an evaluation of the student;
 - b. To examine, copy and request amendments of the student's educational records;
 - c. To request an impartial hearing, with opportunity for participation by the student's parents or guardian and representation by counsel regarding district decisions concerning identification, evaluation or educational placement of their student. A review procedure will be provided.

Students identified as qualified individuals with disabilities under Section 504 shall be placed in the regular educational environment unless it is demonstrated by the district that the education of the student with the use of related aids and services in such a placement cannot be achieved satisfactorily. All placement decisions will be made by an evaluation team comprised of persons designated by the superintendent or designee, knowledgeable about the student, the meaning of the evaluation data and placement options.

Students will be reevaluated periodically, but no less than every three years. Additionally, before implementing discipline that constitutes a significant change in the placement (i.e., expulsion, serial suspensions which exceed 10 school days in a school year, a series of suspensions each of which is 10 or fewer school days in duration but that creates a pattern of exclusion), the district shall conduct a reevaluation of the student to determine whether the misconduct in question is caused by the student's disability and, if so, whether the student's current educational placement is appropriate.

If it is determined that the misconduct of the student is caused by the disability, the district's team will continue the evaluation, following the requirements of Section 504 and the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA) for evaluation and placement to determine whether the student's current educational placement is appropriate. Due process procedures that meet the requirements of the IDEA may be used to meet the procedural safeguards of law. If it is determined that the misconduct is not caused by the student's disability, the student may be excluded from school in the same manner as are similarly situated students who do not have disabilities.

A student identified as a qualified individual with disabilities under Section 504, who is also covered by the Individuals with Disabilities Education Act, will be disciplined in accordance with Board policy JGDA/JGEA - Discipline of Students with Disabilities and accompanying administrative regulation.

A reevaluation will also be required before any other significant change in placement (i.e., transferring a student to alternative education, graduation from high school, significantly changing the composition of the student's class schedule, such as from regular education to the resource room, etc.).

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[ORS 326.051\(1\)\(e\)](#)

[ORS 343.068](#)

[ORS 659.850](#)

[ORS 659.865](#)

[ORS 659A.103](#)

[ORS 659A.109](#)

[OAR 581-015-0054](#)

[OAR 581-021-0045](#)

[OAR 581-021-0046](#)

[OAR 581-021-0049](#)

[OAR 581-022-1140](#)

~~Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2006).
Americans with Disabilities Amendments Act of 2008.~~

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

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2012).

Americans with Disabilities Amendments Act of 2008.

Nondiscrimination on the Basis of Handicap in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 104 (2017).

Student Health Services**

{Highly recommended policy. The requirement for school districts to develop and implement a health services plan comes from OAR 581-022-2220.}

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices. A health services plan shall be developed, implemented, and updated annually. The plan shall describe a health services program for all students at each facility that is owned or leased where students are present for regular programming.

The district shall maintain a written prevention-oriented health services plan for all students. The health services plan will¹:

1. Explain available health care space that is appropriately supervised and adequately equipped for providing health care and administering medication or first aid;
2. Refer to available communicable disease prevention and management plan that includes school-level protocols²;
3. Outline a district-to-school communication plan³;
4. Provide information about health screenings, including immunizations and TB certificate requirements;
5. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed⁴;
6. Integrate school health services with school health education programs and coordinate with health and social service agencies, public and private;
7. Describe how hearing, vision and dental screenings are managed and/or verified for required students⁵;

¹ For exact language and complete requirement, see OAR 581-022-2220(1).

² For specific protocol content requirements, see OAR 581-022-2220(1)(b).

³ For requirements of this plan see OAR 581-022-2220(1)(c).

⁴ For more information regarding these requirements see ORS 336.201 and 339.869, OARs 581-021-0037, 581-015-2040, 581-015-2045, 851-045-0040 – 0060, and 851-047-0010 – 0030.

⁵ For vision screening or eye examination or dental screening information see ORS 336.211 and 336.213.

8. Include a process to assess and determine a student's health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more new medical diagnose(s) impacting a student's access to education, and implement a student's individual health plan prior to attending school⁶;
9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids⁷;
10. Refer to adopted policy and procedures for medications in accordance with Oregon law⁸;
11. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities⁹[; and][.]
12. List the positions in the district which shall be required to obtain and maintain a first-aid/CPR/AED card in accordance with OAR 581-022-2220(3).
13. This policy is not in reference to a school-based health center.

Any nurse(s) employed by the district and providing services to students on behalf of the district shall be licensed in Oregon to practice as a registered nurse or nurse practitioner or be a licensed practical nurse (LPN) in alignment with LPN supervision requirements of OAR 851-045-0050 – 0060.

A nurse employed by the district shall follow all applicable requirements of ORS Chapter 678 and OAR Chapter 851. This includes, but is not limited to, delegation in accordance with OAR 851-047, which includes performing a nursing assessment of a student prior to delegation, providing adequate supervision during the delegation, and evaluating the skills, ability and willingness of the delegee.¹⁰

A nurse employed by the district will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.]

The district provides a menstrual product dispenser with a variety of products in every student bathroom¹¹ which meets the requirements of law.

⁶ For definitions for this policy see ORS 336.201.

⁷ OAR 437-002-0360 lists various health and safety regulations that apply in the employment setting.

⁸ Medication laws can be found in ORS 339.866 – 339.874 and OAR 581-021-0037; relevant Board policy includes JHCD/JHCDA - Medications.

⁹ For guideline requirements see OAR 581-022-2220(1)(k).

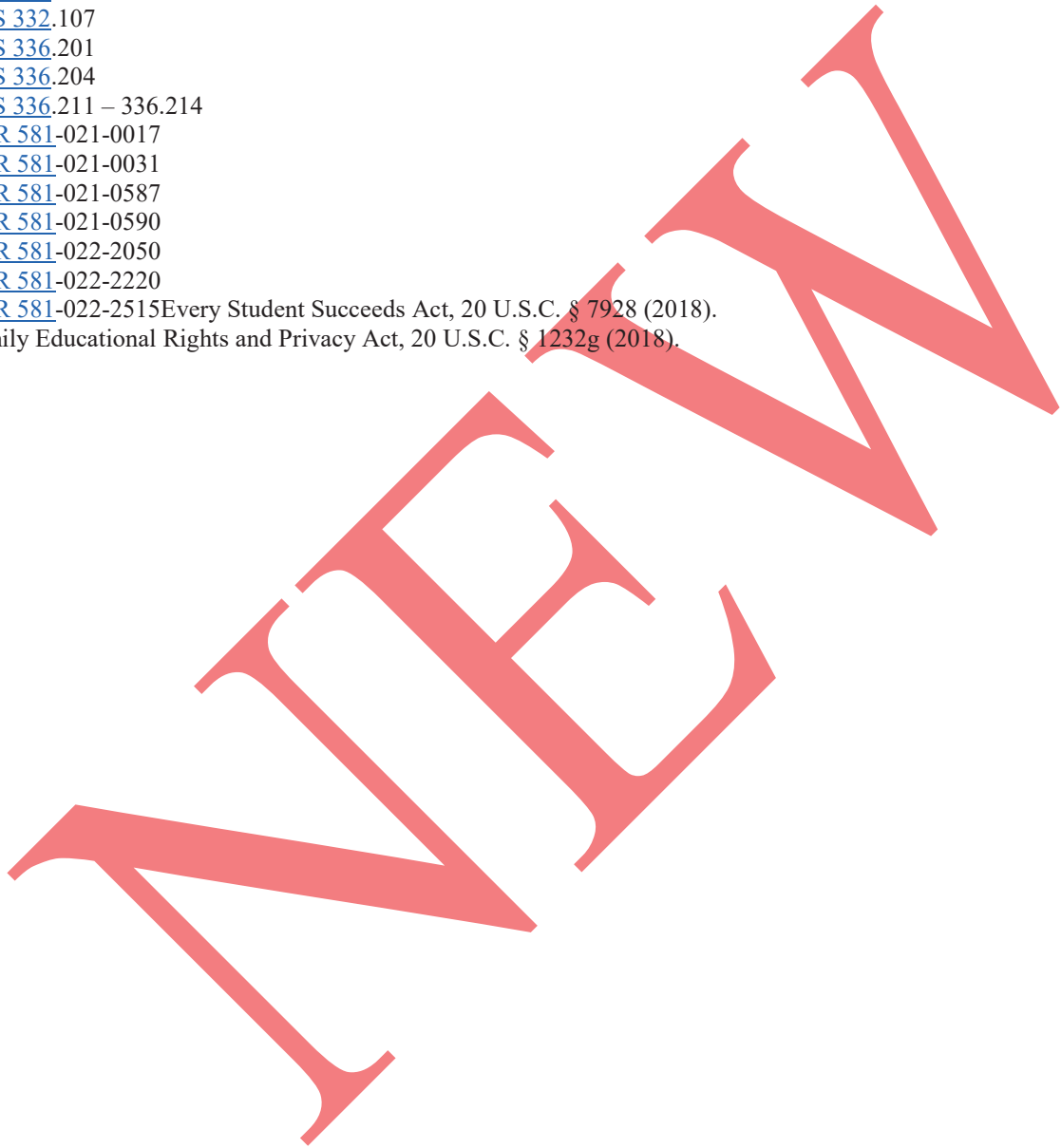
¹⁰ For additional delegation requirements see OAR [851-047-0030](#).

¹¹ "Student bathroom" means a bathroom that is accessible by students, including a gender-neutral bathroom, a bathroom designated for females, and a bathroom designated for males. (OAR 581-021-0587)

END OF POLICY

Legal Reference(s):

- [ORS 329.025](#)
- [ORS 332.107](#)
- [ORS 336.201](#)
- [ORS 336.204](#)
- [ORS 336.211 – 336.214](#)
- [OAR 581-021-0017](#)
- [OAR 581-021-0031](#)
- [OAR 581-021-0587](#)
- [OAR 581-021-0590](#)
- [OAR 581-022-2050](#)
- [OAR 581-022-2220](#)
- [OAR 581-022-2515](#) Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).
- Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).



Communicable Diseases –~~Staff in Schools~~

The district shall provide reasonable protection against the risk of exposure to communicable disease for **students and** employees while engaged in the performance of their duties. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance for Schools* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA).

~~A student or~~ employee may not attend ~~school or work, respectively,~~ while in a communicable stage of a restrictable disease or when an administrator has reason to suspect ~~that~~ the ~~student or~~ employee has or has been exposed to any disease for which exclusion is required in accordance with law ~~and per administrative regulation GBEB-AR-Communicable Diseases-Staff. If the disease is a reportable disease, the administrator will report the occurrence to the local health department.~~ The district may provide an educational program in an alternative setting. Services will be provided to students required by law.

Employees shall comply with all other measures adopted by the district and with all rules adopted by Oregon Health Authority, Public Health Division, and the local health department.

~~Employees shall provide services to students as required by law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.~~

The district shall protect the confidentiality of ~~an~~ each student’s and employee’s health condition/ and record to the extent possible and consistent with federal and state law. ~~In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator may inform employees with a legitimate educational interest.~~

The district will include, as part of its **general** emergency plans, a description of the actions to be taken by district staff in ~~the case of a declared public health emergency or other catastrophe that disrupts district operations-buildings and by~~ the district in response to medical emergencies.

~~The superintendent will develop administrative regulations necessary to implement this policy.~~

END OF POLICY

Legal Reference(s):

- | | | |
|--|-------------------------------------|----------------------------------|
| ORS 332.107 | | OAR 437-002-0360 |
| ORS 431.150 to -431.157 | ORS 433.235-433.284 | OAR 437-002-0377 |
| ORS 433.001 to -433.526004 | OAR 333-018 | OAR 581-022-2220 |
| ORS 433.010 | OAR 333-019-0010 | OAR 581-022-2225 |
| ORS 433.110 | OAR 333-019-0014 | |

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance for Schools (2020)*. Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (~~2019~~2023). Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §§ 1320d to -1320d-8 (2018); 45 C.F.R. Parts 160, 164 (~~2019~~2023).

Immunization, ~~Physical Examination, Vision Screening/Eye Examination and Dental Screening~~ and School Sports Participation**

Immunization

Proof of immunization must be presented at the time of initial enrollment¹ in school or within 30 days of transfer to the district in accordance with Oregon law. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization, a religious, philosophical beliefs and/or medical exemption.²

~~Physical Examination~~ School Sports Participation

A student participating in extracurricular sports in grades 7 through 12 is required to submit to an appropriate School Sports Pre-Participation Examination³ prior to their initial participation in a related district program. The form⁴ is to be completed and signed by a parent or guardian giving permission for the student to participate and signed by a medical provider authorized by law⁵ who has examined and evaluated the student. The completed form(s) must be returned to the school office.

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

~~All students participating in athletic programs are required to submit to the district a School Sports Pre-participation Examination³ form prior to their initial participation in a district athletic program. The form is to be completed and signed by a parent or guardian and physician giving permission for the student to participate.~~

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

A student who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion will not be allowed to participate in any athletic event or training on that day, unless an athletic trainer licensed by the Board

¹The district shall immediately enroll a ~~homeless~~ student experiencing houselessness in the school selected even if the student is unable to produce records normally required for enrollment.

²Documentation requirements for exemptions are outlined in ORS 433.267.

³Form available at www.osaa.org/governance/forms.

³ The required form is available at <https://www.osaa.org/governance/forms>, a copy may be obtained from a school office, or a form generated by the medical provider may be used if it meets requirements of law in OAR 581-021-0041.

⁴ The form may be used in either a hard copy or electronic format.

⁵ This physical examination must be conducted by a physician possessing an unrestricted license to practice medicine, a licensed naturopathic physician, a licensed physician assistant, a licensed nurse practitioner or a licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.

of Athletic Trainers or a physician licensed pursuant to ORS 677.100 - 677.228 has determined the student has not suffered a concussion.⁶ Except as allowed above, a student excluded for concussion reasons will not be allowed to return to participate in an athletic event or training until the following three conditions have been met:

1. It is not the same day as the student exhibited signs, symptoms or behaviors, experienced a blow to the head or body, or was diagnosed with a concussion;
 2. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion; and
- The student has received a medical release form from a health care professional⁷.

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

~~Vision Screening or Eye Examination~~

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

- ~~1. A vision screening or eye examination; and~~
- ~~2. Any further examination, treatments or assistance necessary.~~

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

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

~~Dental Screening~~

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

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

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

⁶ For more information regarding medical releases for students in grades 9-12, see OSAA rules.

⁷ "Health care professional" includes a chiropractic physician, a naturopathic physician, a psychologist, a physical therapist, an occupational therapist, a physician assistant or a nurse practitioner who is licensed or registered under the laws of Oregon.

- ~~1. The student submitted a certification to a prior education provider;~~
- ~~2. The dental screening is contrary to the religious beliefs of the student or the parent or guardian of the student; or~~
- ~~3. The dental screening is a burden for the student or the parent or guardian of the student in the following ways:

 - ~~a. The cost of obtaining the dental screening is too high;~~
 - ~~b. The student does not have access to an approved screener;~~
 - ~~c. The student was unable to obtain an appointment with an approved screener.~~~~

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

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

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

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

END OF POLICY

Legal Reference(s):

~~[ORS 326.580](#)
[ORS 336.211](#)
[ORS 336.213](#)
[ORS 336.214](#)
[ORS 336.479](#)~~

~~[ORS 336.485 - ORS 336.490](#)
[ORS 433.235 - 433.280](#)
[OAR 333-019-0010](#)
[OAR 333-050-0010 – 050-0120](#)
[OAR 581-021-0031](#)~~

~~[OAR 581-021-0017](#)
[OAR 581-021-0041](#)
[OAR 581-022-2220](#)~~

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

~~Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2020/2024).~~

~~OREGON SCHOOL ACTIVITIES ASSOCIATION, *OSAA HANDBOOK*.~~

Personal Services Contracts

The district may enter into personal services contracts with qualified professionals as provided by ORS 279A.055. Personal services contracts, as used in this policy, means contracts for specialized skills, knowledge and resources in the application of highly technical or scientific expertise or the exercise of professional, artistic or management discretion or judgment. The district may enter into a personal services contract with a current district employee only when the individual meets independent contractor status in accordance with state, Public Employees Retirement System (PERS) and Internal Revenue Service (IRS) requirements.

Selection of a personal services contractor will be based primarily on qualifications and performance history, expertise, knowledge and creativity and the ability to exercise sound professional judgment.

All personal services contracts shall be based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism and obtain services at a fair and reasonable price.

Contracts for personal services in excess of \$75,000 shall require prior Board approval.

The superintendent will develop administrative regulations as necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS Chapters 279, 279A, 279B and 279C](#)
[279B](#)

[ORS 332.107](#)
[ORS 670.600](#)

[OAR 459-010-0030](#)

INTERNAL REVENUE SERVICE, PUBLICATION 1779: INDEPENDENT CONTRACTOR OR EMPLOYEE.

Lebanon Community Schools

Code: **EBBA**
Adopted: 5/15/97
Readopted: 5/6/10
Orig. Code(s): EBBA

First Aid**

In cases of illness or injury to a student or staff member, first aid will be given by school staff in accordance with district procedures.

Each principal is charged with providing for the immediate care of ill or injured persons within his/her area of responsibility.

Staff members shall report self-administered first aid treatment to an immediate supervisor.

In each school, procedures for handling health emergencies will be established and made known to the staff. Each school and school vehicle will be equipped with appropriate first-aid supplies and equipment.

All employees are expected to know where first-aid supplies and equipment are kept in their work areas. Designated employees in each building shall hold current first-aid cards. In compliance with Oregon Administrative Rules, each school shall have at a minimum, at least one staff member with a current first aid card for every 60 students enrolled or an emergency response team for each building. Such team shall consist of no less than six persons who hold current first aid/CPR cards and who are trained annually in the district's emergency plans. Names of the designated employees will be posted.

END OF POLICY

Legal Reference(s):

[ORS 30.800](#)
[ORS 342.126](#)

[OAR 437-002-0120](#) to -0139
[OAR 437-002-0161](#)
[OAR 437-002-0360](#)
[OAR 437-002-0377](#)

[OAR 581-022-0705](#)
[OAR 581-022-1420](#)
[OAR 581-022-1440](#)
[OAR 581-053-0517\(13\)\(e\)](#)

Cross Reference(s):

GBE - Staff Health and Safety
GBEBC/JHCCC/EBBAA - Infection Control - HIV, AIDS, HBV
JHCCC/EBBAA/GBEBC - Infection Control - HIV, AIDS, HBV

Lebanon Community Schools

Code: **GBEBA**
Adopted: 6/15/98
Readopted: 9/16/10, 6/13/19
Orig. Code(s): GBEBA

Staff - HIV, AIDS, and HBV

(Recommend delete: the requirement for this policy was found in OAR 581-022-2220 which has since been revised in lieu of a new requirement for a Communicable Disease Plan)

The district will strictly adhere in its policies and procedures to Oregon law and Oregon Administrative Rules as they relate to staff infected with HIV, AIDS, or HBV¹.

The district recognizes a staff member has no obligation under any circumstance to report a condition to the district and the staff member has a right to continue working.

If the staff member reports their condition to the district, strict adherence to written guidelines outlined by the staff member shall be followed.

These guidelines shall identify who may have the information, who will give the information, how the information will be given, and where and when the information will be given. All such information will be held in confidence in accordance with Oregon law.

Accommodations for a staff member infected with HIV, AIDS, or HBV shall be the same as with any other illness.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 342.850\(8\)](#)

[ORS 433.008](#)

[ORS 433.045](#)

[ORS 433.260](#)

[OAR 333-017-0000](#)

[OAR 333-018-0000](#)

[OAR 333-018-0005](#)

[OAR 581-022-2220](#)

¹HIV - Human Immunodeficiency Virus
AIDS - Acquired Immune Deficiency Syndrome
HBV - Hepatitis B Virus

Student Health Services and Requirements

*(Delete in lieu of new board policy using code EBBA – Student Health Services**)*

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices.

The district shall staff nursing services appropriate for students with medical needs and prevention oriented health services per applicable requirements of Oregon Revised Statutes (ORS) 336.201 and Oregon Administrative Rule (OAR) 581-022-2220.

The district shall provide:

1. One registered nurse or school nurse for every 125 medically fragile students;
2. One registered nurse or school nurse or one licensed practical nurse under the supervision of a registered nurse or school nurse for each nursing-dependent student; and
3. One registered nurse or school nurse for every 225 medically complex students.

The district may use the most cost effective means available to meet the above requirements.

The nurse(s) employed by the district shall be licensed to practice as a registered nurse or nurse practitioner in Oregon and will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.

Any nurse(s) providing services on behalf of the district shall follow all applicable requirements of ORS Chapter 678 and OAR Chapter 851. This includes, but is not limited to, delegation in accordance with OAR 851-047, which includes performing a nursing assessment of the patient prior to delegation, providing adequate supervision during the delegation, and evaluating the skills, ability and willingness of the delegee¹.

The district shall maintain a prevention oriented health services program which provides:

1. Pertinent health information on the students, as required by Oregon statutes or rules;
2. Health appraisal to include screening for possible vision or hearing problems;
3. Health counseling for students and parents when appropriate;

¹ For additional delegation requirements, see OAR 851-047-0030.

4. Health care and first-aid assistance that are appropriately supervised and isolates the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by Oregon Department of Human Services, Health Services and the county health department;
6. Assistance for students in taking prescription and/or nonprescription medication according to established district procedures;
7. Services for students who are medically fragile or have special health care needs;
8. Screening for scoliosis upon request of parent.

The Board directs its district health staff to coordinate with health personnel from other public agencies in matters pertaining to health instruction or the general health of students and employees. In accordance with the requirements of the Every Student Succeeds Act of 2015 (ESSA), the district recognizes its responsibility to notify parents in advance of any nonemergency, invasive physical examination² or screening that is required as condition of attendance; administered and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.

Notification will be provided at least annually at the beginning of the school year or when enrolling students for the first time in school and will include the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

Procedures shall be developed and implemented to carry out this policy. All district employees will be appraised of their responsibilities in this area. Parents shall have the opportunity to request their students be exempt from participation in vision or hearing screening. The district will abide by those requests.

END OF POLICY

Legal Reference(s):

[ORS 329.025](#)
[ORS 336.201](#)
[ORS 336..211](#)
[OAR 581-022-2050](#)
[OAR 581-022-2220](#)
[OAR 581-022-2225](#)

²The term “invasive physical examination” as defined by law, means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening. The term does not include any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parental notification.

Protection of Pupil Rights, 20 U.S.C. § 1232h (2018); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2022).
Every Student Succeeds Act of 2015, 20 U.S.C. § 7928 (2018).
Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

DELETED

Lebanon Community Schools

Code: **JHCC**
Adopted: 6/15/98
Readopted: 1/20/11, 12/14/17, 12/10/20
Orig. Code(s): JHCC

Communicable Diseases - Students

(Recommend delete: the requirement for this policy was found in OAR 581-022-2220, which has since been revised and requirement removed in lieu of a new requirement for a Communicable Disease Plan. Refer to policy GBEB and GBEB-AR.)

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department. Services will be provided to students as required by law.

A student will not attend school while in a communicable state of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with the law and per administrative regulation JHCC-AR – Communicable Diseases – Students, if the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of student and others.

The district may, for the protection of both the student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting.

The district will include, as a part of its emergency plan, a description of the actions to be taken by district personnel in the case of a declared public health emergency or other catastrophe that disrupts district operations.

The district shall protect the confidentiality of each student's health condition and record to the extent possible and consistent with federal and state law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

The superintendent will develop administrative regulations necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 431.150 to - 431.157](#)
[ORS 433.001 to - 433.526](#)
[OAR 333-018](#)

[OAR 333-019-0010](#)
[OAR 333-019-0014](#)
[OAR 333-019-1000](#)

[OAR 437-002-0360](#)
[OAR 437-002-0377](#)
[OAR 581-022-2220](#)

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance* (2020). Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).

Lebanon Community Schools

Code: **JHCCA**
Adopted: 6/15/98
Readopted: 1/20/11
Orig. Code(s): JHCCA

Students - HIV and HBV**

(Recommend delete: the requirement for this policy was found in OAR581-022-2220, which has since been revised in lieu of a new requirement for a Communicable Disease Plan.)

This policy applies to students who are HIV or HBV¹ and are not special risk.

“Special risk” students as used in this policy and as defined by the Oregon Health Division means students who lack control of their body secretions or who display behaviors such as biting, spitting or scratching and/or who have uncoverable, oozing lesions.

The district will adhere strictly in policies and procedures to the Oregon Revised Statutes and the Oregon Administrative Rules as they relate to a student infected with HIV or HBV.

The district recognizes a parent (student) has no obligation to inform the district of an HIV or HBV condition and that the student has a right to attend school.

If the district is informed, written guidelines shall be requested of the parent (student). These guidelines shall include who may have the information, who will give the information, how the information will be given and where and when the information will be given.

When informed of the infection, and with written permission from the parent (student), the district will develop procedures for formulating an evaluation team. The team shall address the nature, duration and severity of risk as well as any modification of activities. The team shall continue to monitor the student’s condition.

Notification of alternative educational programs shall be made if an HIV or HBV student withdraws from school.

The district shall also develop procedures for rumor control, infection control, student accommodations and public relations/media.

END OF POLICY

Legal Reference(s):

[ORS 326.565](#)
[ORS 326.575](#)
[ORS 332.061](#)
[ORS 336.187](#)
[ORS 339.030](#)

[ORS 339.250](#)
[ORS 433.008](#)
[ORS 433.045](#)

[OAR 333-012-0265](#)

[OAR 333-012-0270](#)
[OAR 333-018-0000](#)
[OAR 333-018-0005](#)
[OAR 581-022-0705](#)
[OAR 581-022-1660](#)

OR HEALTH DIVISION, GUIDELINES FOR SCHOOLS WITH CHILDREN WHO HAVE HEPATITIS B VIRUS OR HIV INFECTION (2001).

¹HIV - Human Immunodeficiency Virus
HBV - Hepatitis B Virus

Infection Control ~~-HIV, AIDS, HBV-~~ and Bloodborne Pathogens

~~The district shall use standard precautions at all times for infection control. Each staff member or student is therefore treated as though an HIV, AIDS or HBV¹ infection exists.¹~~

~~The Board recognizes that staff and students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.~~

~~Consequently, the Board directs adherence to standard precautions. Standard precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for bloodborne pathogens².~~

~~The district shall develop an Exposure Control Plan ~~that includes infection control procedures for staff and students~~ in accordance with the requirement in law³.~~

~~The Exposure Control Plan shall be reviewed and updated at least annually and when necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update shall also:~~

- ~~1. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens;~~
- ~~2. Annually, document consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.~~

~~The plan shall include training followed by an offer of hepatitis B vaccine and vaccination series for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the district. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually⁴ thereafter. Staff will receive the annual training⁵ as well as the location and a content review of first-aid and clean-up kits. Kits shall be readily available⁶ in close proximity⁷ to all employees in the building and for district vehicles, including each bus⁸.~~

~~¹HIV—Human Immunodeficiency Virus; AIDS—Acquired Immune Deficiency Syndrome; HBV—Hepatitis B Virus~~

~~²“Bloodborne pathogens” are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). 29 CFR 1910.1030(b)~~

~~³ See 29 CFR 1910.1030(c)(1) and OAR 437-002-1059 for more information about an Exposure Control Plan.~~

~~⁴ Annual training for all employees shall be provided within one year of their previous training. (29 CFR 1910.1030(g)(2)(iv)).~~

~~⁵ See 29 CFR 1910.1030(g)(2) for information about training requirements.~~

~~⁶ OAR 437-002-0161(2) First-Aid Supplies. (a) The employer shall provide first-aid supplies based upon the intended use and types of injuries that could occur at the place of employment. The first-aid supplies shall be available in close proximity to all employees. Either bulk pack or unit pack supplies are acceptable. (b) “In proximity” is defined as that which is available nearby to ensure prompt treatment in the event of need.~~

Personal protective equipment appropriate to job tasks shall be provided by the district. A post-exposure evaluation and follow-up shall be made available to any employee sustaining an occupational exposure.

The district recognizes that employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) must, at least annually, be provided with the opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate. The district will document the solicitation of input from such staff in the plan.

Documentation, including sharps injury log, will be maintained in accordance with law⁹.

The Exposure Control Plan will be accessible to employees in accordance with law¹⁰.

Students will be instructed in safe practices to prevent transmission of bloodborne pathogens in accordance with Oregon Health Standards.

~~All district employees shall receive an annual in-service session relative to infection control. This in-service shall focus on required procedures and precautions relevant to particular position duties.~~

~~In addition to an annual in-service, staff and students on a regular basis will receive HIV, AIDS, and HBV information.~~

~~The information shall emphasize infection how infection is spread as well as how it is not spread.~~

~~The district will cooperate with the local health department in delivering HIV, AIDS and HBV education.~~

~~Resources for infection control shall include:~~

- ~~1. Emergency kits in all rooms/areas and vehicles;~~
- ~~2. Personal protective equipment (PPE) kits in specific locations for use by designated first aid providers;~~
- ~~3. First aid kits in health rooms and other specific locations such as gyms, shops, cafeterias and science rooms;~~
- ~~4. Necessary custodial supplies for proper fluid clean-up and for handling of contaminated items.~~

END OF POLICY

⁷ “In proximity” is defined as that which is available nearby to ensure prompt treatment in the event of need. (OAR 437-002-0161(1)(b)).

⁸ Emergency equipment for buses, includes, but is not limited to, body fluid cleanup and first-aid kits. (OAR 581-053-0240(23); OAR 581-053-0640)

⁹ See OAR 437-002-1030(3) and OAR 437-002-1035.

¹⁰ ¹⁰ See 29 CFR 1910.1020(e) for requirements on providing access.

Legal Reference(s):

[OAR 437-002-0360](#)

~~[OAR 437-002-0377](#)~~

[OAR 437-002-1030](#)

[OAR 437-002-1035](#)

~~[OAR 581-022-07052050](#)~~

~~[OAR 581-022-14402220](#)~~

~~[OAR 581-053-0517\(13\)\(e\)\(e\)](#)~~

[OAR 581-053-0640\(2\)](#)

[OAR 581-053-0240\(23\)](#)

[OAR 581-053-0250\(1\)](#)

[ORS 332.107](#)

[OAR 437-002-0161](#)

Occupational Safety and Health Standards, Bloodborne Pathogens, 29 C.F.R. §§ 1910.1020, 1910.1030.

Corporal Punishment**

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

Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of physical pain. Corporal punishment does not include the use of physical force authorized in ORS 161.205(2), (4) or (5) for the reasons specified therein, or physical pain or discomfort resulting from or caused by participation in athletic competition or other such recreational activity, voluntarily engaged in by a student.

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

A staff member is authorized to employ reasonable physical force upon a student ~~when and only~~ to the extent ~~that~~ the application of physical force is consistent with ORS 339.285-339.303 and is not corporal punishment as defined in ORS 339.250(9). Physical force shall not be used to discipline or punish a student. A staff member found in violation of this policy may be subject to discipline up to and including dismissal. A volunteer found in violation of this policy by administration may be subject to sanctions and/or prohibited from volunteer service in the district.

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

END OF POLICY

Legal Reference(s):

[ORS 161.205](#)
[ORS 332.107](#)
[ORS 339.240](#)
[ORS 339.250](#)
[OAR 581-021-0050 to -0075](#)
[OAR 584-020-0040](#)

Agenda Item 9

C. Finance

1. Financial Reports

	19/20 Actual	20-21 Budget	21-22 Budget	22-23 Budget	23-24 Budget	05-29-24 YTD	05-29-24 Balance
General Fund - Revenue							
SSF Formula	42,038,081	43,560,057	44,440,549	45,499,998	49,402,642	48,676,103	726,539
SSF Adjustment	-	-	-	-	-	-	-
State Fiscal Stabilization Fund	-	-	-	-	-	-	-
Federal Ed Jobs	-	-	-	-	-	-	-
School Year SubAccount	-	-	-	-	-	-	-
Loan Receipts	-	-	-	-	-	-	-
Interest	320,317	250,000	150,000	250,000	500,000	697,484	(197,484)
Third Party Billing	-	-	-	-	-	139,013	(139,013)
TMR	212,376	210,000	210,000	210,000	210,000	290,588	(80,588)
JROTC	77,982	65,000	65,000	65,000	65,000	66,089	(1,089)
Other	325,816	387,500	368,266	580,500	335,500	202,604	132,896
Interfund Transfer	850,000	-	-	-	-	-	-
BFB	2,126,603	3,784,307	5,065,000	5,180,500	5,400,000	6,147,584	(747,584)
Total	45,951,175	48,256,864	50,298,816	51,785,998	55,913,142	56,219,465	(306,323)
=====	=====	=====	=====	=====	=====	=====	=====
General Fund - Expenses							
Salaries	21,896,193	21,680,883	22,526,487	23,036,272	23,247,263	23,102,655	144,608
Benefits	14,481,355	15,086,873	14,597,973	15,115,726	15,553,189	14,721,532	831,657
P. Services	5,349,577	5,299,827	5,686,551	5,877,223	6,073,148	5,947,457	125,691
Supplies	1,569,846	1,530,133	1,606,583	1,882,175	2,063,656	1,441,416	622,240
Capital Outlay	54,500	90,000	100,000	70,000	40,000	36,737	3,263
Other Objects	441,468	469,147	501,776	520,603	773,943	613,129	160,814
Transfers	1,185,000	2,100,000	2,279,446	2,284,000	2,184,000	2,049,000	135,000
Contingency	1,750,000	2,000,000	3,000,000	3,000,000	5,977,944	-	5,977,944
Total	46,727,940	48,256,864	50,298,816	51,785,998	55,913,142	47,911,926	8,001,216
=====	=====	=====	=====	=====	=====	=====	=====

2023-24 General Fund Expenditure Report

Description	19/20 Budget	20/21 Budget	21/22 Budget	22/23 Budget	23/24 Budget	05-29-24 YTD	05-29-24 Encumb	05-29-24 Balance
Certified salaries	12,665,056	12,540,564	12,871,079	13,169,912	13,134,095	9,562,326	3,367,525	204,244
Classified salaries	6,227,931	6,008,791	6,250,523	6,233,686	6,041,456	4,869,313	1,148,573	23,570
Administrative salaries	1,873,807	1,863,955	2,059,820	2,151,593	2,327,571	2,088,931	188,028	50,612
Managerial - classified	154,577	289,051	299,689	511,189	557,806	553,561	50,467	(46,222)
Retirement stipends	91,904	133,413	120,000	0	0	0	0	0
Retirement Support Program	0	0	0	0	0	0	0	0
Confidential salaries	162,808	284,898	343,800	485,197	465,767	439,028	39,056	(12,317)
Certified subs	2,000	0	14,294	0	0	0	0	0
Classified subs	1,500	23,975	0	0	0	0	0	0
Temp certified	82,264	45,425	0	625	0	2,122	0	(2,122)
Temp classified	8,000	21,658	481	11,086	14,300	37,568	0	(23,268)
Student helpers salaries	21,000	16,654	5,748	9,173	15,098	14,306	0	792
Overtime	0	91,513	57,127	38,449	53,074	79,943	3,871	(30,740)
Compensation time	52,300	44,207	71,883	8,946	18,597	9,277	0	9,320
Extra duty	279,579	128,295	230,761	83,537	216,434	212,513	0	3,921
Classified extra hrs	208,000	0	0	0	0	0	0	0
Vacation Payoff	29,817	24,292	28,240	43,273	25,244	97	0	25,147
Mentor teacher pay	0	0	0	822	0	0	0	0
Department Head Extra Duty	6,000	30,000	0	0	0	0	0	0
Taxable Meal Reimbursement	0	809	2,000	396	1,158	1,927	0	(770)
Cell Phone Stipend	0	1,080	1,080	450	450	413	38	(1)
Travel Stipend	0	11,400	0	30,500	25,950	29,638	2,263	(5,951)
Club/Coach Stipends	29,650	120,904	169,964	257,438	350,265	288,051	113,820	(51,606)
Total Salaries	21,896,193	21,680,883	22,526,487	23,036,272	23,247,263	18,189,014	4,913,641	144,608
PERS	7,398,130	7,286,664	6,797,646	6,994,709	7,309,631	5,510,989	1,508,685	289,957
Social Security	1,655,388	1,642,024	1,627,475	1,759,624	1,768,022	1,350,904	363,239	53,879
Worker's Comp	293,025	275,747	189,328	196,035	216,535	85,731	16,788	114,016
OR Paid Leave	0	0	0	0	92,132	66,684	18,986	6,462
Employee Ins - Admin	215,642	275,263	283,669	325,403	344,633	324,522	27,884	(7,773)
Employee Ins - Certified	2,449,421	2,756,998	2,840,563	3,029,490	2,897,802	2,104,280	766,846	26,676
Employee Ins - Classified	2,327,520	2,596,579	2,598,694	2,651,363	2,766,210	1,924,189	517,473	324,548
Employee Ins - Other	33,429	65,298	92,498	110,502	101,226	92,194	8,052	980
Employee Ins - Retired	83,600	52,700	120,000	0	0	4,086	0	(4,086)
TSA	25,200	45,600	45,600	48,600	57,000	27,500	2,500	27,000
Staff Tuition Reimbursement	0	90,000	2,500	0	0	0	0	0
Total Benefits	14,481,355	15,086,873	14,597,973	15,115,726	15,553,189	11,491,079	3,230,453	831,657

2023-24 General Fund Expenditure Report

Description	19/20	20/21	21/22	22/23	23/24	05-29-24	05-29-24	05-29-24
	Budget	Budget	Budget	Budget	Budget	YTD	Encumb	Balance
Instructional Services	103,800	76,375	66,000	161,000	181,500	119,191	0	62,309
Instr Prog Improve Service	53,000	67,750	87,750	56,200	26,817	24,456	0	2,361
Data Processing SVCS	0	0	3,000	5,000	7,500	5,962	0	1,538
Professional and Improvement Cc	0	0	15,000	5,000	5,000	1,990	0	3,010
Other Instr-Prof-Tech SVCS	20,000	10,000	11,500	16,000	16,000	12,032	0	3,968
Repairs & Maintenance	190,300	227,612	258,500	286,050	331,850	508,496	87	(176,733)
Radio Service	11,100	11,100	15,000	4,500	17,500	14,952	0	2,548
Rentals	129,400	88,286	86,300	89,105	112,801	62,888	9,819	40,094
Electricity	502,620	465,700	451,500	450,500	415,000	434,415	35,700	(55,115)
Fuel	223,135	217,800	208,100	233,000	290,000	225,356	9,188	55,456
Water & Sewer	153,520	142,500	146,700	134,000	150,000	148,969	0	1,031
Garbage	102,400	87,000	106,500	104,500	110,000	107,291	0	2,709
Other Property Services	20,000	0	0	0	15,000	0	0	15,000
Reimb. Student Transportation	10,200	29,900	34,500	9,000	0	0	0	0
Reimb. Student Transportation				150,390	167,158	104,014	0	63,144
Travel	158,263	150,513	153,011	168,395	78,660	41,415	123	37,122
Travel - Student - Out of Dist.	5,300	4,500	3,500	0	0	0	0	0
Meals/Transportation	200	350	350	0	0	341	0	(341)
Staff Tuition	47,000	2,000	72,000	72,500	22,500	43,398	0	(20,898)
Telephone	73,165	65,100	52,300	73,250	63,825	54,268	5,815	3,742
Postage	26,074	28,900	32,117	31,500	27,050	18,713	0	8,337
Advertising	4,300	2,650	3,500	5,500	3,500	1,253	358	1,889
Printing & Binding	29,400	30,950	31,700	44,500	26,850	4,186	0	22,664
Charter School Payments	2,195,000	2,300,000	2,400,000	2,540,000	2,655,000	2,789,944	0	(134,944)
Other Tuition	92,500	90,000	115,000	95,600	10,000	4,157	654	5,189
Audit Services	30,000	39,000	36,000	45,000	45,000	83,150	0	(38,150)
Legal Services	35,000	35,000	35,000	30,000	75,000	82,783	8,799	(16,582)
Architect/Engineer Service	0	0	0	0	0	34,818	0	(34,818)
Negotiation Services	10,000	5,000	1,000	1,000	0	0	0	0
Data Processing SVCS	89,600	65,000	57,500	57,000	56,000	32,538	0	23,462
Election Services	5,000	5,000	18,000	5,000	0	0	0	0
Other Non_instr Pro/Tech	363,700	351,450	402,650	379,154	513,457	325,730	10,917	176,810
Physical Exams - Drivers	4,400	5,750	5,500	8,000	8,500	6,660	0	1,840
Drug Tests Drivers	3,000	2,250	3,000	2,500	1,500	773	0	727
Child Care Services	15,000	0	0	0	0	0	0	0
Sub calling service	15,000	12,000	7,500	7,500	500	0	0	500
Classified subs	194,000	228,600	251,500	191,831	140,331	157,935	0	(17,604)
Criminal History checks	3,200	3,500	3,500	500	3,000	2,650	0	350
Fingerprinting	1,000	2,500	1,000	1,000	3,000	1,656	0	1,344
Licensed Subs	425,000	445,791	510,573	413,248	493,349	409,617	0	83,732
Total P. Services	5,349,577	5,299,827	5,686,551	5,877,223	6,073,148	5,865,997	81,460	125,691

2023-24 General Fund Expenditure Report

Description	19/20 Budget	20/21 Budget	21/22 Budget	22/23 Budget	23/24 Budget	05-29-24 YTD	05-29-24 Encumb	05-29-24 Balance
Gas Oil & Lubricants	190,500	189,100	192,000	248,000	239,000	185,929	12,728	40,343
Supplies & Materials	648,024	651,837	698,023	996,751	1,011,442	610,048	13,379	388,015
Vehicle repair parts	52,800	50,500	50,500	61,500	76,500	60,287	47	16,166
Transportation operations	15,000	25,000	25,000	25,000	25,000	48,615	199	(23,814)
Textbooks	28,033	9,933	5,433	21,500	107,550	41,088	0	66,462
Library Books	15,694	8,200	11,700	12,750	11,625	8,293	0	3,332
Periodicals	6,000	10,800	12,100	12,150	16,250	12,321	12,268	(8,339)
Equipment under 5K	178,842	146,100	125,550	72,800	73,500	22,479	0	51,021
Computer software	264,360	257,398	323,918	339,174	406,914	364,806	2,604	39,504
Computer hardware	170,593	181,265	162,359	92,550	95,875	40,076	6,249	49,550
Total Supplies & Materials	1,569,846	1,530,133	1,606,583	1,882,175	2,063,656	1,393,942	47,474	622,240
Buildings Acquisition	0	0	25,000	25,000	0	0	0	0
Equipment	54,500	25,000	45,000	0	0	0	0	0
New Equipment over 5K	0	45,000	10,000	22,500	20,000	28,737	0	(8,737)
Replace of Equip over 5K	0	20,000	20,000	22,500	20,000	8,000	0	12,000
Total Capital Outlay	54,500	90,000	100,000	70,000	40,000	36,737	0	3,263
Regular Interest	500	0	0	0	0	0	0	0
UnrecoverableBadDebtWrite-Off	0	0	0	0	0	4,986	0	(4,986)
Dues & Fees	175,180	159,726	148,076	122,303	117,843	110,823	394	6,626
Insurance & Judgments	265,588	306,221	350,000	395,000	463,000	461,189	0	1,811
Fidelity Bond Premiums	0	0	0	0	100	100	0	0
Judgments & Settlements	0	2,500	3,000	2,500	0	34,000	0	(34,000)
Taxes & Licenses	200	700	700	800	1,000	1,637	0	(637)
Grant Matching	0	0	0	0	192,000	0	0	192,000
Total Other Objects	441,468	469,147	501,776	520,603	773,943	612,735	394	160,814

2023-24 General Fund Expenditure Report

Description	19/20 Budget	20/21 Budget	21/22 Budget	22/23 Budget	23/24 Budget	05-29-24 YTD	05-29-24 Encumb	05-29-24 Balance
Transfer - Vocational House Func	0	70,000	250,000	450,000	200,000	0	0	200,000
Transfer - Technology	0	80,000	100,000	100,000	100,000	100,000	0	0
Transfer - Classroom Furniture	0	10,000	35,000	35,000	60,000	60,000	0	0
Transfer - Textbook Adoption	400,000	200,000	350,000	550,000	350,000	350,000	0	0
Transfer - Capital Improvement		200,000	300,000	50,000	200,000	200,000	0	0
Transfer - Track and Turf Fund	10,000	0	0	0	0	0	0	0
Transfer - Athletic Fund	450,000	475,000	475,000	475,000	475,000	550,000	0	(75,000)
Transfer - Bus Replacement	150,000	225,000	225,000	225,000	225,000	225,000	0	0
Transfer - Unemploy Ins	25,000	250,000	0	0	0	0	0	0
PERS Reserve	0	450,000	300,000	154,000	154,000	154,000	0	0
Transfer - Food Service	100,000	120,000	224,446	225,000	200,000	200,000	0	0
Transfer - Music/Band Replaceme	0	20,000	20,000	20,000	20,000	10,000	0	10,000
Transfer - Debt Service	50,000	0	0	0	200,000	200,000	0	0
Transfer - Academic Achievemer	0	0	0	0	0	0	0	0
Total Transfers	1,185,000	2,100,000	2,279,446	2,284,000	2,184,000	2,049,000	0	135,000
Reserve/Contingency	1,750,000	2,000,000	3,000,000	3,000,000	5,977,944	0	0	5,977,944
Grand Total	46,727,940	48,256,864	50,298,816	51,785,998	55,913,142	39,638,504	8,273,422	8,001,216
	=====	=====	=====	=====	=====	=====	=====	=====
						35,325,849	11,638,769	

2023-24 General Fund Revenue Report

	19/20 Actual	20-21 Budget	21-22 Budget	22-23 Budget	23-24 Budget	05-29-24 YTD	05-29-24 Balance
SSF Formula							
1111, Taxes	10,509,179	10,938,094	11,873,719	12,150,243	12,721,240	12,229,620	491,620
4801,4899 Federal Forest Fees	157,804	130,000	125,000	120,000	115,000	143,058	(28,058)
3103 Common School	196,120	400,000	444,819	445,000	450,000	273,368	176,632
2101 County School	209,250	200,000	195,000	50,000	25,000	30,502	(5,502)
3104 State Timber	23,587	100,000	100,000	130,000	140,000	97,119	42,881
3101/3199 School Support Fund	30,942,140	31,791,963	31,702,011	32,604,755	35,951,402	35,615,581	335,821
Adjustments to SSF Payments							
Adj for Prior Year payments	-	-	-	-	-	286,855	(286,855)
Adj for HC Disability Grant	-	-	-	-	-	286,855	(286,855)
Total SSF Formula	42,038,081	43,560,057	44,440,549	45,499,998	49,402,642	48,676,103	726,539
1510 Interest on Investments	320,317	250,000	150,000	250,000	500,000	697,484	(197,484)
4200 Third Party billing	-	-	-	-	-	139,013	(139,013)
2210 TMR	212,376	210,000	210,000	210,000	210,000	290,588	(80,588)
4300 JROTC reimbursement	77,982	65,000	65,000	65,000	65,000	66,089	(1,089)
Other							
1741 Outdoor School	-	-	-	-	-	-	-
1910 Rental Fees	1,582	7,500	5,000	-	1,000	1,451	(451)
1980 Fees Charged to Grants	14,915	50,000	108,266	110,000	110,000	-	110,000
1312, 1960, 1990, 5300 Miscellaneous	304,781	250,000	255,000	470,500	152,000	192,954	(40,954)
1760 Club Fundraising	-	-	-	-	-	-	-
1411, 1993 Transportation Fees	4,538	-	-	-	72,500	8,200	64,300
1994 E-Rate reimbursement	-	80,000	-	-	-	-	-
5200 Interfund Transfer - Athletics	850,000	-	-	-	-	-	-
5400 Beginning Fund Balance	2,126,603	3,784,307	5,065,000	5,180,500	5,400,000	6,147,584	(747,584)
Total	45,951,175	48,256,864	50,298,816	51,785,998	55,913,142	56,219,465	(306,323)