SPRINGFIELD PUBLIC SCHOOLS
Every Student, Every Day

Public Comment

The Board welcomes virtual and in-person public comments during its meetings. It has set aside 25 minutes for public comments. Up to eight people will be invited to speak for up to three minutes each.

Four spots are reserved for virtual comments. Four spots are reserved for in-person comments. Any virtual comment spots that are not filled will become available for in-person comments.

Written Public Comment

The written public comment window closes at 2 p.m. on the day of the board meeting. Comments and materials are collected via email at public.comment@springfield.k12.or.us

Commenters are asked to clearly label the subject line as "Written Public Comment" and provide:

- Name (first and last name or last name initial)
- District residency
- Email address and/or phone number (optional) so that staff can follow up, if necessary.
- Agenda item or topic

Oral Public Comment – In-Person, or Virtual

The window to sign up to present oral public comments opens on Thursday at noon prior to the board meeting and closes at 2 p.m. on the day of the board meeting. Requests are collected via email at public.comment@springfield.k12.or.us

People requesting to speak are asked to provide:

- Name (first and last name or last name initial)
- District residency
- Email address and/or phone number, so staff can confirm details for speaking to the board
- Agenda item or topic
- Commenting "in-person" or "virtually"

Four spots are reserved for virtual comments. If more than four requests to comment are received, speakers will be selected as described below. Selected virtual commenters are notified by email on the afternoon of the meeting and provided with a Zoom link and instructions. Please see commenting guidelines below.

Four spots are reserved for in-person comments. Any virtual comment spots that are not filled will become available for in-person comments for a total of eight speakers.

Space permitting, the Board may allow additional in-person comments. Meeting attendees may fill out a speaker card before the meeting begins. Cards are available at the board room door. If more people submit requests to speak than there are spots available, the Board Chair will select the speakers.

Commenting Guidelines

Groups with a common purpose are encouraged to designate a spokesperson. If a group spokesperson will cover your comments, please indicate so when your name is called.

The Board will not hear comments regarding any school personnel. Please refrain from using names and titles of school personnel. Any complaints regarding a particular employee must be processed through the procedure set forth in Board policy KL, which requires complaints be submitted in writing to the Superintendent. This procedure must be followed before there is any Board involvement with such issues. A compliment involving a staff member should be sent to the superintendent, who will then forward it to the employee, their supervisor and the Board.

Speakers are reminded that their public comments will be limited to three minutes.

ESCUELAS PÚBLICAS DE SPRINGFIELD
Cada Estudiante Cuenta, Cada Día

Comentario Público

La Junta Directiva agradece los comentarios públicos virtuales y presenciales durante sus reuniones. Ha reservado 25 minutos para comentarios públicos. Se invitará a un máximo de ocho personas a hablar durante un máximo de tres minutos cada una.

Cuatro espacios están reservados para comentarios virtuales. Cuatro lugares están reservados para comentarios en persona. Los espacios de comentarios virtuales que no estén ocupados estarán disponibles para comentarios en persona.

Comentario público por escrito

La ventana de comentarios públicos por escrito cierra a las 2 p.m. el día de la reunión de la junta. Los comentarios y materiales se recopilan por correo electrónico en public.comment@springfield.k12.or.us

Se pide a los comentaristas que etiqueten claramente la línea de asunto como "Comentario público escrito" y proporcionen:

- Nombre (nombre y apellido o inicial del apellido)
- Residencia distrital
- Dirección de correo electrónico y/o número de teléfono (opcional) para que el personal pueda hacer un seguimiento, si es necesario.
- Punto o tema del orden del día

Comentarios Públicos Orales: En persona o Virtuales

La ventana para inscribirse para presentar comentarios públicos orales se abre el jueves al mediodía antes de la reunión de la junta y se cierra a las 2 p.m. el día de la reunión de la junta. Las solicitudes se recogen por correo electrónico en public.comment@springfield.k12.or.us.

A las personas que soliciten hablar se les pide que proporcionen:

- Nombre (nombre y apellido o inicial del apellido)
- Residencia distrital
- Dirección de correo electrónico y/o número de teléfono, para que el personal pueda confirmar los detalles para hablar con la junta
- Punto o tema del orden del día
- Comentar "en persona" o "virtualmente"

Cuatro espacios están reservados para comentarios virtuales. Si se reciben más de cuatro solicitudes para formular observaciones, se seleccionarán los oradores como se describe a continuación. Los comentaristas virtuales seleccionados son notificados por correo electrónico la tarde de la reunión y se les proporciona un enlace de Zoom e instrucciones. Consulte las pautas de comentarios a continuación.

Cuatro lugares están reservados para comentarios en persona. Los espacios de comentarios virtuales que no estén ocupados estarán disponibles para comentarios en persona para un total de ocho oradores.

Si el espacio lo permite, la Junta Directiva puede permitir comentarios adicionales en persona. Los asistentes a la reunión pueden completar una tarjeta de orador antes de que comience la reunión. Las tarjetas están disponibles en la puerta de la sala de juntas. Si más personas presentan solicitudes para hablar que lugares disponibles, el Presidente de la Junta seleccionará a los oradores.

Pautas para Comentar

Se anima a los grupos con un propósito común a designar un portavoz. Si un portavoz del grupo va a cubrir sus comentarios, indíquelo cuando se le llame por su nombre.

La Junta no escuchará comentarios sobre el personal de la escuela. Por favor, absténgase de usar nombres y títulos del personal de la escuela. Cualquier queja relacionada con un empleado en particular debe procesarse a través del procedimiento establecido en la política KL de la Junta, que requiere que las quejas se presenten por escrito al Superintendente. Este procedimiento debe seguirse antes de que la Junta Directiva se involucre en tales asuntos. Se debe enviar un cumplido que involucre a un miembro del personal al superintendente, quien luego lo enviará al empleado, a su supervisor y a la Junta.

Se recuerda a los oradores que sus comentarios públicos se limitarán a tres minutos.

SPRINGFIELD PUBLIC SCHOOLS
Every Student, Every Day

BOARD OF EDUCATION
November 12, 2024
Administration Building Board Room
640 A Street, Springfield, OR 97477

En español
7:00 pm In Person Board Meeting
Streaming Meeting URL: http://www.vimeo.com/SpringfieldPS

AGENDA	TAB
1. Call Meeting to Order	Board Chair Kelly Mason
A. Pledge of Allegiance	Chair Mason
B. Land Acknowledgement	Chair Mason
2. Approval of the Agenda	Chair Mason
3. Presentations	
A. Student Board Representative Communication	Chair Mason
B. Willamalane Summer Programs	Michael Wargo
4. Comments (Three (3) minutes each; maximum time 25 minutes. Speakers may not yield their time to other speakers.)	
5. Action Items	
A. Approve Consent Agenda	
1. October 14, 2024 Meeting Minutes	
2. Financial Statement, Resolution #24-25.015	Brett Yancey
3. Personnel Report, Resolution #24-25.016	Dustin Reese
4. Approve 2025-26 Budget Calendar, Resolution #24-25.017	Brett Yancey
B. Approve HB 2009 Enterprise Zone (City of Springfield), Resolution #24-25.024	Superintendent Hamilton
C. Approve OSBA Elections:	
1. Amend OSBA Dues Schedule, Resolution #1, Resolution #24-25.018	Superintendent Hamilton
2. Amend OSBA Bylaws Relating to Composition of the Board of Directors, Resolution #2, Resolution #24-25.019	Superintendent Hamilton
3. Amend OSBA 2023 Bylaws, Resolution #3, Resolution #24-25.020	Superintendent Hamilton
D. Adopt Policy C, Resolution #24-25.021	Superintendent Hamilton
E. Adopt Policy D, E, F, Resolution #24-25.022	Superintendent Hamilton
F. Approve Educational Equity Advisory Committee (EEAC) Update & Recommendation to Appoint Members, Resolution #24-25.023	Taylor Madden
6. Discussion	
A. Policy Update, G & J	Superintendent Hamilton
7. Reports and Information	
A. Integrated Guidance Annual Report	David Collins
B. OSBA Fall Convention Highlights	Chair Mason
C. Superintendent Communication	Superintendent Hamilton

Springfield Public Schools is an equal opportunity educator and employer.
Persons having questions about or requests for special needs and accommodation at Board Meetings should contact the Office of the Superintendent; 640 A Street, Springfield, OR 97477; Phone: (541) 726-3201. Contact should be made 72 hours in advance of the event.

D. Board Communication — Chair Mason

- Board Committee Reports

8. **Next Meeting**: December 9, 2024 - Board Business Meeting at 7:00 PM

9. **Adjournment** — Chair Mason

ESCUELAS PÚBLICAS DE SPRINGFIELD
Cada Estudiante Cuenta, Cada Día

CONSEJO DE EDUCACIÓN
12 de Noviembre de 2024
Sala de Juntas del Edificio de Administración
640 A Street, Springfield, OR 97477

En español

7:00 pm Reunión de la Junta En Persona

URL de la reunión: http://www.vimeo.com/SpringfieldPS

AGENDA **TAB**

1. **Apertura de la reunión** — Presidenta de la Junta Directiva Kelly Mason
   - **A.** Juramento a la bandera — Presidenta Mason
   - **B.** Reconocimiento de tierras — Presidenta Mason

2. **Aprobación del Orden del Día** — Presidenta Mason

3. **Presentaciones**
   - **A.** Presentación de los Representantes de la Junta de Estudiantes. — Presidenta Mason
   - **B.** Programas de verano de Willamalane — Michael Wargo

4. **Comentarios del público** (tres (3) minutos cada uno; tiempo máximo 25 minutos. Los oradores no podrán ceder su tiempo a otros oradores).su tiempo a otros oradores).

5. **Acciones**
   - **A.** Aprobar la agenda de consentimiento
     1. Minutos de la Junta Directiva del 14 de Octubre de 2024
     2. Declaración financiera, Resolución nº 24-25.015 — Brett Yancey
     3. Informe de personal, Resolución nº 24-25.016 — Dustin Reese
     4. Aprobación del Calendario Presupuestario 2025-26, Resolución #24-25.017 — Brett Yancey
   - **B.** Aprobar HB 2009 Zona Empresarial (Ciudad de Springfield), Resolución #24-25.024 — Superintendente Hamilton
   - **C.** Aprobar las Elecciones OSBA:
     1. Modificar el calendario de cuotas OSBA, Resolución # 1, Resolución #24-25.018 — Superintendente Hamilton
     2. Enmendar los Estatutos de OSBA relacionados con l a composición de la Junta Directiva, Resolución #2, Resolución #24-25.019 — Superintendente Hamilton
     3. Enmendar los Estatutos de OSBA 2023, Resolución #3,
     4. Resolución #24-25.020 — Superintendente Hamilton
   - **D.** Adoptar Política C, Resolución #24-25.021 — Superintendente Hamilton
   - **E.** Adoptar Política D, E, F, Resolución #24-25.022 — Superintendente Hamilton
   - **F.** Aprobar el Comité Asesor de Equidad Educativa (EEAC) Actualización y Recomendación para Nombrar Miembros, Resolución #24-25.023 — Taylor Madden

Las Escuelas Públicas de Springfield son un ente educador y empleador con igualdad de oportunidades. Las personas que tengan preguntas o necesidades especiales, necesiten acomodaciones o servicios de traducción en las reuniones de la Junta Directiva deben ponerse en contacto con la Oficina del Superintendente; 640 A Street, Springfield, OR 97477; Teléfono: (541) 726-3201. La solicitud debe hacerse con 72 horas de anticipación al evento.

ESCUELAS PÚBLICAS DE SPRINGFIELD
Cada Estudiante Cuenta, Cada Día

6. **Discusión**
   - **A.** Actualizaciones de políticas, Secciones G y J — Superintendente Hamilton

7. **Reportes e información**
   - **A.** Informe Anual de Orientación Integrada — David Collins
   - **B.** Aspectos destacados de la Convención de Otoño de la OSBA — Presidenta Mason
   - **C.** Comunicación del Superintendente — Superintendente Hamilton
   - **D.** Comunicación de la Junta Directiva — Presidenta Mason
     - Informes del Comité de la Junta

8. **Próximas reuniones**:
   - 9 de Diciembre de 2024 – Sesión de trabajo a las 7:00 p.m

9. **Aplazamiento** — Presidenta Mason

Las Escuelas Públicas de Springfield son un ente educador y empleador con igualdad de oportunidades. Las personas que tengan preguntas o necesidades especiales, necesiten acomodaciones o servicios de traducción en las reuniones de la Junta Directiva deben ponerse en contacto con la Oficina del Superintendente; 640 A Street, Springfield, OR 97477; Teléfono: (541) 726-3201. La solicitud debe hacerse con 72 horas de anticipación al evento.

A3
November Student Board Report

Board Goals: Promote growth, Provide personalized learning, Support Families

Promote Growth
This month at A3, we promoted growth by engaging in Student Led Conferences (SLC). Every student receives training regarding the SLC expectations. Advisory teachers share a template and help students develop their presentation. Students practice with each other and their teacher and receive feedback on how to improve their conference. Each student is required to present in front of their teacher and their parent/s or guardian/s. Each teacher then sets aside a personalized meeting with each student to help give them feedback to help enhance their conference in the future. This fits with our building's CEL goal to help all students strive for excellence and achieve higher results.

Support Families
A3 received a generous donation from a community member who provided new coats and accessories for 10 of our students. Advisories also held a food drive to help supply food for the Crow's Nest-A3's community resource center. In addition, A3 held our Family Art Night and offered a variety of free, family friendly art classes.

Provide Personalized Learning
A3 provided personalized learning during our school wide testing day. Our 9th graders took the Workkeys-a career oriented test that is given by over 400 employers locally as an entry exam for jobs. Our 10th graders practiced the pre Act to prepare them for the 11th grade ACT exam. Our 12th graders had a special seminar at the district office to plan their next steps beyond high school and review some steps they need to complete in the next 8 months.

One positive thing that happened in the classroom was:
The Marine Science class took a field trip to the Hatfield Marine Science center and students and staff enjoyed some hands-on learning experiences.

Some other activities included:
- Fall Dance
- Panels for Confluence are gearing up
- Staff training on Restorative Justice Practices
- Spirit Week

Coming up:
November 20-21 Play: Alice in Wonderland
November 25 :200 Springfield Families Turkey Dinners Distribution
December 10/11: Confluence
December 12: Artabration
December 13: end of term/grading day

November Board Report
Gateways High School

October was a fun month at Gateways High School with a fall spirit. The month included lots of fun for students and staff. Such as an advisory contest. The pumpkin decorating contest included designs of characters from movies, Dia de Los Muertas-style skeletons, and other creative pumpkins. The winning pumpkin resembled the evil purple minions from Despicable Me. Along with the pumpkin decorating contest, students voted on spirit week themes and had spirit week from Monday the 28th to November 1st. The five themes were Pajama Day, Twin Day, Pink Out Day, Costume Day for Halloween, and Crazy Hair and Socks Day. In addition to Spirit Week, students could buy a Boo-gram for $2. The boo-gram could be sent anonymously if wanted and would be delivered to friends or staff with a note and lollipop.

In October, Thurston and Springfield had many sporting events and Homecoming, which some Gateways students chose to attend. The opportunity to attend these events also made the month more exciting, as students anticipated bigger events.

Aside from the play aspect of the month, students were hard at work academically. Many seniors have begun meeting with the school's college and career counselor as they prepare for their next step after graduation. 11th graders also took the ACT this last month, while 10th graders took a pre-ACT. In October, we also had our first late work deadline. The deadline pushed kids to catch up if behind and acted as a good benchmark to spread out the first quarter's workload, which quickly ended. Night school has also continued and is working as a good means to get students extra credits and stay on track for graduation.

In the Cosmetology program in October, exciting things were happening. The older class was eager to host Senator Ron Wyden, give him a building tour, and have positive discussions with him and his team. In addition to him, the class continues to host other guest speakers who are preparing the students with helpful advice and resources for success. Students are also heavily

involved in work, checking off their criteria for graduation left and right. They are hard at work on real clients and receive many more as the word spreads.

Exciting things are to come from the Brattain campus this year, seeing as the year is off to a great start. Thank you, board, for your time here tonight.

November School Report
Springfield High School

Good evening board members, and thank you for letting me speak on behalf of Springfield High School. Our “Celestial Serenade” homecoming dance on October 12th was a huge hit, with many students claiming it was the best dance that our school has ever had. Students in Leadership 101 have been working hard for the past weeks to help create decorations for our next spirit week and dance in January. Students have been coming in during lunch and after school with their friends to paint and work on their projects. The main purpose of the dance is to help uplift school spirit as we come back from winter break, and transition into finals season.

Theatre had its 37th annual Hanging By Our Fingernails, featuring a school band, The Heat Strokes. This was performed October 24th-26th and was a huge hit, with audience numbers returning to pre-COVID levels. They are now focused on fundraising for their Disney Trip this coming March.

Trunk or Treat was hosted by Booster’s Club in our SHS parking lot on October 26th, with approximately 15 groups showing up to hand out candy. Some groups were able to give away over 20 lbs of candy to the families who attended.

Our resource center received a generous donation of clothes from the Active 20/30 Club on October 31st, with approximately 12 bags of clothing for students on campus. SHS’s interact club has volunteered to help our student resource team by sorting the clothing by category and size.

Springfield High School Hall of Fame held their annual dinner on November 2nd to recognize and congratulate individuals whose achievements have brought recognition and honor to our school. With our 2002 softball team, and Ambassador for kids, Dr. Nancy Golden being a few of the honored people. The inductees will be given photo plaques displayed in our Miller Pavilion to forever honor their accomplishments.

As this sports season has come to an end, I would like to recognize our amazing athletes, especially our Boys’ Soccer Team who won 1st place in the 5A-Midwestern league and our Girls’ Cross Country Team who took 2nd place in the Midwestern League. They competed at the State Championship Competition this weekend at LCC.

Our leadership team has begun the work of our “talking locker” program. This is a singular locker dedicated to collecting student input. If students want to communicate a thought, complaint, or suggestion for things or events on campus, they are able to anonymously place their thoughts on paper in the locker. With this information, we as leaders are able to better relay the thoughts and feelings of the student body to our school administrators. In addition to the talking locker, Freshmen petitioned to be 9th-grade representatives; they hung up their posters and gave their peers persuasive points on why they would make good representatives. Voting for 9th-grade representatives took place on November 4th and 5th.

After noticing the lack of resources given by the Lane County Food Pantry, many groups on our campus, such as Leadership, Interact Club, and Sources of Strength, came together to host a food drive to help fill the pantry packs for students and their families at our school. This food drive was held from November 1st to November 7th, with requests for canned goods, boxed or bagged rice, and instant mashed potatoes. To help encourage donations, SHS's leadership is running a competition between 4th-period classes. The class with the most donations at the end of the food drive will earn their whole class a class party with their choice of pizza or donuts. Even though the food drive has passed, any additional donations would be greatly appreciated.

On November 7th, Latine Student Union, a wonderful club on our campus, hosted their Latine Family Night to celebrate Spanish speaking families and their community. There was a daycare for students under 12, Mariachi de Sol performed, and there was authentic food for the event.

We completed our 2nd school-wide ACT testing and College and Career Readiness Day on October 15th. And we are pleased to report that we increased our participation rate across the board, particularly at the 11th grade.

SHARP TIME Rollout in the fourth week school. SHARP TIME is our school's academic access time where students have 20 minutes to connect with teachers regarding missing assignments, incomplete work, content specific help or quiz/test make-ups. So far, 455 students who have "checked in" via QR code. We suspect this number is higher and we continue to collect data and share it with staff to improve the use of this time.

Last year, SHS seniors earned over 4 million merit scholarships. We recently learned that an additional 14 students from the Class of 2024 earned a total of $61,000 in scholarships through the OSAC (Office of Student Access and Completion). Our College and Career continues to thrive while connecting students to post secondary success.

Last year, the library checked out 2,537 books and it was its best year in over 10 years! This year the library is on track to match/better that goal with over 700 books checked out already.

Our newly formed Student Voice group had the opportunity to present to staff at a PD day around collaboration. This is the first of many opportunities where this group will be able to take leadership roles and share insights from the student perspective.

Thank you so much for the opportunity to share what's happening at SHS with you.

THURSTON HIGH SCHOOL
November Report 2024

Eliana presents

Dear Board,

Thank you for welcoming our student representative to share our experience with you. My name is Eliana, all student body president, and I am representing Thurston High School.

We are Colts: Caring, Brave, Prepared
We've done a lot in the first quarter to live out our commitment to being caring, brave, and prepared.

Prepared - ready for what comes next
Students and staff went on lockdown on October 25th due to what was later determined to be a false threat. Students and staff did well during this event - putting our ALICE training into practice - while police searched the area and assured student safety. Thank you Springfield Police for your support.

Over 2/3rds of students participated in our college and career readiness day. One group of seniors earned their admissions letters from Western Oregon when they shared their transcripts during their campus tour.

Scholarship Night in October was a success with over 85 attendees, so students and their families could get information on how to access scholarships to help support post high school plans.

AVID family night was hosted for all students enrolled in the AVID elective. AVID Seniors talked about their experience with AVID and their future plans and goals.

Our average daily attendance for 2024-25 is solid, breaking 90% in September and registering just below at 89% average daily attendance in October. Our goal is for students to miss no more than 5 days each semester.

First quarter grades posted on Friday, with over 40% of students earning a college ready GPA of 3.0 or above!

Caring - looking out for our community
We had our Homecoming Assembly where again the students competed for the colt cup with school spirit and participating in fun games.

The Homecoming Dance was a blast. The theme was Rio Carnival and it was well attended and was fun for the students. At the football game, Thurston Dance Team performed followed by the Thurston marching band.

On Halloween there was a Halloween Carnival put on by THS leadership and clubs. Students were able to join in on the fun halloween spirit with yummy snacks and fun games to play during lunch.

Brave - showing up, making our voices heard
Students From the Dance Team, Tennis, and Jazz Band helped out at springfield education foundations Night of 11,000 stars

We are wrapping up our fall sports season:

- Women's Soccer is in the playoffs with #8 seed and we hosted our first home playoff contest on the new turf field against Rex Putnam
- Football has been playing strong with only two losses this season. They played in the first round playoff against Mountain View and finished 3rd in the league.
- Cross Country's Carson Buergey, who broke the THS record earlier this season, qualified for state
- Volleyball was just edged out of the playoffs, finishing 5th in league. Most players will be back next season for a Round 2 in 2025-26.
- Boys Soccer finished 5th in the league.
- Cheer and Stunt Showcase was on November 7th and our future colts prepared to perform with the team at the showcase.

We welcome our community to campus:

- Opening night for the fall play, "One Stoplight Town" by Tracy Wells was November 7th. The show has its final run this weekend, November 14-16.

WLA STUDENT REPORT - NOVEMBER 2024

Finney Cayden

Willamette Leadership Academy has many ways throughout the year to promote learning. Since we are coming up upon the end of the quarter we will be doing activities to promote learning and recognize the cadets doing well. On November 4th, Monday morning the cadets with passing classes had the opportunity to go to what we call a Hootenanny. For a few hours the cadets passing all classes get to watch movies and eat snacks and have rootbeer floats. The cadets not passing will do work in a classroom with teachers to help them pass their classes.

Another exciting thing happening soon is an award ceremony on November 20th. The award ceremony is conducted at certain times of the day for both middle and high school. Cadets can be given ribbons and certificates for things like committing themselves to their academics, earning honor roll certificates for having a high GPA or Educational commitment ribbons to Community service ribbons for conducting a certain amount of community service. During this time the Cadets that pass all requirements that can earn a higher rank or position which shows both commitment to academics and the school.

Parent teacher conferences are also coming up. On both November 27th and the 28th parents have the option of video call conferences or in person. Parents are encouraged to attend and hear about their cadets and ways to assist them at home or just to hear their student is doing well.

SPRINGFIELD PUBLIC SCHOOLS **SCHOOL BOARD MEETING**
SPRINGFIELD, OR 97477 MONDAY, OCTOBER 14, 2024

BUSINESS MEETING MINUTES

A Business Meeting of the Springfield School District No.19 Board of Education was held on October 14, 2024.

1. CALL MEETING TO ORDER, FLAG SALUTE AND LAND ACKNOWLEDGEMENT

Board Chair Kelly Mason called the Springfield Board of Education meeting to order at 7:00p.m. and led the Pledge of Allegiance. Following the Pledge of Allegiance, Director Light read the following Land Acknowledgement:

We acknowledge that we are in the traditional homeland of the Kalapuya people, specifically the community that was known as Chifin, the area that we now call Springfield.

Kalapuya people, who have lived in this region since "Time Immemorial", were illegally dispossessed of their land and forcibly removed to what are now the Grand Ronde and Siletz reservations over several years, but most notably in treaties between 1851 and 1855.

The Kalapuya are now members of the Confederated Tribes of the Grand Ronde and the Confederated Tribes of Siletz Indians, and members of the Kalapuya still live, work, study, and thrive in this area, and continue to make important contributions here in Springfield, across the land we now refer to as Oregon, and around the globe.

This information is shared out of a responsibility to honor the heritage and the humanity of all people and to promote unity within our school district.

Attendance

Board Members attending the meeting included Board Chair Kelly Mason, Board Vice Chair Nicole De Graff, Director Ken Kohl, Director Light and Director Heather Quaas-Annsa.

District staff and community members identified included Superintendent Todd Hamilton, David Collins, Dustin Reese, Brett Yancey, Martie Steigleder, Brian Richardson, Jeff Michna, Mindy LeRoux, Dennis Minium, Jody Barnhart, Troy Barnhart, Emily Timosheusky, Lacey Macdonald, Carla Smith, Kristen Noor, Antonio Huerta, Patricia Gutierrez, Mariko Plescia, June Fothergill, Judy Price, Zac Stratton, Brian Watson, Johanis Tadeo, Alex Aguilar, Heide Kost, Kimberlee Pelster, Jose da Silva, Jonathan Gault, Marion Malcolm, Melissa Cruz, Caresse Fernonda, Sahara Fisher, Midori Rakestraw, Gunny Osteen, Joan Bolls, Lesa Haley, Elaine Van Gordon, Robin Erickson, Clarixa Milly Paz Gaspar, Reyna Gaspar, Kuit Rojas, Said Ali Cardenas-Luna, Alexis De Luna, Melissa Kruse, Tasi Clancy, Sara Thornton, Katie Dawson, Josh Donaldson, Fredrick Kruse, Joel Martin, Allie Camp, Eliana Sanchez, and Cameron Stratton

Board Comments: National Indigenous People's Day
October 14, 2024

On behalf of Springfield Public School District and the Board, Chair Mason read a prepared statement in honor of all Indigenous people.

We would like to formally recognize that today, October 14, is Indigenous People's Day, a state and federally-recognized holiday that honors Native American people and celebrates their histories and cultures. This day serves as a reminder of the rich history and cultural traditions of the indigenous people, the first people, of the land that we now call the United States of America and the State of Oregon.

2. APPROVAL OF THE AGENDA

Chair Mason asked for a motion to approve the October 14, 2024 agenda as presented.

MOTION: Director Light moved, seconded by Director Kohl, to approve the October 14, 2024 agenda as presented.

Chair Mason called for a roll call vote. Chair Mason asked each Board member to indicate if they supported the motion in favor of approving the October 14, 2024 agenda as presented: Director Quaas-Annsa – Yes, Director Kohl – Yes, Director De Graff– Yes, Chair Mason – Yes and Director Light – Yes.

Motion passed, 5:0.

3. PRESENTATIONS

A. Introduction of the Student Board Representatives

A3

Cameron Stratton shared:

- A3 hosted the downtown Springfield Art Walk this month by offering five free art classes.
- September 20th Peace Rally - Students held a peace rally to celebrate International Peace Day. The rally was part of an all-school unit focused on learning about the 1960's.
- A3 teacher and peace advocate Scott Crowell won the Nobel Peace Laureate Project award on September 21st at the Nobel Peace Park-Celebration event.
- September 24th - In collaboration with the Springfield Public Library, A3 celebrated Banned Book Week by having a read-out. Students took turns reading pages from the book "The Perks of Being a Wallflower".
- The annual Headwaters all-school activity was held at the Wildish Theatre.
- October 15th - Testing Day
- October 23rd - Fall Dance, 6pm - 9pm.
- October 23rd and 24th - Student Led Conferences
- October 28th - November 1st - Spirit Week Dress Up

Gateways High School

Alexis DeLuna shared:

- September kicked off with team-building activities and an acknowledgment of Hispanic Heritage month.
- Night school classes will begin soon.
- Cosmetology advanced-level senior students have been busy with many clients. Willamalane seniors received free services, which will become a quarterly tradition.

Springfield High School
ASB President, Sahara Fisher shared:
ASB Vice-President, Midori Rakestraw

- Freshman Orientation Day included College and Career classes and activities.
- September 14th - Cross Country hosted their 2nd annual Springfield Legacy Run/Walk in memory of Shana Thomas Barr. The event raised $1,473 in support of future track and field athletes in need of supplies.
- Early action deadline for colleges and universities is fast approaching. Seniors have been busy visiting the College and Careers Center to receive help with their applications.
- The Sources of Strength team encouraged students to lean into their resources and support groups, especially when in need.
- October 10th - Best of SHS Pep Rally. Friends and family enjoyed the SHS Miller community.
- October 11th - The Homecoming Football game with the student section theme being “Pink-Out”.
- October 12th - The Homecoming Dance, themed “Celestial Serenade”.
- October 19th - The SHS Mariachi, Jazz Band and Cheer will perform at the Night of 11,000 Stars.
- The Theatre program is preparing for the showing of the play, “Hanging By Our Fingernails”, to be shown October 24th - 26th.
- October 26th - The Booster Club will host a Trunk or Treat in the student parking lot of SHS.

Thurston High School
ASB President, Eliana Sanchez shared:
ASB Vice President, Kennya Liberatore

- New Colts were welcomed to campus on Freshman Day, on the first day of school.
- Senior Beyond High School Planning Night was attended by over 80 students and families.
- October 9th - Scholarship and Financial Aid Night.
- October 15th - College and Career Readiness Day.
- October 16th - Band Concert and October 30th - Choir Concert
- Classes competed for the Colt Cup at the first all-school assembly of the year. The freshman class won the cup.
- The Hello Bash Dance, themed “On Island Time” was held in the main courtyard for students to say goodbye to summer.
- The student-run resource center Thirst and Thrift, is open and providing food, hygienic products, and school supplies.
- The Music and Art Peace Academy (MAPAS) group held their first meeting for latin(e) and indigenous students to learn about their heritage and culture.
- October 25th - Homecoming football game, themed “USA”.
- Cross Country and THS Carson B. broke the 44 year-old school record at the Harrier Classic. The boys team placed 9th as a team out of 44 teams represented.
- Rehearsals are being held for the fall plays, “One Stoplight Town”. Showings will be November 7th and 8th, and November 14th - 16th.

Willamette Leadership Academy WLA — was not in attendance for presentations.
Cayden Finney

4. PUBLIC COMMENT

Chair Mason shared: This is the portion of our agenda for public comment. The Board provides three ways for community members to share public comment: written public comment, in person oral public comment and virtual public comment. Written public comment is received via email. Public comment received via email for this evening has been reviewed by the Board and has also been posted on the District's website. The deadline for submitting a request for oral public comment was today 2:00pm. Those who requested an opportunity to speak this evening were notified by the board secretary about their request.

Time permitting, the board may also hear public comment from individuals who signed up in person at the Administration Office before the meeting.

We encourage groups with a common purpose to designate a spokesperson. If your comments will be covered by a group spokesperson, please indicate so when your name is called. I want to remind those members of the public who have indicated a desire to make comments that our policy provides for a limitation of three (3) minutes per person.

The Board will not hear comments regarding any school personnel. We ask those speaking to refrain from using names and titles of school personnel. Any complaints regarding a particular employee must be processed through the procedure set forth in Board policy KL, which requires that complaints be submitted in writing to the Superintendent. This procedure must be followed before there is any Board involvement with such issues. A compliment involving a staff member should be sent to the superintendent, who will forward it to the employee, their supervisor and the Board.

Speakers are reminded that their public comments will be limited to three (3) minutes.

Guy Lee student parent Melissa Kruse, expresses concern about recent staffing changes and the impact on the dual immersion program. The Board was encouraged to advocate for additional FTEs.

Director of Union de ACTA VISTAs Kuitlahuak Lopez Rojas, discussed the importance of cultural identity and the need for proper community input in land acknowledgements. He highlighted the impact of colonization on indigenous communities and the need for meaningful recognition and support.

Lane County Director of the Regional Health Equity coalition Antonio Huerta, emphasized the need for inclusivity in the education system, particularly for Spanish-speaking families. He expressed concerns about the lack of consistency in services provided to Spanish-speaking families across different settings, particularly in schools. Huerta highlighted the low participation of families at a recent Guy Lee event and urged the Board to prioritize the dual immersion program in future budgets.

Clarixa Milly Paz Gaspar emphasized the importance of transparency and community input in land acknowledgments and the dual immersion program. She urged the Board to prioritize the dual immersion program in future budgets and ensure it reaches a broader student base.

June Fothergill advocated for a Native American culture and history curriculum.

5. ACTION ITEMS

A. Approve Consent Agenda

1. September 9, 2024 Board Meeting Minutes
2. September 23, 2024 Work Session Minutes
3. Financial Statement, Resolution #24-25.006 — Brett Yancey
4. 2023-24 Financial Statement, Resolution #24-25.007 — Brett Yancey
5. Personnel Report, Resolution #24-25.008 — Dustin Reese
6. Lane ESD Transit Dollar Request 2025-2026, Resolution #24-25.009 — Superintendent Hamilton

Chair Mason asked for a motion to approve the Consent Agenda for October 14, 2024 as presented.

MOTION: Director Kohl moved, Director De Graff seconded the motion to approve the Consent Agenda.

Chair Mason called for a roll call vote. Chair Mason asked each Board member to indicate if they supported the motion in favor of approving the Consent Agenda: Director Quaas-Annsa – Yes, Director Light – Yes, Director Kohl – Yes, Director Mason – Yes and Director De Graff – Yes.

Motion passed, 5:0.

B. Approve Out of State Travel, Thurston High School, Boys Baseball, Resolution #24-25.010 — David Collins

It is recommended the Board approve Thurston High School Baseball Team's request to travel to Phoenix, Arizona to participate in the Coach Bob National Invitational tournament. Dates of travel will be March 22-29, 2025. The baseball team raised funds so there is no cost to the district for the trip.

MOTION: Director De Graff moved, Director Quaas-Annsa seconded the motion to approve Thurston High School Baseball Team's request to travel to Phoenix, Arizona to participate in the Coach Bob National Invitational tournament. Dates of travel will be March 22-29, 2025.

Chair Mason asked if there was any discussion.
There was no further discussion on the topic.

Chair Mason called for a roll call vote. Chair Mason asked each Board member to indicate if they approve Thurston High School Baseball Team's request to travel to Phoenix, Arizona to participate in the Coach Bob National Invitational tournament. Dates of travel will be March 22-29, 2025: Director Quaas-Annsa – Yes, Director Light – Yes, Director Kohl – Yes, Chair Mason – Yes and Director De Graff – Yes.

Motion passed, 5:0.

C. **Approve Out of State Travel, Thurston High School, Cheer & Stunt, Resolution #24-25.011** David Collins

It is recommended the Board approve Thurston High School Cheer & Stunt Team's request to travel to Las Vegas, Nevada to participate in the Jamz School Cheer Nationals. Dates of travel will be January 23-26, 2025.

MOTION: Director De Graff moved, Director Kohl seconded the motion to approve the Thurston High School Cheer & Stunt Team's request to travel to Las Vegas, Nevada to participate in the Jamz School Cheer Nationals. Dates of travel will be January 23-26, 2025.

Chair Mason asked if there was any discussion.
There was no further discussion on the topic.

Chair Mason called for a roll call vote. Chair Mason asked each Board member to indicate if they approve Thurston High School Cheer & Stunt Team's request to travel to Las Vegas, Nevada to participate in the Jamz School Cheer Nationals. Dates of travel will be January 23-26, 2025: Director Quaas-Annsa – Yes, Director Light – Yes, Director Kohl – Yes, Chair Mason – Yes and Director De Graff – Yes.

Motion passed, 5:0.

D. **Approve Out of State Travel, Springfield High School, Girls Basketball, Resolution #24-25.014** David Collins

It is recommended the Board approve Springfield High School Girls' Basketball Team's request to travel to Phoenix, Arizona to participate in the Nike Tournament of Champions. Dates of travel will be December 17-22, 2024. The basketball team raised funds so there is no cost to the district for the trip.

MOTION: Director Kohl moved, Director De Graff seconded the motion to approve Springfield High School Girls' Basketball Team's request to travel to Phoenix, Arizona to participate in the Nike Tournament of Champions. Dates of travel will be December 17-22, 2024.

Chair Mason asked if there was any discussion.

Chair Mason asked how the team would make up the four days of missed school.

Thurston School Principal Jose da Silva answered that the teachers and students work together to ensure every aspect of their academics are in good standing.

Chair Mason called for a roll call vote. Chair Mason asked each Board member to indicate if they approve Springfield High School Girls' Basketball Team's request to travel to Phoenix, Arizona to participate in the Nike Tournament of Champions. Dates of travel will be December 17-22, 2024: Director Quaas-Annsa – Yes, Director Light – Yes, Director Kohl – Yes, Chair Mason – Yes and Director De Graff – Yes.

Motion passed, 5:0.

E. Adopt Policy C, Resolution #24-25.012 Superintendent Hamilton

It is recommended that the Board of Directors adopt the revised Section C (Administration) policies as presented.

Superintendent Hamilton updated the Board regarding their collected comments, questions, recommendations, and ideas that were passed on to and being considered by the Oregon School Board Association (OSBA), however the full feedback from OSBA had not yet been received back.

The Board discussed adopting the revised Section C (Administration) policies as presented and concluded that no decisions would be made that evening until they had received the entirety of OSBA's feedback, which would then allow them to discuss the matter in greater depth.

Motion was postponed and held over for further discussion.

F. Approve Superintendent Evaluation Standards and Timeline, Resolution #24-25.013 Chair Mason

It is recommended that the Board of Directors adopt the Superintendent Performance Standards and Evaluation Calendar, as presented.

MOTION: Director Light moved, Director Kohl seconded the motion to approve the Superintendent Performance Standards and Evaluation Calendar, as presented.

Chair Mason asked if there was any discussion.
The Board emphasized that part of their process is to ensure that they are moving toward a more "on-track" timeline for the 2025-2026 academic year.

Chair Mason called for a roll call vote. Chair Mason asked each Board member to indicate if they approve the Superintendent Performance Standards and Evaluation Calendar, as presented: Director Quaas-Annsa – Yes, Director Light – Yes, Director Kohl – Yes, Chair Mason – Yes and Director De Graff – Yes.

Motion passed, 5:0.

6. Discussion

A. Policy Updates, Sections D, E & F Superintendent Hamilton

Superintendent Hamilton informed the Board that the intention of clustering these policy reviews and/or updates was to remain on the targeted schedule of working through their policy workbook. The policy updates, Section D, E & F have been reviewed by staff and are now put forward to the Board, which has one month to submit questions, comments or concerns to OSBA and to receive feedback from, prior to posting the updates online.

The Board discussed their policy review timeline and acknowledged that some policies would not require any changes to be made, but only reviewed. The Board agreed to take a brief recess before moving on to the next agenda item.

>>>>>>>>>>>>>>>>>>>>> Board Recessed, 8:10pm - 8:17pm <<<<<<<<<<<<<<<<<<<<<

B. HB 2009 Enterprise Zone (City of Springfield) Allie Camp

Springfield's Economic Development Manager Allie Camp explained that the tax exemption applies to new investments, with standard exemptions lasting three years and extended exemptions lasting five years. The City of Springfield's exemption is a little over eight acres, totals over $1.6 million and is one of the largest. The school district will collect a fee in years four and five of the extended exemption and will be reported as local revenue. The State's total revenue totals $2.6 billion. The cost of collecting the funds and how to handle unpaid assessments will need to be determined by the district. The Enterprise Zone program is meant to incentivize retention, expansion, and attract companies to Springfield. The goal is to promote bigger investments with long-term taxable value on employment sites.

The Board asked clarifying questions and discussed such topics as:

- From whom the property taxes would be collected, whether it be from the property owners or the businesses located upon the properties.
- Alignment with neighboring school districts on the fee rate for the Enterprise Zone program.
- To provide a proposal to the school board on the Enterprise Zone program and fee collection next month.
- Determine administrative costs and process for the school district to collect the Enterprise Zone fee from businesses.
- Tax abatements in relation to authorized event investments.
- Investigation of normal property tax rates for community businesses to understand the impact of the Enterprise Zone exemptions.
- The variability of property taxes and the impact of new investments on tax rates.
- The collection timeline with the option of a future rate change, applying to only new applications after a rate change.

7. Reports and Information

A. 2023-2024 Division 22 Assurances Report David Collins

Dave Collins provided an overview of the Division 22 report, highlighting the importance of compliance with dyslexia training, instructional materials adoption, and updating state compliance reports. The district is working closely with the State of Oregon, specifically Susan Payne from ODE, on the adoption of instructional materials. ODE has approved a corrective action plan, in which the Board will discuss the timeline, as well as the adoption process during the January board meeting. All adopted materials should be in place by fall of 2025.

The Board asked clarifying questions and discussed such topics as:

- The need for a comprehensive report on adoption cycles for each curricular area, including when the next adoption is scheduled. D. Collins confirmed there is a document identifying adoption years and postponement periods.
- The length of a typical adoption cycle generally being that of seven years unless changed by ODE.
- The importance of student attendance, noting that missing two days a month can impact 234 days over 13 years.
- The importance of ensuring adequate instructional time for a well-rounded curriculum.
- The Family Resource Liaisons was praised for ensuring student attendance.

B. Superintendent Communication Superintendent Hamilton

Superintendent Hamilton shared:

- Updates on the Black Student Union and Latina Student Union summits were highlighted, with acknowledgment of the leadership of Xavier Taylor and Spencer in helping to organize the summits and arrange for powerful models to speak.
- The communications team received praise for promoting positive district activities.
- The first Native American student summit, held at Hamlin Middle School, featured a nationally recognized, award-winning performing artist Supaman, an Apsaalooke rapper, fancy war dancer and activist.
- Highlights from an outdoor high school science team event at Dorris Ranch, focusing on biology field studies and bat conservation. Around 600 students participated.
- Positive feedback has been received from all over the state of Oregon regarding the district's use of goats. Other school districts have expressed interest in replicating the program within their own districts.
- A reminder to the Board about the upcoming Oregon School Board Association (OSBA) regional roundtable and the Springfield Education Foundation (SEF) gala.

C. Board Communication and Comments Chair Mason

Chair Mason shared that she was thankful for the full house that evening and looked forward to the upcoming OSBA conference along with her fellow board members, as well as the next board meeting on October 28th.

Director Kohl did not have anything to share.

Vice Chair De Graff shared that she was able to see the artist Supaman perform and felt that his main focus was on resilience and love. She praised the SHIFT program and the welcoming environment provided by Dawn.

Director Light shared positive experiences from attending both Thurston High and Springfield High football games. He was looking forward to visiting four different schools during the current National School Lunch Week.

Director Quaas-Annsa did not have anything to share.

8. NEXT MEETINGS

October 28, 2024, Board Work Session at 5:30pm
November 12, 2024, Board business Meeting at 7:00pm

Chair Mason thanked everyone for attending.

9. ADJOURNMENT

With no other business, Chair Mason adjourned the meeting at 9:05 p.m.

(Minutes recorded by Trenay Ryan, LCOG)

RESOLUTION #24-25.015 **November 12, 2024**

SPRINGFIELD PUBLIC SCHOOLS
2024-2025 Revenue/Expenditure Forecast
As of October 31, 2024
****Please see attached report****

REVENUES: *Due to the early nature of the school year, projections are preliminary and will likely change significantly over the course of the year.*

- Both current year and prior year tax collections are projected for 100% collection. To date there has been no current year tax revenue received and $85,800 in prior year tax revenue received, however the current year first tax payment is anticipated to be collected in November. This report is based on the information received through the Lane County Tax and Assessment office.
- The district's most significant portion of revenue is the district's scheduled Basic School Support payments through the Oregon Department of Education. The district projects to receive approximately $88.97 million for the current year based on 2024-2025 projected enrollment and the allocation designated by the Oregon Department of Education. As the district continues to realize a decline in enrollment, these numbers may be adjusted over the course of the year.
- The district is anticipating receiving approximately $190,000 in County School Funds. To date the district has not received anticipated funds.
- The district is anticipating receiving approximately $1.24 million in Common School Funds. To date the district has received $732,750 of anticipated funds.

EXPENDITURES: *Due to the early nature of the school year, projections are preliminary and will likely change significantly over the course of the year.*

- Projected salary expenditures are based upon staff allocations adopted during the budgeting process and is estimated using actual and projected data (per previous year-end estimates). The (conservative) current projection of 97% expenditures for salary related items.
- Benefit amounts are based upon projected staffing expenditures and are directly tied to the salary assumptions and are currently anticipated to be 95% expended. This projection will change as the year advances and stipend positions begin to be filled during the winter and spring seasons.
- The purchased services, supplies and capital outlay expenditure projections are based upon budgeted expenditures and anticipated to be expended similar to past trends, however are shown at 100% expended at this early point in the year.
- Other objects include the cost for property and liability insurance and is based upon premiums negotiated after the 2024-2025 adopted budget.

- Fund transfers allocated during the 2024-2025 budget process include $2.2 million (Co-Curricular Fund), $800,000 (Instructional Materials Fund), $800,000 (Technology Fund) and $890,842 (Debt Service Fund).

Additional Notes: For the 2024-2025 budget year the current estimate of ending fund balance is $13,778,563. Included in this number is the preliminary un-audited ending fund balance from the 2023-2024 fiscal year ($20,260,981). As with previous years, this is an early estimate and accounts for the assumptions made in the current year operating budget, as well as the use of reserves as a strategy for adjusting to the unanticipated loss of enrollment.

Submitted by:

Brett M. Yancey
Chief Operations Officer

SPRINGFIELD SCHOOL DISTRICT 19
2024-2025 REVENUE/EXPENDITURE FORECAST
as of
10/31/24

	BUDGET	ACTUAL through 10/31/24	ESTIMATED from 10/31/24 to year end	PROJECTED 2024-2025	PROJECTED as % of BUDGET
REVENUES:					
Property taxes - current	32,435,783	0	32,435,783	32,435,783	100.00%
Property taxes - prior years	375,000	85,800	289,200	375,000	100.00%
Other local sources	850,000	625,245	224,755	850,000	100.00%
County School Fund	190,000	0	190,000	190,000	100.00%
State School Fund	88,974,235	36,865,445	52,108,790	88,974,235	100.00%
Common School Fund	1,237,062	732,750	504,312	1,237,062	100.00%
Total revenues	124,062,080	38,309,241	85,752,839	124,062,080	100.00%
Beginning fund balance	19,038,670	20,260,981	0	20,260,981	106.42%
Total Beginning fund balance	19,038,670	20,260,981	0	20,260,981	106.42%
Total resources	143,100,750	58,570,222	85,752,839	144,323,061	100.85%
EXPENDITURES:					
Personal services	72,574,717	14,065,908	56,331,568	70,397,475	97.00%
Employee benefits	39,292,023	7,137,199	30,190,222	37,327,422	95.00%
Purchased services	11,386,648	3,066,346	8,320,302	11,386,648	100.00%
Supplies & materials	4,064,299	1,349,823	2,714,476	4,064,299	100.00%
Capital outlay	1,138,590	364,813	773,777	1,138,590	100.00%
Other objects	1,539,222	1,514,926	24,296	1,539,222	100.00%
Fund transfers	4,690,842	0	4,690,842	4,690,842	100.00%
Total expenditures	134,686,341	27,499,014	103,045,484	130,544,498	96.92%
Unappropriated	7,614,409	0	0	0	-
Contingency	800,000	0	0	0	0.00%
Total appropriations	143,100,750	27,499,014	103,045,484	130,544,498	91.23%
Total resources		58,570,222	85,752,839	144,323,061	
Total appropriations		27,499,014	103,045,484	130,544,498	
Ending fund balance		31,071,208	(17,292,645)	13,778,563	
Less: contingency			0	0	
Net fund balance		31,071,208	(17,292,645)	13,778,563	

RESOLUTION #24-25.015 **November 12, 2024**

SPRINGFIELD PUBLIC SCHOOLS
2024-2025 Investment Report
As of October 31, 2024
****Please see attached report****

Investment Guidelines:

- Investments shall comply with Federal and State laws including applicable Oregon Revised Statues regarding investment public funds – type of investments and investment percentages.
- Credit risks minimized by limiting investments to safest types of securities and diversification of portfolio. Credit worthiness of security user or backer of an investment.
- Interest rate risk – matching investment maturities with cash requirements so that sales prior to maturities are minimized.
- Maintain sufficient daily liquid operating cash to pay bond construction obligations.
- Attain a market rate of return throughout budgetary cycles consistent with applicable Federal and State laws.

District Process & Philosophy:

- Invest in safe securities.
- Investments will not exceed a 3-year maturity.
- Investment in assets that fit within the cash flow forecast – limit interest rate risk of early sell off.
- Invest in items that generate a yield greater than the Local Government Investment Pool (currently at 5.00%).
- Maintain sufficient liquid operating cash – liquid cash in LGIP account for current spend needs.
- Comply with arbitrage regulations when investing debt funds.

Financial Summary:

- In the current market, the rate of return is 5% on the LGIP account and the Banner Bank money market account (cash equivalent account). In comparison, current Treasury rates are as follows:
    - 3 months 4.43%
    - 6 months 4.32%
    - 1 year 4.18%
    - 2 years 4.13%
    - 3 years 4.10%
- Based on cash flow needs and the liquidity of investments, funds remain in the LGIP account, as well as a smaller portion in the Banner Bank money market account.

SPRINGFIELD SCHOOL DISTRICT 19
INVESTMENT AND CASH EQUIVALENT
as of
10/31/24

Local Government Investment Pool

	Annual Interest Rate	Interest Income		LGIP - General Account	LGIP - Debt Fund	LGIP - PERS Trust	Total LGIP
			Beginning Balance	$ 28,470,558	347,094	160,431	$ 28,978,082
Jul-24	5.27%	164,941		35,806,586	364,952	1,210,779	$ 37,382,316
Aug-24	5.30%	178,919		35,721,283	386,412	1,824,293	$ 37,931,988
Sep-24	5.30%	174,746		28,079,405	403,200	2,440,382	$ 30,922,987
Oct-24	5.11%	144,948		27,129,008	413,641	3,058,791	$ 30,601,439

Banner Bank Money Market

	Annual Interest Rate	Interest Income		Money Market Account
			Beginning Balance	$ 18,709,820
Jul-24	5.31%	70,755		13,280,574
Aug-24	5.31%	54,443		8,835,018
Sep-24	5.31%	37,657		8,872,675
Oct-24	5.00%	35,753		6,908,428

Investment Allocation Limits:	Allowable:	Allocation:
US Treasury	100.0%	0.0%
US Government Agencies	100.0%	0.0%
LGIP Investment Pool	100.0%	100.0%
Banker's Acceptance	50.0%	0.0%
Certificates of Deposit	25.0%	0.0%
Commercial Paper - Oregon	25.0%	0.0%
Single Commodity Poll Operator (CPO) Security	10.0%	0.0%
Commercial Paper - National	10.0%	0.0%
Single Capital Protected Note (CPN) entity	5.0%	0.0%
State & Local Securities	10.0%	0.0%
Passbook Savings Accounts	10.0%	0.0%

RESOLUTION #24-25.016 DATE: NOVEMBER 12, 2024

PERSONNEL ACTION

RELEVANT DATA:

Each month the board of Directors is asked to approve personnel action involving licensed employees. Tonight the Board is being asked to approve the attached new hires, resignation and retirement/change of status. If the Board of Directors would like to discuss any of these recommendations in executive session, in accordance with ORS 192.660(2)(f) Exempt Public Records, the employee should be identified by the number and it will be withdrawn pending further instruction from the Board. Dustin Reese is available for questions.

RECOMMENDATION:

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

- New Hires
- Resignation
- Retirement/Change of Status

SUBMITTED BY:

Dustin Reese
Director of Human Resources

APPROVED BY:

Todd Hamilton
Superintendent

NO	NAME OR EMPLOYEE ID	CURRENT STATUS	FTE	EFFECTIVE DATE	NOTES
	NEW HIRES				
1	EFSEAFF, KARLI	TEMPORARY	FT	11/08/24-06/13/25	TEMPORARY HIRE FROM CLASSIFIED
2	RICE, ERIC L	TEMPORARY	FT	09/23/24-06/13/25	TEMPORARY
	RESIGNATION				
3	VERANO, CHEYENNE	PROBATIONARY 1	FT	01/31/2025	RESIGNED
	RETIREMENT/CHANGE OF STATUS				
4	394424	PROBATIONARY 2	FT	12/31/2024	RETIREMENT AND TEMPORARY REHIRE THROUGH 06/30/2025

RESOLUTION #24-25.017 **NOVEMBER 12, 2024**

BUDGET CALENDAR

Relevant Data:

The Springfield Public Schools Board of Directors annually reviews the proposed budget calendar for the upcoming year.

Enclosed is a recommended budget calendar for this year's budget meetings to deliberate on the 2025-2026 proposed budget. Please note that we have scheduled work sessions during the months of January, February and March with the "official" meetings scheduled for May. The Budget Hearing is scheduled for the first board meeting in June and all meetings are scheduled to begin at 6:00pm.

Brett Yancey is available to answer any questions the board members may have.

Submitted By:

Brett M. Yancey
Chief Operations Officer

Reviewed By:

Todd Hamilton
Superintendent

BUDGET CALENDAR
2025-2026

January 9, 2025	Budget Committee/Board Work Session - 6:00 PM
February 13, 2025	Budget Committee/Board Work Session - 6:00 PM
March 13, 2025	Budget Committee/Board Work Session - 6:00 PM
April 10, 2025	First Notice of First Budget Committee Meeting
April 24, 2025	Second Notice of First Budget Committee Meeting
May 8, 2025	**First Budget Committee Meeting - 6:00 PM**
May 15, 2025	**Second Budget Committee Meeting - 6:00 PM**
May 22, 2025	**Third Budget Committee Meeting - 6:00 PM (If necessary)***
May 29, 2025	Publish Notice of Budget Hearing
June 9, 2025	**BUDGET HEARING*** Resolutions adopting the budget, making appropriations, and declaring the tax levy
July 15, 2025	Deadline to certify tax levy to the county assessor (ORS 294.444 and ORS 310.060)

* Board of Directors may revise the approved budget by 10% in any one fund.

- Calendar built on the following assumptions:
  Meetings of the Budget Committee on Thursday evenings and regular Board meetings are held on second and fourth Monday evenings.

RESOLUTION: #24-25.024 DATE: November 12, 2024

City of Springfield Enterprise Zone - School Support Fee

BACKGROUND INFORMATION:

In 2023, the Oregon State Legislature passed HB 2009, mandating that cities managing Enterprise Zones collaborate with local school districts within the zone to establish a school support fee rate.

At the October 14, 2024 Board Meeting, the Board heard a presentation from Allie Camp, Economic Development Manager for the City of Springfield, who provided information on Enterprise Zones and HB 2009 to prepare for potential action at the November Board meeting.

The Springfield Public Schools boundary includes portions of the City of Springfield's Community Enterprise Zone.

Under HB 2009, businesses receiving a five-year tax abatement within the Enterprise Zone are required to pay a percentage of their abatement as a school support fee directly to the local school district in years four and five of their authorization. Standard three-year abatements are not subject to this fee.

HB 2009 specifies that the zone sponsor and local school district must agree on a school support fee rate, either set at 22.5% or at a whole percentage between 15% and 30%.

This rate must be established for an Enterprise Zone to be redesignated by the State of Oregon. Until the rate is set, Springfield is unable to extend authorization offers to qualifying businesses.

At the October 14, 2024 meeting, the Board directed Superintendent Hamilton to collaborate with Bethel School District and Eugene 4J to develop a common recommendation for the school support fee rate.

Following a review of the legislation's requirements and alignment with other districts, all three superintendents intend to recommend that their School Boards set the school support fee rate at 15%, consistent with rates in other known Enterprise Zones in Oregon, according to Business Oregon.

While this fee is classified as "local revenue," it will not significantly impact overall revenue for Springfield Public Schools due to the equalization effects of the State School Fund Formula.

RECOMMENDATION:

It is recommended that the Board of Directors authorize the superintendent to enter into an agreement with the City of Springfield to set an Enterprise Zone school support fee rate of 15%, in accordance with ORS 285C.067.

SUBMITTED & RECOMMENDED BY:

Todd Hamilton
Superintendent

RESOLUTION: #24-25.018 DATE: November 12, 2024

OSBA ELECTIONS
OSBA RESOLUTION 1 - AMEND DUES SCHEDULE

BACKGROUND INFORMATION:

Prior to December 15, 2024, school boards across the state must take official action on Oregon School Boards Association Resolutions 1, 2, and 3. School boards must submit their votes online, using the information provided to Board secretaries and superintendents.

Resolution 1 – Amend the OSBA Dues Schedule.

RECOMMENDATION:

It is recommended that the Board of Directors vote for OSBA Resolution 1, Amend the OSBA Dues Schedule - Adopt, Do Not Adopt, Abstain, or Take No Action.

It is further recommended that the Board direct the Superintendent or designee to submit this vote online to OSBA no later than midnight on December 15, 2024.

SUBMITTED & RECOMMENDED BY:

Todd Hamilton
Superintendent

Resolution to Amend the OSBA Dues Schedule

WHEREAS, the Oregon School Boards Association (OSBA) dues revenue as a percentage of OSBA's total revenues is declining. OSBA's dues revenue as a percentage of OSBA's operating costs to support the services OSBA provides to members is also declining;

WHEREAS, the percentage of dues revenue as a proportion of total association revenue has fallen 19.1 percent since the 1996-97 fiscal year to 6.4 percent of total association revenue. If dues do not increase, this percentage of total association revenue will continue to decline;

WHEREAS, the OSBA dues schedule has not increased since the 1998-99 fiscal year;

WHEREAS, OSBA retained The Coraggio Group to do an in-depth analysis of the value of the programs and services OSBA offers to its members and develop a 3-5 year sustainable business plan with member engagement;

WHEREAS, based on the survey data obtained by The Corragio Group, OSBA members overwhelmingly agree that they receive great service for what they currently pay. Current annual member dues are as low as $250. Given the costs associated with providing no cost or highly subsidized services available to members, $250 is very low in comparison.

WHEREAS, The Coraggio Group in collaboration with OSBA staff, has recommended a phased increase in the dues schedule. This approach aims to provide financial stability for the organization and align the dues with other state associations, thereby enabling the association to continue offering its high-quality programs and services.

WHEREAS, the proposed dues increase, which was reviewed by the OSBA Finance Committee, and approved by the OSBA Board of Directors on June 15, 2024, supports the recommendation to amend the OSBA Dues Schedule.

THEREFORE, BE IT RESOLVED in recognition of the current financial situation of Oregon districts and the need for an OSBA dues adjustment, the OSBA Board of Directors recommends that the dues schedule be amended in a manner so that OSBA member school districts and education service districts (ESDs) paying more than $1,500 annually will experience a dues increase of 15% annually for five consecutive years beginning in the 2025-2026 fiscal year. Beginning in the 2030-31 fiscal year, the dues will increase annually as a percentage in alignment with the Consumer Price Index;

THEREFORE, BE IT FURTHER RESOLVED, the OSBA Board of Directors recommends a membership dues floor be established at $1,500 and a maximum dues rate of $25,000 per fiscal year. For OSBA member school districts, ESDs, and community colleges who are below this floor, dues will increase $250 per year until the floor is reached. For school districts and ESDs that reach the floor before the 2030-31 fiscal year, dues will increase by 15% per year until the 2030-31 fiscal year. Beginning in the 2030-31 fiscal year, dues for all school districts, ESDs, and community colleges will increase annually as a percentage in alignment with the Consumer Price Index.

BE IT FURTHER RESOLVED by the OSBA Board of Directors that the proposed amendments to the OSBA Dues Schedule be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED by the OSBA Board of Directors that the proposed amendments to the OSBA Dues Schedule and a copy of this resolution be forwarded to all OSBA member boards in accordance with the OSBA Board of Directors' adopted elections calendar.

Submitted by: OSBA Board of Directors

DISTRICT	24-25 DUES	25-26 DUES	26-27 DUES	27-28 DUES	28-29 DUES	29-30 DUES	30-31 DUES**
District Member 01 (under 100)*	$ 250.25	$ 500.25	$ 750.25	$ 1,000.25	$ 1,250.25	$ 1,500.00	$ 1,560.00
District Member 02 (100-249)*	$ 541.25	$ 791.25	$ 1,041.25	$ 1,291.25	$ 1,541.25	$ 1,772.44	$ 1,843.34
District Member 03 (250-499)*	$ 778.00	$ 1,028.00	$ 1,278.00	$ 1,528.00	$ 1,757.20	$ 2,020.78	$ 2,101.61
District Member 04 (500-999)	$ 1,420.50	$ 1,633.58	$ 1,878.61	$ 2,160.40	$ 2,484.46	$ 2,857.13	$ 2,971.42
District Member 05 (1000-1999)	$ 2,503.00	$ 2,878.45	$ 3,310.22	$ 3,806.75	$ 4,377.76	$ 5,034.43	$ 5,235.80
District Member 06 (2000-2499)	$ 3,450.00	$ 3,967.50	$ 4,562.63	$ 5,247.02	$ 6,034.07	$ 6,939.18	$ 7,216.75
District Member 07 (2500-3999)	$ 5,952.75	$ 6,845.66	$ 7,872.51	$ 9,053.39	$ 10,411.40	$ 11,973.11	$ 12,452.03
District Member 08 (4000-4999)	$ 7,035.00	$ 8,090.25	$ 9,303.79	$ 10,699.36	$ 12,304.26	$ 14,149.90	$ 14,715.89
District Member 09 (5000-9999)	$ 8,658.25	$ 9,956.99	$ 11,450.54	$ 13,168.12	$ 15,143.33	$ 17,414.83	$ 18,111.43
District Member 10 (10000-25000)	$ 10,823.00	$ 12,446.45	$ 14,313.42	$ 16,460.43	$ 18,929.49	$ 21,768.92	$ 22,639.68
District Member 11 (over 25000)***	$ 18,940.00	$ 21,781.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 26,000.00
							$ -
ESD Membership Dues 01 (under 1000)*	$ 473.75	$ 723.75	$ 973.75	$ 1,223.75	$ 1,473.75	$ 1,694.81	$ 1,762.61
ESD Membership Dues 02 (1000-2500)*	$ 710.50	$ 960.50	$ 1,210.50	$ 1,460.50	$ 1,679.58	$ 1,931.51	$ 2,008.77
ESD Membership Dues 03 (2500-5000)*	$ 947.00	$ 1,197.00	$ 1,447.00	$ 1,664.05	$ 1,913.66	$ 2,200.71	$ 2,288.73
ESD Membership Dues 04 (5000-7500)*	$ 1,082.50	$ 1,332.50	$ 1,582.50	$ 1,819.88	$ 2,092.86	$ 2,406.78	$ 2,503.06
ESD Membership Dues 05 (7500-10000)	$ 1,556.00	$ 1,789.40	$ 2,057.81	$ 2,366.48	$ 2,721.45	$ 3,129.67	$ 3,254.86
ESD Membership Dues 06 (10000-15000)	$ 2,029.50	$ 2,333.93	$ 2,684.01	$ 3,086.62	$ 3,549.61	$ 4,082.05	$ 4,245.33
ESD Membership Dues 07 (15000-25000)	$ 2,367.75	$ 2,722.91	$ 3,131.35	$ 3,601.05	$ 4,141.21	$ 4,762.39	$ 4,952.89
ESD Membership Dues 08 (25000-50000)	$ 3,111.75	$ 3,578.51	$ 4,115.29	$ 4,732.58	$ 5,442.47	$ 6,258.84	$ 6,509.19
ESD Membership Dues 09 (above 50000)	$ 4,667.50	$ 5,367.63	$ 6,172.77	$ 7,098.68	$ 8,163.49	$ 9,388.01	$ 9,763.53
State Board of Education	$ 67.75	$ 77.91	$ 89.60	$ 103.04	$ 118.50	$ 136.27	$ 141.72
Community College Association****	$ 4,601.00	$ 8,851.00	$ 13,101.00	$ 17,351.00	$ 21,601.00	$ 25,500.00	$ 26,520.00

*Add $250 annually until floor is reached, then increase 15% through year 5

**Reflects an estimated CPI increase of 4%

*** $25,000 cap prior to CPI

****Reflects an increase of $250 per year, per community college (17) annually until the community colleges reach the $1,500 floor amount per college. ($25,500)

RESOLUTION: #24-25.019 DATE: November 12, 2024

OSBA ELECTIONS
OSBA RESOLUTION 2 - COMPOSITION OF BOARD OF DIRECTORS

BACKGROUND INFORMATION:

Prior to December 15, 2024, school boards across the state must take official action on Oregon School Boards Association Resolutions 1, 2, and 3. School boards must submit their votes online, using the information provided to Board secretaries and superintendents.

Resolution 2 – Amend OSBA's Bylaws Relating to Composition of the Board of Directors.

RECOMMENDATION:

It is recommended that the Board of Directors vote for OSBA Resolution 2, Amend OSBA's Bylaws Relating to Composition of the Board of Directors - Adopt, Do Not Adopt, Abstain, or Take No Action.

It is further recommended that the Board direct the Superintendent or designee to submit this vote online to OSBA no later than midnight on December 15, 2024.

SUBMITTED & RECOMMENDED BY:

Todd Hamilton
Superintendent

Resolution to Amend Oregon School Boards Association's Bylaws Relating to Composition of the Board of Directors

WHEREAS, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards and transitioned to a nonprofit public benefit corporation under Oregon Revised Statute Chapter 65 as of July 1, 2018;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has been operating as an OSBA board appointed advisory committee since September 22, 2023; has a record of regular meetings; has draft bylaws; has identified goals that align with the mission, vision and goals of OSBA; has draft action plans; and a draft budget;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee is ready to elect officers and their Leadership Assembly;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has articulated its mission as follows: "To promote quality education for all students with an emphasis on the unique needs of LGBTQIA2S+ students, staff and board members.";

WHEREAS, OSBA's Board of Directors recognizes the importance of the Oregon LGBTQIA2S+ School Board Members Advisory Committee's mission and goals; and

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has respectfully requested that the Board of Directors submit a resolution to the membership creating the Oregon School Board Members PRIDE Caucus (OSBM PRIDE) and designate a seat on the OSBA Board of Directors and Legislative Policy Committee.

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the proposed bylaws amendment designating an Oregon School Board Members PRIDE Caucus representative as a voting member of the OSBA Board of Directors and Legislative Policy Committee be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED that the draft bylaws and a copy of this resolution be forwarded to all association member boards in accordance with OSBA's adopted elections calendar.

Submitted by: OSBA Board of Directors

BYLAWS

OREGON SCHOOL BOARD MEMBERS PRIDE CAUCUS OF THE OREGON SCHOOL BOARDS ASSOCIATION

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ARTICLE 1

CHARTER

The Oregon School Boards Association (the "OSBA") exists solely to perform essential governmental functions and all its income must accrue to the State of Oregon or its political subdivisions as required under IRC Section 115. OSBA's mission is to improve student success and education equity through advocacy, leadership and service to Oregon public school boards.

OSBA is aware and acknowledges that diversity is a core value of OSBA. OSBA desires to identify areas of concern and causation, convene a caucus of stakeholders, and create a plan to better promote and support the success of students, school staff and school board members who identify as part of the LGBTQIA2S+ communities.

To this end, The OSBA Board of Directors has formally recognized the Oregon School Board Members PRIDE Caucus (the "Caucus") to serve as a resource and provide guidance and leadership for these initiatives to the OSBA Board of Directors.

The activities of the Caucus shall align with OSBA bylaws as well as complement, not duplicate, OSBA's efforts on behalf of all local governing boards.

ARTICLE 2

NAME, MISSION AND GOALS

2.1 Name. This organization shall be known as the Oregon School Board Members PRIDE Caucus (OSBM PRIDE) of the Oregon School Boards Association (OSBA).

2.2 Mission. To promote quality education for all students with an emphasis on the unique needs of LGBTQIA2S+ students, staff and board members.

2.3 Goals.

2.3.1 The implementation of ODE's "Oregon LGBTQ2SIA+ Student Success Plan."
2.3.2 Promoting positive and effective relationships among LGBTQIA2S+ school board members, their communities, political leaders, partner organizations and OSBA.
2.3.3 Building and increasing capacity of LGBTQIA2S+ school board members and support a pipeline for LGBTQIA2S+ people to run for school board seats.
2.3.4 Serving as a resource.
2.3.5 Developing, promoting, and advancing legislation to improve educational opportunities and outcomes for LGBTQIA2S+ students, staff and families.

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2.3.6 Equipping and advancing LGBTQIA2S+ board members to serve in the general OSBA leadership.
2.3.7 Building capacity of the general board membership in understanding the issues of LGBTQIA2S+ people and inclusion.

ARTICLE 3

MEMBERSHIP

3.1 Qualification. All members must support the purposes and goals of the Caucus as set forth in Article 2.

3.2 Members. The Caucus members may include any elected or appointed member of any public board of education in Oregon who are active members in good standing with the Oregon School Boards Association and identify as a member of the LGBTQIA2S+ communities. Caucus members may participate in all discussions, vote, and serve as an officer of the Caucus. Members must attend the meeting in person, via telephone, or via virtual meeting platform (e.g., Zoom) to vote. Voting by proxy shall not be permitted.

3.3 Attendees. The Caucus may, in its discretion, invite to participate in any meeting or event any other individuals who support the purpose and goals of the Caucus as set forth in Article 2.

3.4 Membership List. The Membership list shall be maintained by the Secretary.

ARTICLE 4

BUDGET

4.1 Budget. The Caucus shall submit an annual budget request as outlined under the OSBA budget process, including approval by the OSBA Board of Directors. The request shall set forth the areas of concern, recommended actions, and annual goals.

ARTICLE 5

MEETINGS

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5.1 Annual Meetings. An annual meeting of the Caucus shall be in conjunction with the OSBA Annual Convention at which time the Caucus shall elect officers and shall conduct other business as may properly be brought before the meeting of the Caucus.

5.2 Regular and Special Meetings.

5.2.1 Regular Meetings. The Caucus shall meet as often as required to achieve the goals outlined in its annual Work Plan. These meetings shall be scheduled for the year at the Annual Meeting.

5.2.2 Special Meetings. Special meetings of the members for any purpose may be called, either in writing or by e-mail, by the President or by a majority of the Executive Committee. Such a request shall state the purpose or purposes of the proposed meeting.

5.2.3 Place of Meetings. Regular and special meetings of the Caucus shall be held at any location within Oregon, by virtual meeting platform, or a combination of the two, as designated by the President or the Executive Committee.

5.3 Notice.

5.3.1 Notice of every annual meeting of members, stating the time and place thereof, will be provided with an agenda no less than 15 days prior to such meeting.

5.3.2 Notice of every regular or special meeting of members, stating the time and place thereof, shall be provided with an agenda no less than 10 days prior to such meeting.

5.4 Quorum. Except as otherwise provided by law, the presence at any meeting of a majority of the Executive Committee shall constitute a quorum.

5.5 Organization. The President may determine in their sole discretion whether any meeting of the Caucus shall be held in accordance with Robert's Rules of Order.

5.6 Records. The President shall see that all correspondence, minutes, agendas, and Charter be sent to and kept on file with OSBA.

5.7 OSBA Staff Liaison. The Executive Director of OSBA shall designate a staff member to serve as a liaison representative to the Caucus. The designee shall not have voting rights.

5.8 Compliance with Open Meetings Laws. The Caucus shall comply with the open meetings law requirements of ORS chapter 192 at every convening of its membership in which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.

ARTICLE 6

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CAUCUS LEADERSHIP COUNCIL

6.1 Composition. The Leadership Council of the Caucus shall include the President(s), Vice President, Secretary, Treasurer, Regional Directors and two Members of the Caucus.

6.2 Term. Leadership Council members shall serve a two-year term. The President may only serve one consecutive term. The Vice President, Secretary, Treasurer, Regional Members, and Members-at Large may serve any number of consecutive terms. Each officer shall hold office until the term has expired or until a successor has been duly elected and qualified for the position, or until the officer can no longer hold the position because they no longer qualify to be a member of the Caucus as defined in Article 3 above, or because of removal or death.

6.3 Nomination and Election

6.3.1 Nomination. Leadership Council members may be nominated by either the nominating committee or a caucus member at the annual meeting.

6.3.2 Election. The members shall elect the Leadership Council by majority vote at the annual meeting in even numbered years.

6.4 Designations

6.4.1 President. The President shall preside at all meetings of the Caucus and the Executive Committee. The President shall appoint all standing and special committees and shall be an ex-officio member of all committees, except the nominating committee, with voting power. The President shall sign all official reports of the Caucus. Two persons may share the position of President, or one person may serve as President and another as Vice President.

6.4.2 Vice President. In the absence of the President, the Vice President shall have and perform all the powers and duties of the President.

6.4.3 Immediate Past President. The Immediate Past President shall advise and counsel with other officers. The Immediate Past President chairs the officer succession planning process. The past president serves for two calendar years.

6.4.4 Secretary. The Secretary shall keep the minutes and records, maintain a roster of the current membership, and shall see that all notices are duly given in accordance with the provisions of law and this Charter, and such other duties as from time to time may be assigned by the Executive Committee.

6.4.5 Treasurer. The Treasurer shall have the responsibility for receiving and disbursing all funds related to the Caucus in coordination with the OSBA liaison. The Treasurer shall report regularly to the Executive Committee, shall prepare a written yearly financial

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report to be distributed to the members at each annual meeting, and shall perform other duties assigned by the Executive Committee.

6.4.6 Regional Caucus Directors. There shall be one Regional Director for each congressional district apportioned to Oregon for election at the Oregon general election held in the year of the Caucus' annual meeting. (For reference, there shall be six Regional Directors starting in 2025.) The Regional Directors shall live in the region which they represent. The Regional Directors shall report issues from their region to the Caucus and shall perform other duties assigned by the Executive Committee. The regions shall be based on Oregon's congressional districts.

Future positions:

6.4.7 At-Large Members. There shall be two At-Large Directors.

6.5 Resignation. A Leadership Council member may resign by filing a written resignation with the President or Secretary of the Caucus or the President of OSBA.

6.6 Vacancies. Any vacancy in any office may be appointed for the unexpired portion of the term by a majority of the officers at the next regular or special meeting.

6.7 Removal. Any member of the Caucus who misses more than two meetings out of any four consecutive meetings, unless they are excused by the board for a valid reason, may have their office vacated by action of the board.

ARTICLE 7

EXECUTIVE COMMITTEE

7.1 Composition. There shall be an Executive Committee made up of the President(s), Vice President, Immediate Past President, Secretary, and Treasurer.

7.2 Responsibilities. The Executive Committee shall have the following responsibilities and powers:

(a) To respond to any inquiry or question from OSBA.

(b) To act on behalf of the Caucus when deemed necessary by the President.

(c) To review plans and programs to be presented to the Caucus at its meetings.

(d) To give direction to the OSBA liaison on legislative action to come before the state legislature on which there is no formal Caucus policy or resolution.

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(e) The Executive Committee shall act as the Nominating Committee and nominate a candidate for each office of the Caucus. A nominating committee report will be included in the notice of the annual meeting of the membership.

7.3 Ratification. Any actions by the President shall be reported to the Executive Committee as soon as the action has taken place. All actions of the Executive Committee shall be subject to ratification by the Caucus at the next meeting of the members.

7.4 Administration. The Executive Committee may use the guidance of Robert's Rules of Order for all procedures. The Executive Committee shall keep regular minutes of its proceedings and all actions by the Executive Committee shall be reported promptly to the membership. Such actions shall be subject to review by the membership, provided that no rights of third parties shall be affected by such review.

ARTICLE 8

COMMITTEES

The President or Executive Committee may establish committees of two or more members to serve at the discretion of the President or the Executive Committee. These committees may consist of such persons and perform such duties as the President designates from time to time. The committees may not act on behalf of the Caucus but may make recommendations to the Caucus for approval. The Chair of any such committee shall be a member of the Executive Committee.

ARTICLE 9

SEAT ON THE OSBA'S BOARD OF DIRECTORS

The Caucus shall appoint one officer from the Leadership Council to serve as liaison to the OSBA Board of Directors and to be a member of the OSBA Board of Directors. The appointee must be an elected or appointed member of any public board of education in Oregon and an active member in good standing with the Association.

ARTICLE 10

GENERAL PROVISIONS

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10.1 Amendment of Bylaws

10.1.1 Bylaws may be altered, amended, or replaced by the members of Caucus as approved by voting members at the annual meeting by a majority vote.

10.1.2 Notice of proposed bylaws changes shall be in the annual meeting agenda and sent to all members 15 days prior to the annual meeting.

10.1.3 Omissions from this Charter shall be governed by Robert's Rules of Order when they do not conflict with the Charter.

10.2 Seat on OSBA'S Legislative Policy Committee (LPC)

10.2.1 The Caucus shall appoint one caucus member to serve as liaison to the OSBA Legislative Policy committee and to be a member of the LPC. The appointee must be an elected or appointed member of any public board of education in Oregon who is an active member in good standing with the Association.

****

The foregoing charter was adopted by the active membership of OSBM PRIDE on August 10, 2024.

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RESOLUTION: #24-25.020 DATE: November 12, 2024

OSBA ELECTIONS
OSBA RESOLUTION 3 - AMEND 2023 BYLAWS

BACKGROUND INFORMATION:

Prior to December 15, 2024, school boards across the state must take official action on Oregon School Boards Association Resolutions 1, 2, and 3. School boards must submit their votes online, using the information provided to Board secretaries and superintendents.

Resolution 3 – Amend the OSBA 2023 Bylaws.

RECOMMENDATION:

It is recommended that the Board of Directors vote for OSBA Resolution 3, Amend the OSBA 2023 Bylaws - Adopt, Do Not Adopt, Abstain, or Take No Action.

It is further recommended that the Board direct the Superintendent or designee to submit this vote online to OSBA no later than midnight on December 15, 2024.

SUBMITTED & RECOMMENDED BY:

Todd Hamilton
Superintendent

Resolution to Amend the OSBA 2023 Bylaws

WHEREAS, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards;

WHEREAS, in 2017, through a vote of the OSBA membership, OSBA was incorporated under ORS chapter 65 as a public benefit non-profit corporation and the OSBA bylaws replaced the OSBA constitution;

WHEREAS, in 2018, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members of color caucus;

WHEREAS, in 2023, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon rural school board members caucus and additional revisions to the bylaws;

WHEREAS, in 2024, the OSBA board of directors reviewed the OSBA bylaws and proposes to amend the OSBA bylaws as reflected in the attached draft OSBA bylaws with changes highlighted in the attached draft OSBA bylaws crosswalk document; and

WHEREAS, the substantive changes to the draft OSBA bylaws are the following:

- Allowing caucuses to have an additional director on the OSBA board of directors in the circumstance where the OSBA president or immediate past president is a director from a caucus. This revision is intended to provide the same opportunity for representation for caucuses as is currently provided to regionally elected directors.
- Clarify that OSBA board of directors must comply with the Oregon government ethics laws with respect to conflicts-of-interest.
- Require OSBA caucuses to submit an annual year end fiscal report to the OSBA board of directors.
- Create officer eligibility criteria that requires candidates for officer positions and directors in officer positions to be voting members of the OSBA board of directors.
- Expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members PRIDE caucus.
- Edits to grammar, punctuation, and language for readability.

THEREFORE, BE IT RESOLVED by the OSBA board of directors that the proposed draft OSBA bylaws be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED that the proposed draft OSBA bylaws, the draft OSBA bylaws crosswalk document and a copy of this resolution be forwarded to all OSBA member boards in accordance with the OSBA board of directors' adopted elections calendar.

Submitted by: OSBA Board of Directors



BYLAWS

As Amended by the Membership: December 2023

Proposed Edits: September 14, 2024

1201 COURT STREET NE, SUITE 400 • SALEM, OR 97301 | 1-800-578-OSBA • OSBA.ORG

SECTION 1 PURPOSE

The Oregon School Boards Association (the "Association" or "OSBA") exists solely to perform essential governmental functions and all of its income accrues to the State of Oregon or its political subdivisions as required under IRC Section 115. In particular, the Association's mission and purpose are as follows:

A. To work for the general advancement and improvement of the education of all public school children of the State of Oregon.

B. To gather and disseminate information pertinent to the successful operation of public schools.

C. To work for the most efficient and effective organization of public schools of this state. "Public schools" include local school districts, education service districts, the State Board of Education, and community colleges classified as a political subdivision.

D. To work for adequate and dependable financial support for the public schools of this state.

E. To study all legislation which affects the public schools of Oregon and to support and work for that which appears to be desirable and to keep members informed thereof. To propose and work for the enactment of proper educational legislation.

F. To encourage the establishment and maintenance of best practices and high standards in the conduct and operation of the public school educational system.

G. To study and interpret educational programs and to relate them to the needs of pupils.

H. To promote public understanding of the role of school boards and school board members in the improvement of education.

I. To conduct seminars, conferences, and research projects in the various aspects of education for the benefit of members.

J. To endeavor to implement the policies, beliefs, and resolutions of the Association members and board of directors.

K. To do such other things as the member boards or board of directors may deem appropriate for the accomplishment of these and other purposes which tend to improve public education.

L. To enter into such cooperative agreement with members for the pooling of resources and the provision of services as may result in the more efficient utilization of district resources and accrue to their financial advantage.

SECTION 2 MEMBERS

2.1 Admission. All members must qualify as (1) a "political subdivision" as defined under Treas Reg § 1.103-1(b) and Revenue Ruling 78-276, 1978-2 CB 256 and (2) as one of the following:

2.1.1 ~~Local~~ School District as defined under ORS Chapter 332;

2.1.2 Education Service District as defined under ORS Chapter 334;

2.1.3 Community College District as defined under ORS Chapter 341;

2.1.4 State Board of Education as defined under ORS Chapter 326; and

2.1.5 Any other governmental educational organization qualifying as a political subdivision, as approved by resolution of the board of directors.

2.2 Dues. Annual dues shall be set by majority vote of the members and shall be based on resident Average Daily Membership (ADMr) as of December 31 of the preceding year as reported to the Oregon Department of Education. Dues shall be payable on July 1 of each year and shall become delinquent on September 1 of each year. Member status shall automatically terminate for members failing to pay dues by September 1 unless an extension is requested and granted by the board of directors.

2.3 Reserved Powers of the Members. The following corporate actions require the consent and approval of the members:

2.3.1 Election and removal of directors except as set forth in Section 3.8;

2.3.2 Election and removal of the Legislative Policy Committee ("LPC") members except as set forth in Section 4.1.3(g);

2.3.3 Approval of resolutions to effectuate any of the following:

(a) Adoption, amendment, or restatement of the articles of incorporation or bylaws;

(b) Modification to the region descriptions set forth in Section 2.6.1; and ~~the~~

(c) Dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association's assets.

2.4 Voting Power.

2.4.1 Election of Directors and LPC Members. For the purposes of nominating and electing directors and LPC members, each member shall have one vote.

2.4.2 Resolution. For the purposes of approving a resolution, each member shall have one vote on all resolutions except as follows:

(a) K-12 Local Districts with an ADMr between 15,600 and 23,400 shall have two votes.

(b) K-12 Local Districts with an ADMr between 23,400.1 and 31,200 shall have three votes.

(c) K-12 Local Districts with an ADMr between 31,200.1 and 39,000 shall have four votes.

(d) K-12 Local Districts with an ADMr of 39,000.1 or more shall have five votes.

2.5 Process of Approval of Member Resolutions.

2.5.1 Generally, members shall approve resolutions annually by ballot vote. Members or the board of directors may submit a resolution for member approval. Such resolutions shall be submitted to the board of directors no later than September 30~~th~~. The board of directors shall distribute all timely submitted resolutions, together with an official ballot, to the members no later than October 15. Members shall vote by ballot submitted to the board of directors no later than December 15.

2.5.2 ~~The board of directors may call a special meeting of the members under Section 2.9, as necessary.~~

2.6 Regional Election of Directors and LPC Members.

2.6.1 Regional Voting. For the purposes of nominating and electing the board of directors and LPC members, the Association members shall be organized into and represented by region:

(a) Eastern Region includes all of the members located in the counties of Baker, Grant, Malheur, Union, Wallowa, and Wheeler.

(b) Gorge Region includes all of the members located in the counties of Gilliam, Morrow, Sherman, Umatilla, and Wasco.

(c) Central Region includes all of the members located in the counties of Crook, Deschutes, and Jefferson.

(d) Southeast Region includes all of the members located in the counties of Harney, Klamath, and Lake.

(e) Southern Region includes all of the members located in the counties of Jackson and Josephine.

(f) Lane Region includes all of the members located in the county of Lane.

(g) Clackamas Region includes all of the members located in the count~~y~~ies of Clackamas and Hood River.

(h) Douglas/South Coast Region includes all of the members located in the counties of Coos, Curry, and Douglas.

(i) Linn, Benton, Lincoln Region includes all of the members located in the counties of Benton, Lincoln, and Linn.

(j) Marion Region includes all of the members located in the county of Marion.

(k) Yamhill, Polk Region includes all of the members located in the counties of Polk and Yamhill.

(l) North Coast Region includes all of the members located in the counties of Clatsop, Columbia, and Tillamook.

(m) Washington Region includes all of the members located in the county of Washington.

(n) Multnomah Region includes all of the members located in the county of Multnomah.

2.6.2 Members shall be assigned to the region in which their main administrative office is located. If a member's district boundaries span more than one region, the member board must declare which region it intends to vote and shall vote only in that region.

2.6.~~2~~3 Regional elections shall be determined ~~taken~~ by a majority of votes cast by members within ~~of~~ the ~~members within the~~ region.

2.7 **Modification of Regions**. A formal review of the regional organizations described in Section 2.6.1 shall be conducted by the board of directors at least every three years commencing with 2017. Any recommended changes to the regional organization shall be submitted to the members in the form of a resolution in accordance with the provisions of Section 2.~~11~~5.

2.8 **Annual Meetings**. An annual meeting of members shall be held in November of each year unless a different date or time is fixed by the board of directors and stated in the notice of the meeting. Failure to hold an annual meeting on the stated date shall not affect the validity of any corporate action. At the annual meeting, the president and secretary-treasurer of the board of directors~~,~~ and any other officer or person whom the president may designate, shall report on the state of the Association, ~~the~~ its activities, and its financial condition ~~of the Association~~.

2.9 **Special Meetings**. A special meeting of members shall be held upon the call of the president or 25 percent of the board of directors. All members shall be officially notified of a special meeting by written notice, mailed via U.S. mail or electronic mail, to all members at least 15 days prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the members, the place and time of the meeting, and instructions describing the method by which members can participate by telephone or video. Notice shall also comply with all procedures and include any information as required by ORS Chapter 192.

2.10 **Telephonic/Video Meetings**. The board of directors may permit any member to participate in any annual or special meeting of the membership, or conduct the meetings through~~,~~ the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A member participating in the meeting by this means is deemed to be present ~~in person~~ at the meeting.

2.11 **Place of Meetings**. Meetings of the members shall be held at any place, in ~~or out of~~ Oregon, designated by the board of directors. If a meeting place is not designated by the board of directors, the meeting shall be held at the Association's principal office.

2.12 **Action by Written Ballot**. Any action required of the members will be taken by written ballot, and the Association will deliver a written ballot to every member entitled to vote on the matter. Once delivered, a written ballot may not be revoked.

2.13 **Quorum**. A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the association.

2.~~13.1~~14 **Approval:** With the exception of approving amendments to the Association's bylaws~~,~~ ~~which is~~as outlined in Section 7.1 ~~of these bylaws~~, and with the exception of regional elections outlined in 2.6.3, approval by written ballot is effective ~~when~~at the end of the voting period when:

(a) The number of votes cast by ballot equals or exceeds a quorum of the members; and
(b) The number of approvals equals or exceeds a majority of the number of returned ballots.

SECTION 3 DIRECTORS

3.1 **Powers**. Except as provided under Section 2.~~2~~3, all corporate powers shall be exercised by or under the authority of ~~and the affairs of, are managed under the direction of~~ the board of

directors. The board of directors shall adopt policies defining specific obligations of the board of directors.

3.2 Qualifications. Directors must serve on the board of a member of the Association throughout the duration of their term, with the exception of the director serving as past president.

3.3 Number. The board of directors shall consist of not fewer than three nor more than 25 persons. The number of directors may be fixed or changed periodically, within the minimum~~,~~ and maximum, by the members.

3.4 Term. Directors shall take office on January 1 and shall serve for a term of two calendar years or until their successors are elected and qualified. Terms shall be staggered as per the election calendar.

3.4.1 Directors who took office prior to January 1, 2018, and are re-elected may serve for any number of terms as long as they continuously remain members of the board of directors.

3.4.2 Directors taking office on or after January 1, 2018, may serve five consecutive two-year terms and, if eligible, may rerun after a two-year hiatus.

3.4.3 If a director serving as immediate past president requires additional time beyond the term limits outlined above, the term limits will be held in abeyance to allow the director to complete their term as immediate past president.

3.5 Composition. The board of directors will be comprised of up to ~~23~~ 22 regionally elected directors, one designated director as defined in the bylaws of the Oregon School Board Members of Color Caucus, ~~and~~ one designated director as defined in the bylaws of the Oregon Rural School Board~~s~~ Members Caucus, and one designated director as defined in the bylaws of the ~~-~~Oregon school board members PRIDE caucus ~~and ex-officio nonvoting members~~ advisors ~~as delineated in Section 3.5.4~~.

3.5.1 Regional Elected Directors. Each region, as described under Section 2.6.1, shall elect one director except as follows:

(a) Clackamas Region shall elect two directors;

(b) Marion Region shall elect two directors;

(c) Washington Region shall elect three directors; and

(d) Multnomah Region shall elect three directors.

(e) ~~Provided, however, that i~~If the president or immediate past president of the board of directors is a representative director from a region that elects only one director, that region shall elect an additional director or directors to serve for the duration of the president and/or the immediate past president's term.

3.5.2 Regional Election.

(a) The nomination and election of directors shall be in accordance with the elections calendar annually adopted by the board. The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions.

(b) Each regional candidate for a director position shall be nominated by a member within the region by means of a nomination form. ~~The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions.~~ To nominate a director candidate, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion of the member and the completed nomination form(s). Nominations in regions where there is more than one open director position shall indicate the numbered position for which the nomination is being submitted.

(c) Each member in a region shall have one vote in the regional elections for the board of directors. The director candidate receiving a majority of the votes cast by ~~the~~ ~~of~~ the members within the region shall be elected.

~~(a)~~(d) In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second regional ballot shall be required between the two candidates receiving the highest number of votes; the one receiving a majority of the votes is elected.

3.5.3 ~~Designated~~ Caucus Representatives. In accordance with their bylaws, caucuses of OSBA shall appoint a representative of the Caucus to serve as a director of the Association. The representative must be an elected or appointed member of any public board of education in Oregon ~~who~~ that is an active member in good standing with the Association. All Association bylaws and policies shall apply to the designated representative serving as the Caucus' director of the Association.

If the president or immediate past president of the board of directors is a representative director from a caucus, then the caucus shall elect an additional director to serve for the duration of the president and/or the immediate past president's term.

3.5.4 Ex-Officio. The following individuals or their designee may serve as ex-officio, nonvoting, advisors to the board of directors:

(a) Any director of the National School Boards Association elected from Oregon;

(b) ~~Any officer of the National School Boards Association, National School Boards Advocacy Committee, or an officer of the NSBA Pacific Region.~~

(c) ~~The immediate past president of the Oregon Association of School Executives;~~

(d) The ~~immediate past president~~ Executive Director of the ~~Confederation~~ Coalition of School Administrators;

(e) The ~~board section president~~ Chair-Elect of the Oregon Association of Education Service Districts;

(f) The board ~~section~~ president of the Oregon Community College Association;

(g) The chair of the State Board of Education; and

(h) Any other person ~~as~~ that the board of directors may appoint.

Ex-officio advisors do not attend executive sessions of the board of directors unless they hold a separate position that entitles them to attend executive session, or they are invited to attend by the board of directors.

Ex officio advisors are not eligible for travel reimbursement from OSBA unless they hold a separate position for which travel reimbursement is provided.

3.6 **Vacancies**. In the event that any director position, other than the president or immediate past president serving as a second director for a region as set out in Section 3.5.1(e), is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year.

If the board of directors cannot recruit a candidate from the region, they may appoint a person from a contiguous region to serve as director representing the open region. An individual appointed as a director from a contiguous region is not eligible to serve as an officer of the board.

All appointed interim directors must run for regional election during the next election cycle following appointment in order to be eligible to continue service on the board of directors past December 31 of the election year. The members shall elect, using the procedures in Section 3.5.2, an interim director to serve from January 1 of the next year until the end of the remaining term.

If there is a vacancy in an OSBA caucus-designated director position, then the caucus shall, as set forth in Section 3.5.3, appoint a new caucus representative to serve the remaining term.

3.7 **Resignation**. A director may resign at any time by delivering written notice to the president or the secretary. A resignation is effective when notice is effective under ORS 65.034 unless the notice specifies a later effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors.

3.8 **Removal**. A director may be removed for cause by vote of two-thirds majority of the directors. A director may be removed with or without cause by a majority vote of the members who elected the director. The board may provide guidance or adopt and amend policies regarding what types of actions the board considers to be sufficient cause for removal.

3.9 **Regular Meetings**. An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. The board of directors may schedule additional regular meetings to occur during a calendar year. ~~If the time and place of any other directors' meeting is regularly scheduled by the board of directors, the meeting is a regular meeting.~~ All other meetings are special meetings.

3.10 **Special Meetings.** A special meeting of the board of directors may be called by the president or the president-elect or 20 percent of the board of directors. All directors shall be officially notified of a special meeting by written notice delivered personally, by telephone, or electronic mail at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. No matter may be considered at a special meeting other than the matter(s) specified in the notice.

3.11 Place of Meetings. The board of directors may hold annual, regular, or special meetings at any location in the State of Oregon.

3.12 Telephonic/Video Meetings. The board of directors may conduct meetings through the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A director participating in the meeting by this means is deemed to be present at the meeting.

3.~~10~~13 Notice of Meetings. All ~~members~~ directors shall be officially notified of a special meeting by written notice delivered personally, by telephone or electronic mail to all directors at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. Notice of meetings shall ~~also~~ comply with all procedures and include any information as required by ORS Chapter 192.

3.~~11~~14 Waiver of Notice. A director may at any time waive any notice required by these bylaws. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director, at the beginning of the meeting or promptly upon the director's arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken at the meeting. Except as provided in the preceding sentence, any waiver must be in writing, must be signed by the director entitled to the notice, must specify the meeting for which the notice is waived, and must be filed with the minutes or the corporate records.

3.~~12~~15 Quorum. A quorum of the board of directors shall consist of a majority of the number of directors in office at the time the meeting begins.

3.~~13~~16 Voting. If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the action is taken is the act of the board of directors except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of directors.

3.~~14~~17 Presumption of Assent. A director who is present at a meeting of the board of directors when corporate action is taken is deemed to have assented to the action taken unless:

(a) The director objects at the beginning of the meeting, or promptly upon the director's arrival, to holding the meeting or transacting the business at the meeting; and

(b) The director's dissent from the action taken is entered in the minutes of the meeting.

3.~~15~~18 Compensation. Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution or policy of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

3.~~16~~19 Director Conflict of Interest. The Association shall maintain a Conflict of Interest policy, the terms of which comply with ORS 65.361 and ORS Chapter 244. The board of directors shall annually review and notify ~~its members and~~the directors of the current Conflict of Interest policy. ~~Each director shall annually complete and return a Conflict of Interest statement.~~

SECTION 4 COMMITTEES AND CAUCUSES

4.1 Standing Committees. The board of directors shall maintain the standing committees described below:

4.1.1 Executive Committee. The executive committee shall consist of the five officers of the board of directors: the president as chair~~man~~ and as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, the president-elect, the vice president, the secretary-treasurer, and the immediate past president. The executive committee ~~may act, pursuant to~~is ~~delegation~~ delegated ~~of~~ authority to ~~such committee by the board of directors,~~act in place and instead of the board of directors between board meetings on all matters except those specifically reserved to the board under the terms of the bylaws. Actions of the executive committee shall be reported to the board of directors ~~by mail, email,~~on a timeframe consistent with the seriousness and urgency of the matter and within two weeks if practicable. Additionally, executive committee actions will be reported ~~or~~ at the next regular board meeting.

4.1.2 Finance Committee. The finance committee shall be appointed by the president and shall be composed of members from Oregon public school districts, education service districts, and community colleges with boards that meet all criteria to be Association voting members. The members shall include, but are not limited to, the President as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, the Association secretary/treasurer and vice president, one ~~Association board director~~ trustee from the PACE board, one district business official, and one at-large board member.

~~Finance committee members serve for a term of two (2) years unless they are appointed to replace a member who left the committee before finishing their two-year term, in which case the member will serve the remainder of the two-year term.~~ The trustee from the PACE board is recommended by the PACE Board of trustees, appointed by the President, subject to approval by the Board, and will serve a two-year term, with no term limits. The district business official and the at-large board member will be recommended by OSBA staff, appointed by the President, subject to approval by the Board, will serve two-year terms, with no term limits, and staggered start dates starting in January.

The finance committee shall operate within the corporation's investment guidelines and the Finance Committee ~~o~~Operating ~~g~~Guidelines.

4.1.3 Legislative Policy Committee. The board of directors shall maintain a Legislative Policy Committee ("LPC").

(a) Purpose. The LPC shall develop legislative policies which are recommended to and approved by the members as a resolution proposed by the board of directors and voted on by the membership in accordance with Section 2.4 and 2.5. The LPC also advises the executive director and staff during legislative sessions.

(b) Composition. The LPC shall be composed of the voting members of the board of directors, the President as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, ~~and the~~ regional representatives elected under the procedures defined in Section 4.1.3(c) ~~and~~ (~~d~~e), ~~and~~ one designated voting member as defined in the bylaws of the Oregon School Board Members of Color Caucus, ~~and~~ one designated

voting member as defined in the bylaws of the Oregon Rural School Board~~s~~ Members Caucus, and one designated voting member as defined in the bylaws of the Oregon school board members PRIDE caucus. All committee members must be elected or appointed directors of a member as defined in Section 2.1. The vice president of the board of directors shall chair the LPC.

~~(b)~~(c) Qualifications. LPC representatives must serve on the board of a member of the Association throughout the duration of their term.

~~(c)~~(d) Nomination. The board of directors shall cause the nomination form to be distributed to all members in eligible regions. ~~A member may~~To nominate a candidate to the LPC, ~~and shall do so~~ one or more of the members in the region must timely submit to the board of directors ~~by~~ a formal resolution or motion ~~of the member and timely submission of the nomination form(s) to the office of the Association~~and the completed nomination form(s). Nominations in regions where there is more than one representative position shall indicate the numbered position for which the nomination is being submitted. The ~~N~~nominations ~~and election of the LPC representatives will be closed by a date identified in~~shall be in accordance with the elections calendar adopted by the board.

~~(d)~~(e) Election. ~~Each LPC member shall be elected by majority of member boards of a region.~~ Each member in a region shall have one vote in the regional elections for the LPC representative. The LPC ~~representative~~candidate receiving a majority of the votes cast by the members within the region shall be elected. Each region shall elect the number of LPC members as described in Section 3.5, without regard to Section 3.5.1(~~d~~e). Such elections shall be held using the procedures described in Section 3.5.2.

(f) Term. Each committee member shall take office on January 1 in even numbered years and serve for a term of two ~~(2)~~ years.

~~(e)~~(g) Vacancies. In the event that there is a vacancy on the LPC, the board of directors may appoint an interim LPC member from the same region to fill the unexpired term of office. If the board of directors cannot recruit an LPC member from the region, they may appoint a person from a contiguous region to serve to represent the open region to fill the unexpired term of office.

~~4.1.4 PACE Trustees. The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE"). As per the PACE Restated Trust Agreement, the PACE trustees shall nominate trustee candidate(s) to the OSBA board of directors. If the list of candidates is not acceptable by the board of directors, the PACE trustees will continue to submit nominated candidate(s) for consideration until accepted by the board of directors.~~

~~PACE trustees taking office on or after January 1, 2023, may serve three consecutive three-year terms and, if eligible, may return after a one-year hiatus.~~

4.2 Other Board Committees. The board of directors may create one or more committees of the board of directors and appoint directors and representatives of members to serve on such committee. The creation of a committee and the appointment of directors and member representatives to the committee must be approved by a majority of all directors in office when the action is taken. The provisions of these bylaws governing meetings, action without meetings,

notice and waiver of notice, and quorum and voting requirements of the board of directors shall apply to committees and their members as well. Committees of the board of directors may, to the extent specified by the board of directors, exercise the authority of the board of directors~~;~~, provided~~, however,~~ that no committee of the board of directors may:

(a) Authorize distributions, provided that this restriction does not apply to payment of value for property received or services performed or payment of benefits in furtherance of the Association's purposes;
(b) Approve or recommend dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association's assets;
(c) Elect, appoint, or remove directors or fill vacancies on the board or on any of its committees; or
(d) Adopt, amend, or repeal the articles of incorporation or bylaws.

4.3 Advisory Committees. The board of directors may create one or more other committees. Members of these committees need not be members or directors, but at least one director shall serve on each such committee. These committees shall have no power to act on behalf of, or to exercise the authority of, the board of directors, but may make recommendations to the board of directors.

4.4 Caucuses. Caucuses shall exist to enhance the work of the Association by addressing the unique needs of member districts. ~~Caucuses shall:~~

4.4.1 Caucuses shall ~~C~~clearly articulate the vision, mission, and goals of the Caucus.

4.4.2 Caucuses shall ~~A~~adopt bylaws for operating, programming, and governing within the context of the Association bylaws described herein.

4.4.3 Caucuses shall ~~C~~comply with Association policies and guidelines.

4.4.4 Caucuses shall be added or eliminated to this provision through the bylaw's amendment process described in Section 8.1~~these bylaws~~.

4.4.5 Caucuses shall submit an end of fiscal year report to the Board of Directors that includes the following:

4.4.5.1 The caucus is meeting regularly;

4.4.5.2 An accounting of the prior year's budget allocation;

4.4.5.3 Identified officers and current bylaws;

4.4.5.4 A summary of the Caucus current goals, the prior year's Caucus activities that support those goals, and how the Caucus goals align with the mission, vision, and goals of OSBA.

The end of fiscal year report will be submitted at the first regularly scheduled board of directors meeting following the end of the fiscal year.

4.4.~~5~~6 The Oregon School Board Members of Color Caucus was established by a vote of the membership in 2018.

4.4.~~5~~7 ~~With the adoption of this section, t~~The Oregon Rural School Board~~s~~ Members Caucus ~~is~~ was established by a vote of the membership in 2023.

4.4.8 The Oregon school board members PRIDE caucus was established by a vote of the membership in 2024.

4.5 **Administration**. Each committee and caucus shall prepare minutes of each of its meetings, and such minutes shall be kept on file at the Association's principal office and made available on request to any member of the board of directors. Each committee and caucus shall also report on its activities at the regular meetings of the board of directors. Each committee and caucus shall comply with the public meetings laws requirements under ORS Chapter 192.

SECTION 5 OFFICERS OF THE BOARD OF DIRECTORS

5.1 **Eligibility.** Effective January 1, 2026, to hold an officer position on the Board of Directors other than the immediate past president, candidates and officers must be a voting member of the OSBA Board of Directors.

5.~~1~~2 **Appointment**. The board of directors shall elect officers by majority vote ~~at least 10 days~~ prior to the November member meeting. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes, a second ballot shall be required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes is elected.

5.~~2~~3 **Designation**. The officers of the Association shall be a president, president-elect, past president, vice president, a secretary-treasurer, and such other officers as the board of directors may appoint.

5.~~3~~4 ~~Compensation and~~ **Term of Office**. Officer terms are one calendar year. No officer, except the secretary-treasurer, shall serve two consecutive terms in the same office, unless the director ~~completed~~completes ~~a~~the term ~~for~~of another officer who was unable to complete ~~a~~their term, and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms.

5.5 Compensation

~~Directors and members of committees~~Officers may receive reimbursement of such expenses as may be determined by resolution of the board of directors to be just and reasonable. ~~Directors~~ Officers shall not otherwise be compensated for service in their capacity as ~~directors~~officers.

5.~~4~~6 **Removal and Resignation**. Any officer may be removed, either with or without cause, at any time by action of the board of directors. An officer may resign at any time by delivering notice to the board of directors, the president, or the secretary-treasurer. A resignation is effective when the notice is effective under ORS 65.034 unless the notice specifies a later effective date. If a resignation is made effective at a later date and the Association accepts the later effective date, the board of directors may fill the pending vacancy before the effective date if the board of directors provides that the successor does not take office until the effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors. No removal or resignation shall prejudice the rights of any party und~~f~~er a contract of employment.

5.~~5~~7 **Officers**. The officers of the Association are as follows:

5.~~5~~7.1 President: The president shall preside at all member meetings of the Association and of the board of directors; shall appoint~~,~~ any committee~~s~~ positions not otherwise designated in these bylaws or OSBA adopted policy, subject to the approval of the board of directors; shall call all regular and special meetings as provided herein; shall be an ex-officio voting member of all committees established under sections 4.1 and 4.2 of these bylaws. The president shall automatically serve as immediate past president for the following term. The president serves for a term of one calendar year.

5.~~5~~7.2 President-elect: In the absence of the president, the president-elect shall assume the powers and duties of the president, and when a vacancy occurs in the office of president, shall serve in that capacity for the remainder of the term. The president-elect shall automatically serve as president for the following term, even if required to fill an uncompleted term as president. In addition, the president-elect shall assume duties related to the oversight of Association member elections and resolutions processes and such other administrative duties as are assigned by the president. The president-elect serves for a term of one calendar year.

5.~~5~~7.3 Vice president: In the absence of the president-elect, the vice president shall assume the powers and duties of the president-elect. The vice president shall also serve as the chair of the LPC. The vice president serves for one calendar year.

5.~~5~~7.4 Secretary-treasurer: The secretary-treasurer shall be responsible for keeping ~~in a suitable minute book~~ accurate minutes of all board of director meetings in electronic format in accordance with OSBA's record retention schedule; shall carry on official correspondence of the Association; shall arrange for proper banking facilities; ~~and~~ shall receive, account for, and disburse funds in a businesslike manner as provided for by the board of directors; shall see that the minutes of the previous meetings are ~~read~~approved by the board of directors;~~,~~ and shall give an itemized and detailed report of the financial condition of the Association at each annual meeting and at such other times as may be required by the board of directors. Such duties of the secretary-treasurer as may be specified by the board of directors may be delegated to the executive director or a designated member of the staff. The secretary-treasurer serves for a term of one calendar year.

5.~~5~~7.5 Immediate past president: The immediate past president shall advise and counsel ~~with~~ other officers. The immediate past president chairs the officer succession planning process. The past president serves for one calendar year.

~~5.57.6 Assistants: The board of directors may appoint or authorize the appointment of an assistant to the secretary-treasurer. Such assistant may exercise the powers of the secretary-treasurer, as the case may be, and shall perform such duties as are prescribed by the board of directors.~~

SECTION 6 NONDISCRIMINATION

The Association shall not discriminate in providing services, hiring employees, or otherwise, upon the basis of gender identity, race, creed, marital status, sex, sexual orientation, religion, color, age, disability, or national origin.

SECTION 7 OSBA PROPERTY AND CASUALTY FOR EDUCATION TRUST

~~PACE Trustees.~~ The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE") as provided in ~~. As per~~ the PACE Restated Trust Agreement. ~~, the PACE trustees shall nominate trustee candidate(s) to the OSBA board of directors. If the list of candidates is not acceptable by the board of directors, the PACE trustees will continue to submit nominated candidate(s) for consideration until accepted by the board of directors.~~

It is the policy of OSBA with respect to PACE trustees taking office on or after January 1, 2023, that such trustees will be appointed to no more than~~may serve~~ three consecutive three-year terms and, if eligible, may return after a one-year hiatus.

SECTION ~~7~~ 8 GENERAL PROVISIONS

~~7~~8.1 Amendment of Bylaws.

~~7~~8.1.1 Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors.

~~7~~8.1.2 The board of directors shall provide written notice to the members containing a statement that the members will be asked to approve the amendment and a copy of the proposed amended bylaws.

~~7~~8.1.3 Action by Written Ballot: The Association will deliver a written ballot to every member entitled to vote on the matter. The ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action and specify a reasonable time by which a ballot must be received by the Association in order to be counted. Once delivered, a ballot may not be revoked.

~~7~~8.1.4 Approval: Approval by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds a quorum of the members, and the number of approvals equals or exceeds two-thirds majority of the number of the returned ballots.

~~7~~8.1.5 Quorum: A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the Association.

~~7~~8.1.6 Whenever an amendment or new bylaw is adopted, it shall be ~~copied in the minute book~~saved in electronic format in accordance with OSBA's record retention schedule with the original bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.

~~7~~8.2 Inspection of Books and Records. All books, records, and accounts of the Association shall be open to inspection by the directors in the manner and to the extent required by law.

~~7~~8.3 **Checks, Drafts, Etc**. All checks, drafts, and other orders for payment of money, notes, or other evidences of indebtedness issued in the name of or payable to the Association shall be signed or endorsed by such person or persons and in such manner as shall be determined by resolution of the board of directors.

~~7~~8.4 **Deposits**. All funds of the Association not otherwise employed shall be deposited to the credit of the Association in those banks, trust companies, or other depositories as the board of directors or officers of the Association designated by the board of directors select, or be invested as authorized by the board of directors.

~~7~~8.5 **Loans or Guarantees**. The Association shall not borrow money and no evidence of indebtedness shall be issued in its name unless authorized by the board of directors. This authority may be general or confined to specific instances. Except as explicitly permitted by ORS 65.364, the Association shall not make a loan, guarantee an obligation, or modify a pre-existing loan or guarantee to or for the benefit of a director or officer of the Association.

~~7~~8.6 **Execution of Documents**. The board of directors may, except as otherwise provided in these bylaws, authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances. Unless so authorized by the board of directors, no officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.

~~7~~8.7 **Insurance**. The Association may purchase and maintain insurance on behalf of an individual against liability asserted against or incurred by the individual who is or was a director, officer, employee, or agent of the Association, or who, while a director, officer, employee, or agent of the Association, is or was serving at the request of the Association as a director, officer, partner, trustee, employee, or agent of another foreign or domestic business or nonprofit corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise; provided, however, that the Association may not purchase or maintain such insurance to indemnify any director, officer, or agent of the Association in connection with any proceeding charging improper personal benefit to the director, officer, or agent in which the director, officer, or agent was adjudged liable on the basis that personal benefit was improperly received by the director, officer, or agent.

~~7~~8.8 **Fiscal Year**. The fiscal year of the Association shall begin on the first day of July ~~1~~ and end on the last day of June in each year.

~~7~~8.9 **Severability**. A determination that any provision of these bylaws is for any reason inapplicable, invalid, illegal, or otherwise ineffective shall not affect or invalidate any other provision of these bylaws.

* * * * *

The foregoing bylaws were approved by the membership of the Oregon School Boards Association on December 15, 2023. The original bylaws were duly adopted by the Board of Directors of OSBA on September 15, 2017, and approved by the membership on December 15, 2017.

RESOLUTION: #24-25.021 DATE: November 12, 2024

POLICY UPDATES - SECTION C

BACKGROUND INFORMATION:

In collaboration with the Oregon School Boards Association (OSBA), district staff have initiated a comprehensive update of all district policies. This process is expected to continue over the next several months, ensuring all policies are current and aligned with best practices and law.

Superintendent Hamilton provided details on this process during the September Board meeting.

Policies in Section C (Administration) of the Springfield School Board Policy Manual were presented to the board for review on September 9, 2024. Following a period for board members to share comments, questions, concerns, recommended edits – along with consultation with OSBA – the policies are now presented for board adoption.

RECOMMENDATION:

It is recommended that the Board of Directors adopt the revised policies in Section C (Administration) as presented.

SUBMITTED & RECOMMENDED BY:

Todd Hamilton
Superintendent

Springfield School District 19

Code: CB
Adopted: 1/22/07
Revised/Readopted: 12/14/20
Orig. Code: CB

Superintendent

The superintendent[1] is designated as the district's chief executive officer. Under the Board's direction ~~of the Board~~, the superintendent exercises 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 law[2] that applies to school districts~~board for that management~~.

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

END OF POLICY

Legal Reference(s):

ORS 332.505
ORS 332.515
OAR 581-022-2405
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.

Springfield School District 19

Code: CBA
Adopted: 2/09/15
Revised/Readopted: 12/14/20
Orig. Code(s): CBA

Qualifications and Duties of the Superintendent

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current ~~Oregon administrative~~ license that qualifies the individual to serve as~~with an authorization for all levels, a superintendent's endorsement, or a transitional~~ superintendent of the district{[1]};~~license;~~

2. A master's ~~or doctorate~~ degree or higher in the field of education, preferably in educational administration;

3. Successful teaching experience at the elementary or secondary school level;

4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative~~transitional administrator or exceptional administrator~~ licensure requirements. The Board may take steps to assist an ~~, jointly with the~~ individual to qualify~~, submit an application~~ for such a license ~~for Teacher Standards and Practices Commission approval pursuant to Oregon Administrative Rule (OAR) 584-080-0151 and 584-080-0161~~.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community~~,~~ and professional peers;

2. Ability to communicate effectively, both orally and in writing;

3. Scholarship, intelligence~~,~~ and excellent ability to plan and organize;

4. Training, experience and success in personnel selection, evaluation~~,~~ and development;

5. Knowledge of curriculum development, implementation~~,~~ and evaluation;

6. Knowledge of business and support service systems which facilitate planning, control~~,~~ and accountability;

7. Experience in administering collective bargaining agreements;

{[1] Please contact the Teacher Standards Practices Commission (TSPC) with questions regarding licensure.}

8. Ability to motivate other administrators and significantly involve them in the decision-making process;

9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

~~**General Functions**~~

~~1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.~~

~~2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.~~

Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;

2. Serve as educational leader to the Board, staff~~,~~ and community;

3. Act as the district's~~Board's~~ chief administrative officer;

4. Serve as district school clerk, performing such duties as required by law or by the Board;

5. Schedule meeting places, prepare an agenda in consultation with the Board chair and record minutes for all Board meetings and other committee meetings authorized by the Board;

6. Attend all regular and special meetings and executive sessions of the Board, except when excused~~ for his/her own salary and performance review~~;

7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;

8. Administer adopted Board policies;

9. Regularly~~Annually~~ review adopted Board policies and make recommendations for needed changes;

10. Advise, inform~~,~~ and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;

11. Provide an ongoing program of communication to and from the community, staff and Board concerning ~~the school program and~~ district programs and activities;

12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;

13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;

14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;

15. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;

16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff~~. Policies approved by the Board will be included in the written rules and regulations of the district~~; *(this policy is about the superintendent; see policy BFC for corroborating language being struck here)*

17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;

18. Resolve problems of operations and settle disputes referred through administrative channels;

19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;

20. Assume responsibility for the development, maintenance~~,~~ and operation of a constructive program of in-service, training~~,~~ and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;

21. Recommend to the Board, the appointment, renewal, contract extension, contract non-renewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;

22. Appoint, promote, demote or discharge classified and nonrepresented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;

23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;

24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;

25. Evaluate the performance of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;

26. Assign and control the promotion of students;

27. Maintain a continuous inventory of all district property, furniture, material, and supplies;

28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;

29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;

30. Recommend instructional materials, instructional supplies, and school equipment to be purchased by the district;

31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;

32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;

33. Direct the district in its relationships with federal, state, and local government agencies;

34. Cooperate with universities and colleges in their student-teacher training programs;

35. Attend local, state, and national meetings, conferences and workshops as deemed beneficial to the interests of the district;

36. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;

37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;

38. In cases of matters not specifically covered by Board policies, take appropriate action~~[, and report such action to the Board no later than the next regular Board meeting]~~;

39. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal Reference(s):

ORS 332.075	ORS 342.850	OAR 584-080-0151
ORS 342.143	OAR 584-020-0000 - 0035	OAR 584-080-0152
ORS 342.173	OAR 584-046-0003 - 0024	OAR 584-080-0161

Springfield School District 19

Code: CBC
Adopted: 12/10/07
Revised/Readopted: 12/14/20
Orig. Code: 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 superintendent[1] to take any action that conflicts with a local, state or federal law[2] 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 in duration. The contract shall automatically expire at the end of its term. The Board may elect to issue a subsequent contract at any time for up to three years.

The compensation and benefits for the position of superintendent will be fixed by the Board and based upon the responsibilities required of the superintendent in performing their~~his/her~~ duties. The Board may not enter into an employment contract that contains provisions that expressly obligate~~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 employment contract, if it includes a mutually agreed to termination-without-cause provision by the Board, will include a 12-month notice of termination for such provision.

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

Reaches 65 years of age; or

Finds new employment that provides health benefits.

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 public charter school; or

2. Use property owned by the district or public charter school in a manner other than the manner permitted for the general public.

[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.

END OF POLICY

Legal Reference(s):

ORS 332.432
ORS 332.505
ORS 342.549
ORS 342.815
OAR 584-005-0005(51)

Springfield School District 19

Code: CBG
Adopted: 1/22/07
Revised/Readopted: 12/14/20
Orig. Code: CBG

Evaluation of the Superintendent

The Board will formally evaluate the superintendent's job performance at least once each year.~~annually.~~ The evaluation will be based on the superintendent's~~administrative~~ job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

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

The Board's discussion and conferences with and about the superintendent and their~~his/her~~ performance will be conducted in an executive session, unless the superintendent requests a~~an open~~ session open to the public. Such~~. However, such~~ an executive session will not include 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
OAR 581-022-2405

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

Cross Reference(s):

BDC - Executive Sessions
CB - Superintendent
CBA - Qualifications and Duties of the Superintendent

Springfield School District 19

Code: CCB
Adopted: 1/22/07
Revised/Readopted: 12/14/20
Orig. Code(s): CCB

Line and Staff Relations

The Board expects the superintendent to establish a clear understanding of working relationships in the school system with all staff.

Lines of direct authority will be those approved by the Board and shown on the district organization charts.

Staff members will be expected to refer matters requiring administrative action to the administrator to whom they report. That administrator will refer such matters to the next higher administrative authority, when necessary. All staff will inform their immediate supervisor of their activities by whatever means the supervisor considers appropriate.

Lines of authority should not restrict the cooperative working relationship of all staff members in developing the best possible district programs and services. In addition, this policy does not restrict protected labor relations communications of bargaining unit members. The established lines of authority represent direction of authority and responsibility. When the staff work together, the lines represent ~~avenues for~~ a two-way flow of ideas to improve the programs and operations in the district.

END OF POLICY

Legal Reference(s):

ORS 332.505 OAR 581-022-2405

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Springfield School District 19

Code: CCD
Adopted: 12/10/07
Revised/Readopted: 12/14/20
Orig. Code(s): CCD

Administrator Contracts

"Administrator" means a person who is employed as an administrator or is performing administrative duties, regardless of whether the person is required to have a license, and includes but is not limited to superintendents, assistant superintendents, and business managers. Administrator does not include a person who is subject to Oregon Revised Statute (ORS) 342.805 to 342.937.

The district shall enter into an employment contract with each administrator, that has provisions that cover the duration of the contract, conditions for contract termination and extension and conditions of employee resignation. The contract shall be kept on file in the district office.

The district may not enter into an employment contract that contains provisions that expressly obligate~~obligates~~ the district or school to compensate the administrator for work that is not performed.

The district may provide health benefits for an administrator who is no longer employed by the district until the administrator:

1. Reaches 65 years of age; or

2. Finds new employment that provides health benefits.

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

1. Purchase property or surplus property owned by the district or school; 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

Legal Reference(s):

ORS 342.549

Springfield School District 19

Code: CCG
Adopted: 12/14/20

Evaluation of Administrators

The superintendent will implement and supervise an evaluation system for administrators~~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 [regularly] [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; and

4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation, and have the right of appeal through established grievance procedures, if applicable.

An administrator's evaluation shall use the following educational leadership-administrator standards[1] 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.

[1] These 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 the administrator;

2. Refine the support, assistance and professional growth opportunities offered to the 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 342.120
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).

Springfield School District 19

Code: CHCA
Adopted: 1/22/07
Revised/Readopted: 12/14/20
Orig. Code(s): CHCA

Handbooks

In order that pertinent Board policies, administrative regulations, school rules and procedures may be known by all staff members, patrons, students, and parents affected; district administrators and principals are granted authority to issue staff and student/parent handbooks.

The contents of all handbooks must conform with districtwide board policies and administrative regulations. The publication shall bear the name of the district, or one of its schools, and be of a quality that reflects favorably on the district. The Board expects all handbooks to be approved by the superintendent or designee before publication.

The district will make all published handbooks available to the Board for informational purposes.

END OF POLICY

Legal Reference(s):

ORS 332.107

Springfield School District 19

Code: CM
Adopted: 1/22/07
Revised/Readopted: 12/14/20
Orig. Code(s): CM

Compliance and Reporting on Standards

The superintendent will prepare an annual report that represents the district's compliance with the standards adopted by the State Board of Education in OAR Chapter 581, Division 22, for the preceding school year and submit that report to the Board.

The district's annual report will be presented orally at a public Board meeting by November 1~~February1~~ of each school year and will allow public comment on such report. This report will be posted on the district's web page~~. by February1 of each school year. The Board will acknowledge receipt of the report prior to its submission to the Oregon Department of Education (ODE).~~

The district will report on its compliance with state standards to Oregon Department of Education (ODE) by November~~February~~ 15 each year on a form provided by ODE.

END OF POLICY

Legal Reference(s):

ORS 329.095
ORS 329.105
OAR 581-022-2260
OAR 581-022-2305

Springfield School District 19

Code: CPA
Adopted: 1/14/13
Revised/Readopted: 12/14/20
Orig. Code(s): CPA

Layoff~~/~~ and Recall ~~– Licensed Administrative Personnel~~for Administrators

This policy applies to all licensed administrators below the rank of assistant superintendent who are not considered teachers under ORS 342.934.[1]

The Board retains the right to determine when a layoff is necessary. Layoffs shall be by position. A reduction in hours does not constitute a layoff.

The factors considered in the layoff process will be license, seniority, qualifications, merit and/or competence. ~~Competence includes recent experience, additional training and educational attainments. Merit includes the measurement of one administrator's ability and effectiveness against the ability and effectiveness of another administrator.~~

The Board desires/expects administration to retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district's schools.

Prior to initial development of a recall procedure for administrators, the Board will consult with the employees or a designated representative of the employees covered by this policy.

The district will develop administrative regulations to implement this policy.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 342.934

[1] Prior to laying off any administrators, the district will work with legal counsel to determine if the cultural or linguistic expertise criteria apply to any impacted employees.

RESOLUTION: #24-25.022 DATE: November 12, 2024

POLICY UPDATES - SECTIONS D, E, and F

BACKGROUND INFORMATION:

In collaboration with the Oregon School Boards Association (OSBA), district staff have initiated a comprehensive update of all district policies. This process is expected to continue over the next several months, ensuring all policies are current and aligned with best practices and law.

Superintendent Hamilton provided details on this process during the September Board meeting.

Policies in Sections D (Fiscal Management), E (Support Services), and F (Facilities) of the Springfield School Board Policy Manual were presented to the board for review on October 14, 2024. Following a period for board members to share comments, questions, concerns, recommended edits – along with consultation with OSBA – the policies are now presented for board adoption.

RECOMMENDATION:

It is recommended that the Board of Directors adopt the revised policies in Sections D (Fiscal Management), E (Support Services), and F (Facilities) as presented.

SUBMITTED & RECOMMENDED BY:

Todd Hamilton
Superintendent

Policy Section DEF Revisions

Based on board member feedback and consultation with OSBA, revisions have been made to the following policies since their original posting in October.

Policy DBDB
- Assorted edits, added references to general fund.

Policy DBEA
- 1st paragraph, added “In the event of a vacancy”

Policy DBK
- 3rd paragraph, replaced “programs” with “functions”

Policy EEA
- Legal References, added note to OSBA to “Link to definitions for Types 10, 20, and 21 Pupil Transportation Vehicles, OAR 581-053-003”

Policy EEACC
- List item 15, added “for a period of time.”
- Legal References, added note to OSBA to “Link to definitions for Types 10, 20, and 21 Pupil Transportation Vehicles, OAR 581-053-003”

Policy EEACD
- Legal References, added note to OSBA to “Link definitions OAR 581-053-003”

Policy EEBA
- 3rd paragraph, added “district-owned” and deleted semi-colon

Policy EFAA
- 1st paragraph, added “United States Department of Agriculture”
- 3rd paragraph, deleted “an”

Policy EIA
- Last paragraph, deleted “in July”

Policy FKL
- 1st paragraph, added “or”

Springfield School District 19

Code: DBDB
Adopted: 6/24/19
Orig. Code(s): DBDB

General Fund Balance

The Board recognizes its responsibility to establish an unrestricted general fund balance[1] in an amount sufficient to:

1. Protect the district from unnecessary borrowing in order to meet cash-flow needs;

2. Provide prudent reserves to meet unexpected emergencies and protect against catastrophic events;

3. Meet the uncertainties of state and federal funding; and

4. Help ensure a district credit rating that would qualify the district for lower interest costs and greater marketability of bonds that may be necessary in the construction and renovation of school facilities.

Consequently, the Board directs the superintendent or designee to manage the currently adopted district budget in such a way to ensure an ending general fund cash balance of at least ~~[4]~~ five (5) percent of total adopted general fund revenues.

In determining an appropriate unrestricted fund balance, the Board will consider a variety of factors with potential impact on the district's budget including the predictability and volatility of its expenditures[2]; the availability of resources in other funds as well as the potential drain upon general fund resources from other funds[3]; liquidity[4]; and designations[5]. Such factors will be reviewed annually.

END OF POLICY

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[1]The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain an unrestricted fund balance in their general fund of no less than 5 to 15 percent of regular general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures. The Oregon Association of School Business Officials recommends, at a minimum, an unrestricted ending fund balance of no less than 3 to 8 percent of the general fund budget. In general practice, levels of fund balance, typically, are less for larger governments than for smaller governments because of the magnitude of the amounts involved and because the diversification of their revenues and expenditures often results in lower degrees of volatility. Does not apply to special revenue funds.

[2] Higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile.

[3] The availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the general fund, just as deficits in other funds may require that a higher level of unrestricted fund balance be maintained in the general fund.

[4] The disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained.

[5] The need to maintain a higher level of unrestricted fund balance to compensate for any portion of unrestricted fund balance already designated for a special purpose.

Legal Reference(s):

ORS 294.311(18) ORS 294.398 ORS 332.107

Springfield School District 19

Code: DBEA
Adopted: 1/22/07
Revised/Readopted: 6/24/19
Orig. Code(s): DBEA

Budget Committee

Organization, Membership and Terms of Office

The district budget committee will consist of the five members of the Board and five electors appointed by the Board as required by law. The terms of the appointed members of a budget committee in a district that prepares an annual budget, will each be three years, with appointments made so that, as nearly as practicable~~possible~~, the terms of one-third of the members end each year. At least one member of the budget committee must be a member of the district's educational equity advisory committee.[1] ~~The~~ In the event of a vacancy, the Board will establish appropriate timelines and procedures for the appointment of budget committee members.

A majority of the constituted committee is required for passing an action item. Majority for a 10-member budget committee is 6. Therefore, if only 6 members are present, a unanimous vote is needed for passing an action item.

Function of the Budget Committee

It is the function of the budget committee to approve budget estimates for an educational plan previously determined by the Board. No new program should be considered for the budget estimate that has not previously been submitted to the Board and approved as a part of the educational plan. The budget committee will determine levels of spending but will not determine programs nor personnel assignments.

~~**Final Action**~~

~~The budget committee will approve an estimated district budget document for submission to the Board.~~

~~Officers~~ Presiding Officer and Orientation of Budget Committee

1. Organization: The budget committee will hold its first regular organizational meeting on a day set by the Board. A presiding officer shall~~A chair and secretary will~~ be elected from among its members at this meeting. Such meeting may be prior to or on the date the budget message and document are presented.

2. Background Information: Budget committee members will be provided with data for the ensuing year(s), such as the Board's~~district's~~ educational plan, ~~data from previous budgets~~ and other pertinent material bearing on the preparation of the district budget.

[1] {Districts with ADM over 10,000 must convene an educational equity advisory committee no later than September 15, 2022. Districts with ADM of 10,000 or under are not required to convene an educational equity advisory committee until September 15, 2025.}

Meetings of the Budget Committee

The district's budget committee shall hold one or more meetings to receive the budget message, the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public.

~~**Function of the Budget Committee**~~

~~It is the function of the budget committee to approve budget estimates for an educational plan previously determined by the Board. No new program should be considered for the budget estimate that has not previously been submitted to the Board and approved as a part of the educational plan. The budget committee will determine levels of spending, but will not determine programs.~~

Final Action

The budget committee will approve an estimated district budget document for submission to the Board.

END OF POLICY

Legal Reference(s):

ORS 174.130
ORS 192.610 - 192.695
ORS 294.305 - 294.565
ORS 329.711
ORS 433.835 - 433.875

Springfield School District 19

Code: DBH
Adopted: 6/24/19
Orig. Code(s): DBH

Budget Adoption

After the public hearing on the budget and any modifications of the budget deemed necessary as a result of that hearing, the Board will approve the resolutions to adopt and appropriate the budget. The Board will further determine, make and declare the ad valorem property tax amount or the rate, to be certified to the assessor for the ensuing year or for each of the years of the ensuing budget period, and itemize and categorize the ad valorem property tax amount or rate, as provided in Oregon Revised Statute (ORS) 310.060.

The superintendent will ensure all necessary documentation is submitted to the county assessor's office as required by the Local Budget Law.

END OF POLICY

Legal Reference(s):

ORS Chapter 255
ORS 294.305 to -294.565
ORS 310.060
ORS 328.542
OAR 150-310-0020

Springfield School District 19

Code: DBI
Adopted: 6/24/19
Orig. Code(s): DBI

Budget Amendments

The budget estimates and proposed ad valorem property tax amount or rate of any fund as shown in the budget document may be amended by the Board prior to adoption. Such amendment may also be made following adoption if the amendments are adopted prior to the commencement of the budget period to which the budget relates.

The amount of estimated expenditures for each fund in an annual budget may not be increased by more than $5,000 or 10 percent of the estimated expenditures, whichever is greater.

The ad valorem property tax amount or rate to be certified may not exceed the amount approved by the budget committee, unless the amended budget document is republished and another public hearing is held as required by law.

END OF POLICY

Legal Reference(s):

ORS 294.456 ORS 294.471 ORS 294.473

Springfield School District 19

Code: DBJ
Adopted: 1/22/07
Revised/Readopted: 6/24/19
Orig. Code(s): DBJ

Budget Implementation

The district budget~~, as adopted by the Board,~~ becomes the financial plan of the district for the ensuing budget period when adopted by the Board~~coming year~~.

The superintendent and staff are authorized to make expenditures and commitments in accordance with the policies of the Board and the adopted district budget.

The superintendent will make the Board aware of any substantial changes in expected revenues or unusual expenditures so the Board may adjust the budget, if necessary.

END OF POLICY

Legal Reference(s):

ORS 294.305 to -294.565 ORS Chapter 310

Springfield School District 19

Code: DBK
Adopted: 2/13/12
Revised/Readopted: 6/24/19
Orig. Code(s): DBK

Budget Transfer Authority

The adopted district budget is a financial plan which may be subject to change as a result of circumstances or events occurring during the ensuing budget period. All appropriation transfers shall be authorized when completed by official resolution of the Board. The authorizing resolution must state: the need for the transfer;~~,~~ its purpose;~~,~~ and the amount of the transfer.

Transfers of general operating contingency appropriations, which in aggregate during a fiscal year or budget period exceed 15 percent of the total appropriations of the fund, may be made only after the adoption of a supplemental budget prepared for that purpose.

The clerk or deputy clerks have the authority to approve transfers between ~~programs~~ functions (i.e., elementary, middle school, high school) and or object codes (i.e., 100-salaries, 200-benefits, 300-purchasing service, 400-supplies) within the same appropriation.

END OF POLICY

Legal Reference(s):

ORS 294.463

Springfield School District 19

Code: DD
Adopted: 1/22/07
Revised/Readopted: 6/24/19
Orig. Code(s): DD

Funding Proposals and Applications

The district shall~~may~~ pursue federal, state or private grants or other such funds that will assist the district in meeting adopted Board and district ~~its~~ goals. Proposals for external funds will be submitted to the superintendent or designee for evaluation and approval, and to the Board when required by law.

The Board reserves the right to reject funds associated with any grant which has been approved.

The district shall, before an acceptance of such funds, consider the district's obligations, expectations or encumbrances when the grant ceases.

END OF POLICY

Legal Reference(s):

ORS 294.305 to -294.565 ORS 332.075

Springfield School District 19

Code: DFA
Adopted: 6/24/19
Orig. Code(s): DFA

Investment of Funds

At certain times during the course of the fiscal year, there will be available funds that are in excess of immediate operational needs of the district.

The Board directs that the district invest such excess funds in accordance with applicable Oregon Revised Statutes.

Authority

The Board delegates to the Chief Operations Officer (COO) or designee, the responsibility of investment portfolio manager. The portfolio manager is responsible for investment decisions and activities, under the direction of the COO. The portfolio manager will maintain written procedures for the operation of the investment program, consistent with related policies.

Objectives

There are three principles that will guide the portfolio manager in implementation of this policy:

1. The primary objective of investment activities is the preservation of capital and the protection of investment principal. In investing public funds, the district will not assume unreasonable investment risk to obtain investment income. In all investment activities, the portfolio manager will follow the prudent investor rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.";

2. Adequate liquidity to meet daily funds needs for payment of district operating requirements which might be reasonably anticipated will be the second objective of the portfolio manager;

3. The third objective of the portfolio manager will be optimization of investment earnings consistent with adherence to the objectives.

Reporting Requirements

The portfolio manager shall prepare daily and monthly reports for management purposes. Additionally, the Board will be provided quarterly reports which will include data providing information such as dealer name, type of investment, issue date, maturity date, rate of interest and principal invested as well as any further data or narrative explaining the basis of the investment decision. As soon as practical after the end of the fiscal year, a comprehensive annual report on the investment program and investment activity shall

be presented to the Board. The annual report shall include a summary of administrative accomplishments, the overall trend of the economy and interest rates and other pertinent data.

END OF POLICY

Legal Reference(s):

ORS 294.033	ORS 294.125	ORS 294.145
ORS 294.035	ORS 294.135	ORS 294.155

Springfield School District 19

Code: DFEA
Adopted: 6/24/19
Orig. Code(s): DFEA

Admissions to District Events

District residents 65 years of age and older may be given senior citizen guest passes for all school activities, including athletic events. Additionally, the athletic director shall provide complimentary passes to the following:

1. Volunteers (e.g., doctors, fire department, police department);

2. Unpaid officials who perform frequently at athletic events (e.g., scorekeepers, public address personnel, photographers).

District employees and Board members will be assessed the uniform district admission rate. Such individuals may be admitted at no charge only when assigned specific duties and such admission is consistent with the provisions of Oregon Revised Statute (ORS) Chapter 244.

The district will establish accounting procedures, including any income liability, consistent with this policy.

END OF POLICY

Legal Reference(s):

ORS Chapter 244 ORS 332.107

Springfield School District 19

Code: DFG
Adopted: 1/22/07
Revised/Readopted: 6/24/19
Orig. Code(s): DFG

Income from Program-Related Sales and Services

Certain career-technical activities allow students to charge the public for goods and services. These activities are designed for educational purposes and not to compete with community businesses.

Charges for work performed and goods sold through these activities will be kept current with costs for the service or item.

Money collected will be deposited in the student body fund account within the General Fund.

END OF POLICY

Legal Reference(s):

ORS 294.305 to -294.565

Springfield School District 19

Code: DGA
Adopted: 1/22/07
Revised/Readopted: 6/24/19
Orig. Code(s): DGA

Authorized Signatures

The Board will~~, authorize the district clerk and/or deputy clerk to sign district checks~~ at its annual organizational meeting following~~in~~ July 1 or at other times deemed necessary by the Board, authorize the district clerk and/or deputy clerk or other individuals designated by the superintendent to sign district checks. The Board may authorize the use of facsimile signatures by those designated persons.

END OF POLICY

Legal Reference(s):

ORS 294.120 ORS 328.441 ORS 328.445

Springfield School District 19

Code: DH
Adopted: 10/14/13
Revised/Readopted: 6/24/19
Orig. Code(s): DH

~~Bonded Employees and Officers~~ Loss Coverage

~~All district employees responsible for funds, fees, cash collections or inventory control will be bonded to protect the district against loss in an amount determined by the Board and upon recommendation of the district's agent of record In compliance with Oregon statutes and administrative rules, the superintendent, custodian of funds and other individuals as deemed necessary by the Board will have individual fidelity bond coverage or equivalent crime coverage.~~ The Board and designated district employees are responsible to safeguard the district against loss regarding funds, fees, cash collections and inventory. The Board shall designate the district employees responsible as custodians of such items. The district shall purchase bond coverage or equivalent crime coverage in an amount determined by the Board, in consultation with the district's agent of record. The district will pay the cost of such coverage.

END OF POLICY

Legal Reference(s):

ORS 328.441 ORS 332.525 OAR 581-022-2405

Springfield School District 19

Code: DI
Adopted: 10/14/13
Revised/Readopted: 6/24/19
Orig. Code(s): DI

Fiscal Accounting

The district's accounting and reporting system will operate in accordance with generally accepted accounting principles~~procedures~~ and will conform with applicable state laws and regulations.

END OF POLICY

Legal Reference(s):

ORS 294.305 to -294.565 OAR 581-023-0035

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Springfield School District 19

Code: DIC
Adopted: 10/14/13
Revised/Readopted: 6/24/19
Orig. Code(s): DIC

Financial Reports and Statements

Upon the Board's request, appropriate staff member(s) will be available at any Board meeting, to respond to questions and to present current financial information. The superintendent will notify the Board at any time substantial deviations from anticipated income or expenditures are anticipated.

The Board will receive financial reports that include estimates of expenditures for the major general fund accounts in comparison to budget appropriations, actual receipts in comparison to budget estimates, and the district's overall cash condition. Supplementary reports on other funds or accounts will be furnished upon request of the Board or superintendent.

The Board will receive a pre-audit report recapping the year-end closure of financial statements prior to the annual audit by the district's authorized accountant.

END OF POLICY

Legal Reference(s):

ORS 294.155
ORS 294.311
ORS Chapter 297
ORS 328.465
ORS 332.105
OAR 162-010-0000 to -0330
OAR 162-040-0000 to -0160
OAR 581-023-0037

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Springfield School District 19

Code: DID
Adopted: 10/14/13
Revised/Readopted: 6/24/19
Orig. Code(s): DID

Property Inventories

The district will maintain a complete property inventory that lists all school sites, buildings, and equipment with a value greater than $5,000. This inventory will be updated annually. The Board may authorize the employment of an appraisal company to assist with the inventory procedure. To update the inventory, the district will keep current records of equipment disposed of and purchased.

The superintendent or designee will develop and implement procedures for schools and departments to maintain inventories of equipment valued less than $5,000 per item. Equipment of lesser value than $5,000 shall not be listed on the district asset inventory. Other district supplies will be included as part of the district's [annual] inventory. Current records shall be maintained for the receipt, distribution/disposal and inventory of commodity foods as required by federal law. Additionally, there shall be a report to the Board of substantial loss of equipment and supplies not consumed in the process of use.

The district may authorize the employment of an appraisal company to assist with the inventory procedure.

For insurance purposes only, a count of non-consumable, theft-sensitive supplies with a value less than $5,000 shall be kept by classification/description by school site and submitted to the district's business office with property inventory records.

Tangible Assets

Criteria for capitalizing land, new construction, extraordinary building repairs, betterments, improvements, and replacements.

1. Capitalize all land acquisitions, regardless of cost. All ancillary costs, such as legal and title fees, surveying fees, appraisal and negotiation fees, site preparation costs and costs related to the demolition of unwanted structures should be included. Depreciation is not calculated for land.

2. Capitalize all costs of new construction, including professional fees of architects, attorneys, or appraisers, as well as any other costs necessary to place a building into its intended state of operation. Depreciation is not calculated for construction in progress.

3. Capitalize costs of repairs or improvements that increase future benefits from an existing fixed asset beyond its previously assessed standard of performance.

Criteria for capitalizing vehicles, furniture, and equipment.

1. All computers, with a historical cost greater than or equal to $5,000, shall be included in the fixed asset inventory. Computers costing under $5,000 shall be inventoried for tracking and insurance purposes but will not be capitalized and depreciated.

2. All vehicles, furniture, and equipment with an individual value of $5,000 or more should be capitalized. In addition to the costs of the item itself, the capitalized cost should include any other normal or necessary costs required to place the asset in its intended state of operation, such as transportation charges, installation costs and any extended maintenance or warranty contracts purchased at the same time as the fixed asset.

Depreciation on all capitalized assets is calculated using the district defined useful life. The straight-line method of depreciation will be used to calculate depreciation expense.

Intangible Assets

As part of ongoing operations, the district may acquire intangible assets. Examples of intangible assets are easements, water rights, patents, trademarks, and computer software.

All intangible assets should be classified as capital asset and be reported on the government-wide statement of net assets only if they are identifiable. An intangible asset is identifiable when it is either separate (capable of be separable from the government) or arises from contractual or legal rights.

1. Assets developed/acquired before July 1, 2009 should be reported based on the previous capitalization threshold of $5,000. These assets will continue to be reported and amortized for the remainder of their useful life

2. Assets developed/acquired after July 1, 2009 are subject to the revised capitalization threshold of $25,000.

END OF POLICY

Legal Reference(s):

ORS 332.155

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Springfield School District 19

Code: DIE
Adopted: 6/24/19
Orig. Code(s): DIE

Audits

An audit of all district accounts will be made annually by an accountant selected by the Board from the roster of authorized municipal accountants maintained by the Oregon Board of Accountancy. The audit examination will be conducted in accordance with minimum auditing standards established by the Secretary of State.

Every five years the Board will review the contract with the audit firm and, if necessary, solicit request for proposals from authorized municipal accountants.

A copy of the audit report will be presented to the Board. The superintendent or designee will submit a copy of the audit report to the Oregon Department of Education and to the Oregon Secretary of State, Audit Division.

END OF POLICY

Legal Reference(s):

ORS 294.155
ORS Chapter 297
ORS 327.137
ORS 328.465
OAR 162-010-0020(11)
OAR 581-023-0037

Springfield School District 19

Code: DJ
Adopted: 10/14/13
Revised/Readopted: 6/24/19
Orig. Code(s): DJ

District Purchasing

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment, and services. Items commonly used in the various schools and their subdivisions will be standardized and be consistent with educational goals and in the interest of efficiency or economy.

The superintendent or designee is appointed by the Board to serve as ~~the~~ purchasing agent. They will be responsible for developing and administering the district's purchasing program.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget, ~~or~~ by Board action and/or Board policy. In all cases calling for the expenditure of district money, except payrolls~~,~~ and authorized credit cards, the district requisition and purchase order system shall be used.

No purchase with the exception of a petty cash purchase will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made with an approved purchase order.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed $150,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations.

The Board shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by district employees, such as custodial, food service and transportation services.

The superintendent or designee will review bills due and payable for the purchase of supplies and services to determine if they are within current budget appropriations. After review, the superintendent or designee will direct payment of thewill be ma~~de for just claim~~s against the district. The superintendent or designee is responsible for the accuracy of all bills and vouchers.

No Board members, officers, employees, or agents of this district shall use their official position to obtain financial gain or avoid financial detriment for themselves, a relative or any member of their household, or for any business with which the Board~~board~~ member, relative or member of ~~the~~ household is associated. Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the district by any Board~~board~~ member, officer or employee of the district is prohibited.

END OF POLICY

Legal Reference(s):

ORS 244.040 ORS Chapters 279, 279A, 279B, 279C ORS 294.311	ORS 328.441 to -328.470 ORS 332.075	OAR 125-055-0040

Springfield School District 19

Code: DJB
Adopted: 10/14/13
Revised/Readopted: 6/24/19
Orig. Code(s): DJB

Petty Cash Accounts

Petty cash funds will be established annually in the amount sufficient for each school building and for the central administrative office. Such funds will be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Allowances, responsibility, security, and accounting of petty cash funds will be in accordance with Board policy and requirements of law.

Petty cash will not be used to thwart or circumvent established purchasing procedures. It is a convenient accommodation to facilitate immediate acquisition of low-cost goods and services in an efficient manner.

END OF POLICY

Legal Reference(s):

ORS 294.311

OR. DEP'T. OF EDUCATION, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Springfield School District 19

Code: DJC
Adopted: 10/14/13
Revised/Readopted: 6/24/19
Orig. Code: DJC

Bidding Requirements

(Version 1)

(Delete this version and adopt proposed version.)

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. All public contracts for goods or services shall be based upon applicable competitive procurement provisions of Oregon Revised Statutes and adopted public contracting rules except:

1. Contracts between contracting agencies or between contracting agencies and the federal government;
2. Insurance and services contracts as provided for under state law;
3. Contracts for the procurement or distribution of textbooks;
4. Energy savings performance contracts;
5. Contracts made with qualified nonprofit agencies providing employment opportunities for disabled individuals;
6. Public improvement contracts exempted by the Local Contract Review Board (LCRB) upon findings that the award would not encourage favoritism or substantially diminish competition and would result in substantial cost savings to the contracting agency;
7. Special procurements exempted by the LCRB upon findings that the award would not encourage favoritism or substantially diminish competition and would result in substantial cost savings to the contracting agency;
8. Emergency contracts;
9. Any other public contract specifically exempted from the code by another provision or law.

The Board will serve as the LCRB for the district. All district purchasing shall be conducted in accordance with the adopted rules.[1]

The Board acting as its own LCRB adopts the Oregon Attorney General's Model Public Contract Rules Oregon Administrative Rule (OAR) Chapter 137, Divisions 046 through 049, in effect at the time this policy is adopted. These rules govern purchasing procedures, and other matters subject to public contracting provisions of law.

[1] The Board may contract with another public agency to serve as its LCRB.

The district shall procure the construction manager/general contractor services in accordance with model rules the Attorney General adopts under Oregon Revised Statute (ORS) 279A.065(3). Additionally, the Board may include as part of its rules portions of the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246-249 in effect at the time this policy is adopted.

Where necessary, the Board has made the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

The district shall review its rules each time the Attorney General adopts a modification of the model rules, as required by ORS 279A.065 (6)(b), to determine whether any modifications need to be made to district rules to ensure compliance with statutory changes. New rules, as necessary, will be adopted by the Board. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required. The Board recognizes that a public contracting agency that has not established its own rules of procedure as required by ORS 279A.065 (5) is subject to the model rules adopted by the Attorney General, including all modifications to the model rules that the Attorney General may adopt.

Opportunity will be provided to all responsible suppliers to do business with the district. The Director of Business Operations will develop and maintain lists of potential vendors for various types of materials, equipment, and supplies. Such lists may be used to develop a mailing list for distribution of specifications and solicitations for bids or proposals. Any supplier may be included in the list upon request.

Procurements estimated to be in excess of $250,000 shall go through the cost analysis and feasibility process described in ORS 279B.

Records of bids, proposals and specifications will be kept in the district administration office and will conform with Oregon Revised Statutes and applicable records retention provisions of the Oregon Attorney General's Model Public Contract Rules.

END OF POLICY

Legal Reference(s):

ORS Chapter 279
ORS Chapter 279A
ORS Chapter 279B
ORS Chapter 279C
ORS 670.600
OAR Chapter 125, Divisions 246 - 249
OAR Chapter 137, Divisions 045 - 049
OAR 459-005-0020

OREGON PROCUREMENT MANUAL, Oregon Department of Administrative Services.

Cross Reference(s):

DJ - District Purchasing
DJCA - Personal Services Contracts
EH - Records and Data Management

Springfield School District 19

Code: DJC
Adopted:

Bidding Requirements
(Version 2)

{Highly recommended policy. The Board serves as the Local Contract Review Board (LCRB) and has the ability to adopt its own procurement rules. Many districts choose to use the *Oregon Attorney General's Model Public Contracting Rules* in OAR Chapter 137, Divisions 045 - 049. If the LCRB does not adopt rules, the Attorney General's Model Public Contracting Rules apply. This policy is based on those rules. The LCRB may also include as part of its rules portions of the Oregon Department of Administrative Services administrative rules in OAR Chapter 125, Divisions 269 - 249. If the LCRB adopts its own rules, delete portions of this policy that are inconsistent with those rules.}

The Board serves as the Local Contract Review Board (LCRB) for the district. The LCRB has not adopted its own rules of procurement. Consequently, the *Oregon Attorney General's Model Public Contracting Rules*[1] shall apply to the district.[2]

Additionally, the district may include as part of its procedures portions of the Oregon Department of Administrative Services administrative rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246 - 249.

The LCRB may make the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

The district may not artificially divide or fragment a procurement to reduce the procurement requirements.

The superintendent may develop administrative regulations or procedures to assist with the implementation of this policy and applicable procurement rules.

Goods and Services

The district will purchase goods and services through the following procedures, unless an exception applies:

1. Small Procurement. For purchases of goods and services with a contract price not exceeding $25,000, the district can use any manner deemed practical or convenient, including direct selection or award. Amendments to a contract awarded through small procurement must be in accordance with OAR 137-047-0800.

2. Intermediate Procurement. For purchases of goods and services with a contract price exceeding $25,000, but not exceeding $250,000, the district shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The district will keep record of the request and quotes. If three quotes are not reasonably available, fewer will suffice, but the district will make a written record of the effort made. The district may negotiate with a

[1] Oregon Administrative Rules (OAR) 137-045 - 049

[2] See ORS 279A.065(5). {The LCRB can formally adopt the AG rules. If the LCRB formally adopts the rules, the district is required to review the AG rules each time there is a modification.}

prospective contractor to clarify the quote or offer, or to effect modifications. Amendments to a contract awarded through intermediate procurement must be in accordance with OAR 137-047-0800.

3. Formal Procurement. For purchases exceeding $250,000, the district will use competitive sealed bids (OAR 137-047-0255) or competitive sealed proposals (OAR 137-047-0260). Amendments to contracts awarded through formal procurement must be in accordance with OAR 137-047-0800.

4. Emergency Procurements. In situations of emergency[5], the LCRB or designee may authorize an emergency procurement. In an emergency procurement, the district is not required to follow general procurement requirements. The district must ensure competition for the contract that is reasonable and appropriate under the circumstances. The district must document the nature of the emergency and the method used for the selection of the contractor.

5. Sole-source Procurements. If the LCRB or designee determines that the goods or services are available from only one source, the district may award a contract without competition. To the extent reasonably practicable, the district shall negotiate with the sole source to obtain contract terms that are advantageous to the district. The determination of sole source must be based on written findings and may include:

   a. That the efficient utilization of existing goods requires acquiring compatible goods or services;
   b. That the goods or services required to exchange software or data with other public or private agencies ae available from only one source;
   c. That the goods or services are for use in a pilot or experimental project; or
   d. Other findings that support the conclusion that the goods or services are available from only one source.[6]

6. Special Procurements. "Special procurement" means a contract or class of contracts that use a contracting procedure other than competitive sealed proposals, competitive sealed bidding, small procurement or intermediate procurement. Special procurements require LCRB approval and will be conducted in accordance with ORS 279B.085, OAR 137-047-0285, this policy and administrative regulation DJC-AR - Exemptions from Competitive Bidding and Special Procurement.{[7]}

7. Personal Services Contracts. "Personal services contract," as used in this policy, means a contract whose primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment.[8] Unless otherwise designated by the LCRB, personal services contracts will be procured

PROPOSED

[5] "Emergency" means circumstances that:
1. Could not have been foreseen;
2. Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
3. Require prompt execution of a contract to remedy the condition.

[6] If the contract does not exceed $250,000, using intermediate procurement is likely less burdensome than sole source.

[7] {If the LCRB has designated contracts or classes of contracts as special procurements, include this information along with reference to the LCRB action.}

[8] This includes, but is not limited to, contracts for the services of an accountant, physician or dentist, educator, consultant (including a provider under an Architectural and Engineering Service Contract), broadcaster, or artist (including a photographer, filmmaker, painter, weaver or sculptor (OAR 137-045-0010(19)). Also includes architectural, engineering, photogrammatic

in accordance with applicable procurement laws. The LCRB may designate certain service contracts or classes of service contracts as personal services contracts and exempt them from competitive bidding.{[9]} 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. Personal service contractors may be required to qualify as independent contractors in accordance with applicable laws.[10]

Procurements for services estimated to be in excess of $250,000 shall go through the cost analysis and feasibility process in accordance with ORS 279B.030.

Public Improvements

"Public improvement" means a project for construction, reconstruction or major renovation on real property by or for the district.[11] The district will contract for public improvements using the following procedures, unless an exception applies.

1. Public improvements contracts with a value of less than $25,000 are exempt from competitive bidding.

2. Intermediate Procurements. For public improvement contracts not exceeding $100,000, the district may utilize three quotes[12]:

   a. The request for the quotes shall be in writing (unless not reasonably practicable)[13];
   b. The request for quotes shall include the selection criteria and if the criteria are not of equal value, their relative value or ranking.

   The district shall award the contract to the prospective contractor whose quote will best serve the interest of the district, based on the selection criteria. If the award is not made to the offeror and quote with the lowest price, the district will make a written record of the basis for the award. Amendments to a contract awarded via intermediate procurement may be increased in accordance with OAR 137-049-0160(6)-(7).

3. Formal Procurements. For purchases exceeding $100,000, the district will use invitation to bid or request for proposals except as otherwise allowed by law. See OAR 137-049-0130 and OAR 137-

PROPOSED

mapping, transportation planning or land surveying services procured under ORS 279C.105 (ORS 279C.100) and related services procured under ORS 279C.120 (ORS 279C.100(5)).

[9] {If the LCRB has designated contracts or classes of contracts as personal services contracts, include this information along with reference to the LCRB action.}

[10] See ORS 670.600 and OAR 459-005-0020.

[11] Public improvement does not include:
1. Projects for which no funds of the district are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or
2. Emergency work, minor alternation, ordinary repair or maintenance necessary to preserve a public improvement.

[12] If three quotes are not reasonably available, the district shall make a written record of the effort made to obtain these quotes.

[13] For Public Works Contracts, oral quotations may only be utilized in the event that written copies of prevailing wage rates are not required by the Bureau of Labor and Industries.

049-0640. Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-049-0910.

4. Emergency Procurements. Emergency contracts for construction services are not considered public improvement contracts and will be procured in accordance with OAR 137-049-0140 and OAR 137-049-0150.

5. Community Benefit Contracts. "Community benefit contract" means a public improvement contract that includes, but is not limited to, terms and conditions that require the contractor to:

   a. Qualify as a training agent, as defined in ORS 660.010, or provide apprenticeship training that meets applicable federal and state standards for apprenticeship training;
   b. Employ apprentices to perform a specified percentage of work hours that workers in apprenticeable occupations perform on the community benefit project;
   c. Provide employer -paid family health insurance; and
   d. Meet any other requirements that the LCRB sets forth.

   Community benefits contracts may be procured in accordance with ORS 279C.308.

6. Construction Manager/General Contractor (CM/GC) Procurement. The district shall procure CM/GC services in accordance with model rules the Attorney General adopts under Oregon Revised Statute (ORS) 279A.065(3) and OAR 137-049-0690, which requires "the assistance of legal counsel with substantial experience and necessary expertise in using the CM/GC Method, as well as knowledgeable staff, consultants or both staff and consultants who have demonstrated capability of managing the CM/GC process in the necessary disciplines of engineering, construction scheduling and cost control, accounting, legal, Public Contracting and project management."

END OF POLICY

Legal Reference(s):

ORS Chapter 279
ORS Chapter 279A
ORS Chapter 279B
ORS Chapter 279C

ORS 670.600
OAR Chapter 125, Divisions 246 - 249

OAR Chapter 137, Divisions 045 - 049
OAR 459-005-0020

OREGON PROCUREMENT MANUAL, Oregon Department of Administrative Services.

PROPOSED

Springfield School District 19

Code: DJCA
Adopted: 10/14/13
Revised/Readopted: 6/24/19
Orig. Code: DJCA

Personal Services Contracts

(Delete this policy. OSBA has moved personal services contract language to DJC.)

The district may enter into personal services contracts with qualified professionals as provided by Oregon Revised Statute (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 $150,000 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
ORS Chapters 279A, 279B and 279C
ORS 332.107
ORS 670.600
OAR 459-010-0030

INTERNAL REVENUE SERVICE, PUBLICATION 1779: INDEPENDENT CONTRACTOR OR EMPLOYEE (Rev. 3-2012).

Cross Reference(s):

DJC - Bidding Requirements

Springfield School District 19

Code: DJFA
Adopted: 10/14/13
Revised/Readopted: 6/24/19
Orig. Code(s): DJFA

Credit Cards/Procurement Cards

The Board authorizes the superintendent and chief operations officer (COO)to hold a bank credit card in the name of the district. Procurement cards may be issued to designated employees. Approved cardholders will be held responsible for maintaining sole possession and security of issued cards at all times. Credit cards/Procurement cards shall have a maximum limit established and authorized by the superintendent or COO.

Cards issued to employees may only be used to purchase items authorized by the adopted district budget.

Purchase slips and receipts must be turned in to the business office within 20 days of the transaction. The business office shall pay in full the credit card balance(s) no later than the due date so that finance charges will not be incurred.

District-issued credit cards/procurement cards shall be subject to the following:

1. Personal items shall not be charged on district-issued cards. If a personal item is inadvertently purchased on a district-issued card in violation of this policy, repayment by the employee must be made immediately. Failure to make the required payment may result in discipline and an automatic deduction from the individual's next payroll disbursement. Accordingly, the district will require individuals issued such cards to sign a written authorization for payroll deduction in the event of such personal use;

2. The purchase of alcoholic beverages is strictly prohibited. The purchase of any~~Any~~ item over designated card limit, is strictly prohibited. The purchase of gasoline for a privately-owned vehicle is also prohibited without prior authorization by the superintendent, or COO~~.~~;

3. Leaving a gratuity that exceeds 15 percent is prohibited;

4. Airline tickets may be purchased with a district-issued card for the purposes of district-related business only with prior superintendent or designee approval. If the issued card provides for purchase incentives (i.e., points, discounts~~discount~~, or airline mileage credits), such incentives shall be the property of the ~~D~~district and may only be redeemed for authorized district business.

Violation of the provisions~~provision~~ of this policy may result in the revocation of the credit card/procurement card and/or discipline up to and including dismissal.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 652.610(3)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, Advisory Opinion 01A-1007 (Aug. 29, 2001).

Springfield School District 19

Code: DLB
Adopted: 6/24/19
Orig. Code(s): DLB

Salary Deductions

Any withholdings outside those required by law and permitted by the collective bargaining agreements shall have Board approval and shall be arranged for through the deputy clerk.

Employees may have contributions to tax-sheltered annuities (TSA) paid through payroll deductions. The district reserves the right to limit the number of TSA programs.

Changes of TSA companies or plans will only be allowed from the starting of fall in-service to the payroll cutoff date for September of that fiscal year.

The district will comply with federal requirements that establish maximum annual TSA allowable contributions. The district reserves the right to reduce, suspend and/or reinstate employee TSA contributions at any time to ensure compliance with applicable law.

END OF POLICY

Legal Reference(s):

ORS 243.650(10), (16)
ORS 243.666
ORS 332.505
ORS 652.110
ORS 652.120
ORS 652.610

I.R.C. 26 U.S.C. § 403 (2012).
29 C.F.R. § 541.603 (2016).

Springfield School District 19

Code: DLBA
Adopted: 6/24/19
Orig. Code(s): DLBA

Advance Salary Payments

All requests for advance salary payments shall be submitted in writing to the chief operations officer. Payment will not exceed the amount of net salary earned at the time of the request. If approved, the amount of the advance will be reduced by any associated additional processing costs. No more than one advance will be approved in a calendar year.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 652.140

Springfield School District 19

Code: DLC
Adopted: 6/27/16
Revised/Readopted: 6/24/19
Orig. Code(s): DLC

Expense Reimbursements *

District employees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved voucher and receipts as required by the business office.

Such expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed when the travel has the advance authorization of the superintendent or designee. Out-of-state travel will, additionally, require prior ~~Board~~ Superintendent approval.

Reimbursement for mileage will be based on the Internal Revenue Service rate at the time the expense is incurred.

Persons who travel at district expense will exercise the same economy as a prudent person traveling on personal business, and will differentiate between business expenditures and those for personal convenience.

The Board authorizes the superintendent or designee to establish administrative regulations to implement this policy. Regulations will include provisions for the use of private and rental vehicles, insurance coverage, expense reimbursement and accounting procedures.

Reimbursement for out-of-state travel by private vehicle will be made on the basis of airfare or mileage rate, whichever is lower.

END OF POLICY

Legal Reference(s):

ORS 294.155 ORS 332.107 OAR 581-022-2260

I.R.C. § 162 (2006); Business Expenses, 26 C.F.R. 1.162-1 (2006).
INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES.

Springfield School District 19

Code: DN
Adopted: 6/27/16
Revised/Readopted: 6/24/19
Orig. Code(s): DN

Disposal of District Property

The district may, at any time, declare district property as surplus and authorize its disposal when such property is no longer useful to the district, unsuitable for use, too costly to repair or obsolete.

The superintendent or designee will follow procedures for the disposal of all obsolete, surplus, unwanted, and/or excessively damaged equipment, property, not including real estate, and supplies owned by the district in accordance with state law.

The disposal shall be in a manner to the district's best advantage and will, whenever possible, utilize cooperative efforts with local, non-profit groups that provide a direct return to the district. If reasonable attempts to dispose of surplus equipment, property (not including real estate) and supplies fail to produce a monetary return to the district, the superintendent or designee may dispose of them is some other manner.

If the district property was purchased with state, federal or private grant funds disposal of the property shall be made as outlined in the grant or by state or federal regulations.

END OF POLICY

Legal Reference(s):

ORS 279B.055 ☐ ORS Chapters 279A, 279B and 279C ☐ ORS 332.155

EDUCATION, TITLE 34 C.F.R. PART 80 § 80.32(e)

Springfield School District 19

Code: EB
Adopted: 2/26/07
Revised/Readopted: 6/24/19
Orig. Code(s): EB

Safety Program

Safe buildings, grounds and equipment will be maintained in order to prevent accidents or injury to students, employees and others from fire, natural disasters, mechanical and electrical malfunction, and other hazards.

Buildings will be planned, constructed, equipped and maintained in accordance with appropriate local, state, and federal safety regulations.

Buildings will be provided with alarm systems, fire extinguishers, and other safety devices required by state and federal laws and regulations.

The superintendent will develop and implement a safety program which will include, but not be limited to, compliance with and enforcement of all state and federal laws, rules, and regulations.

END OF POLICY

Legal Reference(s):

ORS 329.095
ORS 654.003 to -654.022

OAR 437-001-0760
OAR 437-002-0020 to -0081
OAR 437-002-0100
OAR 437-002-0140
OAR 437-002-0144
OAR 437-002-0145
OAR 437-002-0180 to -0182
OAR 437-002-0260 to -0268
OAR 437-002-0360
OAR 437-002-0368
OAR 437-002-0377
OAR 437-002-0390
OAR 437-002-0391
OAR 581-022-2030
OAR 581-022-2225
OAR 581-022-2250

Fazzolari v. Portland Sch. Dist. No. 1J, 303 Or. 1 (1987).
Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2006); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2006).

Springfield School District 19

Code: EBAC
Adopted: 4/27/09
Revised/Readopted: 6/24/19
Orig. Code(s): EBAC

Centralized Safety Committee

A centralized safety committee shall be established to implement the district's safety program as part of an ongoing effort to help ensure the safety of students, staff~~,~~ and others while on district property.

The superintendent or designee will coordinate the efforts of the district's centralized safety committee ~~efforts~~ and maintain all necessary records.

The superintendent or designee will develop administrative regulations as may be necessary to implement this policy and meet the applicable Oregon Occupational Safety and Health Division requirements.

END OF POLICY

Legal Reference(s):

ORS 654.176
ORS 654.182
OAR 437-001-0765
OAR 581-022-2225(7)

Springfield School District 19

Code: EBB
Adopted: 6/25/12
Revised/Readopted: 6/24/19
Orig. Code(s): EBB

Integrated Pest Management

To ensure the health and safety concerns of student, staff and community members, the district shall adopt an integrated pest management plan (IPM)[1] which emphasizes the least possible risk to students, staff and community members, and shall adopt a list of low-impact pesticides for use with the IPM plan.

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:

   a. Protect the health and safety of students and staff;
   b. Protect the integrity of district buildings and grounds;
   c. Maintain a productive learning environment; and
   d. Protect local ecosystem health.

2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;

3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;

4. Includes regular monitoring and inspections to detect pests, pest damage, and unsanctioned pesticide usage;

5. Evaluates the need for pest control by identifying acceptable pest population density levels;

6. Monitors and evaluates the effectiveness of pest control measures;

7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;

8. Excludes the application of pesticides for purely aesthetic purposes;

9. Includes school staff education about sanitation, monitoring, inspection, and pest control measures;

[1] ~~See Model Integrated Pest Management Plan for Oregon Schools at http://www.ipmnet.org/tim/IPM_in_Schools/Model_School_IPM_Plan_Main_Page.html~~

10. Gives preference to the use of nonchemical pest control measures;

11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and

12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The district shall designate the assistant director of facilities or designee as the Integrated Pest Management Plan Coordinator giving them the authority for overall implementation and evaluation of the IPM plan.

Integrated Pest Management Plan Coordinator

The IPM Plan Coordinator shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;

2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;

3. Oversee pest prevention efforts;

4. Ensure identification and evaluation of pest situation;

5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property, and the environment;

6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;

7. Evaluate pest management results; and

8. Keep for at least four years following the application date, records of applied pesticides that include:

    a. A copy of the label;
    b. A copy of the ~~Material Data~~ Safety Data Sheet (SDS);
    c. The brand name and U.S. Environmental Protection Agency (USEPA) registration number of the product;
    d. The approximate amount and concentration of pesticide applied;
    e. The location of where the pesticide was applied;
    f. The type of application and whether the application was effective;
    g. The name(s) of the person(s) applying the pesticide;
    h. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
    i. The dates and times for the placement and removal of warning signs; and
    j. Copies of all required notices given, including the dates the IPM Coordinator gave the notices.

9. Respond to inquiries about the IPM plan and refer complainants to Board policy KL - Public Complaints;

10. Conduct outreach to district staff about the district's IPM plan.

END OF POLICY

Legal Reference(s):

ORS 634.116 ORS 634.700 - 634.750

Springfield School District 19

Code: EBBA
Adopted: 2/26/07
Revised/Readopted: 6/24/19
Orig. 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. 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 will[1]:

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 protocols[2];

3. Outline a district-to-school communication plan[3];

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 managed[4];

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 students[5];

[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 school[6];

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 fluids[7];

10. Refer to adopted policy and procedures for medications in accordance with Oregon law[8];

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 activities[9].

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 bathroom[11] which meets the requirements of law.

~~First Aid**~~

~~In cases of sudden illness or injury to a student or staff member, emergency medical care (First Aid) will be given by staff. Further medical attention to students is the responsibility of the student's parents' or guardians', or of someone the parent(s)or guardian(s) have designated in writing to act in their behalf.~~

[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)

~~Each manager is charged with providing for the immediate care of ill or injured persons within their area of control. Immediate care includes emergency transportation when necessary.~~

~~In each district facility, procedures for handling health emergencies will be established and made known to the staff. Each district facility and district vehicle will be equipped with appropriate first-aid supplies. Replenishment of first-aid supplies is the responsibility of each manager. 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 per 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 and building emergency plans. Names of the designated employees will be posted.~~

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).

Cross Reference(s):

GB - General Personnel Policies
GBE - Staff Health and Safety

Springfield School District 19

Code: EBBAA
Adopted: 2/26/07
Revised/Readopted: 6/24/19
Orig. Code: EBBAA/GBEBC/JHCCC

Infection Control and Bloodborne Pathogens

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 ~~HIV, AIDS, HBV[1] and/or other~~ bloodborne pathogens[2].

The district shall develop an Exposure Control Plan in accordance with requirements in law[3].~~that includes infection control procedures, and procedures to minimize and eliminate exposure incidents to bloodborne pathogens.~~

~~**Infection Control**~~

~~Staff and students shall receive an annual in-service that includes correct procedures to be used in~~ the ~~event of body fluid spills and for personal cleanup, appropriate disposal, immunization and personal hygiene, as well as the location and a content review of first-aid and clean-up kits . Body fluid spill clean-up kits in each school room and each school vehicle. Replenishment of clean-up kits, after each use, shall be the responsibility of each manager.~~

~~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.~~

~~**Bloodborne Pathogens**~~

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] HIV – 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~~Hepatitis~~ B virus (HBV) and human immunodeficiency virus~~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. {A template for an exposure control plan may be available from Oregon OSHA.}

Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens;
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~~immunization with 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 annually[4] thereafter. Staff will receive the annual training[5] as well as the location and a content review of first-aid and clean-up kits. Kits shall be readily available[6] in close proximity[7] to all employees in the building and for district vehicles, including each bus[8].

~~thereafter.~~ 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~~, as required by Oregon Administrative Rule (OAR) 437-002-1030,~~ 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 a sharps injury log, will be maintained in accordance with law[9]~~as required by OAR 437-002-1030(3) and 437-002-1035~~.

The Exposure Control Plan~~district~~ will be accessible to employees in accordance~~cooperate~~ with law[10].

Students will be instructed in safe practices to prevent transmission~~the Oregon Department~~ of bloodborne pathogens in accordance with~~Education, the~~ Oregon Health Standards.~~Authority, Public Health Division, the local health department and the education service district in delivering HIV, AIDS and HBV education.~~

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[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.

[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] See 29 CFR 1910.1020(e) for requirements on providing access.

END OF POLICY

Legal Reference(s):

ORS 332.107
OAR 437-002-0161
OAR 437-002-0360
OAR 437-002-1030
OAR 437-002-1035
OAR 581-022-2050
OAR 581-022-2220
OAR 581-053-0240(23)
OAR 581-053-0250(1)
OAR 581-053-0640(2)

Occupational Safety and Health Standards, Bloodborne Pathogens, 29 C.F.R. §§ 1910.1020, 1910.1030.

Springfield School District 19

Code: EBBB
Adopted: 2/26/07
Revised/Readopted: 6/24/19
Orig. Code: EBBB

Injury ~~and~~or Illness Reports

All injuries or~~and~~ illnesses[1], 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. 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-related[2] illness or injury to an employee resulting in in-patient~~overnight~~ hospitalization for medical treatment[3] other than first aid, loss of an eye, amputation or avulsion[4] the district~~the~~ safety officer shall report the incident to~~inform~~ 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 catastrophes[5] shall be reported[6] to OSHA within eight hours.

ALL injuries or~~and~~ 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 on~~and reports on serious~~ injuries~~, and~~ illnesses, and~~including~~ accidents involving district property~~, or~~ employees, students or visiting public. These records will include prevention measures taken, reporting information~~, and~~ periodic statistical reports on the number and types of injuries, ~~/~~illnesses and accidents occurring in the district, and ~~as well as on the measures being taken to prevent such injuries/illnesses in the future.~~

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[1] The 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] An 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 injury or illness. (OAR 437-001-0700(6))~~condition.~~

[3] "Medical treatment" is the management~~ includes managing~~ or care of~~caring for~~ a patient to combat~~for the purpose of combatting~~ disease or disorder. The following are not considered medical treatment: visits to a physician~~doctor~~ 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; or~~and~~ any procedure that can be labeled first aid according to OAR 437-001-0700(8)(d)(A)(iii).~~-~~

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

[5] "Catastrophe"~~ A catastrophe~~ 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))

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

~~The records will include~~ monthly ~~reporting information~~ and annual analyses~~an analysis~~ of accident~~the~~ data~~. and trends will be conducted at least annually.~~ Such reports will be submitted to the superintendent ~~Board. for review annually.~~

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 437-002-0360
OAR 437-002-0377
OAR 581-022-2225

Cross Reference(s):

EH - Records and Data Management
GBE - Staff Health and Safety

Springfield School District 19

Code: EBBC
Adopted: 2/26/07
Revised/Readopted: 6/24/19
Orig. Code(s): EBBC

Resuscitation

In a life threatening situation, district staff shall dial 911 for paramedic assistance and resuscitate any student requiring it in order to sustain life until relieved by paramedics or other appropriate medical personnel.

The district values the contributions of all students to the overall success of all educational environments; therefore, no employee of the district shall comply with any parental request, written or verbal, for non-resuscitation of a student.

"Resuscitation" is defined as an attempt to restore breathing and/or pulse.

END OF POLICY

Legal Reference(s):

ORS 30.800

OAR 437-002-0161
OAR 581-022-2220

OAR 581-022-2225

Springfield School District 19

Code: EBC/EBCA
Adopted: 12/10/07
Revised/Readopted: 6/24/19
Orig. Code: EBC/EBCA

Emergency Procedures and Disaster Plans

(Delete this double coded policy and consider EBC.

The superintendent shall develop and maintain a plan specifying procedures to be used in such emergencies as disorderly behavior, unlawful assembly, disturbance at school activities, natural disaster, fire, illness or injury of a student or staff member, and safety threats on district 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 unit offices. 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 581-022-2030(3)(c)
OAR 581-022-2220
OAR 581-022-2225

Cross Reference(s):

EEAC - School Bus Safety Program
GBE - Staff Health and Safety
GBEB - Communicable Disease-Staff
JHCC - Communicable Diseases- Students

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).

PROPOSED

OSBA Model Sample Policy

Code: EBCA
Adopted:

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 expediently 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

PROPOSED

Springfield School District 19

Code: EBCB
Adopted: 2/26/07
Revised/Readopted: 6/24/19
Orig. Code: EBCB

Emergency Procedure Drills and Instruction

Each ~~building~~ administrator will~~shall~~ conduct emergency procedure~~fire, earthquake or rapid dismissal~~ 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 they can~~that students may~~ respond to an emergency without confusion and~~or~~ 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 emergency procedures~~fires, earthquakes and safety threats and drills for students,~~ 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 581-022-2225

OREGON STATE FIRE MARSHAL, OREGON FIRE CODE.

Cross Reference(s):

GBE - Staff Health and Safety

Springfield School District 19

Code: EBCD
Adopted: 2/26/07
Revised/Readopted: 6/24/19
Orig. Code(s): EBCD

Emergency Closures**

In case of hazardous or emergency conditions, the superintendent may alter districtschool and transportationbus schedules as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal or late arrivals of students.

The superintendent will develop and maintain such plans and procedures as are necessary to carry out alternate school and bus schedules.

At the beginning of each school year students, parents, and staff will be informed of the procedures that will be used to notify them in case of an emergency closure. Staff may be required to report when schools are closed.

END OF POLICY

Legal Reference(s):

OAR 437-002-0360
OAR 437-002-0377
OAR 581-022-2225
OAR 581-022-2320
OAR 581-053-0004

Springfield School District 19

Code: ECAB
Adopted: 2/26/07
Revised/Readopted: 6/24/19
Orig. Code(s): ECAB

Vandalism, Malicious Mischief or Theft**

Students, staff, and patrons are urged to cooperate in reporting any incidents of graffiti, vandalism, ~~or~~ malicious mischief~~,~~ or theft and the name or names(s) of the person or persons(s) believed to be responsible.

Each district employee will~~shall~~ report to the ~~appropriate~~ building administrator or other person(s) in authority incidents of graffiti, vandalism, or malicious mischief, or theft and the name of the person or persons responsible, if known.

A ~~principal~~ building administrator will submit a report of any incidents of graffiti, vandalism, ~~or~~ malicious mischief, theft or district property damage, to the ~~maintenance~~ facilities department, which will compile information and report said information to the superintendent or designee.

The superintendent or designee ~~are~~ is authorized and directed to sign a criminal complaint~~complaints~~ and to press charges against those committing acts of graffiti, vandalism, or malicious mischief against district property or theft of district~~school~~ property. It is the policy of the Board to seek all legal remedies against persons found to have committed such acts. Full restitution for the damage will be sought from such persons, or, in the case of a minor, from their parents. *(ORS 339.260 was repealed in 2011:)* ~~Grade reports, diplomas and records may be withheld for failure to make restitution for assessed damages. Records requested by another district to determine a student's appropriate placement may not be withheld.~~ Until such fees or restitutions are paid, certain restrictions and/or penalties may be imposed.

A student~~students~~ who willfully destroys district~~school~~ property through graffiti, vandalism, malicious mischief, theft or arson, who commits larceny, or who creates a hazard to the safety of other~~their~~ people on district~~school~~ property will be disciplined in accordance with state law and the Board's policies on student suspensions and expulsions[1] ~~conduct~~ and referred to law enforcement.

Any staff member who fails to report such an act, or willfully destroys district property through vandalism, malicious mischief, theft or arson, who commits larceny or who creates a hazard to the safety of other people on district property will be disciplined, up to and including dismissal and referred to law enforcement.

The district is not liable or responsible for personal property brought onto district property.

END OF POLICY

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[1] Use of suspension or expulsion as discipline for a student in violation of this policy is limited to criteria found in Oregon Revised Statute (ORS) 339.250.

Legal Reference(s):

ORS 30.765	ORS 326.575	ORS 339.250
ORS 164.345	ORS 332.107	ORS 339.270
ORS 164.365	ORS 339.240	ORS 419C.680

Springfield School District 19

Code: ECAC
Adopted: 2/26/07
Revised/Readopted: 6/24/19
Orig. Code(s): ECAC

District Video Surveillance

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent or designee.

Students in violation of district conduct rules shall be subject to disciplinary action in accordance with established Board policy and administrative regulations governing student conduct and discipline.

Staff shall be subject to established Board personnel policies, administrative regulations and labor agreements including provisions related to evaluation, discipline, and dismissal.

Video recordings, depending on how they are used in student disciplinary proceedings, may become a part of a student's education record. In such cases, the district shall comply with all applicable state and federal laws related to education records. Such records will also be subject to established district procedures regarding education records including access, review, and release of such records. Staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action and may become part of a staff member's personnel record. The district shall comply with applicable state and federal laws related to record and retention.

The superintendent may develop procedures for the notification of staff, students, parents and others as necessary of the use of video cameras on school property and such other procedures as may be required for the implementation of this policy.

END OF POLICY

Legal Reference(s):

ORS 30.864
ORS 192.420 to -192.505
ORS 326.565
ORS 326.575
ORS 332.107
ORS 336.187
ORS 342.850
OAR 166-400-0010 to -0065
OAR 581-021-0210 to -0430
OAR 581-022-2260

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

Springfield School District 19

Code: ECACA
Adopted: 6/24/19
Orig. Code(s): ECACA

Radio Frequency Identification Device**

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

This notification shall:

1. Specify the purpose for the RFID program;

2. Specify where the RFID readers will be located;

3. Outline the expectations of participation in the program, including any possible disciplinary actions, which may be imposed on a student, for not following the RFID program rules;

4. Inform parents and students of the right to not participate in the RFID program and how to opt-out;

5. Outline the procedure to opt-out of the RFID program; and

6. Communicate to parents and students in at least two formats, one of which shall be the district website, if available.

Voluntary Opt-In RFID Program

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

1. The form created under this section shall:

    a. Require a parent signature, or signature of a student if the student is 14 years of age or older, for consent to join the RFID program;
    b. Specify the purpose for the RFID program;
    c. Specify where the RFID readers will be located;
    d. Outline the expectations of participation in the program including any possible disciplinary actions for not following the RFID program rules;
    e. Outline the procedures to discontinue participation in the RFID program; and
    f. Expire one year from the date that the form is signed by the parent.

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

2. Voluntary Opt-In RFID programs shall not require any student to use RFID who does not have a consent form on file.

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

Opt-Out RFID Provisions

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

The district shall:

1. Not ask for the reason or justification for the request;

2. Not impose a time restriction for a request to be made;

3. Ensure that the request is completed within three school days; and

4. Not initiate or continue any disciplinary action against the student for not following the RFID program rules.

Privacy and Security

The following privacy and security standards shall apply:

1. No personally identifiable information may be stored on the RFID ("Personally identifiable information" means data that could potentially identify a specific individual.);

2. The RFID may not have a readable range of more than 10 feet;

3. All data collected as part of the RFID program shall be considered part of the student record and shall be retained in accordance with state and federal student record laws and data privacy and security standards;

4. Data collected as part of the RFID program shall be retained for no more than 72 hours, except records for the purpose of taking attendance; and

5. The RFID reader locations must be conspicuously marked.

END OF POLICY

Legal Reference(s):

ORS 339.890 OAR 581-021-0505

Springfield School District 19

Code: ECACB
Adopted: 6/24/19
Orig. Code(s): ECACB

Unmanned Aircraft System (UAS) a.k.a. Drone

Any employee, volunteer, or representative of the district operating an unmanned aircraft system (UAS) shall do so in accordance with this policy, ~~and~~ all applicable Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA)regulations and local laws.

~~An "unmanned aircraft system" (UAS) means an unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and the components that control the machine.~~ A small unmanned aircraft, as defined by law, may be operated by the district. A small unmanned aircraft must weigh less than 55 pounds, including the weight of anything attached to or carried by the aircraft and must be registered through the FAA and ODA. The district will register as a user of such with ODA.

The district recognizes the academic value of student operation of a UAS as one component of curricula pertaining to principles of flight, aerodynamics, and airplane design and construction, and~~which~~ can also serve as an academic tool in other areas such as television, film production, or the arts in general.

Prior to operating a UAS, the district will review all airspace, certification, registration, and other requirements. When operating in the National Airspace System (NAS), the supervisor (instructor/teacher) of the educational UAS shall hold a current pilot certification described in 14 C.F.R. Part 107 or have a Certificate of Authorization as described in 49 U.S.C. § 44801, so any student(s) can fly under their direct supervision, and to be~~. Therefore,~~ in compliance with current FAA[1] regulations. ~~the Federal Aviation Administration Modernization and Reform Act of 2012, Section 336, students may operate a UAS as part of a course requirement, as long as that student does not receive compensation directly or incidentally from such operation.~~ District staff will not operate more than one UAS at the same time~~teaching a class that allows use of a UAS may provide limited assistance to a student operating a UAS, provided the student maintains operational control of the aircraft of the model aircraft such that the staff member's manipulation of the model aircraft's controls is incidental and secondary to the student's. The staff member's de minimis participation must be limited to the student's operation of the UAS as part of the course~~.

District employees shall work with administrators to ensure that proper insurance, registration as required by~~with both~~ FAA and ODA, reporting to FAA,~~ODA~~ and authorization from district administration are in place prior to adoption of curriculum that allows operation of a UAS.

A UAS shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA)[2] at OSAA-sanctioned events.

[1] https://www.faa.gov/uas/educational_users/

[2] ~~http://www.osaa.org/governance/handbooks/osaa #85~~

A student in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

A staff member in violation of this policy may be subject to disciplinary action, up to and including dismissal.

All data gathered by the district as part of a UAS operation will belong to the district. The data gathering by the district will follow appropriate state and federal laws. Retention of such data will follow state and federal laws.

The superintendent shall develop procedures[3] for the implementation of this policy.

The district shall post a copy of this policy, associated procedures, and a copy of Oregon Revised Statute (ORS) 192.345 on the district's website.

The district will report accidents involving a UAS to FAA no later than 10 calendar days after the accident when it involves:

1. Serious injury to any person or any loss of consciousness; or

2. Damage to any property, other than the small UAS, unless the cost of repair (including materials and labor) does not exceed $500, or the fair market value of the property does not exceed $500 in the event of total loss.

Third Party Use

Third party use of a UAS on district property or at district-sponsored events or activities on district property for any purpose is prohibited, unless granted permission from the superintendent or designee.

If permission is granted by the superintendent or designee, the third party operating a UAS will comply with all FAA and ODA registration and use regulations and shall provide the following to the district:

1. Proof of insurance that meets the liability limits established by the district;

2. Proof of UAS~~Appropriate~~ registration and authorization (including a certificate identified in 14 C.F.R. Part 107 or a Certificate of Authorization described in 49 U.S.C. § 44801) issued by ~~the~~ FAA, and proof of user registration with ODA when required[4]; and

3. A signed agreement holding the district harmless from any claims of harm to individuals or damage to property.

END OF POLICY

[3 Procedures must include: the length of time data will be retained by the district; specifications for third party storage of data, including handling, security and access to the data by the third party; a policy on disclosure of data through intergovernmental agreements.]

[4] A public body, as defined in ORS 174.109, operating an unmanned aircraft system must register as a user with ODA. (ORS 837.360)

Legal Reference(s):

ORS 164.885	ORS 837.300 - 837.390	OAR 738-080-0015 - 080-0045
ORS 174.109	ORS 837.995	Senate Bill 581 (2019)
ORS 192.345		

Federal Aviation Administration Reauthorization Act of 2018, 49 U.S.C. §§ 44801-44810 (2012).
Small Unmanned Aircraft Systems, 14 C.F.R. Part 107 (2018).
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).
OREGON SCHOOL ACTIVITIES ASSOCIATION HANDBOOK.

Springfield School District 19

Code: EDC/KGF
Adopted: 2/26/07
Revised/Readopted: 6/24/19
Orig. Code(s): EDC/KGF

Authorized Use of District Equipment and Materials

Employees of the district are prohibited from borrowing district property or equipment such as vehicles, furniture, computers, tools or audio-visual equipment for personal use, or private gain. District materials and equipment will be used only for school purposes by district personnel on district properties.

~~Permission to use any equipment or materials for professional or association purpose must be obtained from the appropriate building principal or administrator.~~

Exceptions to this policy must be approved by the superintendent and authorized use shall be consistent with Oregon Revised Statute (ORS) Chapter 244.

In all cases of public use, equipment shall not be used for private financial gain. An equipment use form must be submitted and approved, and all conditions outlined on the attached district equipment list must be adhered to. In the event of excessive damage, a fee will be determined according to repair or replacement costs. Transportation of borrowed equipment will be the user's responsibility. No equipment may be transported off district property unless used for a district-sponsored activity.

END OF POLICY

Legal Reference(s):

ORS Chapter 244 ORS 332.107 OAR 584-020-0040

OREGON GOVERNMENT ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

Springfield School District 19

Code: EEA
Adopted: 10/22/12
Revised/Readopted: 6/24/19
Orig. Code(s): EEA

Student Transportation Services

School transportation services will be provided for students to and from school and for transporting students to and from curricular and extracurricular activities sponsored by the district, for transporting from one school or facility to another, and for approved school-sponsored field trips that are extensions of classroom learning experiences. Transportation will be provided for ~~homeless~~ students experiencing homelessness to and from the student's school of origin[1] as required by the Every Student Succeeds Act ~~2015~~ (ESSA). Services~~These services~~ shall be provided throughout the regularly scheduled year and during the regular school day as determined by the Board.

Elementary students (grades K-5) who live more than one mile from school will be transported. Secondary students (grades 6-12) who live more than one and one-half miles from school will be transported. Mileage exceptions for health, safety or disability will be made in accordance with the district's approved supplemental plan.

~~Students living within specified attendance boundaries shall receive transportation services to their respective schools. In addition, students, including those receiving special education, may be eligible for transportation for health or safety reasons.~~

Miles from school will be determined by the transportation supervisor in accordance with Oregon Administrative Rule (OAR) 581-023-0040 (1)(e).

The district may use Type 10 Vehicles to transport students from home to school, school to home, and from district-sponsored activities.

The district may also provide transportation using federal funds[2] or through cooperative agreements with local victims assistance units for a student to attend a safe district school[3] out of the student's attendance area for any student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous.

If there are no other schools within the district a student may transfer to, the district may establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement.

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[1] "School of origin" means the school that a~~the~~ student attended when permanently housed or the school in which the student was last enrolled. When the student has completed the final grade served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

[2] "Federal funds" means funds available through Title IV, Part A, and Title V, Part A.

[3] If there is not another school in the district to which students can transfer, districts are encouraged, but not required, to explore other appropriate options, i.e., an agreement with a neighboring district.

Students attending any private, parochial or public charter school under the compulsory school attendance laws will, where the private, parochial or public charter school is along or near the bus route, be provided equally the riding privileges given to public school students.

Transportation will be provided for students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.

Preschool students with disabilities who have transportation as a related service and children from birth to age three who are enrolled in an eligible program shall be provided home to school transportation.
A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Oregon Department of Transportation under Oregon Revised Statute (ORS) 815.055. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are~~he/she is~~ four feet nine inches tall or age eight and the adult belt properly fits.[4] A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215 vehicles in excess of 10,000 pounds used for student transportation are exempt from statutory requirements unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

School buses carrying students will be considered extensions of the school experience. All students using school transportation will abide by the code of conduct posted in each school bus or school activity vehicle. Violations of such code, as well as other conduct which is improper or which jeopardizes the safety of self or others, will be reported by the school bus or vehicle driver to the supervisor. The transportation supervisor will, as soon as possible, inform the appropriate principal of such occurrence. Violators may be denied use of transportation for a period of time as deemed proper by the principal and/or transportation supervisor.

The principal or designee shall ensure transportation officials and drivers receive notification of students having special medical or behavioral protocols identified in student records.

Appropriate training related to specific protocols, including confidentiality requirements, will be provided to drivers.

Aides or assistants that ride a school bus shall receive training on emergency procedures and their role in the safe transportation of all students on the bus.

The school bus or vehicle driver will be responsible for the school bus or vehicle at all times from departure until return. The driver will not participate in any activities that might impair their driving abilities.

The district will comply with all state and federal laws and regulations pertaining to school bus transportation.

END OF POLICY

Legal Reference(s):

[4] "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

ORS 327.006	ORS 815.080	OAR 581-053-0040
ORS 327.033	ORS 820.100 - 820.190	OAR 581-053-0053
ORS 327.043		OAR 581-053-0060
ORS 332.405	OAR 581-021-0050 - 0075	OAR 581-053-0070
ORS 332.415	OAR 581-022-2345	OAR 581-053-0210
ORS 339.240 - 339.250	OAR 581-023-0040	OAR 581-053-0220
ORS 343.155 - 343.246	OAR 581-053-0002	OAR 581-053-0230
ORS 343.533	OAR 581-053-0003	OAR 581-053-0240
ORS 811.210	OAR 581-053-0004	OAR 735-102-0010
ORS 811.215	OAR 581-053-0010	
ORS 815.055	OAR 581-053-0031	Senate Bill 905 (2019)

Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6315, 7912 (2018).
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§ 11431-11435 (2012).

Link to definitions for Types 10, 20, and 21 Pupil Transportation Vehicles, OAR 581-053-003

Springfield School District 19

Code: EEAC
Adopted: 5/14/12
Revised/Readopted: 6/24/19
Orig. Code(s): EEAC

School Bus Safety Program

The superintendent or designee will ensure instruction is provided for all students in school bus safety and emergency evacuation procedures is provided. Drivers shall assist in the instruction.

Students who are regularly transported by the district shall receive the following instruction within the first six weeks of each half of each school year:

1. Safe school bus riding procedures, including but not limited to loading, unloading, and crossing;

2. Use of emergency exits; and

3. Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.

Students who are not regularly transported by the district will be given the following instruction at least once in the first half of each school year:

1. Safe school bus riding procedures, including but not limited to loading, unloading and crossing; and

2. Use of emergency exits.

The district will document and maintain records of the content and dates of instruction.

Buses will not exceed vehicle design capacity for seating at any time unless an unforeseen or unusual circumstance arises. Passengers will be provided a seat that fully supports them. A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Oregon Department of Transportation under Oregon Revised Statute (ORS) 815.055. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are four feet nine inches tall or age eight and the adult belt properly fits.[1] A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215, vehicles used for student transportation in excess of 10,000 pounds are exempt from this requirement unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

[1] "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

During adverse weather conditions, the superintendent or designee may alter bus schedules or temporarily suspend bus services. The superintendent or ~~his/her~~ designee will advise local radio stations and other media of any changes in bus schedules or services.

In the case of emergency or disaster, evacuation of students will be carried out according to the district's emergency plan.

An accident review board will study accidents involving district buses and will make recommendations to avoid similar accidents.

END OF POLICY

Legal Reference(s):

ORS 811.210
ORS 811.215
ORS 815.055
ORS 815.080
ORS 820.100 to -820.190

OAR 437-002-0220 to -0227
OAR 581-022-2225
OAR 581-053-0002
OAR 581-053-0003
OAR 581-053-0004
OAR 581-053-0010
OAR 581-053-0021
OAR 581-053-0031
OAR 581-053-0210
OAR 581-053-0240
OAR 581-053-0310
OAR 581-053-0320
OAR 581-053-0330
OAR 581-053-0340
OAR 581-053-0410
OAR 581-053-0420
OAR 581-053-0430
OAR 581-053-0440
OAR 581-053-0445
OAR 581-053-0510
OAR 581-053-0520
OAR 581-053-0530
OAR 735-102-0010

Springfield School District 19

Code: EEACA
Adopted: 9/11/14
Revised/Readopted: 6/24/19
Orig. Code(s): EEACA

School Bus Driver Examination and Training

School bus driver selection procedures will be developed to ensure acceptance of drivers whose capabilities are commensurate with job responsibilities. Each new school bus driver will be selected for their potential for improving the fleet's record and performance.

1. School bus driver selection will be based on: investigating application references;, a motor vehicles report from the department of motor vehicles; a, criminal records check; a, drug and alcohol test;, other physical requirements; a planned oral interview;, tests conducted by the district; a driver training program; and verification that the driver's physical examination was certified by a medical examiner. Thise medical examiner's certificate must have been listed in the Federal Motor Carrier Safety Administration's, National Registry of Certified Medical Examiners as of the date of the issuance for the bus driver's examination certificate.

2. No school bus driver shall be placed on a route or in any vehicle transporting students without a school bus certificate issued by the Oregon Department of Education (ODE).

3. No school bus driver shall be placed in any vehicle subject to commercial driver's license requirements or permitted to perform any other safety-sensitive functions who does not comply with applicable provisions of the Omnibus Transportation Employee Testing Act of 1991.

4. In emergencies, only school bus drivers who are on the ODE emergency drivers' list will be used.

All school bus drivers are required to inform the district within 15 days of any change in their driving or criminal records that could affect their eligibility to maintain the necessary ODE approval for licensing.

A school bus manufacturer, school bus dealer or school bus mechanic is not required to have a school bus endorsement while operating a school bus that is not transporting students.

END OF POLICY

Legal Reference(s):

ORS 659.840
ORS 659A.300
ORS 659A.306
ORS Chapters 801, 802, 807, 809, 811, 813
ORS 807.038
ORS 820.110
OAR 581-053-0002
OAR 581-053-0003
OAR 581-053-0004
OAR 581-053-0031
OAR 581-053-0040
OAR 581-053-0053
OAR 581-053-0060

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §§ 31301-31317; 49 C.F.R. Parts 40, 382, 391-395 (2016).
Federal Motor Carrier Safety Administration Regulations, 49 C.F.R. Part 391, §§ 391.41, 391.43 (2016).

Springfield School District 19

Code: EEACB
Adopted: 9/11/14
Revised/Readopted: 6/24/19
Orig. Code(s): EEACB

School Bus Maintenance

District-owned and operated buses and leased buses will be constructed, equipped and inspected in accordance with federal and state laws and administrative rules and requirements adopted by the State Board of Education. Buses will be maintained in safe operating conditions through a sound preventive maintenance program.

1. Each driver will conduct pre-trip and post-trip inspections.

2. Each driver will make a written report regarding any mechanical defects as soon as defects are discovered.

3. Defects will be corrected, the driver notified, and a written report submitted as soon as possible.

4. A thorough inspection will be conducted and inspection results will be reported each time the vehicle is serviced. Records will be maintained in accordance with Oregon Administrative Rules. Vehicles will be serviced according to factory specifications and recommendations.

5. All buses will be thoroughly inspected both at the beginning and end of each school year with periodic inspections throughout the year. Written reports of each inspection will be maintained.

Adequate maintenance and storage facilities will be provided for all equipment.

Adequate mechanical services with trained personnel will be available at Springfield Public Schools maintenance center.

END OF POLICY

Legal Reference(s):

ORS 811.210
ORS 811.215
ORS 815.055
ORS 815.080
ORS 820.100 - 820.190

OAR 437-002-0220 to -0227
OAR 581-022-1420

OAR 581-053-0002 to -0015
OAR 581-053-0512 to -0555
OAR 735-102-0010

Springfield School District 19

Code: EEACC
Adopted: 10/22/12
Revised/Readopted: 6/24/19
Orig. Code(s): EEACC

Student Conduct on School Buses

The following regulations will govern student conduct on school buses and Type 10 Vehicles if used for transporting students from home to school, school to home and to and from district-sponsored activities and will be posted in a conspicuous place in all buses:

1. Students being transported are under ~~the~~ authority of the bus driver and transportation assistant.
2. Fighting, wrestling~~,~~ or boisterous activity is prohibited on the bus;
3. Students will~~shall~~ use the emergency door only in case of an emergency;
4. Students will~~shall~~ be on time for the bus, both morning and evening;
5. Students will~~shall~~ not bring~~,~~ firearms, weapons~~,~~ or other potentially hazardous items on the bus;
6. Students will~~shall~~ remain seated while the bus is in motion;
7. Students may be assigned seats by the bus driver;
8. When it is necessary to cross the road, students will~~shall~~ cross in front of the bus or as instructed by the driver;
9. Students shall not open or close windows without permission of the bus driver~~.~~;
10. Students will~~shall~~ not extend their hands, arms~~,~~ or heads through the bus windows;
11. Students will~~shall~~ have written permission to leave the bus other than for~~at~~ home or school;
12. Students will~~shall~~ converse in normal tones; loud or vulgar language is prohibited;
13. Students will keep the bus clean and must refrain from damaging it;
14. Students will be courteous to the driver, fellow students and passersby;
15. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses for a period of time;
16. Students will not bring animals, except approved service animals, on the bus.

In addition to Oregon Administrative Rules, the district adopts the following rules:

1. Large items which cannot be safely transported while held in the student's lap or stored directly under the seat are generally prohibited unless the bus has a baggage compartment.

2. Large items may be allowed on the bus with the prior approval of the ~~T~~transportation ~~S~~supervisor. These items will only be allowed on the bus if transporting these items can meet the following ODE requirements:

   a. The items can be placed in a location not adjacent to students.
   b. The items can be secured by the driver in a manner that insures that they will not move even in the event of a bus collision.
   c. The items do not block the isle way or access to an emergency exit.

3. Students shall not interfere with school bus operating controls except in an emergency or as instructed by the driver.

4. Devices that create sounds that are distracting to the driver may not be used on the bus.

5. Skateboards are not allowed on buses.

The superintendent will establish other administrative regulations as necessary for the safe conduct of students riding district school buses or other forms of district transportation and for disciplinary procedures. Such regulations will be available to all parents and students and posted in each school bus or other district vehicle.

Students who violate bus rules of conduct may be denied the use of district transportation.

END OF POLICY

Legal Reference(s):

ORS 339.240	OAR 581-021-0050 to -0075	OAR 581-053-0004
ORS 339.250	OAR 581-023-0040	OAR 581-053-0010
ORS 820.100 to -820.190	OAR 581-053-0002	OAR 581-053-0210
	OAR 581-053-0003	

Letter Opinion, Office of the OR Attorney General (Nov. 22, 1988).

Link to definitions for Types 10, 20, and 21 Pupil Transportation Vehicles, OAR 581-053-003

Springfield School District 19

Code: EEACCA
Adopted: 10/22/12
Revised/Readopted: 6/24/19
Orig. Code(s): EEACCA

Video Cameras on Transportation Vehicles

The Board recognizes the district's continuing responsibility to maintain and improve discipline, and ensure the health, welfare and safety of its staff and students on school transportation vehicles.

The Board, after having carefully weighed and balanced the rights of privacy of students and staff with the district's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles, supports the use of video cameras on its transportation vehicles.

Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from curricular and extracurricular activities.

Such equipment may also be used to monitor the performance of district employees in the fulfillment of their duties in~~on~~ school transportation vehicles that are transporting students to and from curricular and extracurricular activities.

Students in violation of district conduct rules shall be subject to disciplinary action in accordance with established Board policies~~policy~~ and administrative regulations governing student conduct and discipline.

Staff shall be subject to established Board personnel policies, administrative regulations and collective bargaining~~labor~~ agreements including provisions related to evaluation, discipline~~,~~ and dismissal.

Video recordings, depending on how they are used in student disciplinary proceedings, may become a part of a student's education record. In such cases, the district shall comply with all applicable state and federal laws related to education records. Such records will also be subject to established district procedures regarding education records including access, review~~,~~ and release of such records.

The superintendent or designee shall develop procedures for the notification of staff, students, parents and others as necessary of the use of video cameras on school vehicles and such other procedures as may be required for the implementation of this policy.

END OF POLICY

Legal Reference(s):

ORS 30.864
ORS 192.420 to -192.505
ORS 326.565
ORS 326.575
ORS 332.107
ORS 336.187
ORS 342.850
OAR 166-400-0010 to -0065
OAR 581-021-0210 to -0430
OAR 581-022-2260
OAR 581-053-0240(11)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

Springfield School District 19

Code: EEACD
Adopted: 10/22/12
Revised/Readopted: 6/24/19
Orig. Code(s): EEACD

Use of District Activity Vehicles for Student Transportation

The district may provide for the use of vehicles, commonly designated as Types 10, 20 or 21 pupil transportation vehicles, which do not meet the requirements of a "school bus" for the purpose of transporting students, licensed, classified or other supervisory personnel to and from curricular and extracurricular activities sponsored by the district.

The vehicle shall be insured for bodily injury, property damage, uninsured motorist coverage and personal injury protection. The business manager will recommend amounts to adequately protect the district against loss.

The district will meet or exceed minimum driver requirements and procedures as set forth in Oregon Administrative Rules, ~~Revised Statutes~~ Section 53. The district will require in-class instruction as part of its driver training approval process. The district shall meet child safety system requirements and minimum standards and specifications as set forth in state law.

END OF POLICY

Legal Reference(s):

Link definitions OAR 581-053-003

ORS 811.210
ORS 815.055
ORS 815.080
ORS 820.110
ORS 820.190

OAR 437-002-0220 to -0227
OAR 581-053-0010
OAR 581-053-0220
OAR 581-053-0310
OAR 581-053-0320
OAR 581-053-0330
OAR 581-053-0340
OAR 581-053-0410
OAR 581-053-0420
OAR 581-053-0430
OAR 581-053-0440
OAR 581-053-0511
OAR 581-053-0521
OAR 581-053-0531
OAR 581-053-0540
OAR 581-053-0610
OAR 581-053-0620
OAR 581-053-0630
OAR 581-053-0640
OAR 735-102-0010

Springfield School District 19

Code: EEACE
Adopted: 10/22/12
Revised/Readopted: 6/24/19
Orig. Code(s): EEACE

Loading and Unloading

The administration shall make arrangements to provide supervision of students during normal loading and unloading times at instructional sites only.~~schools.~~

Buses shall be scheduled into loading areas ahead of school dismissal times whenever practical.

Students shall not be allowed to leave the bus at other than their regular stop~~ without a signed note from the principal's office or parent/guardian note affirmed by school staff~~.

END OF POLICY

Legal Reference(s):

ORS 339.240
ORS 339.250

OAR 581-021-0050
OAR 581-053-0010(11)

OAR 581-053-0230(9)(u)

Springfield School District 19

Code: EEAE
Adopted: 10/22/12
Revised/Readopted: 6/24/19
Orig. Code(s): EEAE

Student Transportation in Private Vehicle

Transportation of students will be by the district's transportation system or by a district employee's vehicle, properly insured, except as provided below.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities if the following conditions have been met prior to the activity:

1. The school administrator has approved the activity;

2. A permission slip signed by the student's parent(s) has been received by the principal or ~~their~~ designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;

3. The parents, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district;

4. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are four feet nine inches tall or age eight and the adult belt properly fits .[1] ~~.~~ A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under Oregon Revised Statute (ORS) 815.055. Training in the proper installation and use of child safety system may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

The district will develop procedures to implement this policy.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 801.455
ORS 811.210
ORS 815.055
ORS 815.080
OAR 735-102-0010

[1] "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

Springfield School District 19

Code: EEBA
Adopted: 10/22/12
Revised/Readopted: 6/24/19
Orig. Code(s): EEBA

District Vehicles

The district maintains a fleet of vehicles for use by staff for work-related in-town and out-of-town travel. These vehicles may be driven only by district employees over 18 years of age having valid Oregon driver licenses. When transporting students the employee must be 18 years of age or older. In addition, to operate district-owned vehicles with a gross vehicle weight (GVWR) exceeding 26,000 pounds, a school bus, or a vehicle carrying 16 or more passengers, employees must hold a valid commercial driver license.

The district shall deny use of district-owned vehicles to any employee who: 1) has not been authorized by the district to drive fleet vehicles; 2) has a restricted or suspended driver license for a cause involving the unsafe operation of a motor vehicle or because of driving record; 3) has a record of more than two moving violations within the past three years; 4) has been convicted for operating a vehicle under the influence of drugs or intoxicants.

The district reserves the right to deny use of district owned vehicles to any employee who has been cited for operating a district-owned vehicle under the influence of drugs or intoxicants~~,~~ or who has been involved in a motor- vehicle accident when driving a district-owned vehicle.

Volunteers, parents, students, student teachers, sub-contracted workers, workers leased through temporary service companies, and non-district employees (e.g. ESD employees) are not authorized to operate district-owned vehicles.

The superintendent or designee will develop procedures to support this policy.

All drivers operating district-owned vehicles shall use seat belts. Failure to do so is grounds for discipline, up to and including dismissal.

The driver of any district-owned vehicle, except school buses, is responsible for determining that the proper number of seat belts is available for the passengers and their use is required.

1. Additionally, all drivers operating district-owned vehicles or conducting district business while driving a privately-owned vehicle, shall ensure the vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he/she is four feet nine inches tall or age eight and the adult belt properly fits.[1] A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under Oregon Revised Statute (ORS) 815.055. Training in the proper

[1] "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

installation and use of child safety system may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

A district vehicle more than 10,000 pounds or equipped with a lap belt only is exempt from child safety system requirements.

END OF POLICY

Legal Reference(s):

ORS 341.290 (2)
ORS 801.455
ORS 811.210
ORS 820.105
ORS 820.110
ORS 820.120
OAR 437-002-0220 to -0227

Springfield School District 19

Code: EEBB
Adopted: 6/11/12
Revised/Readopted: 6/24/19
Orig. Code(s): EEBB

Use of Private Vehicles for District Business

The Board discourages the use of private vehicles for district business, including the transportation of students. Staff will use district-owned vehicles whenever possible and should schedule activities and transportation far enough in advance to avoid any nonemergency use of private vehicles.

The superintendent will develop regulations for staff use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance and liability. The Board will review such regulations at least annually.

No staff member will use a private vehicle for district business, including the transportation of students, without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the Board.

At least two staff members must accompany a student being transported in a private vehicle.

A student will not be allowed to perform district business with their own vehicle or a staff member's vehicle.

END OF POLICY

Legal Reference(s):

ORS 30.260 to -30.265
ORS 332.107
ORS 801.455
ORS 811.210
ORS 815.055
ORS 815.080
OAR 735-102-0010

Springfield School District 19

Code: EFAA
Adopted: 6/11/12
Revised/Readopted: 6/24/19
Orig. Code(s): EFAA

District Nutrition and Food Services

The district may enter into an agreement with the Oregon Department of Education (ODE) to operate the National School Lunch Program (NSLP) and the Commodity Food Distribution Program (CFDP) by signing a permanent Sponsor-ODE Agreement entitling the district to receive reimbursement for all meals that meet program requirements and to earn United States Department of Agriculture (USDA) Foodcommodity food entitlement based on the number of lunches served.

The permanent agreement shall be signed by the superintendent or other school official with authority to obligate the district to legally binding contracts, subject to annual ODE renewal and will include, at the district's option, an agreement to operate the School Breakfast Program (SBP), Summer Food Service Program (SFSP), the Child and Adult Care Food Program (CACFP) and the Special Milk Program (SMP). The district recognizes that meals and snacks served by the district will not be eligible for reimbursement until the annual program update is received and approved by ODE. The permanent Sponsor-ODE Agreement shall include assurances by the district that it will follow all Child Nutrition Program~~NSLP~~ regulations for which the district is approved to operate~~regarding~~:

1. Free and reduced price process (updated annually);

2. Financial management of the nonprofit school food service;

3. Civil rights and confidentiality procedures;

4. Meal pattern~~patterns~~ and nutrition content of meals served;

5. Use and control of commodity foods;

6. Accuracy of reimbursement claims;

7. Food safety and sanitation inspections;

8. Nutrition standards for foods and beverages sold to students.

The superintendent or designee will develop an administrative regulations as necessary to implement this policy and meet the requirements of state and federal law. The regulation~~(s)~~ will be reviewed and adopted by the Board as required by law.

END OF POLICY

Legal Reference(s):

ORS 327.520 to -327.537
ORS 336.423
OAR 581-022-2345
OAR 581-051-0100
OAR 581-051-0305

OAR 581-051-0310 OAR 581-051-0400

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2017).
U.S.D.A., ELIGIBILITY GUIDANCE FOR SCHOOL MEALS MANUAL.
U.S.D.A., FNS INSTRUCTION 765-7 REV. 2: HANDLING LOST, STOLEN AND MISUSED MEAL TICKETS.
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C.§§ 1758, 1760 (2012).
National School Lunch Program 7 C.F.R. Part 210 (2017)
U.S.D.A. Instruction 113-1 Civil Rights
Donation of Foods for Use in the United States, Its Territories and Possessions and Areas Under its Jurisdiction, 7 C.F.R. Part 250 (2017)
Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. 200 (2017).

Springfield School District 19

Code: EGAAA
Adopted: 6/24/19
Orig. Code(s): EGAAA

Reproduction of All Copyrighted Materials

Among the facilities available to teachers in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotape, video or computer-programmed materials, is a serious offense against federal law and contrary to the ethical standards required of staff and students alike.

Violations may result in criminal or civil suits.

The Board therefore requires that all reproduction of copyrighted material be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

"Fair use" is not a rigidly defined term. "Fair use" is based on the following standards:

1. The purpose and character of the use;

2. The nature of the copyrighted work;

3. The amount of and the substantiality of the portion used;

4. The effect of the use upon the potential market for, or value of, the copyrighted work.

If an individual questions the legality of duplicating materials, they~~he/she~~ should seek permission from the copyright holders.

Employees in violation of copyright law may be required to remunerate the district in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

The superintendent will provide guidelines for the "fair use" of copyrighted materials that meet the requirements of Section 107 of the Copyright Act of 1976 and applicable amendments.

END OF POLICY

Legal Reference(s):

ORS 332.107

Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2016).

Springfield School District 19

Code: EGACA
Adopted: 4/22/13
Revised/Readopted: 6/24/19
Orig. Code(s): EGACA

Cell Phones

The Board recognizes that the use of cell phones may be appropriate to provide for the effective and efficient operation of the district, and to help ensure safety and security of district property, staff and others while on district property or engaged in district-sponsored activities. To this end, the Board authorizes the purchase and employee use of cell phones~~cellular telephones~~, as deemed appropriate by the superintendent or designee.

District-owned cell phones shall be used for authorized district business purposes, consistent with the district's mission and goals. Personal use of such equipment is prohibited except in emergency situations. Employees do not have any expectations of privacy with district-owned cell phones or any information stored on them; the phone may be confiscated and searched at any time. Employee use of a district-owned cell phone shall not violate Oregon's ethics laws.

If an employee's cell phone purchase is reimbursed by the district, or the employee is provided a stipend to purchase a cell phone, all phone records, text messages, emails to and from the cell phone, and other communications made with the cell phone may be public records.

Employees shall not use cell phones, whether district-owned or personally-owned, for non-district-related business while attending to and/or performing their job responsibilities.

Use of cell phones in violation of Board policies, administrative regulations and/or state and federal laws will result in discipline up to and including dismissal and/or referral to Oregon Government Ethics Commission and law enforcement officials, as appropriate.

The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cell phone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately-owned cell phones for authorized district business.

END OF POLICY

Legal Reference(s):

ORS 244.010
ORS 244.020(15)
ORS 244.040(1)(a)
ORS 244.120
ORS 332.105
ORS 332.107

Davidson v. Or. Gov't Ethics Comm'n, 300 Or. 415 (1985)
OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINIONS 02S-020 (Aug. 2, 2002), 02A-1008 (July 12, 2002), 01A-1004 (June 1, 2001) and 98A-1003 (July 9, 1998).

Springfield School District 19

Code: EHA
Adopted: 6/24/19
Orig. Code(s): EHA

Health Insurance Portability and Accountability Act

The Board has determined that it meets the definition of a hybrid of covered entities[1] under the Health Insurance Portability and Accountability Act (HIPAA). As the district offers health care provider programs and services that include electronic billing for the reimbursement of services under Oregon Medicaid programs, or contracts with another entity to provide such services, it is subject to HIPAA. In all electronic transactions involving student education records information, the district will adhere to the transaction requirements of HIPAA and the confidentiality requirements of the Family Educational Rights and Privacy Act (FERPA).

Additionally, because the district self-insures a health plan and self-administers an Internal Revenue Service Section 125 plan it also meets the health plan definition under HIPAA. Accordingly, the district will safeguard the protected health information[2] of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

As a covered entity, the district will meet the national electronic transaction standards and applicable requirements of federal law designed to ensure the security of protected health information of employees and student education record information created or received by the district.

In order to meet the notice requirements under the health care provider provisions of the law, information will be provided to students and parents of their rights under FERPA in accordance with established procedures as set forth in Board policies JO/IGBAB - Education Records/Records of Students with Disabilities, JOA - Directory Information, JOB - Personally Identifiable Information and related administrative regulations.

The superintendent will designate an individual responsible for responding to HIPAA inquiries, complaints and for providing adequate notice of employee rights and district duties under the health plan provisions of the Act. Notice will include the privacy provisions of the law, and uses of employee protected health information and disclosures that may be made by the district.

Training will be provided to all current staff and new employees determined by the district to have access to the protected health information of employees and student education records. Training will be provided

[1] A "covered entity" is an entity subject to HIPAA. These include those entities defined under the Act as a health plan, health-care clearinghouse, health care provider or a hybrid entity. A hybrid of covered entities is a single legal entity that is a covered entity and whose covered functions are not its primary function. Self-insured health plans and Internal Revenue Service Section 125 plans with 50 or more participants operated or maintained by public schools entities are covered health plans for HIPAA privacy rule purposes. Similarly, any provider of services, a provider of medical or health services as defined in section 1861 of the Act (42 U.S.C. § 1395X(s)) and any person or organization who furnishes, bills or is paid for health care in the normal course as defined by 45 C.F.R. § 160.103 is also subject to HIPAA requirements as a health care provider. District's should review their programs and services with their legal counsel in determining HIPAA applicability.

[2] "Protected health information" means individually identifiable health information that is: (1) transmitted by electronic media; (2) maintained in electronic media; (3) transmitted or maintained in any other form or medium. Protected health information excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act 20 U.S.C. § 1232g, and employment records held by a covered entity in its role as employer.

within a reasonable period of time after the individual's hiring, and to those employees when their duties may be impacted by a change in the district's policy and/or procedures.

Individuals who believe their privacy rights have been violated may file a complaint in accordance with established district procedures. Employee complaints may also be filed directly with the U.S. Secretary of Health and Human Services. There shall be no retaliation by the district against any person who files a complaint or otherwise participates in an investigation or inquiry into an alleged violation of an individual's protected privacy rights. All complaints received will be promptly investigated and documented, including their final disposition.

The superintendent will ensure that satisfactory assurance has been obtained from any business associate[3] performing HIPAA-covered activities or functions on behalf of the district that the protected health information it receives from the district will be protected. Such assurance will be in the form of a written agreement, or may be included as a part of the district's contract with the business associate.

Employees in violation of this policy or procedures established to safeguard student education records information and the protected health information of employees will be subject to discipline up to and including dismissal.

The superintendent is directed to ensure an assessment of district operations is conducted to determine the extent of the district's responsibilities as a covered entity under HIPAA and to develop internal controls and procedures necessary to implement this policy and meet the requirements of law. The procedures shall include provisions for record keeping, documentation of the district's compliance efforts and appropriate administrative, technical and physical safeguards to protect the privacy of student education records and employee protected health information and to ensure that any request is limited to information reasonably necessary to accomplish the purpose for which the request is made.

In the event of a change in the law that may impact this policy or established district procedures, the superintendent shall ensure appropriate revisions are recommended for Board approval, necessary changes are implemented and notification is made to staff and others, as appropriate.

END OF POLICY

Legal Reference(s):

ORS 332.107

Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §§ 1320d to -1320d-8 (2012); 45 C.F.R. Parts 160, 164 (2016).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2016).

[3] A "business associate" means a person who on behalf of such covered entity or of an organized health care arrangement in which the covered entity participates, but other than in the capacity of a member of the workforce of such covered entity or arrangement, performs or assists in the performance of: (1) a function or activity involving the use or disclosure of individually identifiable health information, including claims processing or administration, data analysis, processing or administration, utilization review, quality assurance, billing, benefit management, practice management and repricing; or (2) any other function or activity regulated by HIPAA.

Springfield School District 19

Code: EIA
Adopted: 4/22/13
Revised/Readopted: 6/24/19
Orig. Code(s): EIA

Insurance Programs

Insurance may be written by any fully insured, partially insured or self-insured pool that is able to demonstrate satisfactory financial stability as determined by Oregon law.

Blanket building and equipment insurance will cover replacement costs with an agreed amount endorsement and with a deductible determined by the chief operation officer to provide the lowest possible premium costs consistent with adequate protection from unanticipated expenditures.

General and personal liability insurance will cover district Board members and employees only while acting in their official capacity.

All employees will be covered by an honesty bond. Tort liability endorsements may be carried.

Farm machinery and livestock supplemental coverage will be maintained if appropriate to the districtDistrict property and programs.

The district will provide liability coverage for all district-owned or leased vehicles.

The district will establish and provide the opportunity for students to purchase student accident insurance.

The district will not carry student accident insurance other than liability insurance.

The district will not be liable for theft and damage of personal property of students that is not a requirement for attendance or participation. Additionally, the district will not be liable for theft and damage of personal property of staff.

During its organizational meeting ~~in July~~, the Board will appoint an insurance agent of record for the district.

END OF POLICY

Legal Reference(s):

ORS 30.260 to -30.300
ORS 278.005 to -278.215
ORS 332.435
ORS 332.437

Springfield School District 19

Code: FF~~/FFA~~
Adopted: 6/08/15
Revised/Readopted: 6/24/19
Orig. Code(s): FF/FFA

Naming ~~New~~ Facilities

(This includes more than naming "new" facilities; recommend removing from title. Also, FFA refers to memorials and would be a separate policy; this policy does not contain information about memorials.)

Responsibility for naming of school district facilities rests with the Board. This includes naming of new schools or support services facilities, naming of part of a school campus or building (e.g., a library, athletic field, gymnasium or auditorium) or for changing the name of an existing facility.

Recommendations for naming of facilities shall be brought to the Board following a public input process:

1. The Board shall appoint a committee.

2. The appointed committee will seek community input for name proposals and present a list of three to five names to the superintendent, who will forward them to the Board.

3. The Board shall then make the final name selection from the list the committee submitted.

Names for facilities will generally be limited to:

1. People: Names of distinguished individuals who have made outstanding contributions to the community and education. Such persons will normally be retired from active participation or employment in educational activities in Springfield Public Schools.

2. Places: Names of recognized historical and geological landmarks or areas, geographic subdivisions or points of interest.

3. Themes: Thematic names which reflect the character of the community culturally and historically or which identify it by reference to indigenous and characteristic flora and fauna.

The Board recognizes that unusual circumstances might arise where a name from outside the above categories or an exception to specific criteria could be considered. The Board shall publicly state the intent to consider an exception and provide an opportunity for public input on the proposal at a regular meeting prior to voting on any exception to these guidelines.

When individuals, corporations, or other entities make significant contributions financially or in time and/or labor toward a particular facility project, the district shall find appropriate means to recognize the contributions. Recognition may be in the form of a sign, public honoring, displays, or other means deemed appropriate by the district.

The Board reserves the right to consider the naming of a facility or portion of a facility after an individual, corporation, or other entity that has made a significant financial contribution to a major project. For consideration the financial contribution should equal at least 51 percent of the cost of the project. The

Board shall also consider evidence of community support, characteristics of the donor, type of facility, duration of the naming, and conditions that might result in revocation of the name prior to taking action. Existing facilities shall retain their name, pending Board action, regardless of the name of schools or programs within the facility. The building name will be used on all signage and printed materials that identify the facility.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 332.385

Springfield School District 19

Code: FFA
Adopted:

Memorials
(Version 1)

The Board will consider the acceptance of memorial scholarships in honor of a person who has a special significance to the students, the district or the community. A room or item may be named for the person in whose honor the scholarship fund is created. A memorial plaque may be appropriately dedicated whenever a room or item is designated as a memorial in conjunction with a scholarship fund.

Offers of a memorial scholarship will be submitted to the superintendent together with information concerning the purpose of the memorial and administration of the scholarship fund.

A principal may receive items for their school as a memorial to a student or person having a special significance to the students of that school. An item received as a memorial becomes the property of the district. A principal must have the superintendent's approval to accept any item that may require additional maintenance cost to the district. The superintendent may establish guidelines for the acceptance of such a memorial.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 332.385

PROPOSED

Springfield School District 19

Code: FFB
Adopted: 2/26/07
Revised/Readopted: 6/24/19
Orig. Code(s): FFB

Names on Building Plaques

In keeping with the practice to recognize elected officials and others for their efforts and public service in providing new and/or improved facilities to the public, the Board wishes to have plaques installed on new construction projects giving the names of persons at the time of acceptance of the project bid as reflected in Board minutes. The plaques will provide the following information:

1. Name of the school or building;

2. Board-approved construction date;

3. Names of the Board members on the Board-approved construction date:

    a. Chair;
    b. Vice chair;
    c. Members (in order of number of years on the Board).

4. Name of superintendent;

5. Name of architect;

6. Name of contractor.

END OF POLICY

Legal Reference(s):

ORS 332.107

Springfield School District 19

Code: FJ
Adopted: 6/08/15
Revised/Readopted: 6/24/19
Orig. Code(s): FJ

Temporary District Facilities

The Board's goal is to have sufficient permanent facilities to meet the needs of district enrollment and the district programs. Rented facilities, movable units and other emergency school housing may be necessary for short-term public school purposes.

If circumstances require immediate space not available in public school buildings, facilities will be leased or movable structures will be used as a temporary measure.

The Board encourages the involvement of staff, parents and the community in the decision-making process, whenever possible. The superintendent will give due consideration to all such input prior to using any temporary facilities. All final decisions regarding the use of temporary district facilities will be made by the superintendent or designee.

Any such facility must conform to all appropriate federal, state and, local building, and land use codes, as well as health and fire laws, environmental standards and provisions for accessibility and usability as required by the Americans with Disabilities Act.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 332.155

OAR 437-001-0760
OAR 437-002-0020 to -0081
OAR 437-002-0161
OAR 437-002-0180 to -0182
OAR 437-002-0368
OAR 437-002-0377
OAR 437-002-0390
OAR 437-002-0391

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
Americans with Disabilities Act Amendments Act of 2008.

Springfield School District 19

Code: FK
Adopted: 6/08/15
Revised/Readopted: 6/24/19
Orig. Code(s): FK

Facilities Renovation

The Board's priorities for funding renovation of facilities in order of priority, are as follows:

1. Protection of life and health; compliance with mandated requirements governing construction codes and fire safety requirements;

2. Direct support of the educational program;

3. Urgently required projects to comply with the priorities set forth in the ~~D~~district's comprehensive planning program for facilities and sites;

4. All other Board priorities.

The participation of staff, parents and the community in the development of plans for new and renovated facilities may be solicited.

The superintendent will establish procedures for requesting, approving, and scheduling facilities renovation.

Plans for new and remodeled buildings will be designed and offer accommodations to make them accessible to persons with disabilities. The Board may review construction plans to assure that new and remodeled buildings are made fully accessible.

END OF POLICY

Legal Reference(s):

ORS 195.110
ORS 197.295 to -197.314
ORS 332.107
ORS 332.155
OAR 437-001-0760
OAR 437-002-0020 to -0081
OAR 437-002-0180 to -0182
OAR 437-002-0368
OAR 437-002-0377
OAR 437-002-0390
OAR 437-002-0391

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
Americans with Disabilities Act Amendments Act of 2008.

Springfield School District 19

Code: FKL
Adopted: 6/08/15
Orig. Code(s): FKL

Key Control, Pass Card, Photo Identification and Access

To promote and maintain a safe and secure environment for our staff and students and the general public, the Board approves the use of an access control system. The access control system will consist of key and/or pass card control, photo identification of staff, identification and registration of visitors, and limiting access points to district facilities and grounds.

The superintendent or designee shall develop procedures as may be required to implement this policy.

END OF POLICY

Legal Reference(s):

ORS 192.371 ORS 332.107 ORS 332.505

RESOLUTION #24-25.023 DATE: November 12, 2024

Educational Equity Advisory Committee
Membership Appointments

RELEVANT DATA:

As required by OAR 581-022-2307, "The school district board is responsible for appointing members from those proposed by the superintendent, and ensuring that membership is primarily representative of underserved student groups" (3c).

The law defines "underserved student groups'' in the following way: "Underserved" refers to communities, groups, families and students that the dominant or mainstream educational system has historically and currently excluded, impacted, marginalized, underserved and/or refused service due to institutionalized and intersectional racism and systemic oppression. This includes students of color, tribal students, English language learners, LGBTQ2SIA+ students, students experiencing and surviving poverty and houselessness, students with disabilities, women/girls, and students from rural communities'' (1e).

District staff conducted a thorough process with extensive community outreach to invite applications for membership on the Educational Equity Advisory Committee (EEAC) to fill existing vacancies. Applications were screened by an ad hoc group from the EEAC and the Equity and Inclusion Coordinator. Candidates were selected by this group and submitted to the superintendent for approval and are now presented to the Board for appointment to the EEAC.

RECOMMENDATION:

It is recommended that the Board of Directors appoint the following individuals to the Springfield Public Schools Educational Equity Advisory Committee:

[Names will be presented at the meeting.]

SUBMITTED BY:
Taylor Madden
Equity and Inclusion Coordinator

RECOMMENDED BY:
Todd Hamilton
Superintendent

POLICY UPDATE REPORT DATE: November 12, 2024

POLICY UPDATES - SECTIONS G and J

BACKGROUND INFORMATION:

In collaboration with the Oregon School Boards Association (OSBA), district staff have initiated a comprehensive update of all district policies. This process is expected to continue over the next several months, ensuring all policies are current and aligned with best practices and law.

Superintendent Hamilton provided details on this process during the September Board meeting.

For your review and consideration, Sections G (Personnel) and J (Students) of the Springfield School Board Policy Manual are now submitted. These sections have undergone preliminary updates and are ready for your input prior to final adoption.

RECOMMENDATION:

It is recommended that the Board of Directors review Sections G (Personnel) and J (Students) in preparation for their adoption at the December Board meeting.

SUBMITTED BY:

Todd Hamilton
Superintendent

Springfield School District 19

Code: GAA
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code: GAA

Personnel: Definitions

Optional

1. "Licensed employees" are those holding a position that requires a license issued by the state Teacher Standards and Practices Commission (TSPC).

2. A "teacher" is an employee who holds a teacher's license or is registered to teach by TSPC.

3. A "contract teacher" is any teacher who has been regularly employed by a district for a probationary period of not more than three successive school years and who has been retained for the next succeeding school year.

4. A "probationary teacher" is one who is not a contract teacher and who is employed for at least 135 consecutive days in any school year as a teacher in the district. At least 30 consecutive days of employment in the district in a successive year shall be sufficient to keep the service intact, and the teacher shall not lose credit for previous probationary years served.

5. A "temporary teacher" is any teacher employed to fill a position designated as temporary or experimental or to fill a vacancy that occurs after the opening of school because of unanticipated enrollment or the death, disability, retirement, resignation, contract non-extension or dismissal of a contract or probationary teacher.

6. A "substitute teacher" is any teacher employed to take the place of a probationary or contract teacher who is temporarily absent. A substitute teacher is employed on a day-to-day basis, without contract, and does the work of the regularly assigned teacher during the latter's absence from duty. Substitutes will not be eligible for fringe benefits and will be paid at a rate established annually by the Board in accordance with the provisions~~provision~~ of Oregon law.

7. An "intern teacher" is a regularly enrolled candidate~~student~~ of an approved educator preparation provider,~~a college or university~~ who teaches under the supervision of the staff of the provider~~such institution~~ and of the employing district, in order to acquire practical experience in teaching. The intern teacher receives both academic credit from such institution and may receive financial compensation from the district.

8. An "administrator" is an employee who holds a valid Oregon administrative license or registration and who works in a position requiring an administrative license. An administrator includes, but is not limited to, all superintendents, assistant superintendents, principals and academic program directors in public schools or education~~, educational~~ service districts, who have direct responsibility~~responsibly~~ for ~~the~~ supervision or evaluation of licensed teachers and who are compensated for their services with public funds.

9. A "specialist" is an employee who has a teaching license or a letter of authorization from the Oregon Department of Education and who is employed half-time or more.

"Classified personnel" are those employees in positions for which no teaching or administrative licenses ~~or other professional licenses or certificates~~ are required by law.

1. "Regular classified full-time employees" are those whose assignment requires eight hours a day, 40 hours a week for a minimum of 180 days during a fiscal year.

2. "Part-time regular classified employees" are those whose assignment requires less than eight hours a day, or less than 40 hours a week for a minimum of 180 days during a fiscal year and whose duties are regularly scheduled and assigned on an annual basis.

3. "Temporary/Substitute classified employees" are those who are hired to replace an employee who is temporarily reassigned or absent and retains job rights.

"Supervisory employees" are those individuals having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward~~,~~ or discipline other employees, or responsibly to direct them, or to adjust their grievances or effectively to recommend such action if the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment.

"Confidential employees" are designated in accordance with Oregon law~~Revised Statute~~ (ORS~~)~~ 243.650(6)). Such employees will be excluded from any bargaining unit. Salaries and benefits for confidential employees will be established by the Board~~board~~.

"Administrative employee" means an employee of the district who possesses authority to formulate and carry out administrative and/or program decisions, or who represents administration's interest by taking or effectively recommending discretionary actions that control or implement district policy, and who has discretion in the performance of these administrative and/or program responsibilities beyond the routine discharge of duties. An administrative employee need not act in a supervisory capacity in relation to other employees.

END OF POLICY

Legal Reference(s):

ORS 243.650(6), (23)	ORS 342.420	ORS 342.845
ORS 332.505	ORS 342.610	
ORS 332.554(3)	ORS 342.815	OAR 584-020-0005
ORS 342.120	ORS 342.835	
ORS 342.125	ORS 342.840	

Job York v. Portland Sch. Dist., No. FDA 83-7 (August 1983).

Springfield School District 19

Code: GB
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code(s): GB

General Personnel Policies *

The quality of the professional and support staff is of primary importance in achieving the district's educational objectives. In filling any licensed or~~certified,~~ classified, or administrative position, the district will seek out and appoint the most highly qualified person available for the position.

~~The Board based on t~~The superintendent~~'s~~ will recommend~~ation shall approve the contracts of~~ candidates to fill ~~certified~~ all licensed ~~and administrative licensed~~ positions to the Board for approval. The superintendent or designee will employ all classified employees, substitutes and part-time personnel as needed.

The personnel office will receive applications or inquiries concerning job openings. The selection process will be coordinated and supervised by the personnel office, with the involvement of other appropriate administrators and supervisors.

Each candidate selected for a position with the district must possess or demonstrate eligibility for any certificate, license or permit required to fill the position. In addition, the individual must be insurable by the district's insurance carrier for any position requiring liability insurance coverage or bonding, and the employee must satisfactorily complete all post job offer testing mandated for the identified position and meet the requirements of the fingerprinting/criminal records check.

In accordance with Oregon law, the district may require any~~a~~ candidate, as a condition of employment, to hold a current, recognized first-aid card. A current employee required to hold a card will obtain it within 90 days from the date the district gives notification.

* Personnel selected for employment will be notified in writing following Board approval or in the case of classified employee's approval by the director of personnel. This notification will specify the assignment, the job classification, the salary or hourly rate, the length of the work weekwork year and the length of the assignment~~. Unsucce~~ssful applicants will be notified following the formal hiring of the successful job candidate.

Initial assignments of staff will be made by the superintendent or designee.

The superintendent will establish guidelines governing the recruitment, selection~~,~~ and employment of personnel in accordance with this policy.

END OF POLICY

Legal Reference(s):

ORS 342.664
ORS 408.225
ORS 408.230
ORS 408.235
ORS 653.305 to -653.326
ORS 659A.309
OAR 581-022-2405
OAR 839-006-0435
OAR 839-006-0440
OAR 839-006-0450
OAR 839-006-0455
OAR 839-006-0460
OAR 839-006-0465

Springfield School District 19

Code: GBA
Adopted: 12/12/16
Revised/Readopted: 5/11/20; 1/10/22
Orig. Code(s): GBA

Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the district regardless of race[1], color, religion, sex, sexual orientation, gender identity, national origin, marital status, pregnancy, childbirth or a related medical condition[2], age, veterans' status[3], service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability[4] if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act (ADA), and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be provided to all students and employees.

The superintendent will develop other specific recruiting, interviewing and evaluation procedures as are necessary to implement this policy.

END OF POLICY

Legal Reference(s):

ORS 174.100
ORS 243.317 – 243.323
ORS 326.051
ORS 332.505
ORS 342.934
ORS 408.225
ORS 408.230
ORS 408.235
ORS 652.210 - 652.220
ORS 659.850
ORS 659A.003
ORS 659A.006
ORS 659A.009
ORS 659A.029
ORS 659A.030
ORS 659A.040
ORS 659A.082
ORS 659A.109
ORS 659A.112
ORS 659A.147
ORS 659A.233
ORS 659A.236
ORS 659A.309
ORS 659A.321

[1] 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)).

[2] This unlawful employment practice related to pregnancy, childbirth or a related medical condition as described in House Bill 2341 (2019) (added to ORS 659A) applies to employers who employ six or more persons.

[3] The district grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.

[4] This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106).

ORS 659A.409
ORS 659A.820
OAR 581-021-0045
OAR 581-022-2405
OAR 839-003-0000
OAR 839-006-0435
OAR 839-006-0440
OAR 839-006-0450
OAR 839-006-0455
OAR 839-006-0460
OAR 839-006-0465

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, et. seq. (2018).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2018); 29 C.F.R Part 1626 (2019).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 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).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (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).
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).
Chevron USA Inc. v. Echazabal, 536 U.S. 736 (2002).
Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303 (2018).

Springfield School District 19

Code: GBC
Adopted: 2/10/14
Revised/Readopted: 5/11/20
Orig. Code(s): GBC

Staff Ethics

I. Prohibited Use of Official Position for Financial Gain
~~I. Conflict of Interest~~

No district employee will attempt to use their district position to obtain financial gain or avoidance of financial detriment for themselves, relatives, members of household or for any business with which the employee, a household member or relative is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the district employee's employment with the district.

This prohibition does not apply to any part of an official compensation package as approved by the Board, honorarium, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the $50 gift limit for one who has a legislative or administrative interest in any matter subject to the decision or vote of the district employee.

The employee may receive district or school logo apparel as part of the employee's official compensation package.

District employees will not engage in, or have a personal financial interest in, any activity that raises a reasonable question regarding the use of their official position in regard to their duties and responsibilities as district employees. This would also apply to any personal financial benefit for the district employee's relative or member of household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated.

This means that:

1. Employees, relatives~~,~~ or members of the district employee's household will not use the employee's position to obtain financial gain or avoidance of financial detriment from students, parents~~,~~ or staff;

2. Any device, publication or any other item developed during the employee's paid time shall be district property;

3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;

4. No district employee may serve as a Board or budget committee member in the district;

5. An employee will not perform any duties related to an outside job during ~~the employee's~~ regular working hours or during the additional time neededthat needs to fulfill the position's responsibilities; nor will an employee use any district facilities, equipment~~,~~ or materials in performing outside work;

6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

If a district employee has a potential or actual conflict of interest, the district employee must notify their supervisor in writing of the nature of the conflict and request that the supervisor dispose of the matter

giving rise to the conflict. This must be done on each occasion the district employee is met with a conflict of interest.

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

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

In order to avoid violation of nepotism provisions and district policy, district employees must abide by the following when an employee's relative or member of the household of the district employee, is seeking and/or holds a position with the district:

1. A district employee may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or a member of the household, unless the employee complies with the conflict of interest requirements of Oregon Revised Statute (ORS) Chapter 244. This rule does not apply to employment decisions regarding unpaid volunteer position, unless it is a Board-related position;

2. A district employee may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. An employee may still serve as a reference, provide a recommendation, or perform other acts that are part of the normal job functions of the employee;

3. More than one member of an employee's family may be hired as a regular district employee. In accordance with Oregon law, however, the district may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family. Employees who are members of the same family may not be assigned to work in the same building except by the superintendent's approval.

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

"Relative" means: the spouse[1], parent, step-parent, child, sibling, step-sibling or child-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling or child-in-law of the spouse of the employee.{[2]}

~~1. The employee's spouse, parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law;~~

~~2. The spouse of the employee's parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law.~~

Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits[3] to the employee, or who receives any benefit from the employee's public employment.

[1] The term spouse includes domestic partner.

[2] {ORS 244.020(16) uses the terms "son-in-law" and "daughter-in-law" in the definition of relative.}

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

II. Gifts

District employees must comply with the following rules involving gifts:

Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of $50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the district employee. All gift-related provisions apply to the employee, their relatives, and members of household. The $50 gift limit applies separately to the employee, and to the employee's relatives~~,~~ or members of household, meaning that the employee~~, relative~~ and each member of the household and relative can accept up to $50 each from the same source/gift giver. A gift may be received by the district employee from, but not limited to, another district employee, a student or parent of a student or a vendor within the $50 gift limit. Except for exclusions in ORS 244.040(2), an item received by an employee from the district is prohibited.

"Gift" means something of economic value given to an employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

"Relative" means: the spouse[4], parent, step-parent, child, sibling, step-sibling or child-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling or child-in-law of the spouse of the employee.{[5]}

~~1. The employee's spouse, parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law;~~

~~2. The spouse of the employee's parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law.~~

Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits[6] to the employee, or who receives any benefit from the employee's public employment.

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

Determining the Source of Gifts

Employees, the employee's relatives~~,~~ or members of the employee's household should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the employee's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of $50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the district employee.

If the giver does not have a legislative or ~~/~~administrative interest, the $50 limit does not apply and the employee need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A "legislative or administrative interest" means an economic interest, distinct from that of the general public, in any action subject to the official decision of an employee.

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[4] Ibid. p. 2

[5] {ORS 244.020(16) uses the terms "son-in-law" and "daughter-in-law" in the definition of relative.}

[6] Ibid. p. 2~~3~~

A "decision" means an act that commits the district to a particular course of action within the employee's scope of authority and that is connected to the source of the gift's economic interest. A decision is not a recommendation or work performed in an advisory capacity. If a supervisor delegates the decision to a subordinate but retains responsibility as the final decision maker, both the subordinate and supervisor's actions would be considered a ~~"~~decision.~~"~~.

Determining the Value of Gifts

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

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

1. In calculating the per person cost at receptions or meals the payor of the employee's admission or meal will include all costs other than any amount donated to a charity.

   For example, a person with a legislative or administrative interest buys a table for a charitable dinner at $100 per person. If the cost of the meal was $25 and the amount donated to charity was $75, the benefit conferred on the employee is $25. This example requires that the employee does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the employee's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:

   a. The source divides the amount spent on food, beverage~~,~~ and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
   b. The source divides the amount spent on food, beverage~~,~~ and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
   c. The source calculates the actual amount spent on the employee.

Upon request by the employee, the source will give notice of the value of the merchandise, goods, or services received.
Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale Value~~value~~

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

Entertainment

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

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or

2. The employee is acting in their official capacity for a ceremonial purpose.

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

Exceptions

The following are exceptions to the ethics rules on gifts that apply to employees:

1. Gifts from ~~"~~relatives and members of the household to the employee~~"~~ are permitted in an unlimited amount; they are not considered gifts under the ethics rules;

2. Informational or program material, publications, or subscriptions related to the recipient's performance of official duties;

3. Food, lodging, and travel generally count toward the $50 aggregate amount per year from a single source with a legislative or ~~/~~administrative interest, with the following exceptions.

   a. *Organized Planned Events*. Employees are permitted to accept payment for travel conducted in the employee's official capacity, for certain limited purposes:

      (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the $50 aggregate amount IF:

         (a) The employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND

            (i) The giver is a unit of a:

               1) Federal, state, or local government;
               2) An Oregon or federally recognized Native American Tribe; OR
               3) Nonprofit corporation.

         (b) The employee is representing the district:

            (i) On an officially sanctioned trade-promotion or fact-finding mission; OR
            (ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the superintendent*.

      (2) The purpose of the exception in a. above is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions~~,~~ or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

4. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is representing the district.

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

5. Food or beverage consumed by employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(~~7~~6)(b)(I)(i);

6. Waiver or discount of registration expenses or materials provided to employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement;

7. An item received by the employee as part of the usual or customary practice of the employee's private business, employment or position as a volunteer that bears no relationship to the employee's district employment;

8. Reasonable expenses paid to employee for accompanying students on an educational trip.

Honoraria

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

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

END OF POLICY

Legal Reference(s):

ORS 244.010 - 244.400
ORS 332.016
ORS 659A.309
OAR 199-005-0001 - 199-020-0020
OAR 584-020-0040

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

Springfield School District 19

Code: GBCA
Adopted: 5/11/20
Orig. Code(s): GBCA

Staff Dress and Grooming

The Board believes that staff members set an example in dress and grooming for students and standards of professionalism for the district. A staff member who understands this precept and adheres to it enlarges the importance of their task, presents an image of professionalism, and encourages respect for authority. These factors act in a positive manner towards the maintenance of discipline.

The district retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process.

All staff when on duty shall:

1. Be physically clean, neat, and well groomed;

2. Dress in a manner consistent with their assigned duties;

3. Dress in a manner that communicates to students a pride in personal appearance;

4. Be groomed in such a way that does not disrupt the educational process nor cause a health or safety hazard;

5. Be allowed to wear religious attire in accordance with the employee's sincerely-held beliefs, while maintaining religious neutrality and refraining from endorsing religion in the educational environment.

Staff are subject to disciplinary action up to and including dismissal for violating the terms of this policy.

The superintendent may develop administrative regulations ~~guidelines~~ to implement this policy.

END OF POLICY

Legal Reference(s):

ORS 243.650(7)
ORS 327.109
ORS 332.107
ORS 339.351
ORS 659.850
ORS 659A.030

OR. CONST., art. I, § 5.
U.S. CONST. amend. I.

Springfield School District 19

Code: GBD
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code(s): GBD

Board-Staff Communications

The Board desires to maintain open communication channels between itself and the staff. The basic line of communication will be through the superintendent. This policy does not restrict protected labor relations communications of bargaining unit members. The superintendent will develop and recommend to the Board, processes for communications between the Board and district employees.

Communications or reports to the Board or Board committee from any staff member or members should be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district.

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will communicate as appropriate to keep staff fully informed of the Board's concerns and actions.

END OF POLICY

Legal Reference(s):

OAR 581-022-2405

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).
Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Springfield School District 19

Code: GBE
Adopted: 5/11/20
Orig. Code(s): GBE

Staff Health and Safety

The Board directs the superintendent to take appropriate means to provide for the health and safety of all employees while engaged in the performance of their duties.

The superintendent or designee will develop a district plan for dealing with hazardous chemicals in the workplace. This plan will include proper labeling, storage and disposal of all such materials.

The superintendent or designee will develop districtwide training activities to deal with the use of hazardous chemicals. Training will include the identification, use, storage~~,~~ and disposal techniques needed to assure safety of staff and students.

In meeting the requirements of the law, employees will be trained to recognize and respond appropriately to the presence of hazardous chemicals.

The superintendent will provide staff members with the Safety Data Sheets (SDS), which must accompany any hazardous substance used in the school setting.

END OF POLICY

Legal Reference(s):

ORS 243.650
ORS 329.095
ORS 453.001 to -453.275

OAR 437-001-0760
OAR 437-002-0020 to -0075
OAR 437-002-0140
OAR 437-002-0144
OAR 437-002-0145
OAR 437-002-0180 to -0182
OAR 437-002-0360
OAR 437-002-0368
OAR 437-002-0377
OAR 437-002-0390
OAR 437-002-0391
OAR 581-022-2225

Springfield School District 19

Code: GBEA
Adopted:

Workplace Harassment *

(Required policy and AR)

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district and a district employee off district premises. Elected school board members, volunteers and interns are subject to this policy.

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

"Workplace harassment" means conduct that constitutes discrimination prohibited by Oregon Revised Statute (ORS) 659A.030 (discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault[1] or that constitutes conduct prohibited by ORS 659A.082 (discrimination against person in uniformed service) or 659A.112 (discrimination in employment based on disability).

The district, upon receipt of a report from a district employee who believes they are a victim of workplace harassment, shall provide information about legal resources and counseling and support services, including any available employee assistance services. The district employee receiving the report, whether a supervisor of the employer or the district employee designated to receive reports, is advised to document any incidents of workplace harassment, and shall provide a copy of this policy and accompanying administrative regulation to the victim upon their disclosure about alleged workplace harassment.

All incidents of behavior that may violate this policy shall be promptly investigated.

Any person who reports workplace harassment has the right to be protected from retaliation.

The district may not require or coerce a district employee to enter into a nondisclosure[2] or nondisparagement[3] agreement.

PROPOSED

[1] "Sexual assault" means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

[2] A "nondisclosure" agreement or provision prevents either party from disclosing the contents of or circumstances surrounding the agreement.

[3] A "nondisparagement" agreement or provision prevents either party from making disparaging statements about the other party.

The district may not enter into an agreement with an employee or prospective employee, as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, that contains a nondisclosure provision, a nondisparagement provision or any other provision that has the purpose or effect of preventing the employee from disclosing or discussing workplace harassment that occurred between district employees or between a district employee and the district, in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district employee and employer off district premises.

The district may enter into a settlement agreement, separation or severance agreement that includes one or more of the following provisions only when a district employee claiming to be aggrieved by workplace harassment requests to enter into the agreement: 1) a nondisclosure or nondisparagement provision; 2) a provision that prevents disclosure of factual information relating to the claim of workplace harassment; or 3) a no-rehire provision that prohibits the employee from seeking reemployment with the district as a term or condition of the agreement. The agreement must provide the district employee at least seven days after signing the agreement to revoke it.

If the district determines in good faith that an employee has engaged in workplace harassment, the district may enter into a settlement, separation or severance agreement that includes one or more of the provisions described in the previous paragraph.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop workplace harassment, prevent its recurrence and address negative consequences. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional workplace harassment awareness training, as appropriate. Other individuals (e.g., board members, witnesses, and volunteers) whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

The district shall make this policy available to all district employees and shall be made a part of district orientation materials provided and copied to new district employees at the time of hire.

The superintendent will establish a process of reporting incidents of workplace harassment and the prompt investigation.

END OF POLICY

Legal Reference(s):

ORS 174.100
ORS 243.317 - 243.323
ORS 659A.001
ORS 659A.003
ORS 659A.006
ORS 659A.029
ORS 659A.030
ORS 659A.082
ORS 659A.112
ORS 659A.370
ORS 659A.375
ORS 659A.820
ORS 659A.875
ORS 659A.885
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).

Springfield School District 19

Code: GBEB
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code: GBEB

Communicable Disease-~~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,~~for bylaw.~~ 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
~~An~~ employee may not attend school or work, respectively, while in a communicable stage of a ~~who knows that they have or have been exposed to any~~ restrictable disease or when~~, may not attend work unless authorized by Oregon law. When~~ an administrator has reason to suspect the student or~~that any~~ employee has or has been exposed to any ~~restrictable~~ disease for which~~and~~ exclusion is required in accordance with law. The district may provide an educational program in an alternative setting. Services~~, the administrator shall send the employee home. If the disease is a reportable disease, the administrator~~ will be provided to students as required by law~~report the occurrence to the local health department~~.

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.
The district shall protect the confidentiality of each student's and employee's health condition and record to the extent possible and consistent with federal and state law.
~~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 may~~shall~~ inform ~~the appropriate~~ employees with a legitimate educational interest ~~to protect against the risk of exposure~~.
The district will include, as part of its general emergency plans, a description of the actions to be taken by district staff in buildings and by the district in response to medical emergencies.
~~Employees who have the responsibility to work with or to provide services to persons other than students, shall provide the services to all such persons, as required by law.~~

~~The district shall protect the confidentiality of an employee's health condition and record to the extent possible and consistent with federal and state law.~~

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

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 431.150 - 431.157
ORS 433.001 - 433.004
ORS 433.010
ORS 433.110
ORS 433.235 - 433.284
OAR 333-018
OAR 333-019-0010

OAR 333-019-0014 OAR 581-022-2220 OAR 581-022-2225

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance for Schools*.
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 (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 (2023).

Cross Reference(s):

EBC/EBCA - Emergency Procedures and Disaster Plans
JHCC - Communicable Diseases- Students

Springfield School District 19

Code: GBEBA
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code: 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 the Oregon Revised Statutes and Oregon Administrative Rules as they relate to staff infected with HIV, AIDS, or HBV.

The district recognizes a staff member has no obligation under any circumstances to report his/her 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, where and when the information will be given. All such information will be held in confidence in accordance with Oregon Revised Statutes.

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(7)
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

Springfield School District 19

Code: GBEC
Adopted: 2/11/08
Revised/Readopted: 5/11/20
Orig. Code(s): GBEC

Drug-Free Workplace

The district shall provide a drug-free workplace.

The purpose of this policy is to promote safety, health~~,~~ and efficiency by prohibiting~~, in the workplace,~~ the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol in the workplace.

This policy applies to all employees, including~~,~~ but not limited to, those exempt, unclassified, management service, classified and temporary employees who are paid directly or indirectly from funds received under a federal grant or contract.

The district shall provide to each employee a copy of this policy.

An employee shall not~~, in the workplace,~~ unlawfully manufacture, distribute, dispense, possess~~,~~ or use a controlled substance or alcohol in the workplace.

No district employee shall knowingly sell, market~~,~~ or distribute steroid or performance enhancing substances to kindergarten through grade 12 students with whom the employee has contact as part of employee's district duties; or knowingly endorse or suggest the use of such substances~~drugs~~.

An employee shall, as a condition of employment, abide by the provisions of this policy.[1]

Definitions

1. "Controlled substance" shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana~~,~~ or other drug as classified under the federal Controlled Substances~~controlled substance~~ Act, as modified under Oregon Revised Statute (ORS) 475.035.

2. "Alcohol" shall include any form of alcohol for consumption, including beer, wine, wine coolers or liquor.

3. "Conviction"~~:~~ means a finding of guilt (including a plea of no contest) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal~~federal~~ or state criminal drug statutes.

4. "Criminal drug statute" means a Federal~~federal~~ or State~~state~~ criminal statute involving the manufacture, distribution, dispensation, possession or use of any controlled substance or alcohol.

[1] Districts directly receiving grants or contracts from the federal government are required to meet this obligation.

5. "Drug-free workplace" means a site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol.

Sanctions and Remedies[2]

The district, upon determining that an employee has engaged in the unlawful manufacture, distribution, dispensation or possession of a controlled substance or alcohol, or upon having reasonable suspicion (~~,~~ under the section below) of an employee's unlawful use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take appropriate action, which may include transfer, granting of leave with or without pay or suspension with or without pay.

Within 30 calendar days of learning of an employee's criminal drug statute conviction for a violation occurring in the workplace, the district shall:

1. Take appropriate action which may include discipline up to and including termination; and/or

2. Require satisfactory participation by the employee in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state, or local health, law enforcement or other appropriate agency.

Basis for Reasonable Suspicion of Employee Use of Controlled Substance/Alcohol

Reasonable suspicion of employee use of an unlawful controlled substance or alcohol shall be based upon any of the following:

1. Observed abnormal behavior or impairment in mental or physical performance (e.g., slurred speech, difficulty walking);

2. Direct observation of use in the workplace;

3. The opinion of a medical professional;

4. Reliable information concerning use in the workplace, the reliability of any such information shall be determined by employer;

5. A work-related accident in conjunction with a basis for reasonable suspicion as listed above.

Employee Assistance Program

An employee having a drug or alcohol problem is encouraged to seek assistance, on a confidential basis, under the Employee Assistance Program if such program is provided by the employer.

The district shall, upon employee request, grant leave with or without pay to permit an employee to participate in a drug abuse assistance or rehabilitation program.

[2] Ibid. p. ~~1~~2

Establishment of Drug-Free Awareness Program

The district shall establish a drug-free awareness program to inform employees of the:

1. Dangers of drug abuse in the workplace;

2. Existence of and content of this policy for maintaining a drug-free workplace;

3. Availability of drug-counseling, rehabilitation, and employee assistance programs; and

4. Penalties that may be imposed for drug abuse violations occurring in the workplace.

Notification by Employee of Conviction[3]

An employee shall, as a condition of employment, notify the district in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.

Notification by Springfield School District of Employee Conviction

The district shall notify the appropriate federal granting or contracting agency, in writing, of an employee's criminal drug statute conviction for a violation occurring in the workplace no later than 10 calendar days after learning of such conviction.

END OF POLICY

Legal Reference(s):

ORS 243.650
ORS 336.222
ORS 342.721
ORS 342.723
ORS 342.726
ORS Chapter 475
ORS 657.176
ORS 659A.127
OAR 581-022-2045
OAR 581-022-2210
OAR 584-020-0040(5)(e)

Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 8101-8106 (2012); General Principles Relating to Suspension and Debarment Actions, 34 C.F.R. §§ 84.100-84.670 (2016).
Controlled Substances Act, 21 U.S.C. § 812; Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11-1308.15 (2016).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2012).

[3] Ibid. p. 1

Springfield School District 19

Code: GBED
Adopted: 5/11/20
Orig. Code(s): GBED

Medical Examinations and Drug Testing

Medical Examinations

The district may require medical examinations after an employment offer has been made to a job applicant and before the applicant begins ~~their~~ employment duties. Any such requirement will ensure that all entering employees in the same job category will complete a medical examination regardless of disability.

All offers of employment may be made contingent on medical examination results.

Medical examinations will be conducted by a health care professional selected by the district. District-required medical examination expenses will be paid by the district.

The successful applicant must be qualified and must be able to perform the essential functions of a position with or without reasonable accommodations. The district may withdraw an offer of employment should the medical examination reveal that the individual does not satisfy certain employment criteria under the following conditions:

1. The exclusionary criteria are job related and consistent with business necessity;

2. There is no reasonable accommodation that will enable the individual with a disability to perform the essential functions of the job;

3. The medical condition poses a direct threat to the health or safety of others in the workplace and cannot be eliminated or reduced to an acceptable level by a reasonable modification of policies, practices, procedures or by the provision of auxiliary aids or services;

4. The requested or necessary accommodation would impose an undue hardship on the district, unless funding is available through other sources. Individuals with a disability may be offered an opportunity of paying for a portion of the costs that constitutes an undue hardship or of personally providing the accommodation.

Drug Testing

Offers of employment for certain positions shall be contingent upon successful passage of a district-required drug test. The district will require drug tests for safety-sensitive positions (e.g., bus drivers, heavy machinery operators) and positions in which the person is responsible for students' safety and security.[1] The district will designate when and where such testing will be conducted. The district will pay drug test-related costs The offer of employment will be withdrawn from candidates who test positive for drugs.

[1] Based on Lanier v. City of Woodburn – "Safety sensitive" may also include positions that have heavy student contact and in loco parentis responsibility (e.g., teachers, administrators, paraprofessionals).

Information the district receives regarding medical examinations and drug testing will be collected and maintained on separate forms and in separate files apart from personnel files. All such records will be kept confidential, maintained for a minimum of one year and released only in accordance with provisions of the Americans with Disabilities Act or other applicable laws.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 657.176 ORS 659A.133

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §§ 31301-31317; 49 C.F.R. Parts 40, 382, 391-395 (2016).
Lanier v. City of Woodburn, 518 F3d. 1147 (9th Cir. 2008).
Americans with Disabilities Act Amendments Act of 2008.

Springfield School District 19

Code: GBEDA
Adopted: 2/10/14
Orig. Code(s): GBEDA

Drug and Alcohol Testing and Record Query - Transportation Personnel

(This policy is required if the district operates their own transportation services, or any district staff that is required to have a commercial driver's license (CDL).)

The district is committed to the establishment of a drug use and alcohol misuse prevention program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (OTETA). The district or its transportation provider shall have an in-house drug and alcohol testing program or be a member of a consortium that provides testing that meets the federal regulations, and shall annually certify this information to the Oregon Department of Education (ODE). The district or its transportation provider shall comply with the reporting and pre-employment and annual query requirements of the Federal Motor Carrier Safety Administration (FMCSA).

Accordingly, all employees subject to commercial driver license (CDL) requirements shall be prohibited from:

1. The use of drugs, unless a written prescription from a licensed doctor or osteopath is provided, including a statement advising that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle;

2. The use of alcohol including:

    a. While on duty;
    b. Eight hours before driving, in accordance with Oregon Administrative Rules;
    c. Eight hours following an accident;
    d. Consumption resulting in prohibited levels of alcohol in the system.

"Drugs" as used in this policy refer to controlled substances covered by the OTETA, including marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).

All covered individuals offered employment with the district and district employees transferring to positions subject to the OTETA shall be required to submit to pre-employment drug testing and a pre-employment query with FMCSA. Additionally, covered employees will be subject to reasonable suspicion, random and post-accident alcohol, and drug testing. Return-to-duty and follow-up testing may also be required.

Pre-employment drug testing costs will be paid for by the district. All drug and alcohol testing of ~~district~~ employees, including reasonable suspicion, random, post-accident, return-to- duty, and follow-up testing costs~~.~~, as applicable, will be paid for by the district. A fee associated with a pre-employment query requested by the district from FMCSA will be paid by the district and reimbursement sought from the individual. The district will comply with collective bargaining agreement provisions.

All offers of employment or transfer to covered positions with the district will be made contingent upon testing results and information obtained from a query with FMCSA. An individual who tests positive for drugs will not be hired or transferred. The offer of employment or transfer will be immediately withdrawn.

An offer of employment or transfer will also be immediately withdrawn from any individual who refuses drug testing and/or refuses to give consent for a query with FMCSA.

Covered employees who, under the district's reasonable suspicion, random, post-accident, return-to-duty~~,~~ or follow-up testing program, test positive for drugs or test with a breath alcohol content level of 0.02 or higher, will be subject to immediate disciplinary action up to and including dismissal in accordance with Board policy. Employees who refuse to comply with testing requirements will also be regarded as testing positive for drugs or testing with a breath alcohol content level of 0.02 or higher. Notification of available resources for evaluation and treatment will be made as required by law. Additionally, employees may be subject to CDL prohibitions and penalties under the OTETA and applicable FMCSA regulations. Covered employees who refuse consent for a query with FMCSA when required will be removed from safety-sensitive functions~~Federal Motor Carrier Safety Administration (FMCSA) regulations~~.

END OF POLICY

Legal Reference(s):

ORS 657.176	OAR 581-053-0220(3)(h)	OAR 581-053-0531(12),(13)
ORS 825.415	OAR 581-053-0230(9)(t)	OAR 581-053-0615(2)(c)(D)(ii)
ORS 825.418	OAR 581-053-0420(4)(b)(B)(ii)	OAR 581-053-0620(1)(d)
	OAR 581-053-0430(13),(14)	

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §§ 31301-31317 (2012); 49 C.F.R. Parts 40, 382, 391-395 (2019).

Springfield School District 19

Code: GBG
Adopted:

Staff Participation in Political Activities

Employees may exercise their right to participate fully in affairs of public interest on a local, county, state and national level on the same basis as any community member in a comparable position in public or private employment and within the law.

All district employees are privileged within the limitations imposed by state and federal laws and regulations to choose any side of a particular issue and to support their viewpoints as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, will not be carried on during the performance of district duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue.

On all controversial issues, employees must designate that the viewpoints they represent on the issues are personal and are not to be interpreted as the district's official viewpoint.

No employee will use district facilities, equipment or supplies in connection with political activities, nor will use any time during the work day for such political activities.

END OF POLICY

Legal Reference(s):

ORS Chapter 244 ORS 260.432

OR. CONST., art. XV, § 8.

PROPOSED

Springfield School District 19

Code: GBH/JECAC
Adopted: 4/27/09
Revised/Readopted: 5/11/20
Orig. Code(s): GBH/JECAC

Staff/Student/Parent Relations**

The Board encourages parents to be involved in their student's school educational activities, and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

1. Receiving and inspecting their student's education records and consulting with school staff concerning the student's welfare and education, to the same extent as provided the parent having sole custody;

2. Authorizing emergency medical, dental, psychological, psychiatric, or other health care for the student if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order or parental plan that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued.

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court.

The district will use reasonable methods to identify and authenticate the identity of both parents.

END OF POLICY

Legal Reference(s):

ORS 107.101
ORS 107.102
ORS 107.106
ORS 107.154
ORS 109.056
ORS 163.245 - 163.257

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).
Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2017).

Springfield School District 19

Code: GBI
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code(s): GBI

Gifts and Solicitations

Students and their parents shall be discouraged from giving gifts to district employees. TheHowever, the Board welcomes, as appropriate, the writing of letters by students to staff members expressing gratitude and appreciation.

Individual employees will limit giving gifts[1] to staff members who exercise any direct or indirect administrative or supervisory jurisdiction over them.

Collecting money for group gifts is discouraged except in special circumstances such as bereavement, serious illness or for retirement gifts. Staff-initiated "sunshine funds" are exempt from this policy.

No staff member may solicit funds in the name of the school or district through the use of, including but not limited to, internet-based or crowd-funding types of fund raising, without the approval of the superintendent or designee.

Individual employees need to be accountable for maintaining integrity and avoid accepting anything of value offered by another for the purpose of influencing their professional judgment.

All employees are prohibited from accepting itemsthings of material value from companies or organizations doing business with the school district. "Material value" is defined as $50 from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools without the approval of the superintendent or designee. Staff members may not be made responsible, or assume responsibility, for collecting money or distributing any fund-drive literature within the schools without approval of the superintendent or designee.

[1] "Gift" means something of economic value given to a public official or the public official's relative or household member without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not public officials or the relatives or household members of public officials on the same terms and conditions; and something of economic value given to a public official or the public official's relative for valuable consideration less than that required from others who are not public officials. See ORS Chapter 244 for gift definition exceptions.

The soliciting of staff by sales people, other~~or~~ staff~~,~~ or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the building principal or supervisor. Advertising is not allowed in District buildings, property, or vehicles without the written approval of the superintendent or designee.

END OF POLICY

Legal Reference(s):

ORS 244.010 to -244.400
ORS 339.880

OAR 584-020-0000 to -0045
OAR 199-005-0005 to -199-020-0020

Springfield School District 19

Code: GBJ
Adopted:

Weapons in Schools - Staff *

Employees, district contractors and/or their employees and district volunteers shall not possess a dangerous or deadly weapon or firearm on district property or at school-sponsored events. This prohibition includes those who may otherwise be permitted by law to carry such weapons.

For purposes of this policy, as defined by state and federal law, weapon includes:

1. "Dangerous weapon" means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;

2. "Deadly weapon" means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;

3. "Firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any other destructive device including any explosive, incendiary or poisonous gas.

Weapons under the control of law enforcement personnel are permitted.

The superintendent will ensure notice of this policy is provided.

Employees in violation of this policy will be subject to discipline up to and including dismissal. Individuals contracting with the district and volunteers will be subject to appropriate sanctions. A referral to law enforcement may be made.

END OF POLICY

Legal Reference(s):

ORS 161.015 ORS 166.210 to -166.370 ORS 332.107

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2012).
Doe v. Medford Sch. Dist. 549C, 232 Or. App. 38, 221 P3d 787 (2009).

PROPOSED

Springfield School District 19

Code: GBK/KGC
Adopted: 11/09/15
Revised/Readopted: 5/11/20
Orig. Code(s): GBK/KGC

Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems

To be consistent with Oregon law, the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on district premises, in any building or facility, on district grounds, including parking lots, in any vehicle owned, leased, rented or chartered by the district, school or public charter school and at all district- or school-sponsored activities.

For the purpose of this policy, "tobacco products" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for ~~the~~ sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

For the purpose of this policy, "inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are~~use~~ USFDA-approved for ~~the~~ sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

Violation of this policy by staff may result in discipline to up to and including dismissal.

Violation of this policy by the public may result in the individuals removal from district property. The district reserves the right to restrict access to district property by individuals who are repeat offenders.

This policy shall be enforced at all times.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 336.227
ORS 339.883
ORS 431A.175
ORS 433.835 to -433.990
OAR 581-021-0110
OAR 581-053-0230(9)(s)
OAR 581-053-0330(1)(m)
OAR 581-053-0430(12)
OAR 581-053-0531(11)

Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2012).

Springfield School District 19

Code: GBL
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code(s): GBL

Personnel Records

An official personnel file will be established for each person employed by the district. Such files will be maintained in a central location and are the property of the district.

All records containing employee medical condition information such as workers' compensation reports and release or permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The superintendent will be responsible for establishing procedures regarding the control, use, safety~~,~~ and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions ~~to be~~ placed in their personnel file. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file~~be attached to the file copy~~.

Except as provided below, or required by law, district employees'[1] personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee ~~or designee~~ may arrange with the human resource office to inspect the contents of their~~his/her~~ personnel file on any day the human resource office is open for business;

2. Others designated ~~in writing~~ by the employee in writing may arrange to inspect the contents of the employee's personnel file in the same manner described above;

3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential;

4. A Board member~~,~~ when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;

5. The superintendent and members of the central administrative staff designated by the superintendent;

6. District administrators and supervisors who~~whom~~ currently or prospectively supervise the employee;

7. Employees of the personnel ~~human resources~~ office;

[1] Includes former employees.

8. Attorneys for the district or the district's designated representative on matters of district business;

9. Upon receiving a request from a prospective employer issued under Oregon Revised Statute (ORS) 339.374(1)(b), the district, pursuant to ORS 339.378(1), shall disclose the requested information if it has or has had an employment relationship with a person who is the subject of the request, no later than 20 days after receiving such request. The records created by the district pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);

~~10. The disciplinary records of a district employee convicted of a crime listed in Oregon Revised Statute (ORS) 342.143 are not exempt from disclosure under ORS 192.501 or 192.502 and shall be released to any person upon request. "Disciplinary records" is defined as records related to a personnel discipline action or materials or documents supporting that action. Prior to the release of disciplinary records, the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record.~~

~~11. Upon request from a law enforcement agency, the Department of Human Services or the Teachers Standards and Practices Commission, a district shall provide the records of investigations of suspected child abuse by a district employee.~~

~~An employee or designee may arrange with the human resources office to inspect the contents of their human resources file on any day the human resources office is open for business.~~

~~12.~~10. Upon request from a law enforcement agency, the Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination;

~~13.~~11. Upon request from a prospective employer or a former employee, authorized district officials may disclose information about a former employee's job performance to a prospective employer and such disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was knowingly false or deliberately misleading, was rendered with malicious purpose or violated any civil right of the former employee protected under ORS 659 or ORS 659A.

The superintendent may permit persons other than those specified above to use and to inspect personnel~~employee~~ records when, in their opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case, the appropriateness and extent of such access.

Release of personnel records to parties other than those listed above, will be in line with Board policy KBA - Public Records.

No files will be removed from their central location for personal inspection.

END OF POLICY

Legal Reference(s):

ORS 30.178	ORS 342.143	ORS Chapter 659A
ORS 339.370 – 339.374	ORS 342.850	OAR 581-022-2405
ORS 339.378	ORS 652.750	
ORS 339.388	ORS Chapter 659	

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).
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).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. § 2000ff-1 (2018).

Springfield School District 19

Code: GBLA
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code(s): GBLA

Disclosure of Information

(Merged into GBL)

Authorized district officials may disclose information about a former employee's job performance to a prospective employer. District officials are immune from civil liability under the following conditions:

1. Disclosure of information is upon request of the prospective employer; or
2. Disclosure of information is upon request of the former employee;
3. The information is related to job performance;
4. The action is presumed to be in good faith;
5. The disclosure is of the disciplinary records of a district employee who has been convicted of a crime listed in Oregon Revised Statute (ORS) 342.143. These records are generally not exempt from disclosure under ORS 192.501 or ORS 192.502. Prior to the disclosure of a disciplinary record an education provider shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a school employee who is not the subject of the disciplinary record;
6. The disclosure is the result of a request from a law enforcement agency, the Department of Human Services or the Teachers Standards and Practices Commission regarding the records of investigations of suspected child abuse by a district employee;
7. No later than 20 days after receiving a request under ORS 339.374, an education provider that has or has had an employment relationship with the applicant shall disclose the information requested and any disciplinary records that must be disclosed as provided by ORS 339.388(7)

Presumption of good faith is rebutted by showing the information disclosed was:

1. Knowingly false;
2. Deliberately misleading;
3. Rendered with malicious purpose;
4. Violated civil rights.

END OF POLICY

Legal Reference(s):

ORS 30.178
ORS 339.370 to -339.374
ORS 339.378
ORS 339.388(7),(8),(9)
ORS Chapter 659
ORS Chapter 659A

OR. ATTORNEY GENERAL'S PUBLIC RECORDS AND MEETINGS MANUAL.

Springfield School District 19

Code: GBM
Adopted: 11/09/15
Revised/Readopted: 5/11/20
Orig. Code(s): GBM

Staff Complaints *

It is an unlawful employment practice for an employer to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment for the reason that the employee has in good faith reported information in a manner as to disclose employer violations of any federal or state law, rule or regulation, mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health and safety.

The superintendent or designee will develop a complaint procedure which will be available for all employees who believe there is evidence of, or contend they have been subject to, and wishes to report a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority, or believe there is evidence that the district created a substantial and specific danger to public health and safety by its actions. The complaint procedure will provide an orderly process for the consideration and resolution of problems in the application or interpretation of district personnel policies. The complaint procedure will provide an orderly process for the consideration and resolution of problems in the application or interpretation of district personnel policies.

The complaint procedure will not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement, nor will it be used in any instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning an employee's dismissal, contract nonrenewal or contract nonextension will not be processed under this procedure.

Reasonable efforts will be made to resolve complaints informally.

Administrative regulations will be developed to outline procedural timelines and steps under this policy, as necessary. The district will use the complaint process in administrative regulation KL-AR - Public Complaints Procedure to address any alleged violations of this policy.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 659A.199 to -659A.224 OAR 581-022-2405

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

Springfield School District 19

Code: GBMA
Adopted: 5/11/20
Orig. Code(s): GBMA

Whistleblower

When an employee has good faith and reasonable belief the employer has violated any federal, state or local, law, rule or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

1. Discharge, demote, transfer, reassign or take disciplinary action against an employee or threaten any of the previous actions.

2. Withhold work or suspend an employee.

3. Discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment.

4. Direct an employee or to discourage an employee to not disclose or to give notice to the employer prior to making any disclosure.

5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of or political subdivision in the state, with:

    a. Any member of the Legislative assembly;
    b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
    c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county or metropolitan service district.

An employee's good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related to the employee's disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.

The district will use the complaint process in administrative regulation KL-AR - Public Complaints Procedure to address any alleged violations of this policy.

The district shall deliver a written or electronic copy of this policy to each staff member.

END OF POLICY

Legal Reference(s):

ORS 192.501 - 192.505 ORS 659A.199 - 659A.224 OAR 581-022-2405

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

Springfield School District 19

Code: GBNA
Adopted: 10/10/11
Revised/Readopted: 5/11/20
Orig. Code(s): GBNA

Hazing, Harassment, Intimidation, Bullying, Menacing or Cyberbullying - Staff

The Board is committed to providing a positive and productive learning and working environment.

Hazing, harassment, intimidation, ~~menacing or~~ bullying, menacing, and acts of cyberbullying of~~,~~ staff or third parties by staff, students, or third parties is strictly prohibited and shall not be tolerated in the district.

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

Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board. Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials. Licensed staff may be reported to Teacher Standards and Practices Commission ~~(TSPC),~~ if required by Oregon Administrative Rule (OAR) 584-020-0041.

The superintendent or designee is directed to develop administrative regulations to implement this policy. The regulations shall include descriptions of prohibited conduct, reporting and investigative procedures, and provisions to ensure annual notice of this policy is provided to students, staff, and third parties.

END OF POLICY

Legal Reference(s):

ORS 163.190
ORS 163.197
ORS 166.065
ORS 166.155 - 166.165
ORS 174.100
ORS 332.072
ORS 332.107
ORS 339.250
ORS 659A.006
ORS 659A.029
ORS 659A.030
ORS 659A.103 - 659A.143
ORS 659A.199 - 659A.224
OAR 839-003-0000
OAR 839-005-0021
OAR 839-005-0030

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).
Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. Seq. (2012).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2012); 29 C.F.R. Part 1626 (2018)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2018); 28 C.F.R. Part 35 (2018).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2012).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).
OREGON BUREAU OF LABOR AND INDUSTRIES, *Workplace Bullying* (visited Feb. 26, 2019), <https://www.oregon.gov/boli/docs/WorkplaceBullyingPoster-2018.pdf>.

Springfield School District 19

Code: GBNAA/JHFF
Adopted: 9/23/13
Revised/Readopted: 9/14/20
Orig. Code(s): GBNAA/JHFF

Reporting Requirements for Suspected Sexual Conduct with Students

Sexual conduct by district employees, contractors[1], agents[2], and volunteers[3] is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to this policy. Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.

[4]"Sexual conduct," means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student's educational performance, or of creating an intimidating or~~,~~ hostile ~~or offensive~~ educational environment. "Sexual conduct" does not include touching or other physical contact that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

"Student" means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The district will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

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[1] "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.

[2] "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.

[3] "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.

[4] This definition of "sexual conduct" affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

Any district employee, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the {[5]}designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

If the superintendent is the alleged perpetrator the report shall be submitted to the licensed administrator position title who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When a~~the~~ designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation GBNAA/JHFF-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with such administrative regulation.~~as appropriate, for investigation.~~ The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct 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 the report, a district contractor, agent or volunteer suspected of sexual conduct 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 post in each school building the names and contact information of the employees designated for the school building to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.~~

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

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 cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing

[5] {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 conduct 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.}

information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees 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 sexual conduct;

2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and

3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding 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 discouraged.

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

END OF POLICY

Legal Reference(s):

ORS 332.107 ☐ ORS 339.370 - 339.400 ☐ ORS 419B.005 - 419B.045

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).
House Bill 2136 (2021).
Senate Bill 51 (2021).

Springfield School District 19

Code: GBNAB/JHFE
Adopted: 1/14/13
Revised/Readopted: 9/14/20
Orig. Code(s): JHFE

~~Reporting of~~ 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 abuse[1] shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (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 Oregon Revised Statute (ORS) 419B.010. Any district employee who has reasonable cause to believe that **any person**[2]~~**adult or student**~~ 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 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 contain 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, contractors[3], agents[4], volunteers[5], 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 regulation.

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 or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator.

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

[2] "Person" could include adult, student or other child.

[3] "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.

[4] "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.

[5] "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.

The district will designate a licensed administrator and an alternate licensed administrator, in the event 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 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 GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for local law enforcement and the local DHS office or its designee, and a statement that thise 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 GBNAB/JHFE-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 athe 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 athe 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 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 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).

Springfield School District 19

Code: GCA
Adopted: 9/23/13
Revised/Readopted: 5/11/20
Orig. Code(s): GCA

License Requirements

The Board, in adhering to Oregon Revised Statutes (ORS), shall require all applicants~~,~~ selected for ~~the~~ employment for~~of the~~ positions that require licensing, to hold a valid Oregon license~~,~~ issued by the Teacher~~Teachers~~ Standards and Practices Commission (TSPC) as a condition of employment. The district must be able to verify the current license of applicants~~applicant~~ offered employment before the Board will consider approving their employment.

~~If an applicant's teaching license application with the TSPC is pending, the applicant may teach for 90 calendar days after the date of submission of the application, if the applicant has:~~

~~1. Submitted an application in the manner and form required by the TSPC, including payment of all required fees;~~

~~2. Completed a background clearance conducted by the TSPC that includes having:~~

~~a. Furnished fingerprints, if required;~~
~~b. Provided satisfactory responses to character questions in the form and manner required by the TSPC; and~~
~~c. Completed a criminal records check pursuant to state law and a background check through the interstate clearinghouse for revoked or suspended licenses and is eligible for a teaching license.~~

~~The district will complete a review of the applicant's employment history prior to beginning employment.~~

~~The district will verify the employee is properly licensed on the 91st calendar day after the application was submitted to the TSPC, if the employee's license application is pending and the employee is teaching in the district.~~

The verification of licensure includes all license endorsements. It shall be each licensed staff member's responsibility to keep all endorsements current.

END OF POLICY

Legal Reference(s):

ORS 332.505	ORS 342.120 - 342.203	OAR 584-200-0020
ORS 339.374	OAR 584-050-0035	

Springfield School District 19

Code: GCAB
Adopted: 11/07/11
Revised/Readopted: 5/11/20
Orig. Code(s): GCAB

Personal Electronic Devices and Social Media-Staff

Staff possession or use of personal electronic devices on district property, in district facilities during the work day and while the staff is on duty in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the superintendent or designee. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

A "personal electronic device" is a device~~,~~ not issued by the district~~,~~ and is capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Personal electronic devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with a work assignment. Devices, which have the capability to take photographs or record video or audio, shall not be used for such purposes while on district property or while a staff member is on duty at~~in~~ district-sponsored activities, unless as expressly authorized by the principal or designee. Computers, tablets, iPads~~iPADS~~ or similar devices brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for loss or damage to personal communication devices brought to district property and district-sponsored activities.

Staff members, while on duty and off duty, will utilize social media sites, public websites and blogs, judiciously by not posting confidential information about students, staff, or district business.[1] Staff may not post images of district facilities, staff, students, volunteers or parents without written authorization from persons with authority to grant such a release. Staff members, while on duty and off duty, will treat fellow employees, students and the public with respect while posting.

Communication with students using personal electronic devices will be appropriate, professional, and related to school assignments or activities. If communicating with students electronically, staff should use district e-mail using mailing lists to a group of students rather than individual students. Texting students is discouraged.

Exceptions to the prohibitions set forth in this policy may be made based on job-related assignments or for health, safety or emergency reasons with superintendent or designee approval.

Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is illegal or violates the terms of this policy. Staff actions on social media websites,

[1] Nothing in this policy is intended in any form to limit the right of employees to engage in protected labor activities via the use of social media.

public websites and blogs, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal.

The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

Licensed staff are subject at all times to the Standards for Competent and Ethical Performance of Oregon Educators.

The superintendent or designee shall ensure that this policy is available to all employees.

END OF POLICY

Legal Reference(s):

ORS 163.432
ORS 163.433
ORS 163.684
ORS 163.686
ORS 163.687
ORS 163.688
ORS 163.689
ORS 163.693
ORS 163.700
ORS 167.057
ORS 326.011
ORS 326.051
ORS 332.072
ORS 332.107
ORS 336.840
ORS 339.372

[OAR 584-020-0000 – 020-0035]

Senate Bill 155 (2019)

18 U.S.C. § 1466A (2018).
18 U.S.C. § 1470 (2018).
20 U.S.C. § 7131 (2018).
20 U.S.C. § 7906 (2018).
Copyrights, Title 17, as amended, United States Code (2018); 19 C.F.R. Part 133 (2019).
Melzer v. Bd. Of Educ., City of New York, 336 F.3d 185 (2d Cir. 2003).
Ross v. Springfield Sch. Dist., No. FDA 80-1, aff'd, 56 Or. App. 197, rev'd and remanded, 294 Or. 357 (1982), order on remand (1983), aff'd, 71 Or. App. 111 (1984), rev'd and remanded, 300 Or. 507 (1986), order on second remand (1987), revised order on second remand (1988).

Springfield School District 19

Code: GCBAB
Adopted: 7/28/08
Revised/Readopted: 5/11/20
Orig. Code(s): GCBAB

Professional Staff Salary Schedule Advancement

(This is in the collective bargaining agreement.)

1. Effective July 1, 1988, upon initial employment teachers will be placed on the salary schedule according to the standards established by this policy. After employment, teachers who meet the criteria for higher salary columns, as established by this policy, may advance to such higher columns in accord with district procedures.

2. Salary Schedule / Initial Placement Criteria

   a. "B" The teacher has been granted a Bachelor's degree from an accredited college or university.
   b. "B+23" The teacher has taken and passed 23 graduate credit quarter hours after the date of award of a Bachelor's degree.
   c. "B+45" The teacher has taken and passed 45 graduate credit quarter hours after the date of award of a Bachelor's degree.
   d. "B+68 or M" The teacher has taken and passed 68 graduate credit quarter hours after the date of award of a Bachelor's degree or the teacher has been awarded a Master's degree from an accredited college or university.
   e. "B+90 or M+22 Teachers may satisfy requirements for this salary column in any of three ways:

      (1) The teacher has taken and passed 90 graduate credit quarter hours after the date of award of a Bachelor's degree, or
      (2) The teacher has taken and passed 67 graduate credit quarter hours after the date of award of a Bachelor's degree and has been awarded a Master's degree from an accredited college or university, or
      (3) The teacher has been awarded a Master's degree from an accredited college or university and has taken and passed 22 graduate credit quarter hours after the date of award of the Master's degree.

   f. M + 45 To attain this salary column, teachers must satisfy either of the following requirements:

      (1) The teacher has taken and passed 90 graduate credit quarter hours after the date of award of a Bachelor's degree and has been awarded a Master's degree from an accredited college or university, or
      (2) The teacher has been awarded a Master's degree from an accredited college or university and has taken and passed 45 graduate credit quarter hours after the date of award of the Master's degree.

   g. Ph.D./Ed.D. The teacher has been granted a doctoral degree from an accredited college or university.

3. Degrees and credits must be awarded by an accredited college or university in order to be applied for initial placement or advancement on the salary schedule. Practicum courses taken and passed after September 1, 1983 may be applied toward salary column placement if they meet all of the other standards in this policy for salary schedule credit.

4. Placement on the salary schedule will be based on full-year teaching experience. Experience will not be awarded for substitute teaching or partial years' service.

5. Initial placement on the salary schedule will not be made above step 10 on the salary schedule.

6. Administrators recommending placement on the salary schedule above step 10 must petition the superintendent or his/her designee. If placement above step 10 on the salary schedule is determined to meet the needs of the district, the employee will be placed on the salary schedule based on actual experience. Placement on the salary schedule will not exceed the maximum step of the current salary schedule.

7. After initial placement on the salary schedule, step advancement down a column will be awarded only for appropriate teaching experience. Hours used toward advancement from one column to another must be earned from an accredited college or university. Hours or credits earned must be classified as graduate hours, except for non-graduate hours or credits related to the member's current assignment, performance goals for district evaluation, or Continuing Professional Development Plan for re-certification. In order to be counted, undergraduate hours or credits must be earned after January 1, 2004. The number of hours used to advance to the next column is based on "quarter hours". Each semester credit earned at a college or university will count as 1.5 quarter hours. The superintendent or designee reserves the right to award non-accredited hours for coursework deemed by the district to be equivalent to hours awarded by accredited institutions.

8. Teachers who hold special vocational certificates and do not hold a basic, standard, transitional, initial, or continuing teaching certificate will be placed on a Bachelor's column.

    a. Step placement on the Bachelor's column for these teachers shall be determined by crediting one year of teaching experience for each two full years of paid, trade-related experience at the journeyman's level prior to employment.
    b. Teachers who do not hold a basic, standard, transitional, initial, or continuing teaching certificate must hold a five-year vocational certificate to advance beyond the Bachelor's column of the salary schedule.

9. Teachers hired to teach approved vocational courses, and who hold a special vocational license in addition to a basic or standard certificate, will be placed, in accord with this policy, on the salary column that reflects their academic training.

    a. Initial step placement for these employees will be determined by granting credit for teaching experience in accord with this policy plus one salary schedule step for each two years of paid, trade-related experience at the journeyman's level.
    b. After initial placement on the salary schedule, step advancement down a column will be awarded only for appropriate teaching experience.

10. If the superintendent or designee determines there are not reasonable opportunities available for teachers to earn graduate-level credit from an accredited college or university in courses related to the content of particular components of the district's curriculum, the superintendent or designee may

authorize teachers assigned one-half time or more in those curricular areas to submit proposals for alternative forms of training to earn advancement at a higher salary column.

a. The superintendent or designee will have final authority to approve such proposals and may appoint an advisory committee to assist in the evaluation of proposals. Proposals must be approved in advance of completion of proposed training activities.
b. Proposals submitted under this section may include combinations of graduate courses, work experience, and/or undergraduate courses.

    (1) At least one-third of the number of hours needed to advance to the next salary column will be earned in graduate-credit courses designed to improve the teacher's understanding of the instructional process, e.g., methods of teaching, evaluation of learning, curriculum construction, etc.
    (2) Not more than one-third of the hours necessary to qualify for the higher salary column will be earned in work experience.
    (3) Work experience approved for credit for salary column advancement must meet all of the following criteria:

        (a) One-half credit shall be given for 40 contract hours of work experience.
        (b) Work experience must be directly related to the teacher's assignment.
        (c) Work experience must take place after the initial date of employment of the teacher with the district.
        (d) Work experience completed in conjunction with a college or university course shall not count for both work experience credit and college credit.

    (4) If an approved proposal for salary column advancement includes training in an industrial school, trade school, community college program, or other training program in which credit is not designated for courses, column advancement credit will be awarded at the rate of one-half credit for each 40 hours of attendance in the approved training program.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 342.815(5~~6~~)

Springfield School District 19

Code: GCBCA/GDBCA
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code(s): GCBCA/GDBCA

Continuation Coverage Health Benefits *

(If you are a self-insured district, this policy is highly recommended.)

In keeping with federal and state legislation~~law~~, the district will extend the benefit of continuation coverage health insurance to all employees and dependents covered by the district group health plan and eligible under the law.

Coverage under this policy shall not exceed that provided to the employee at the time of the employee's separation from the district or reduction in hours unless the employee selects reduced benefit level to reduce premium cost. The district will inform eligible employees of continuation coverage within 14 days of their last day of coverage.

Eligible employees must notify the district within a 60-day period from the date of notification that they choose to continue with the district-sponsored health plan. In the case of an employee who takes early retirement, the Board may negotiate to "pick up" the cost of that person's health insurance for a specified time in accordance with collective bargaining agreements.

Premiums for continuation coverage will normally be paid by the employee. Payment may be no more than 102 percent (150 percent for additional disability coverage) of the actual cost of coverage. Payment for insurance coverage must reach the insurance office by the first day of each month for that month's coverage. Participants in continuation coverage are responsible for notifying the district when such coverage is no longer needed, or they are no longer eligible for coverage whichever is sooner. Insurance coverage is dropped if payment is not received by the first day of the month.

END OF POLICY

Legal Reference(s):

ORS 743B.343

Consolidated Omnibus Budget Reconciliation Act of 1985, 42 U.S.C. §§ 300bb-1 to -300bb-8 (2012).
Tanner v. OHSU, 157 Or. App. 502 (1998).

Springfield School District 19

Code: GCBDA/GDBDA
Adopted:

Family Medical Leave *

{Highly recommended policy. The law does not require districts to have a board-adopted policy, but the district is required to follow the law. Having policy and an administrative regulation in place can assist with compliance. Policy is intended for districts with 50 or more employees as counted in accordance with ORS 659A.153. If the district has between 25 and 50 employees, the district should use version 2 of GCBDA/GDBDA – Family Medical Leave *. If the district does not have 25 employees, the district should not adopt this policy.}

When applicable, the district will comply with the provisions of the Family and Medical Leave Act (FMLA){[1]}, the Oregon Family Leave Act (OFLA){[2]}, the Oregon Military Family Leave Act (OMFLA), Paid Family Medical Leave Insurance (PFMLI) and other applicable provisions of state and federal law, Board policies and collective bargaining agreements regarding family medical leave.

In order for an employee to be eligible for the benefits under FMLA, the employee must have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and worked at a worksite that employs 50 district employees within 75 miles of the worksite.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week. Special requirements apply during public health emergencies.

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

PMFLI is generally available to district employees who have earned $1,000 in subject wages or taxable income during the alternate or base years[3], contributed to the PMFLI fund in the alternate or base years and are otherwise eligible.[4]

Federal and state leave entitlements generally run concurrently.

{[1] Generally, FMLA applies only to entities with 50 or more employees, however, FMLA applies to all public elementary and secondary educational institutions. See 29 CFR 825.600(b). The rule regarding individual employee eligibility does apply: an employee is only eligible if the employee "is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite." See 29 CFR 825.110(a)(3). Consequently, FMLA applies to districts with fewer than 50 employees, but individual employees will not be eligible to receive benefits.}

{[2] OFLA applies to employers with 25 or more employees in Oregon (ORS 659A.153) and OMFLA applies to all public-sector employers in Oregon. (ORS 659A.090(2)) (Oregon BOLI Leave Laws – 2023 Edition)}

[3] The wages are not required to have been earned for work in the district.

[4] See OAR 471-070-1010 for additional information.

The superintendent or designee will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

END OF POLICY

Legal Reference(s):

ORS 332.507
ORS 657B.010
ORS 659A.090
ORS 659A.093
ORS 659A.096
ORS 659A.099
ORS 659A.150 - 659A.186
OAR 839-009-0200 - 0320

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).
Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654; 5 U.S.C. §§ 6381-6387 (2012); Family and Medical Leave Act, 29 C.F.R. Part 825 (2017).
Americans with Disabilities Act, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9th Cir. 2014).
Senate Bill 999 (2023).

PROPOSED

Springfield School District 19

Code: GCBDB/GDBDB
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code(s): GCBDB/GDBDB

Early Return to Work

Efforts will be made, on a case-by-case basis, to reinstate ill or injured employees to work. The reinstatement will be within the requirements of the injury, the limitations of the law and the limitations of the district.

In the event an employee is not able to perform essential job functions completely after an illness or injury, the district will determine whether reasonable accommodations are appropriate that would provide a temporary light-duty assignment, restructuring of a position to include modified workdays, shift or part-time work, hours of work or modifications in facilities, equipment, special aids, and services. Reasonable accommodations must not result in an undue hardship on the district.

If an employee cannot be reasonably accommodated in their current position, the district will engage in an interactive process to determine alternative assignments. The employee, if qualified, will be offered an available vacant position with or without reasonable accommodations. If recovery is ongoing, sick leave is exhausted and no other assignment is possible, the district ~~will~~ may provide temporary unpaid leave as an accommodation in accordance with state and federal law.

The district will maintain current job descriptions for each position. Physical requirements for appropriate job categories will be established.

The superintendent or designee will develop procedures as necessary to implement this policy.

END OF POLICY

Springfield School District 19

Code: GCBDC/GDBDC
Adopted:

Domestic Violence, Harassment, Sexual Assault, or Stalking Leave

(For employers who employ six or more employees)

Definitions

1. "Covered employer" means an employer who employs six or more individuals in the state of Oregon for each working day through each of 20 or more calendar workweeks in the year in which the eligible employee takes leave to address domestic violence, harassment, sexual assault or stalking, or in the year immediately preceding the year in which an eligible employee takes leave for domestic violence, harassment, sexual assault or stalking.

2. "Eligible employee" means an employee who is a victim of domestic violence, harassment, sexual assault or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault or stalking.

3. "Protective order" means an order authorized by Oregon Revised Statute (ORS) 30.866, 107.095(1)(c), 107.700 - 107.735, 124.005 - 124.040 or 163.730 - 163.750 or any other order that restrains an individual from contact with an eligible employee or the employee's minor child or dependent.

4. "Victim of domestic violence" means an individual who has been a victim of abuse as defined by ORS 107.705; or any other individual designated as a victim of domestic violence by rule adopted under ORS 659A.805.

5. "Victim of harassment" means an individual against whom harassment has been committed as described in ORS 166.065 and any other individual designated as a victim of harassment by rule adopted under ORS 659A.805.

6. "Victim of sexual assault" means an individual against whom a sexual offense has been committed as described in ORS 163.467 or 163.525; or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.

7. "Victim of stalking" means an individual against whom stalking has been committed as described in ORS 163.732; or an individual designated as a victim of stalking by rule adopted under ORS 695A.805; or an individual who has obtained a court's stalking protective order or a temporary court's stalking protective order under ORS 30.866.

8. "Victim services provider" means a prosecutor-based victim assistance program or a nonprofit program offering safety planning, counseling, support or advocacy related to domestic violence, harassment, sexual assault or stalking.

PROPOSED

A district (covered employer) shall allow an (eligible) employee to take reasonable leave for any of the following reasons:

1. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking;

2. To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or harassment or stalking of the eligible employee or the employee's minor child or dependent;

3. To obtain or assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, or stalking;

4. To obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent;

5. To relocate or take steps to secure an existing home to ensure health and safety of the eligible employee or the employee's minor child or dependent.

The district may limit the amount of leave, if the employee's leave creates an undue hardship on the district.

The district shall not deny leave to an employee or discharge, threaten to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regards to promotion, compensation or other terms, conditions or privileges of employment as a result of taking such leave.

The employee shall give the district reasonable advanced notice of the employee's intent to take leave unless giving advance notice is not feasible.

The district may require the employee to provide certification that:

1. The employee or minor child or dependent is a victim of domestic violence, harassment, sexual assault, or stalking; and

2. The leave is taken for one of the identified purposes in this policy.

Sufficient certification includes:

1. A copy of a report from law enforcement indicating the employee or child or dependent was a victim of domestic violence, harassment, sexual assault, or stalking.

2. A copy of a protective order or other evidence from a court, administrative agency, or attorney that the employee appeared in or was preparing for a civil, criminal or administrative proceeding related to domestic violence, harassment, sexual assault, or stalking.

PROPOSED

3. Documentation from an attorney, law enforcement officer, health care professional, licensed mental professional or counselor, member of the clergy or a victim services provider that the employee, employee's child or dependent was undergoing counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault, or stalking.

All records and information kept by the district regarding the employee's leave, including the request or obtaining of leave is confidential and may not be released without the express permission of the employee unless otherwise required by law. This information will be kept in a file separate from the employee's personnel file.

END OF POLICY

Legal Reference(s):

ORS 192.355(38) ORS 659A.270 - 659A.290

PROPOSED

Springfield School District 19

Code: GCBDD/GDBDD
Adopted: 1/23/17
Revised/Readopted: 5/11/20
Orig. Code(s): GCBDD/GDBDD

Sick Time

This policy is independent from sick leave under Oregon Revised Statute (ORS) 332.507. Nothing in this policy impacts the district's sick leave obligation under ORS 332.507, the district's collective bargaining agreements, or Springfield Association of Administrators and Confidential (SAAC) agreement except where those agreements are silent or not in effect regarding sick time requirements.

For the purpose of this policy, "employee" means an individual who is employed by the district and who is paid on an hourly, stipend or salary basis, and for whom withholding is required under Oregon Revised Statute (ORS) 316.162-316.221. The definition does not include volunteers or independent contractors.

Employees qualify to begin earning and accruing sick time on the first day of employment with the district.

Paid sick time of 40 hours shall be front-loaded to an employee who falls within the following groups at the beginning of each fiscal year: Licensed and SAAC staff who are .5 FTE or greater, coaches, and seasonal stipend employees.

Paid sick time shall accrue at the rate of one hour of paid sick time for every 30 hours worked for an employee who falls within the following groups: Licensed and SAAC staff who are .49 FTE or less, all classified staff, licensed and classified substitutes, student employees, and non-regular/timecard employees.

An employee may carry up to 40 hours of unused sick time from one year to the subsequent year. An employee is limited to using no more than 40 hours of sick time in a year.

Sick time shall be taken in hourly increments for employee groups except licensed substitutes who will take sick time in minimum four hour increments and may be used for the employee's or a family member's[1] mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Sick time may also be used in the event of a public health emergency.

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The district reserves the right after five consecutive days of absence, to require proof of personal illness or injury from an employee, including a medical examination by a physician chosen and paid for by the

[1] "Family member" is defined by the Oregon Family Leave Act (OFLA).

district. An employee refusing to submit to such an examination or to provide other evidence as required by the district, shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently.

When the reason for sick time is consistent with ORS 332.507, the sick time and leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, the district may require the employee to provide advance notice of their intention to use sick time within 10~~ten~~ days of the requested sick time, or as soon as practicable. When the employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, in-service training, mandatory meetings).

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district consistent with the reporting time established by the district or as soon as practicable.

The district shall establish a standard process to track the eligibility for sick time of a substitute.

END OF POLICY

Legal Reference(s):

ORS 332.507
ORS 342.545
ORS 342.610
ORS 653.601 to -653.661
ORS 659A.150 to -659A.186

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2012); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2016).
Americans with Disabilities Act Amendments Act of 2008.

Springfield School District 19

Code: GCBDE/GDBDE
Adopted:

Military Leave of Absence

The district will grant military leave to employees on duty[1] with a uniformed service[2] in accordance with applicable state and federal law. Employees requesting military leave are required to provide written notice as soon as practicable following notification of military call up or reservist duty, unless precluded by military necessity.

Military leave exceeding 15 days is unpaid leave. Employees may use any accrued vacation or similar leave during the period of service exceeding 15 days.

While on military leave, the employee will receive the same benefits as other employees on leave, as well as the following:

1. The employee may continue enrollment in the district's health insurance plan. During the first 18 months of leave, the employee may be required to pay any employee contribution required of other employees on a leave of absence. If the leave extends beyond 18 months, the employee will be required to pay not more than 102 percent of the full premium;

2. Upon return from military service, the district will give retroactive employer contributions to the Public Employees Retirement System on the same basis as if the employee had not left, provided the employee was an enrolled member at the time of the leave. The employee may repay any required employee contributions over a period of three times the military service leave period or five years, whichever is less.

An employee on duty with a uniformed service is entitled to reemployment for a maximum of five years, unless retained on active duty because of war or national emergency. An individual returning from military leave shall notify the district of intent to return as follows:

1. Employees who are veterans and reservists returning from training must only inform the district of their training obligations and report back at the next regularly scheduled working period;

2. Employees returning from active duty must notify the district of their intention to return to their former jobs within 90 days of release from duty.

An individual reemployed under this policy is entitled to the seniority and other currently existing rights and benefits the individual had when service started, plus the additional seniority and similar rights and benefits that would have been accrued if employment had been continuous.

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[1] "Duty" means the performance of duty on a voluntary or involuntary basis in a uniformed service and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time U.S. National Guard duty and absence to determine fitness for duty.

[2] "Uniformed service" means the U.S. Armed Forces, the U.S. National Guard, the commissioned corps of the Public Health Service and any other category of persons designated by the President in time of war or national emergency.

This policy does not apply if the employee has been separated from service with a dishonorable or bad conduct discharge or under other than honorable conditions.

END OF POLICY

Legal Reference(s):

ORS 332.505 ORS 408.290

Consolidated Omnibus Budget Reconciliation Act of 1985, 42 U.S.C. §§ 300bb-1-300bb-8 (2012).
I.R.C., U.S.C. 26 § 4980B(f)(4) (2012).
Employment and Reemployment Rights of Members of the Uniformed Services, 38 U.S.C. §§ 4301-4334 (2012).

PROPOSED

Springfield School District 19

Code: GCBDF/GDBDF
Adopted:

Paid Family Medical Leave Insurance *

(Version 1)

{Highly recommended policy. This version is designed for districts who are participating in Paid Leave Oregon (PLO). If the district is using an approved equivalent plan, the district should not adopt this version or use the accompanying administrative regulation: this includes simply replacing "the Department" with the entity administering your equivalent plan. If the district is using an equivalent plan, the district should work with the provider to communicate with staff. Contributions for PLO began on January 1, 2023 with benefits available starting September 3, 2023. Many districts are bargaining aspects of this leave: policy language should not conflict with language in collective bargaining agreements.}

The district participates in Paid Family and Medical Leave Insurance (PFMLI) and Paid Leave Oregon (PLO)[1]. This includes submitting employee and employer contributions to the Employment Department ("Department") as required by state law.[2] The district does not administer PFMLI or PLO. All applications and related questions should be directed to the Department.

Definitions

1. "Family leave" means leave from work taken by a covered individual:
    a. To care for and bond with a child during the first year after the child's birth or during the first year after the placement of the child through foster care or adoption; or
    b. To care for a family member with a serious health condition.
2. "Family leave" does not mean:
    a. Leave described in Oregon Revised Statute (ORS) 659A.159 (1)(d) (non-serious health condition of child or school or child care provider closure due to public health emergency);
    b. Leave described in ORS 659A.159 (1)(e) (death of a family member); or
    c. Leave authorized under ORS 659A.093 (leave for spouses of members of the military upon deployment or call to active duty).
3. "Family member" means:
    a. The spouse of a covered individual;
    b. A child of a covered individual or the child's spouse or domestic partner;
    c. A parent of a covered individual or the parent's spouse or domestic partner;
    d. A sibling or stepsibling of a covered individual or the sibling's or stepsibling's spouse or domestic partner;

[1] Paid Leave Oregon is the program developed by the Oregon Department of Employment to administer Paid Family and Medical Leave Insurance.

[2] The overall contribution will be determined by the Department director, and is initially set at 1 percent (up to $132,900). [*{For districts with 25 or more employees:}* The employer contribution is 40 percent and the employee contribution is 60 percent of this amount.] [*{For districts with fewer than 25 employees:}* The employee contribution is 60 percent of this amount and the employer contribution is waived.] The amount will be set annually by November 15. See ORS 657B.150. *{Districts may agree to pay the employee contribution, see any applicable employment agreements.}*

e. A grandparent of a covered individual or the grandparent's spouse or domestic partner;
f. A grandchild of a covered individual or the grandchild's spouse or domestic partner;
g. The domestic partner of a covered individual; or
h. Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

4. "Medical leave" means leave from work taken by a covered individual that is made necessary by the individual's own serious health condition.

5. "Safe leave" means leave related to domestic violence, harassment, sexual assault, stalking and relocation for health and safety reasons as provided in ORS 659A.272.

6. "Serious health condition" means an illness, injury, impairment, or physical or mental condition of a claimant or their family member that:

a. Requires inpatient care in a medical care facility such as, but not limited to, a hospital, hospice, or residential facility such as, but not limited to, a nursing home or inpatient substance abuse treatment center;
b. In the medical judgment of the treating health care provider poses an imminent danger of death, or that is terminal in prognosis with a reasonable possibility of death in the near future;
c. Requires constant or continuing care, including home care administered by a health care professional;
d. Involves a period of incapacity. "Incapacity" is the inability to perform at least one essential job function, or to attend school or perform regular daily activities for more than three consecutive calendar days. A period of incapacity includes any subsequent required treatment or recovery period relating to the same condition. The incapacity must involve one of the following:

(1) Two or more treatments by a health care provider; or
(2) One treatment plus a regimen of continuing care.

e. Results in a period of incapacity or treatment for a chronic serious health condition that requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity, such as, but not limited to, asthma, diabetes, or epilepsy;
f. Involves permanent or long-term incapacity due to a condition for which treatment may not be effective, such as, but not limited to, Alzheimer's Disease, a severe stroke, or terminal stages of a disease. The employee or family member must be under the continuing care of a health care provider, but need not be receiving active treatment;
g. Involves multiple treatments for restorative surgery or for a condition such as, but not limited to, chemotherapy for cancer, physical therapy for arthritis, or dialysis for kidney disease that if not treated would likely result in incapacity of more than three calendar days;
h. Involves any period of disability due to pregnancy, childbirth, miscarriage or stillbirth, or period of absence for prenatal care; or
i. Involves any period of absence from work for the donation of a body part, organ, or tissue, including preoperative or diagnostic services, surgery, post-operative treatment, and recovery.

Eligibility

1. To be eligible for PLO benefits, an individual must:

PROPOSED

a. Be an employee of the district[3];
b. Earn at least $1,000 in the base or alternate base year[4];
c. Contribute to the PLO in accordance with state law;
d. Experience an event qualifying the employee for:

(1) Family leave;
(2) Medical leave; or
(3) Safe leave.

e. Submit an application to Department;
f. Have not exceeded maximum paid leave for the year; and
g. Have no current disqualifications[5].

Leave

PLO can be used for family leave, medical leave or safe leave. Up to 12 weeks of paid leave can be taken per benefit year.[6] Leave can be taken in one-day increments and can be consecutive or nonconsecutive.

Any family leave or medical leave taken under PLO must be taken concurrently with any leave taken by an eligible employee under ORS 659A.150 - 659A.186 (OFLA) or under the federal Family and Medical Leave Act of 1993 (P.L. 103-3, FMLA) for the same purposes.

The district will maintain an employee's existing health benefits while the employee is using leave. The employee will be required to pay the employee's contribution to premiums.

END OF POLICY

Legal Reference(s):

ORS 657B

OAR 471-070

House Bill 912 (2023)
House Bill 999 (2023)
Senate Bill 913 (2023)

PROPOSED

[3] PFMLI is a state-wide benefit, and not unique to the district. An eligible individual does not need to be an employee of the district in order to be eligible for PFMLI, but this policy only applies to employees of the district.

[4] Pay could come from another Oregon employer.

[5] Disqualifications may include eligibility for Workers' Compensation or Unemployment or determination of a willful false statement or failure to report a material fact in order to obtain benefits. See OAR 471-070-1010(1)(h).

[6] In some pregnancy-related situations, employees may be able to take two additional weeks, for a total for 14 weeks.

Springfield School District 19

Code: GCC
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code(s): GCC

Recruitment of Licensed Staff

The superintendent or designee will develop and maintain a recruitment program designed to attract highly qualified licensed personnel to the district.

It is the responsibility of the superintendent or designee, with the assistance of other district administrators, to determine the personnel needs of the district and to locate suitable candidates to recommend for employment by the district. Those factors considered will include, but not be limited to, the diverse characteristics of the district.

The search for licensed staff members may extend to a variety of educational institutions and geographical areas.

Present employees who meet the stated requirements are encouraged to apply for any vacant district position.

END OF POLICY

Legal Reference(s):

ORS 326.051
ORS 332.505
ORS 342.934
ORS 659.805
ORS 659.850
ORS 659A.009
ORS 659A.029
ORS 659A.030
ORS 659A.109
ORS 659A.142
ORS 659A.145
ORS 659A.233
ORS 659A.236
ORS 659A.309
ORS 659A.409

OAR 581-021-0045

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2012).
Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2012).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (2012).
Title II of the Genetic Information Nondiscrimination Act of 2008.

Springfield School District 19

Code: GCL/GDL
Adopted: 2/10/14
Revised/Readopted: 5/11/20
Orig. Code(s): GCL/GDL

Staff Development *

In order to strengthen and refine professional skills of district personnel, the superintendent or ~~his/her~~ designee will develop a staff development program for all employees.

District and building-based leadership teams will be encouraged to participate in the development and implementation of the district's staff development program including provisions for the professional growth of staff.

Staff development programs, whether provided directly by the district or through district contracts with third parties, will provide appropriate, reasonable accommodations to ensure such programs are available to employees with disabilities.

Each individual licensed employee is solely responsible for ensuring accurate completion of the professional development required for licensure. Once a licensed employee completes licensure requirements, the employee must submit evidence to the employee's supervisor, who will verify that the licensed employee has successfully completed the professional development requirements to the superintendent or designee, on the Teacher Standards and Practices Commission (TSPC) Professional Educational Experience Report (PEER) form.

END OF POLICY

Legal Reference(s):

ORS 329.095
ORS 329.125
ORS 329.704
ORS 342.138
ORS 342.856
OAR 581-022-0606
OAR 581-022-2405
OAR 584-018-0205
OAR 584-255-0010 to -0030

Clackamas IED Assn. v. Clackamas IED, No. C-141-77, 3 PUB. EMPL. COLL. BARG. REP. 1848 (ERB 1978).
Eugene Educ. Ass'n v. Eugene Sch. Dist. 4J, No. C-93-79, 5 PUB. EMPL. COLL. BARG. REP. 3004 (ERB 1980).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).
Americans with Disabilities Act Amendments Act of 2008.

Springfield School District 19

Code: GCN/GDN
Adopted: 11/05/12
Revised/Readopted: 5/11/20
Orig. Code(s): GCN/GDN

Evaluation of Staff *

An effective evaluation program is essential to a quality educational program. It is an important tool to determine the current level of a teacher's performance of the teaching responsibilities. It is also an important assessment of classified employees and current performance of their job assignments. Under Board policy, administrators are charged with the responsibility of evaluating the staff. An evaluation program provides a tool for supervisors who are responsible for making decisions about promotion, demotion, contract extension, contract nonextension, contract renewal or nonrenewal, dismissal and discipline.

Licensed Staff

The evaluations for licensed staff shall be based on the core teaching standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with teachers and any exclusive representatives of the licensed staff.

Evaluation and support systems established by the district for teachers 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. Classroom-level student learning and growth goals set collaboratively between the teacher and the evaluator;

3. Consideration of multiple measures of teacher 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.

4. Consideration of evidence of student academic growth and learning based on multiple measures of student progress, including performance data of students, that is both formative and summative. Evidence may also include other indicators of student success;

5. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities and student learning and growth to determine the teacher's professional growth path;

6. Customized by each district, which may include individualized weighting and application of standards.

An evaluation using the core teaching standards must attempt to:

1. Strengthen the knowledge, skills, disposition, and classroom practices of teachers;

2. Refine the support, assistance and professional growth opportunities offered to a teacher, based on the individual needs of the teacher and the needs of the students, the school, and the district;

3. Allow the teacher to establish a set of classroom practices and student learning objectives that are based on the individual circumstances of the teacher, including the classroom and other assignments;

4. Establish a formative growth process for each teacher that supports professional learning and collaboration with other teachers;

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 teacher; and

6. Address ways to help all educators strengthen their culturally responsive practices.

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

Each probationary teacher shall be evaluated at least annually, but with multiple observations. The purpose of the evaluation is to aid the teacher in making continuing professional growth and to determine the teacher's performance of the teaching responsibilities. Evaluations shall be based upon at least two observations and other relevant information developed by the district.

Classified Staff

All classified employees will be formally evaluated by their immediate supervisor at least twice during their first year of employment and ~~at least once a~~ every other year thereafter.

END OF POLICY

Legal Reference(s):

ORS 243.650
ORS 332.505
ORS 342.850
ORS 342.856
OAR 581-022-2405
OAR 581-022-2410
OAR 581-022-2415

Springfield School District 19

Code: GCPB/GDPB
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code(s): GCPB/GDPB

Resignation of Staff *

A licensed staff member who wishes to resign from their position with the district must give a written notice of at least 60 days upon or at~~prior to~~ the time of resignation~~date they wish to leave district employment~~. The superintendent is authorized to accept the resignation effective the day it is received and either release the teacher immediately from further teaching or administrative obligations or inform the teacher that they~~he/she~~ must continue teaching for part or all of the 60-day period.

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

The superintendent is authorized to accept resignations of classified employees effective the day they are received.

Once the staff member's resignation has been accepted it cannot be rescinded.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 342.545
ORS 342.553
ORS 652.140
OAR 581-022-2405
OAR 584-050-0020

Pierce v. Douglas County Sch. Dist., 297 Or. 363 (1984).

Springfield School District 19

Code: GCQA/GDQA
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code(s): GCQA/GDQA

Nonschool Employment

All employees are expected to accomplish those tasks required by the district.

Employees must avoid outside employment that interferes with the performance of their responsibilities and the maintenance of productive relationships with students, parents and other staff members. If outside employment interferes with job performance, the employee will be required to make a choice between district employment and outside employment.

END OF POLICY

Legal Reference(s):

ORS 332.107

Springfield School District 19

Code: GCQAB
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code(s): GCQAB

Private Tutoring for Pay

Teachers are not to tutor for remuneration any students whom they have in class. No tutoring for which a teacher receives a fee will be allowed in a school building or on school time, and no district-owned materials or equipment may be used

END OF POLICY

Legal Reference(s):

ORS 244.010 ORS 332.505

Springfield School District 19

Code: GCQB
Adopted: 5/11/20
Orig. Code(s): GCQB

Research

~~If an employee plans~~Staff who propose to engage in a research project ~~during the workday or use district resources or students, either for~~ , e.g., study toward advanced work or for use in classroom instruction, using district resources or students, ~~approval must be secured from~~ will submit a proposal to the superintendent or designee for approval prior to commencing such research. If approved, and the study results in material or practices which ~~would~~ may be useful to other ~~employees~~district staff, ~~it is recommended that it~~ such will be reviewed by administration and may be made available for distribution throughout the district as determined by administraiton. For the protection of all concerned, privacy rights of students or other individuals involved in such research ~~projects~~ must be protected.

Research which is conducted by or for a nondistrict individual or organization~~employee~~ must be approved by the superintendent or designee.

END OF POLICY

Legal Reference(s):

ORS 332.107

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 (2022).
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).

Springfield School District 19

Code: GCQBA
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code(s): GCQBA

Copyrights and Patents

The Board asserts the district's proprietary rights to publications, instructional materials and other devices prepared by district employees during their paid work time. The Board also recognizes the importance of encouraging its professional staff to engage in professional writing, research, and other creative endeavors. Publications, articles, materials, computer software, digital recordings, models, and other items produced by district personnel for district use with district time, money, and facilities as part of an employee's job responsibilities remain the property of the district.

The district will apply for copyrights and patents when deemed appropriate by the superintendent. Employees will be expected to cooperate in the district's efforts.

In the event that an employee produces items described above partly on their~~his/her~~ own time and partly on district time, the district reserves the right to claim full ownership. The employee~~, however,~~ may petition the district for assignment of copyright or patent rights. Employees will not attempt to copyright or patent such items without the knowledge and consent of the superintendent.

END OF POLICY

Legal Reference(s):

ORS 332.745

Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2016).
Patents, 35 U.S.C. §§ 1-376 (2012).

Springfield School District 19

Code: GD
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code(s): GD

Classified Staff/Classified Staff Positions

"Classified employee" means any district employee ~~who is~~ not required to hold a teaching license. The superintendent or designee will designate classified employee positions. The essential job functions, ~~and~~ titles and examples of work performed are to be prescribed in a written job description for each position classification.

END OF POLICY

Legal Reference(s):

ORS 326.051
ORS 332.505
ORS 659.805
ORS 659.850
ORS 659A.009
ORS 659A.029
ORS 659A.030
ORS 659A.142
ORS 659A.145
ORS 659A.233
ORS 659A.236
ORS 659A.309
ORS 659A.409

OAR 581-021-0045
OAR 581-022-2405

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2012).
Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2012).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (2012).
Title II of the Genetic Information Nondiscrimination Act of 2008.
Americans with Disabilities Act Amendments Act of 2008.

Springfield School District 19

Code: GDA
Adopted: 6/13/11
Revised/Readopted: 5/11/20
Orig. Code(s): GDA

Instructional Assistants

Instructional assistants shall be hired by the superintendent or designee.

All instructional assistants[1] must:

1. Have a high school diploma or the equivalent;

2. Be at least 18 years of age or older; and

3. Have standards of moral character as required of teachers.

In addition to the above, instructional assistants providing translation services must have demonstrated proficiency and fluency, knowledge of and ability to provide accurate translations from a language other than English into English and from English into another language.

Instructional assistants[2] who work in Title IA programs and provide instructional support must have:

1. Completed at least two years of study at an institution of higher education; or

2. Obtained an associate's or higher degree; or

3. Met a rigorous standard of quality, and can demonstrate, through a formal state or local academic assessment or para-professional certificate program, knowledge of, and the ability to assist in instructing, as appropriate, reading/language arts, writing and mathematics or reading readiness, writing readiness and mathematics readiness.

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[1] "Instructional assistant" means a classified school employee who does not require a license to teach, who is employed by a school district or education service district and whose assignment consists of and is limited to assisting a licensed teacher in accordance with the rules established by the TSPC.

[2] Instructional assistants may be assigned to: (1) provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher; (2) assist with classroom management, such as organizing instructional and other materials; (3) provide assistance in a computer laboratory; (4) conduct parental involvement activities; (5) provide support in a library or media center; (6) act as a translator; or (7) provide instructional services to students while working under the direct supervision of a teacher. Instructional assistants may assume limited duties that are assigned to similar personnel who are not working in a program supported with Title IA funds, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

These requirements do not apply to an instructional assistant: (1) who is proficient in English and a language other than English and who provides services primarily to enhance the participation of children in Title IA programs by acting as a translator; or (2) whose duties consist solely of conducting parental involvement activities.

The district will not require individuals newly hired as Title IA instructional~~educational~~ assistants who have met another district's academic assessment~~,~~ to meet the district's academic assessment standards.

The general responsibilities of an instructional~~educational~~ assistant shall be outlined in a job description. The major responsibility shall be to assist the classroom teacher, specialist, or supervisor or related service provider with instruction and/or support. The instructional~~educational~~ assistants shall be under the supervision of the appropriately licensed classroom teachers, specialist, or supervisor. Other supporting tasks may include, but are not limited to: clerical support, student control, personal care, translation, or parent and family involvement activities and media center or computer laboratory support.

Instructional assistants shall not be used by the district or teacher as substitute teachers. The responsibility for classroom supervision remains with the teacher at all times.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 332.505
ORS 342.120
OAR 581-022-2400(2)
OAR 581-037-0005 - 0025
OAR 584-005-0005(20),(28)

The Vietnam Era Veterans' Readjustment Assistance Act,, 38 U.S.C. § 4212 (2018).
Title II of the Genetic Information Nondiscrimination Act, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2022).
Rehabilitation Act, 29 U.S.C. § 791, 793-794 (2018).

Springfield School District 19

Code: GDC
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code(s): GDC

Recruitment of Classified Staff

The superintendent or designee will develop and maintain a recruitment program designed to attract classified personnel to the district.

It is the responsibility of the superintendent or designee, with the assistance of other district administrators, to determine the district's personnel needs and to locate the most suitably qualified candidates to recommend for district employment.

The search for classified staff members may extend to a wide variety of educational institutions and geographical areas. Those factors considered will include, but not be limited to, the district's diverse characteristics.

Present employees are encouraged to apply for any position.

END OF POLICY

Legal Reference(s):

ORS 326.051
ORS 332.505
ORS 659.805
ORS 659.850
ORS 659A.009
ORS 659A.029
ORS 659A.030
ORS 659A.109
ORS 659A.142
ORS 659A.145
ORS 659A.233
ORS 659A.236
ORS 659A.309
ORS 659A.409

OAR 581-021-0045
OAR 581-022-2405

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2012).
Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2012).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (2012).
Title II of the Genetic Information Nondiscrimination Act of 2008.

Springfield School District 19

Code: GDIA
Adopted: 4/23/07
Revised/Readopted: 5/11/20
Orig. Code(s): GDIA

Notice of Employment *

The Board shall give individual notices, in writing by May 30 to all employees for whom a teaching license is not required.

The notices shall address reasonable assurance of continued employment as covered in the Oregon Revised Statutes and Oregon Administrative Rules.

END OF POLICY

Legal Reference(s):

ORS 332.554 OAR 581-022-2405(4)

Springfield School District 19

Code: JB
Adopted: 4/27/09
Revised/Readopted: 9/14/20
Orig. Code(s): JB

Equal Educational Opportunity

Every student of the district will be given equal educational opportunities regardless of age, sex, sexual orientation, gender identity[1], race[2], religion, color, national origin, disability, marital status, familial status, parental status, linguistic background, culture, socioeconomic status, capability or geographic location.

No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any ~~educational~~ program or activity conducted by the district or denied access to facilities in the district. ~~The district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance and extracurricular activities.~~

All reports, complaints or information will be investigated.

A student of the district may not be subjected to retaliation by the district for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation.

~~The superintendent will designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number will be provided to all students and employees.~~

~~The Board will adopt and the district will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints under Title IX.~~

END OF POLICY

[redacted]

[1] "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, ~~regardless of whether the individual's gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual's sex at birth.~~

[redacted]

ORS 329.025	ORS 659A.003	OAR 581-021-0045
ORS 332.107	ORS 659A.006	OAR 581-021-0046
ORS 336.086	ORS 659A.103 - 659A.145	OAR 581-022-2310
ORS 659.850	ORS 659A.400	OAR 839-003-0000
ORS 659.852	ORS 659A.403	
ORS 659A.001	ORS 659A.406	

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).
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 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12333 (2018).
House Bill 2935 (2021).
House Bill 3041 (2021).

Springfield School District 19

Code: JBAA
Adopted: 4/27/09
Revised/Readopted: 9/14/20
Orig. Code: JBAA

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 a~~their~~ disability, be excluded from participation in, be denied the benefits of, or~~to~~ 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[1] that substantially limits one or more major life activities[2]; 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 ~~the~~ 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;

[1] Impairments which may substantially limit major life activities, and without regard for the ameliorative effects of medication or aids/devices include, but are not limited to, chronic asthma and severe allergies, blindness or visual impairment, cancer, diabetes, deafness or hearing impairment, heart disease, mental illness and conditions which may be episodic or in remission.

[2] "Major life activities," as defined by the Americans with Disabilities Act Amendments Act of 2008, includes caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating; and major bodily functions, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

5. Annually identify and locate all ~~Section 504 qualified~~ students in the district, with disabilities, and who qualify for Section 504 but ~~in the district~~ who are not receiving a free appropriate[3]~~,~~ public education (FAPE)[4];

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[5] 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~~parent~~ 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~~Provides~~ 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;
    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~~students'~~ 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

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[3] ~~"Appropriate education" (34 C.F.R. § 104.33) means the provision of regular or special education and related aids and services that are designed to meet the student's individual educational needs as adequately as the needs of persons without disabilities are met and are based upon adherence to appropriate procedural requirements of 34 C.F.R. §§ 104.34, 104.35 and 104.36 concerning educational setting, evaluation and placement and procedural safeguards.~~

[4] "Appropriate education" (34 C.F.R. § 104.33) means the provision of regular or special education and related aids and services that are designed to meet the student's individual educational needs as adequately as the needs of persons without disabilities are met and are based upon adherence to appropriate procedural requirements of 34 C.F.R. §§ 104.34, 104.35 and 104.36 concerning educational setting, evaluation and placement and procedural safeguards.

[5] Nonacademic and extracurricular services and activities may include, but are not limited to, counseling services, transportation, health services, athletics, intramurals, clubs or organization activities, referrals to agencies which provide assistance to persons with disabilities and employment of students, including both employment by the district and assistance by the district in making available outside employment.

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~~students~~ current educational placement is appropriate. Due process procedures that meet the requirements of the Individuals with Disabilities Education Act (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 IDEA, will be disciplined in accordance with Board policy JGDA - 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~~students~~ class schedule, such as from regular education to the resource room).

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 581-015-2030
OAR 581-021-0045
OAR 581-021-0046
OAR 581-021-0049
OAR 581-022-2310

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).

Springfield School District 19

Code: JBB
Adopted: 4/10/17
Revised/Readopted: 9/14/20
Orig. Code(s): JBB

Educational Equity

The district is committed to the success of every student in each of our schools. For that success to occur, the district is committed to equity by recognizing institutional barriers and creating access and opportunities that benefit each student. "Achieving educational equity" means students' identities will not predict or predetermine their success in school.

Educational equity is based on the principles of fairness and justice in allocating resources, opportunity, treatment and creating success for each student.

Educational equity promotes the real possibility of equality of educational results for each student and between diverse groups of students. Equity strategies are intentional, systemic and focused on the core of the teaching and learning process.

To achieve educational equity the district will commit to:

1. Systematically using districtwide and individual school level data, disaggregated by race/ethnicity, national origin, language, special education, sex, non-binary, socioeconomic status and mobility to inform district decision making.

2. Raising the achievement of all students while narrowing the gap between the lowest and the highest performing students.

3. Eliminating the predictability and disparity in all aspects of education and its administration, including but not limited to, the disproportionate representation of students by race, poverty, sex, sexual orientation, gender identity,[1] and national origin in discipline, special education and in various advanced learning.

4. Graduating all students ready to succeed in a diverse local, national and global community.

In order to achieve educational equity for each and every student:

1. The district shall provide every student with equitable access to high quality curriculum, support, facilities and other educational resources, even when this means differentiating resource allocation.

[1] "Sexual orientation" is defined by Oregon Revised Statute (ORS) 174.100(7) to mean an individual's actual or perceived ~~heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.~~

2. The district shall review existing policies, programs, professional development and procedures for the promotion of educational equity, and all applicable new policies, programs and procedures will be developed with educational equity as a priority.

3. The district shall actively work toward a balanced teacher and administrator workforce to reflect the diversity of the student body. The district seeks to recruit, employ, support and retain a workforce that includes racial, gender~~sex~~ and linguistic diversity, as well as culturally and linguistically responsive administrative, instructional and support personnel.

4. The district shall provide professional development to strengthen employees' knowledge and skills for eliminating opportunity gaps and other disparities in achievement.

5. The district shall create schools with a welcoming, inclusive culture and environment that reflects and supports diversity of the student population, their families and their community.

6. The district shall include partners who have demonstrated culturally specific expertise, including but not limited to, families, government agencies, institutions of higher learning, early childhood education organizations, community-based organizations, local businesses and the community in general, in meeting our high goals for educational outcomes. The district shall seek to involve students, staff, families and community members that reflect district demographics to inform decisions regarding the narrowing of the achievement and other opportunity gaps.

7. The district shall provide multiple pathways to success in order to meet the needs of the diverse student body and shall actively encourage, support and expect high academic achievement for each student.

8. The district shall provide materials and assessments that reflect the diversity of students and staff and are geared toward the understanding and appreciation of culture, class, language, ethnicity, poverty, ability and other differences that contribute to the uniqueness of each student and staff member.

The superintendent shall include equity practices in the district's strategic plan strategies to implement this policy. The superintendent will report to the Board the progress of the strategic plan.

END OF POLICY

Legal Reference(s):

ORS 174.100
ORS 332.075
ORS 332.107
ORS 342.437 - 342.449

House Bill 3041 (2021).

Springfield School District 19

Code: JC
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code(s): JC

School Attendance Areas

Attendance areas are established by the administration and approved by the Board for all elementary, middle school and high school buildings in the district. Boundaries are set for attendance areas so that students can be given the best possible education at the lowest possible cost.

Defined attendance areas reduce overcrowding in one building to provide fuller use of space and personnel in another building. The superintendent or designee is directed to monitor student flow into and out of all buildings, and to make adjustments as needed. All changes in school attendance areas should benefit the total school program educationally and financially.

Students are required to attend the school assigned to the attendance area in which they live. Requests for exceptions must follow policies and procedures outlined in Board policy JECBB - Intradistrict Transfers.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 339.010 to -339.090

Springfield School District 19

Code: JE
Adopted: 10/24/11
Revised/Readopted: 9/14/20
Orig. Code(s): JE

Attendance**

Attendance requirements are to:

1. Contribute to the academic success of students;

2. Inform parents about their student's~~students'~~ class attendance or nonattendance;

3. Place the responsibility for attendance in the hands of students and their parents;

4. Aid students in making decisions and accepting the responsibilities and consequences resulting from those decisions;

5. Stress that punctual and regular attendance is a learned function necessary in coping with life;

6. Stress attendance may impact grades and credit;

7. Meet Oregon graduation requirements.

Each school shall notify parents or guardians by the end of the school day if their child has an ~~unexcused or~~ unplanned absence. The notification will be either in person, ~~or~~ by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

The Board directs the superintendent to develop rules which meet these objectives and to publish those rules annually for students and their parents.

END OF POLICY

Legal Reference(s):

ORS 336.010
ORS 339.020
ORS 339.030
ORS 339.055
ORS 339.065
ORS 339.071
OAR 581-021-0050
OAR 581-022-2000

Springfield School District 19

Code: JEA
Adopted: 12/08/14
Revised/Readopted: 9/14/20
Orig. Code: JEA

Compulsory Attendance**

Except when exempt by Oregon law, all children betweenstudents ages 6 and -18 who have not completed the 12th grade are required to attend regularly attend, a public,school full-time school during the entire school term. Persons having control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to send the child to school and maintain the child in regular attendance during the entire school term.

All childrenstudents five or six years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school.

Persons having legal control of a student ages 6-18 who has not completed the 12th grade are required to have the student attend school. Persons having legal control of a child,student who is five or six years of age and who havehas enrolled the child in a public school, are required to sendhave the child to schoolstudent attend and maintain the child in regular attendance during the school term.

Attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. A citation for violation of ORS 339.035 may be issued.Failure to send a student and to maintain a student in regular attendance is a Class C violation.

The district will develop procedures for issuing a citation.

A parent who is not supervising their childstudent by requiring school attendance may also be in violation of Oregon Revised Statute (ORS) 163.577 (1)(c); failing). Failing to supervise a child is a Class A violation.

Exemptions from Compulsory School Attendance

In the following cases, childrenstudents shall not be required to attend public, full-time schools: Children

1. Students being taught in a private or parochial school in courses of study usually taught in grades kindergarten through grade 12grade12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools.

2. ChildrenStudents proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade grades 1-12 in the public schools.

3. ChildrenStudents who have received a high school diploma or a modified diploma.

4. Children~~Students~~ being taught, by a private teacher, the courses of study usually taught in kindergarten through grade ~~grades 1-~~12 in the public school for a period equivalent to that required of students attending public schools.

5. Children~~Students~~ being educated in the home by a parent, legal ~~or~~ guardian or private teacher[:][.]

   a. When a student is taught or is withdrawn from a public school to be taught by a parent, legal guardian or private teacher, the parent, legal guardian or private teacher must notify the Lane Education Service District (ESD) in writing within 10 days of such occurrence. In addition, when such a~~a home-schooled~~ student moves to a new ESD, the parent, guardian or private teacher shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD ~~superintendent~~ shall acknowledge receipt of any notification in writing within 90 days of receipt of the notification. The ESD is to notify, at least annually, the school districts of ~~home-schooled~~ students who are registered with the ESD and reside in their district;
   b. Each child~~student~~ being taught as described above~~by a parent or private teacher~~ shall be examined no later than August 15, following grades 3, 5, 8 and 10:

      (1) If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew from public school;
      (2) If the child~~student~~ never attended public or private school, the first examination shall be administered prior to the end of grade 3.
      (3) Procedures for homeschooling~~home-schooled~~ students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029;

   c. Examinations ~~testing each student~~ shall be from the list of approved examinations from the State Board of Education;
   d. The examination must be administered by a neutral, individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
   e. The person administering the examination shall score the examination and report the results to the parent or guardian. Upon request of the ESD superintendent, the parent or guardian shall submit the results of the examination to the ESD;
   f. All costs for the test instrument, administration and scoring are the responsibility of the parent or guardian;
   g. In the event the ESD superintendent finds that the child~~student~~ is not showing satisfactory educational progress, the ESD superintendent shall ~~provide the parent with a written statement of the reasons for the finding, based on the test results and shall~~ follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.

6. Children whose sixth birthday occurred on or before September 1 immediately preceding the beginning of the current school year, if the parent or guardian notified the child's resident district in writing that the parent or guardian is delaying the enrollment of their child for one school year to better meet the child's needs for cognitive, social or physical development, as determined by the parent or guardian.

7. Children who are present in the United States on a nonimmigrant visa and who are attending a private, accredited English language learner program in preparation for attending a private high school or college.

8. Children~~Students~~ excluded from attendance as provided by law.

9. Children who are eligible military children[1] are exempt up to 10 days after the date of military transfer or pending transfer indicated in the official military order.

10. An exemption may be granted to the parent or guardian of any child~~student~~ 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school, a community college or an alternative education program as defined in ORS 336.615.

11. An exemption may be granted to any child who is an emancipated minor or who has initiated the procedure for emancipation under ORS 419B.550 ~~-to~~ 419B.558.

END OF POLICY

Legal Reference(s):

ORS 153.018
ORS 163.577
ORS 339.010 - 339.095
ORS 339.139
ORS 339.990
OAR 581-021-0026
OAR 581-021-0029
OAR 581-021-0076
OAR 581-021-0077

[1] "Military child" means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

Springfield School District 19

Code: JEB
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code(s): JEB

DELETE

Entrance Age

(Refer to JEBA and other admission policies; immunization is in JHCA/JHCB)

Kindergarten

Under Oregon law children who are five years old on or before September 1 may enroll in kindergarten. Recognizing that other states and countries may have different dates for determining the legal age for school admission, the district will accept out-of-state transfer students in kindergarten who are younger than the law provides if they have legally enrolled in a public school kindergarten through the month of September.

First Grade

Children who are six years old on or before September 1 may enroll in first grade according to Oregon law.

Recognizing that other states and countries may have different dates for determining the legal age for school admission, the district will accept out-of-state transfer students in first grade if they have been legally enrolled in a public school first grade through the month of September.

Requirements

An up-to-date immunization record and/or a birth certificate or other official document verifying the date of birth are required for admission to school.

END OF POLICY

Legal Reference(s):

ORS 327.006
ORS 336.095
ORS 339.115
ORS 343.395

DELETE

Springfield School District 19

Code: JEBA
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code(s): JEBA

Early Entrance**

(This policy is required if the district allows early entrance.)

A child will be admitted into a public school if the child's~~their~~ sixth birthday occurs on or before September 1. A child~~student~~ whose sixth birthday occurs after that date may be admitted to the first grade if the child has~~they have~~ maintained regular attendance in any grade of a public full-time school during the entire school term.

A child will be admitted to kindergarten if the child's~~their~~ fifth birthday occurs on or before September 1, or is a kindergarten student transferring from a public school in another district.

However, if a student has not previously enrolled in a public school, parents may seek early entry according to district guidelines. For students who will be five between September 2 and October 1, and the parents determine that the student is ready for school, the parents must notify the district of their intent to seek early enrollment prior to August 1for that school year. After notification, parents must obtain a private evaluation by a qualified individual of their choice. After receiving the private evaluation results, a district team will determine if the student meets the district's early entry eligibility requirements.

The early~~Early~~ entry into school may be allowed for a child who has not attained the minimum age requirement, as per Oregon law, if the needs of the child~~student whose needs~~ would best be met in the school program based on an analysis by qualified professional staff of the child's:{[1]}~~their:~~

1. Cognitive development;
2. Social development; and
3. Physical development.

The superintendent or designee shall identify screening processes and instruments which will provide a dependable assessment of the preceding criteria.

Parents are~~will be~~ required to pay the cost of the special testing involved.{[2]}

END OF POLICY

{[1] District should make sure the assessments being used are administered in the child's native language and are not discriminatory.}

{[2] District should consider the impact charging for testing may have on low income families. This model policy and attached administrative regulation state that testing/evaluation is paid by the parents. Modify language and practice in both if the district has other practices for payment of required testing/evaluation.}

Legal Reference(s):

ORS 327.006
ORS 332.107
ORS 336.092
ORS 336.095
ORS 339.010
ORS 339.065
ORS 339.115
ORS 343.395

Springfield School District 19

Code: JECA
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code(s): JECA

Admission of Resident Students**

Resident students may be admitted under the following conditions:

1. A school-age student who lives within the district attendance area between the ages of 5 and 19 shall be allowed to attend school without paying tuition.

2. A student who turns 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.

3. The Board may admit an otherwise eligible student who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if the student is~~they have~~ shown to be in need of additional education in order to receive a diploma or a modified diploma. This student may attend school without paying tuition for the remainder of the school year.

4. The Board shall admit an otherwise eligible student who has not yet attained age 21 prior to the beginning of the current school year if the student is receiving special education services and:

   a. Has not yet received a regular high school diploma; or
   b. Has received a modified diploma, an extended diploma or an alternative certificate.

5. ~~A student with disabilities shall be considered a resident in which the child's parent or guardian resides under criteria identified in Oregon Revised Statute (ORS) 339.134.~~

~~6.~~5. Students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.

~~7. A student with disabilities voluntarily placed outside the home by their parent or guardian may continue to attend the school the student was attending prior to the placement as a district resident, when the student's parent or guardian and school staff can demonstrate it is in the student's best interest.~~

~~8.~~6. Students who are military children[1] are considered resident of the district, if the district is the district of military residence[2] for the military child. Parents of military students must provide proof of

[1] "Military child" means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

[2] "School district of military residence" means the school district in which 1) the family of a military child intends to reside as the result of a military transfer; or 2) if the school district in which the family intends to reside is unknown, the school district in which the military installation identified in the official military order is located.

residency within 10 days after the date of military transfer or pending transfer indicated on the official military order.

The Board may, based on district criteria, deny regular school admission to a student who has become a resident student and who is under expulsion from another district for reasons other than a weapons policy violation.

The Board shall deny, for at least one calendar year from the date of the expulsion, regular school admission to a student who has become a resident student and who is under expulsion from another district for a weapons policy violation.

The Board may, based on district criteria, provide alternative programs of instruction to a student expelled for a weapons policy violation.

END OF POLICY

Legal Reference(s):

ORS 109.056
ORS 327.006
ORS 339.115
ORS 339.133
ORS 339.134
ORS 339.139
ORS 433.267

Springfield School District 19

Code: JECAA
Adopted:

Admission of Part-Time Private School Students

The Board reserves the right to accept or reject the part-time admission of students from private schools and who live outside the district based upon the availability of space, resources, personnel, appropriate programs and upon a positive review of education records.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 339.030 ORS 339.035

PROPOSED

Springfield School District 19

Code: JECB
Adopted: 4/28/14
Revised/Readopted: 9/14/20
Orig. Code(s): JECB

Admission of Nonresident Students

The district may enroll nonresident students as follows:

1. Interdistrict Transfer Agreement.~~:~~ By written consent of the affected school boards, the~~. The~~ student becomes a resident student~~pupil~~ of the attending district thereby allowing the attending district to receive State School Fund moneys;

2. Tuition Paying Student.~~:~~ By ~~unilaterally~~ admitting ~~with tuition a~~ nonresident student with tuition, whereby neither affected districts are~~district is~~ eligible for State School Fund moneys;

3. Court Placement.~~:~~ If a juvenile court determines it is in the student's best interest, a student placed in a substitute care program outside the district will continue to be considered a resident student and allowed to attend the school the student attended prior to placement. The public agency placing the student in a substitute care program will be responsible for the transportation of the student, if public agency funds are available.

The Board shall deny regular school admission to nonresident students who are under expulsion from another district for a weapons policy violation. The Board may, based on district criteria, deny regular school admission to nonresident students who are under expulsion from another district for reasons other than a weapons policy violation.

Consent for Admission of a Nonresident Student by Interdistrict Transfer or Consent for Admission of a Tuition Paying Student

Annually, by March 1, the Board shall establish the number of student transfer requests into the district, and out of the district, to which consent will be given for the upcoming school year.

The Board may not consider nor ask for any information from the student about race, religion, sex, sexual orientation, gender identity, ethnicity, national origin~~origins~~, disability, health, whether a student has an individualized~~individual~~ education program (IEP) or the terms of that IEP, identified as talented and gifted, income level, residence, proficiency in English, athletic ability, or academic records. The Board may not request or require the student to participate in an interview, tour any of the schools or facilities, or otherwise meet with any representatives of the school or district prior to the district deciding whether to give consent.

The Board may only ask for the student's name, contact information, date of birth, grade level, whether the student may be given priority on consent for admission (see the following paragraph for priorities), information about which schools the student prefers to attend, and whether the student is currently expelled.

If the number of students seeking consent exceeds the number of spaces, the Board will use an equitable lottery selection process. The process may give priority to students who have siblings currently enrolled in the district; who previously received consent for admission because of a change in legal residence; or who attended a public charter school located in the same district in which the student seeks to attend, for three consecutive years, completed the highest grade offered by the public charter school, and did not enroll and attend school in another district following completion of that highest grade in the public charter school. The Board may revise the maximum number of students to whom consent will be given at a time other than the annual date established by the Board if there are no pending applications for consent.

If the Board decides not to give consent to a student the Board must provide a written explanation to the student.

The district may require minimum standards of behavior and/or attendance once the student has been accepted. The minimum standards must be the same for all students that are given consent. The district is not allowed to establish minimum standards for academics as a criteria for the student to remain in the district. Students whose consent is revoked for violation of set attendance and/or behavior standards will not be allowed to apply for consent to return to this district in the same or the following school year.

The Board may determine the length of time the consent is given. Any limitations in length of time must be applied consistently among all students to whom consent is~~was~~ given.

The district is not required to provide transportation outside the boundaries of the district. The student will be~~maybe~~ allowed~~, space permitting,~~ to use existing bus routes and transportation services of the district. Transportation will be provided if required by federal law.

The attending district is responsible for a free appropriate public education for those students on an IEP.

END OF POLICY

Legal Reference(s):

ORS 174.100
ORS 327.006
ORS 329.485
ORS 335.090
ORS 339.115 - 339.133
ORS 339.141
ORS 339.250
ORS 343.221
ORS 433.267
OAR 581-021-0019

Springfield School District 19

Code: JECBA
Adopted: 2/13/17
Revised/Readopted: 9/14/20
Orig. Code(s): JECBA

Admission of International Study or Exchange Students

In the interest of furthering better understanding and improving human relations among district students and youth from all parts of the world, the school Board encourages the high schools to participate in student International Study or Exchange programs.

International Study or Exchange students must meet the regulations and expectations of local students, including immunization requirements. No student will be enrolled until all standards for admission have been cleared. Information such as the student's name, nationality, age, sponsor's name, host family's name and address, immunization information and health records, school transcript and English proficiency documents will be required upon application submission.

International Study or Exchange students must be a 10th or ~~11~~12th grade student, hold a J-1 visa, attend for a full academic year and maintain a full day academic schedule. Completion of an International Study or exchange program does not result in the award of a Springfield School District (SPS) high school diploma.

International Study or Exchange students are required meet a minimum language ability scores. Springfield School District accepts SLEP (minimum scaled score of ~~48~~65) and ELTiS (minimum ~~Level 5~~ score ~~of 215~~); SPS does not accept TOEFL test scores. Sponsoring agencies for International Study or Exchange students found to require additional ELL services will be billed for those services.

International Study or Exchange students are required to participate with an agency that is recognized and meets standards set by CSIET (The Council on Standards for International Educational Travel).

International Study or Exchange students must reside within the attendance boundaries of the high school they are approved to attend. International Study or Exchange students are not eligible to transfer schools or districts.

The district will not approve any International Study or Exchange student should there be a current waiting list of transfer students to either Springfield or Thurston High Schools.

Exchange students attending district schools on a J-1 Visa as part of a group-sponsored program are not required to pay tuition.

International Study students approved to attend a charter school (whether it be a Springfield District sponsored charter or not) may not enroll or take classes at another district school. Participate in athletics or extra-curricular activities will be allowed as per state law.

International Study or Exchange students are not eligible to attend Gateways High School.

Exchange students must agree to abide by the district policies and regulations and those of the high school they are attending.

At the time of admission to the district, the exchange student must be at least 16 years of age but not older than 18 years of age and cannot be a graduate of high school in their own nation.

International Study or Exchange students will be encouraged to participate in all student activities and will be eligible to participate in interscholastic athletics, provided academic requirements and Oregon School Activities Association criteria are met.

The district reserves the right to limit the number of exchange students.

END OF POLICY

Legal Reference(s):

ORS 339.133 ORS 433.267 OAR 581-022-2000

Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1324, 1363, 1367 (2012).

Springfield School District 19

Code: JECBB
Adopted: 9/14/20
Orig. Code(s): JECBB

Intradistrict Transfer Students

With the superintendent's approval, the district may grant the request of a resident student to attend another school in the district, provided the receiving school agrees to that request.

Students who attend a district school identified as persistently dangerous, or who are victims of a violent criminal offense occurring in or on the grounds of the school the student attends, may transfer to a safe public school in the district, including transfer to a public charter school in the district.

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

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 339.133 OAR 581-021-0045

Every Student Succeeds Act, 20 U.S.C. § 7912 (2012).

Springfield School District 19

Code: JECBD
Adopted: 6/23/08
Revised/Readopted: 9/14/20
Orig. Code(s): JECBD

~~Homeless Students~~Students Experiencing Houselessness**

~~Homeless s~~Students experiencing houselessness[1] in the district will have access to the educational and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held.

A liaison for students in ~~homeless~~ houseless situations will be designated by the district to carry out duties as required by law.

The district will ensure that ~~homeless~~ students experiencing houselessness are not stigmatized nor segregated in a separate school or program on the basis of their status as ~~homeless~~houseless. A district will admit a ~~homeless~~ student experiencing houselessness in accordance with the student's best interest, to the student's school of origin or enroll the student in a district school in the attendance area in which the ~~homeless~~ student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation will[2] ~~may~~ be provided in accordance with law.

The superintendent or designee will develop administrative regulations to remove barriers to access and participation~~participate~~ by ~~homeless~~ such students.

END OF POLICY

Legal Reference(s):

ORS 109.056
ORS 327.006
ORS 339.115(7)
ORS 339.133
ORS 433.267

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 (2012).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

[1] McKinney-Vento Homeless Assistance Act uses the terms "homelessness" and "homeless."

[2] McKinney-Vento Homeless Assistance Act (see 42 U.S.C. § 11432(g)(1)(J)(iii)).

Springfield School District 19

Code: JECC
Adopted: 2/13/17
Revised/Readopted: 9/14/20
Orig. Code(s): JECC

Assignment of Students to Schools**

Students will attend the school in the attendance area in which their parent or legal guardian live, unless as otherwise provided by state and federal law.

When a student moves into another Springfield attendance area after the school year has begun, the parents may complete a transfer application and they may remain at the former school as space allows.

Students who wish to attend another Springfield school outside of their assigned school boundary should follow the policies and procedures outlined in Board policy JECCA - Intra-district Transfers. In all such cases, parents must provide transportation, as outlined in Board policy.

A student who becomes a victim of a violent criminal offense, as determined by state law, while in or on the grounds of a school the student attends, or any student attending a district school that is identified by the Oregon Department of Education (ODE) as persistently dangerous, may transfer to a safe district school that has not been identified as in need of improvement.

Additionally, as provided by Oregon Revised Statute (ORS) 329.485, the district may allow a student who has not met or has exceeded all of the state standards at grades 3, 5, 8 and 10 to attend another district school outside the student's attendance area.

The district will provide transportation, as provided by Board policy EEA -Student Transportation Services. That obligation will end at the completion of the school year for students transferring from a school identified for improvement or as persistently dangerous, if the school from which the student has transferred is no longer identified for improvement, subject to corrective action, restructuring or persistently dangerous.

Notice to parents of their right to request the transfer of their student as provided by this policy will be provided as required by law.

Attendance areas are subject to annual adjustment to balance student enrollment as outlined in Board policy JC -School Attendance Areas.

END OF POLICY

Legal Reference(s):

ORS 329.485 ORS 332.107 OAR 581-021-0045

Every Student Succeeds Act, 20 U.S.C. § 7912 (2012).

Springfield School District 19

Code: JECF
Adopted: 2/13/17
Revised/Readopted: 9/14/20
Orig. Code(s): JECF

Interdistrict (Out-of-District Transfer of Resident Students)

Interdistrict Transfer

The Board recognizes there may be circumstances that arise in which a resident student may benefit from attendance in another public school in the state. Consequently, a student who resides within district boundaries may be released to attend school in another district that agrees to accept the student. The agreement will be by written consent of the affected school boards or designees whereby the student becomes a "resident student" of the attending district, allowing the attending district to receive State School Fund moneys. Any additional fees or tuition costs are the responsibility of the parent.

When the resident district approves the release of a resident student to another school district, the student or their parent(s) will be solely responsible for transportation unless federal or state law requires transportation to be provided by the district. When a resident student, who is on an individualized education plan (IEP) is accepted to another district by an interdistrict transfer, the attending district becomes responsible for a free appropriate public education (FAPE).

Additionally, an interdistrict transfer of a resident student will be permitted, as appropriate, to meet the requirements to provide a safe public school choice in the Every Student Succeeds Act (ESSA).

The resident district may not impose any limitations on the length of time for which consent is given to the student requesting release to another district.

The resident district shall not require a student to receive consent more than one time when the student requests admission to the same receiving district, regardless of any time limitations imposed by the receiving district.

The district shall allow the student whose legal residence changes to a different district during the school year or summer between school years, to complete the school year in the district if the student chooses to do so.

Safe Public School Choice Transfer Requests

An interdistrict~~inter-district~~ transfer[1] may ~~also~~ be permitted in the event a student has been a victim of a violent criminal offense occurring in or on the grounds of a school the student attends, or the student attends a school identified as persistently dangerous~~,~~ and all other district schools the student may transfer

[1] Districts are encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring district to accept transfer students if there is not another school in the district in which the student legally resides for the transferring student.

to are also identified as persistently dangerous or there is no other district school to which the student may transfer. The transfer must be to a safe school.

~~Homeless~~ Student Experiencing Houselessness

A ~~homeless~~ student experiencing houselessness residing in the district and the student's parent, or in the case of an unaccompanied student, the district's liaison for ~~homeless~~ such students, may request that the student attend their school of origin[2]~~,~~ located out-of-district. The request will be considered based on the best interest of the student. The student may continue in their school of origin for the duration of the student's homelessness. Transportation to an out-of-district school will[3] be provided in accordance with law.

The superintendent is directed to establish procedures for the review of any student request~~requests~~ to attend school in another school district.

END OF POLICY

Legal Reference(s):

ORS 327.006	ORS 339.141	ORS 433.267
ORS 329.485	ORS 339.147	
ORS 332.107	ORS 339.155	OAR 581-021-0019
ORS 335.090	ORS 339.250	
ORS 339.115 - 339.133	ORS 343.221	

Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1324, 1363, 1367 (2012).
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 (2012).
Every Student Succeeds Act, 20 U.S.C. § 7912 (2012).

[2] "School of origin" means the school that a student attended when permanently housed or the school in which the student was last enrolled. When the student has completed the final grade served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

[3] McKinney-Vento Homeless Assistance Act (see 42 U.S.C. 11432(g)(1)(J)(iii)).

Springfield School District 19

Code: JED
Adopted: 12/12/11
Revised/Readopted: 9/14/20
Orig. Code(s): JED

Student Absences and Excuses

It is the student's responsibility to maintain regular attendance in all assigned classes. A student's absence~~Absence~~ from school or class will be excused under the following circumstances:

1. Illness, including mental and behavioral health of the student;

2. Illness of an immediate family member when the student's presence at home is necessary;

3. Emergency situations that require the student's absence;

4. Field trips and school-approved activities;

5. Medical (dental) appointments. Confirmation of appointments may be required;

6. Student is a dependent of a member of the U.S. Armed Forces[1] who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;~~.~~

7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify a parents or ~~/~~guardians by the end of the school day if their child has an unplanned or unexcused absence. The notification will be either in person, ~~or~~ by telephone or another method identified in writing by the parent or guardian. If the parent or ~~/~~guardian cannot be notified by the above methods, a message shall be left, if possible.

Additionally, the superintendent or designee will develop procedures whereby those students who are considered truant may be subject to the following penalties: detention, suspension[2] and/or ineligibility to participate in athletics or other activities.

END OF POLICY

Legal Reference(s):

[1] U.S. Armed Forces includes the Army, Navy, Air Force, Marine Corps and Coast Guard of the United States; reserve components of the Army, Navy, Air Force, Marine~~Marines~~ Corps and Coast Guard of the United States; and the National Guard of the United States and the Oregon National Guard.

[2] The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:
1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

ORS 109.056
ORS 332.107
ORS 339.030
ORS 339.055
ORS 339.065
ORS 339.071
ORS 339.250
ORS 339.420
OAR 581-021-0046
OAR 581-021-0050
OAR 581-023-0006(11)

Springfield School District 19

Code: JEDA
Adopted: 5/09/16
Revised/Readopted: 9/14/20
Orig. Code(s): JEDA

Truancy

"Truancy" is defined as absence from school without permission.

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

With these beliefs in mind, the district will develop procedures that foster a partnership with parents in the early detection of truancy, related counseling and appropriate consequences.[1]

END OF POLICY

Legal Reference(s):

ORS 339.040 to -339.090
ORS 339.240
ORS 339.250
OAR 581-021-0050 to -0075

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

Springfield School District 19

Code: JEF
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code(s): JEFB

Release Time for Religious Instruction**

Upon application of parent or guardian, or if the student has attained the age of majority, upon application of the student, a student attending the public schools may be excused from school to attend weekday schools giving instruction in religion based upon the following time:

Elementary grades K-8 - Not exceeding two hours in any week.

Secondary grades 9-12 - Not exceeding five hours in any week.

Students not attending religious instruction will continue with the regular school program.

The administration shall have procedures for dismissing and recording excused absences for students attending religious instruction.

Any student unable to attend classes on a particular day due to religious beliefs shall be excused from attendance requirements for that day.

No such absence shall be counted against a student in determining exclusion, failure or reduction of grades. Any tests and assignments a student misses because of religious instruction shall be given to the student at another time.

END OF POLICY

Legal Reference(s):

ORS 339.420
ORS 659.850 OAR 581-021-0046

Dilger v. Sch. Dist. 24CJ, 222 Or. 108 (1960).

Springfield School District 19

Code: JF/JFA
Adopted: 4/28/14
Revised/Readopted: 9/14/20
Orig. Code(s): JF/JFA

Student Rights and Responsibilities

The Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. In connection with these rights are responsibilities that must be assumed by students.

Among these student rights and responsibilities are the following:

1. Civil rights — including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;

2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;

3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure theirhis/her rights;

4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;

5. The right to privacy, which includes privacy with respect to the student's education records.

Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior.

Students' rights and responsibilities, including standards of conduct, will be made available to students, their parents and employees through information distributed annually.

END OF POLICY

Legal Reference(s):

ORS 332.061
ORS 332.072
ORS 337.150
ORS 339.155
ORS 339.240
ORS 339.250
ORS 659.850
ORS 659.865
OAR 581-021-0045
OAR 581-021-0046
OAR 581-021-0050 to -0075
OAR 581-022-2310

Hazelwood Sch. District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).

Springfield School District 19

Code: JFC
Adopted: 4/28/14
Revised/Readopted: 9/14/20
Orig. Code(s): JFC

Student Conduct**

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff and conduct themselves in an orderly manner at school during the school day or during district-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and to maintain a productive learning environment. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

A student handbook, code of conduct or other document shall be developed by district administration, in cooperation with staff, and will be made available and distributed to parents, students and employees outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct. In addition, each school in the district shall publish a student/parent handbook detailing additional rules specific to that school. All rules applying to student conduct shall be posted in a prominent place in each school building.

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.[1]

[1] The district is prohibited from retaliating against any student "for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation." ORS 659.852.

The district will annually record and report expulsion data for conduct violations as required by the Oregon Department of Education.

END OF POLICY

Legal Reference(s):

ORS 339.240
ORS 339.250
ORS 659.850
OAR 581-021-0050 - 0075

Nondiscrimination on the Bases of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).Tinker v. Des Moines Sch. Dist., 393 U.S. 503 (1969).
Hazelwood Sch. District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).
Shorb v. Grotting and Powers Sch. Dist., Case No. 00CV-0255 (Coos County Circuit Ct.) (2000).
Ferguson v. Phoenix Talent Sch. Dist. #4, 172 Or. App. 389 (2001).
Morse v. Frederick, 551 U.S. 393, 127 S. Ct. 2618 (2007).
C.R. v. Eugene S.D. 4J, No. 12-1042, U.S. District Court of OR (2013).

Springfield School District 19

Code: JFCA
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code(s): JFCA

Student Dress and Grooming**

Responsibility for dress and grooming rests primarily with students and their parents~~. However,~~ the district expects student dress and grooming to meet standards which~~that~~ ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;

2. Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met.

END OF POLICY

Legal Reference(s):

ORS 339.240
ORS 339.250
OAR 581-021-0026(10)
OAR 581-021-0050 - 0075

Springfield School District 19

Code: JFCB
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code(s): JFCB

Care of District Property by Students**

It is each student's responsibility to show respect for all district property. Any student who willfully damages or defaces district property will be disciplined.

The Board declares its intent to hold students and their parents or guardians responsible for loss or damage of district property. Notice of the district's intent will be provided annually in the district *Student Responsibilities and Rights Handbook*.

END OF POLICY

Legal Reference(s):

ORS 30.765
ORS 339.250
ORS 339.270
OAR 581-021-0050 to -0075

Springfield School District 19

Code: JFCE/JFCEA
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code(s): JFCE/JFCEA

Secret Societies/Gang Activity

It is the policy of this district that membership in gangs, secret fraternities or sororities, or in other clubs not sponsored by established agencies or organizations, is prohibited.

No secret society of any kind, including a fraternity or sorority, will be permitted in any public school in the district.

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on district grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community are forbidden.

Incidents involving initiations, hazing, harassment, menacing, bullying, intimidation and/or related activities are prohibited.

Any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or the educational environment for student(s) will be subject to disciplinary action up to and including suspension or expulsion.

END OF POLICY

Legal Reference(s):

ORS 336.109
ORS 339.240 - 339.280
ORS 339.885
ORS 659.850
OAR 581-021-0050 to -0075

Olesen v. Board of Educ. of Sch. Dist., 676 F. Supp. 820 (N.D. Ill. 1987).
Neuhaus v. Federico, 12 Or. App. 314 (1973).
Burkitt v. Sch. Dist. No. 1, 195 Or. 471 (1952).
Tinker v. Des Moines Community Sch. District, 393 U.S. 503 (1969).

Springfield School District 19

Code: JFCEB
Adopted: 9/14/20
Orig. Code(s): JFCEB

Personal Electronic Devices and Social Media**

(Version 1)

Students may be allowed to use and possess personal electronic devices on district property and at district-sponsored activities provided such devices are not used in any manner that may disrupt the learning environment or district-sponsored activities, or violate Board policies, administrative regulations, school or classroom rules, state and federal law.[1]

As used in this policy, a "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

If the district implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.

Students may not use district equipment to access social media websites, while on district property or at district-sponsored activities, unless the access is approved by a district representative.

The district will not be liable for personal electronic devices brought to district property and district-sponsored activities. The district will not be liable for information or comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment.

The superintendent is directed to develop administrative regulations and/or approve school rules as necessary to ensure that student use of such devices is consistent with this policy. Administrative regulations may include grade- or age-level possession and/or use restrictions by students on district property and at district-sponsored activities; consequences for violations; a process for responding to a student's request to use a personal electronic device, including an appeal process if the request is denied; and such other provisions as the superintendent may deem necessary. The superintendent is responsible for ensuring that pertinent provisions of Board policies, administrative regulations and school rules governing

[1] The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

personal electronic devices are included in staff handbooks and student/parent handbooks, reviewed annually and updated as necessary.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 336.840

Copyrights, 17 U.S.C. §§ 101-1332 (2012); 19 C.F.R. Part 133 (2017).

Springfield School District 19

Code: JFCF
Adopted: 12/10/12
Revised/Readopted: 9/14/20
Orig. Code(s): JFCF

Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence ~~and~~or Domestic Violence – Student**

The Board, in its commitment to providing a safe, positive, and productive learning environment for all students, will consult with parents/guardians, employees, volunteers, students, administrators, and community representatives in developing this policy in compliance with applicable Oregon law.

Hazing, Harassment, intimidation, or bullying, menacing, and acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited in the district. Teen dating violence is unacceptable behavior and prohibited. Each student has the right to a safe learning environment.

Retaliation against any person who is a victim of~~r~~, who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation or bullying, menacing, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action~~actions~~.

Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Students, staff, or third parties may also be referred to law enforcement officials.

The principal and the superintendent are responsible for ensuring that this policy is implemented.

Definitions

"District" includes district facilities, district premises, and nondistrict property if the student is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events where students are under the jurisdiction of the district.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

"Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation, or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, and having the effect of:

1. Physically harming a student or damaging a student's property;

2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or

3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

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

"Teen dating violence" means:

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

2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

"Domestic violence" means abuse ~~by one or more of the following acts~~ between family and/or household members, as those terms are described in ORS 107.705.[1]

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[1] ~~"Family or household members" [as defined in ORS 107.705.] OR [means any of the following:~~
~~1. Spouses;~~
~~2. Former spouses;~~
~~3. Adult persons related by blood, marriage or adoption;~~
~~4. Persons who are cohabiting or who have cohabited with each other;~~
~~5. Persons who have been involved in a sexually intimate relationship with each other within two years immediately preceding the filing by one of them of a petition under Oregon Revised Statute 107.710;~~
~~6.~~1. ~~Unmarried parents of a child.~~

~~1. Attempting to cause or intentionally, knowingly, or recklessly causing bodily injury;~~

~~2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;~~

~~Causing another to engage in involuntary sexual relations by force or threat of force.~~

"Cyberbullying" is the use of any electronic communication device to harass, intimidate~~,~~ or bully.

"Retaliation" means any acts of, including but not limited to, hazing, harassment, intimidation or bullying, menacing, or cyberbullying toward the victim, a person in response to an actual or apparent reporting of, or participation in the investigation of, hazing, harassment, intimidation or bullying, menacing, teen dating violence, ~~and~~ acts of cyberbullying, or retaliation.

"Menacing" includes, any act intended to place a district employee, student, or third party in fear of imminent serious physical injury.

Reporting

The principal will take reports and conduct a prompt investigation of any reported acts~~report~~ of hazing, any act o~~f harassmen~~t, intimidation or bullying, menacing, cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of this policy shall immediately report concerns to the principal who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity, or in a vehicle used for district-provided transportation, shall immediately report the incident to the principal. Failure of an employee to report anyan act of hazing, harassment, intimidation or bullying, menacing, cyberbullying, or , teen dating violence~~, or an act of cyberbullying~~ to the principal may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels they have been subjected to an act of hazing, harassment, intimidation~~harassed, intimidated o~~r bullying, menacing, or cyberbullying or feel they have~~bullied, be~~en a victim of teen dating violence~~, or acts of being cyberbullied~~ in violation of this policy, is encouraged to immediately report ~~their~~ concerns to the principal who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report concerns to the principal.

A report made by~~from~~ a student or volunteer may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair.

The person who makes~~making~~ the report shall be notified when the investigation has been completed and, as appropriate, the findings of the investigation and any remedial action that has been taken. The person who made~~making~~ the report may request that the superintendent or designee review the actions taken in the initial investigation, in accordance with district complaint procedures.

Notification to Parents or Guardians

The principal shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying.

The notification must occur with involvement and consideration of the needs and concerns of the student who was the subject to an act of harassment, intimidation, bullying or cyberbullying. The notification is not required if the principal reasonably believes notification could endanger the student who was subjected to an act of harassment, intimidation, bullying or cyberbullying or if all of the following occur:

1. The student who was subjected to an act of harassment, intimidation, bullying, or cyberbullying requests that notification not be provided to the student's parents or guardians.

2. The principal determines that notification is not in the best interest of the student who was subjected to an act of harassment, intimidation, bullying, or cyberbullying; and

3. The principal informs the student that federal law may require the student's parents and guardians to have access to the student's education record, including any requests of nondisclosure (from item 1 above).

If the principal determines the notification is not in the best interest of the student, they must inform the student of that determination prior to providing notification.

When notification is provided, the notification must occur:

1. Within a reasonable period of time; or

2. Promptly, for acts that caused physical harm to the student.

Training and Education

The district shall incorporate into existing training programs for students, ~~and staff~~ information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, and acts of cyberbullying and this policy.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades~~grade~~ 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence, domestic violence, and acts of cyberbullying and this policy.

Notice

The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student or staff handbook, school and district's~~district~~ website, and school and district office

Complaint procedures, as established by the district, shall be followed.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by ODE.

END OF POLICY

Legal Reference(s):

[ORS 163.190]	ORS 332.072	OAR 581-021-0046
[ORS 163.197]	ORS 332.107	OAR 581-021-0055
ORS 107.705	ORS 339.240	OAR 581-022-2310
ORS 166.065	ORS 339.250	OAR 581-022-2370
ORS 166.155 - 166.165	ORS 339.351 - 339.368	
ORS 174.100	OAR 581-021-0045	

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

Springfield School District 19

Code: JFCG/JFCH/JFCI
Adopted: 2/08/16
Revised/Readopted: 9/14/20
Orig. Code(s): JFCG/JFCH/JFCI

Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems**

Student substance abuse, possession, use, distribution or sale of tobacco products, ~~or~~ inhalant delivery systems, alcohol or unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug, on or near any district property or grounds, including parking lots, or while participating in school-sponsored activities is prohibited and will result in disciplinary action. If possession, use, distribution or sale occurred near district grounds, disciplinary action may include removal from any or all extracurricular activities and/or denial or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). If possession, use, distribution or sale occurred on district grounds, at school-sponsored activities or otherwise while the student was under the jurisdiction of the school, students will be subject to discipline up to and including expulsion. Denial and/or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges may also be imposed. A student may be referred to law enforcement officials. Parents will be notified of all violations involving their student and subsequent action taken by the school.

For the purpose of this policy, "tobacco products" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

For the purpose of this policy, "inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

A referral to community resources and/or cessation programs designed to help the student overcome tobacco product, inhalant delivery system, alcohol or unlawful drug use may also be made. The cost of such programs are the individual responsibility of the parent and the private health care system.

Clothing, bags, hats and other personal items used to display, promote or advertise tobacco products, inhalant delivery systems, alcohol or unlawful drugs are prohibited on all district grounds, including parking lots, at school-sponsored activities and in district vehicles.

Any person under age 21 possessing a tobacco product or inhalant delivery system on district property, in a district facility or while attending a district-sponsored activity is in violation of state law and is subject to a court-imposed fine.

Any person who distributes, sells or allows to be sold, tobacco products or any substance sold for the purpose of being smoked, vaporized or aerosolized, in any form, ~~or~~ a tobacco-burning or inhalant delivery system device, to a person under 21 years of age is in violation of state law and is subject to a court-imposed fine.

An "unlawful drug" is any drug as defined by the Controlled Substances Act including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). As used in this policy, unlawful drug also means possession, use, sale or supply of prescription and nonprescription drugs in violation of Board policy and any accompanying administrative regulation~~regulations~~.

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

END OF POLICY

Legal Reference(s):

ORS 153.018
ORS 161.605
ORS 161.625
ORS 163.575
ORS 332.107
ORS 336.067
ORS 336.222
ORS 336.227
ORS 339.240
ORS 339.250
ORS 339.883
ORS 431.845
ORS 431A.175
ORS 431A.178
ORS 433.835 - 433.990
ORS Chapter 475

OAR 581-021-0050 - 0075
OAR 581-021-0110
OAR 581-022-2045
OAR 581-053-0230(9)(s)
OAR 581-053-0330(1)(m)-(o)
OAR 581-053-0430(12)-(14)
OAR 581-053-0531(11)-(13)
OAR 581-053-0630
OAR 584-020-0040

Controlled Substances Act, 21 U.S.C. § 812 (2012); Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11-1308.15 (2017).
Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2012).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7118 (2012).

Springfield School District 19

Code: JFCHA
Adopted: 2/13/12
Revised/Readopted: 9/14/20
Orig. Code(s): JFCHA

Use of Alcohol for Cooking**

The Board allows the use of alcoholic beverages in specified classes, competitions or demonstrations in grades 9-12 under the following circumstances:

1. As an ingredient in cooking or food preparations in a culinary arts class; or

2. In preparation for a culinary competition or demonstration by students.

Alcoholic beverages for the above purposes will be used only while students are under adult supervision.

The alcoholic beverages must be securely stored while not in use.

The culinary teacher must include advanced notification if alcohol will be used in class. This may be in the form of a class syllabi or letter home to parents. Students may opt out of participation in any lesson or demonstration where alcohol is being used as an ingredient, and a substitute project will be provided.]

The parent or guardian of each student participating in a culinary project using alcoholic beverages must provide written consent for the student to use the alcoholic beverages in the project. If consent is not provided or the student chooses not to participate, the district shall allow the student to participate in an alternative project.

A district employee who provides alcoholic beverages to students as an ingredient for cooking in a culinary class, contest or demonstration will not be in violation of laws prohibiting providing alcohol to a minor.

A student using an alcoholic beverage for cooking in a culinary class, contest or demonstration will not be in violation of laws prohibiting possession of alcohol by a minor.

END OF POLICY

Legal Reference(s):

ORS 336.441 ORS 471.001

Springfield School District 19

Code: JFCJ
Adopted: 4/28/14
Revised/Readopted: 9/14/20
Orig. Code(s): JFCJ

Weapons in the Schools**

Students shall not bring, possess, conceal or use a weapon on or at any~~district~~ property under the jurisdiction of the district, any~~,~~ activities under the jurisdiction of the district or any interscholastic activities administered by a voluntary organization.

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

The superintendent may authorize persons to possess weapons for courses, programs and activities approved by the district and conducted on district property. The district will post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under Oregon Revised Statute (ORS) 166.370.

For purposes of this policy, and as defined by state and federal law, "weapon" includes:

1. A "dangerous weapon" means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;

2. A "deadly weapon" means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;

3. A "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device;

4. A "destructive device" includes but is not limited to~~means~~ any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and ~~patrons~~community members.

Replicas of weapons, fireworks and pocket knives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities

Prohibited weapons replicas of weapons fireworks and pocket knives are subject to seizure or forfeiture.

In accordance with Oregon law, any district employee who has reasonable cause to believe a student or other person, while in a school, is or ~~has,~~ within the previous 120 days has~~, unlawfully~~ been in possession of a firearm or destructive device, as defined by this policy, shall immediately report such violation to an administrator or~~, his/her~~ designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations for firearms or destructive devices have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device.

A person making a report as described above who has reasonable grounds for making the report is immune from liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the report. The identity of a person participating in a good faith report as described above may not be disclosed except when allowed by law.

Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator.

Students determined~~found~~ to have brought, possessed, concealed or used a firearm, as defined in policy, in violation of this policy or state law shall be expelled from school for a period of not less than one year. All other violations of the policy will result in discipline ~~up to~~ and may include~~including~~ expulsion and/or referral to law enforcement, as appropriate. The superintendent may, on a case-by-case basis, modify this expulsion requirement. The superintendent may propose alternative programs of instruction or instruction combined with counseling that are ~~age~~ appropriate and accessible to the student, and shall provide such information in writing to the student and the parent in accordance with law[1]. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA~~/JGEA~~ – Discipline of Students with Disabilities~~,~~ and accompanying administrative regulation.

~~Weapons under the control of law enforcement personnel or a person who has a valid license under ORS 166.291 and 166.292 are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports.~~

~~The district may post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.~~

[1] At least once every six months or at any time the information changes because of the availability of new programs.

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

"Gun-Free School Zone" signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise excepted by law or this policy, shall be reported to the appropriate law enforcement agency.

The superintendent will annually report the name of each school and the number of students from each listed schools expelled for bringing, possessing, concealing or using a firearm to the Oregon Department of Education.

END OF POLICY

Legal Reference(s):

ORS 161.015	ORS 339.240	OAR 581-053-0010(5)
ORS 166.210 - 166.370	ORS 339.250	OAR 581-053-0230(9)(k)
ORS 166.382	ORS 339.315	OAR 581-053-0330(1)(r)
ORS 332.107		OAR 581-053-0430(17)
ORS 339.115	OAR 581-021-0050 - 0075	OAR 581-053-0531(16)

Gun-Free School Zones Act, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2018).
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2018).
Youth Handgun Safety Act, 18 U.S.C. §§ 922(x), 924(a)(6) (2018).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101, 7111-7121 (2018).

Springfield School District 19

Code: JFCL
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code(s): JFCL

Laser Pens

Due to the potential for the disruption of the school environment and the risk of permanent eye damage, student use or possession of laser pens or similar devices while on district property, while attending a district-sponsored activity on or off district property, or while traveling to or from any school event is prohibited.

Any student found to be in violation of this policy will be subject to discipline, including the confiscation of the laser pen. Confiscated pens will be taken to the principals' office for the parents to retrieve.

Staff wishing to use laser pens for instructional purposes shall do so only with prior building administrator approval.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 339.250
OAR 581-021-0065
OAR 581-021-0070

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).

Springfield School District 19

Code: JFCM
Adopted: 4/27/09
Revised/Readopted: 9/14/20
Orig. Code(s): JFCM

Threats of Violence**

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage any district property, shall not be tolerated on district property or at activities under the jurisdiction of the district.

Students shall be instructed of the responsibility to inform a teacher, counselor or administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the district. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence the staff member~~they~~ has knowledge of, has witnessed or received. All reports will be promptly investigated.

Students found in violation of this policy shall be subject to discipline up to and including expulsion. The principal shall notify the parent or guardian of any student in violation of this policy and the disciplinary action imposed. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and Board policy.

The principal shall, in determining appropriate disciplinary action, consider:

1. Immediately removing from the classroom setting~~,~~ any student who has threatened to injure another person or to severely damage district property;

2. Placing the student in a setting where the behavior will receive immediate attention from an administrator, counselor, licensed mental health professional or others;

3. Requiring the student to be evaluated by a licensed mental health professional before allowing the student to return to the classroom setting[1].

The district may enter into contracts with licensed mental health professionals to perform student evaluations. Funds for evaluations, other disciplinary options or other procedures as may be required by law and this policy shall be provided by the district.

[1] [A student removed from the classroom setting for an evaluation may not be removed for more than 10 school days unless the principal is able to show good cause that an evaluation could not be completed in that time period.]

The principal shall ~~ensure notification is provided to~~attempt to notify:

~~1. The parent of any student in violation of this policy and the disciplinary action imposed;~~

1. The parent or guardian of a student when the student's name appears on a targeted list at school that threatens violence or harm to the students on the list, or when threats of violence or harm to the student are made by another student at school;

2. Any district~~school~~ employee whose name appears on a targeted list at school threatening violence or harm to the district employee [and when threats of violence or harm are made by a student or others at school].

The principal shall attempt to notify the Notification to the above persons~~shall be attempte~~d by telepho~~ne or in person~~ promptly and within 12 hours of discovery of a targeted list or learning of a threat. Regardless, the principal shall issue a written follow-up notification ~~shall be sent~~ within 24 hours of discovery of a targeted list or learning of a threat.

The principal will provide necessary information regarding threats of violence to law enforcement, child protective services and health~~-~~care professionals in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. Additionally, the principal~~he/she~~ may provide such information to other school officials, including teachers~~,~~ within the district or other districts who have a legitimate educational interest in the student(s) consistent with state and federal education records laws and district policies.

The district or person participating in good faith in making the notification required by ORS 339.327 is immune from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the notification.

~~The district may enter into contracts with licensed mental health professionals to perform student evaluations. Funds for evaluations or other disciplinary options as may be required by law and this policy shall be provided by the district.~~

As part of the district's proactive safety efforts, the superintendent or designee will plan staff development activities designed to alert staff to early warning signs of possible violent behavior. Students so identified shall be referred to a counselor, licensed mental health professional and/or multidisciplinary team for evaluation and follow-up as appropriate.

END OF POLICY

Legal Reference(s):

ORS 161.015
ORS 166.210 - 166.370
ORS 332.107
ORS 339.115
ORS 339.240
ORS 339.250
ORS 339.327
OAR 581-021-0050 - 021-0075
OAR 581-053-0010(5)
OAR 581-053-0230(9)(k)
OAR 581-053-0330(1)(r)
OAR 581-053-0430(17)
OAR 581-053-0531(16)
OAR 581-053-0630

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2018).
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (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 (2019).

Springfield School District 19

Code: JFE
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code(s): JFE

Pregnant and Parenting Students

A pregnant and/or parenting student shall be encouraged to continue with an educational program and to participate in all district -sponsored activities unless physically unable. The district shall ensure that pregnant and/or parenting students receive special services as ~~temporarily~~ necessitated by their condition.

Neither pregnancy nor parenting constitute an exemption from Oregon compulsory attendance law.

No pregnant or parenting student shall be excluded from the public schools on the basis of pregnancy or parenthood.

The district shall, in considering and obtaining special services for pregnant and/or parenting students:

1. Inform pregnant and/or parenting students and their parents of the availability of such services in the district, education service district or in the community;

2. Facilitate the provision of such services, including counseling, life skills and parenting education, child care, transportation, career development and health and nutrition services to pregnant and/or parenting students;

3. Inform pregnant and/or parenting students and their parents of the availability of resources provided by other agencies, including health and social services;

4. Provide educational programs and schedules that address the individual learning styles and needs of pregnant and/or parenting students;

5. Develop individualized educational programs or services, or both, to address the needs of pregnant and/or parenting students when their educational needs cannot be met by the regularly provided school program.

The superintendent will develop guidelines~~administrative regulations as~~ necessary to ensure compliance with the provisions of state and federal law.

END OF POLICY

Legal Reference(s):

ORS 336.640 OAR 581-021-0046 OAR 581-023-0100(3)

Springfield School District 19

Code: JFG
Adopted: 6/22/15
Revised/Readopted: 9/14/20
Orig. Code(s): JFG

Student Searches**

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All student searches conducted by the district shall be subject to the following requirements:

1. The district official shall have individualized, "reasonable suspicion" based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school;

2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

Routine inspections of district property assigned to students may be conducted at any time.

Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the superintendent.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Students may be searched by law enforcement officials on district property or when the student is under the jurisdiction of the district. Law enforcement searches ordinarily shall be based upon a warrant. District officials will attempt to notify the student's parent(s) in advance and will be present for all such searches, whenever possible.

The superintendent shall develop an administrative regulation for implementing this policy in a manner which protects students' rights and provides a safe learning environment without unreasonable interference. Provisions for staff, student and parent notice of the Board's policy and accompanying regulation shall be included.

END OF POLICY

Legal Reference(s):

ORS 332.107 OAR 581-021-0050 to -0075

New Jersey v. T.L.O., 469 U.S. 325 (1985).
State ex. rel. Juv. Dept. v. M.A.D., 233 P3d. 437, 348 Or. 381 (2010).
State v. B.A.H., 263 P3d. 1046, 245 Or. App. 203 (2011).
State v. A.J.C., 326 P3d. 1195, 355 Or. 552 (2014).

Springfield School District 19

Code: JFI
Adopted: 9/14/20
Orig. Code(s): JFI

Student Demonstrations and Petitions

Demonstrations

District students are permitted to hold demonstrations on district property under the following conditions:

1. The demonstration must be scheduled with the superintendent in advance; a crowd control plan must be presented;

2. The demonstration must not disrupt classroom activities;

3. The demonstration must not present a threat to student or staff safety or be a hazard to district property.

Petitions

Students may petition for a change in Board policies, administrative regulations and school rules. Petitions must be reviewed by ana administrator prior to circulation on district grounds and must be submitted to the superintendent upon completion. The superintendent will forward petitions to the Board or administrator, as appropriate.

Informal Student Gatherings

Students gathered informally shall not disrupt the orderly operation of the educational process.

Students gathered informally shall not infringe upon the rights of others to pursue their activities.

END OF POLICY

Legal Reference(s):

ORS 332.072
ORS 332.107
OAR 581-021-0050
OAR 581-021-0055

U.S. Const. amend. I; U.S. Const. amend. XIV.
Or. Const., art. I, § 8.
Equal Access Act, 20 U.S.C. §§ 4071-4074 (2012).

Springfield School District 19

Code: JG
Adopted: 5/09/16
Revised/Readopted: 9/14/20
Orig. Code(s): JG

Student Discipline**

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

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

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

1. Understanding and respect for individual rights, dignity and safety;

2. Understanding and respect for the law, Board policies, administrative regulations and school rules;

3. Understanding of and respect for public and private property rights.

The Board seeks to ensure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The superintendent will develop procedures whereby those students who disrupt the educational setting or who endanger the safety of others, will be subject to disciplinary sanctions that are age appropriate, and to the extent practicable, use~~that uses~~ approaches that are shown through research to be effective to correct behavioral problems, while supporting a students' attendance to school and classes. Examples include, but are not limited to, reprimands, conferences, detention and denial of participation in cocurricular and extracurricular activities. Titles and/or privileges available to or granted to students may be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.). The superintendent or designee may propose alternative programs of instruction or instruction combined with counseling prior to a student's expulsion or a student leaving school in accordance with law.

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

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

the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

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

1. Nonaccidental conduct causing serious physical harm to a student or employee;

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

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

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

Special education students shall be disciplined in accordance with federal law and Board policy JGDA - Discipline of Students with Disabilities and accompanying administrative regulation.

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

END OF POLICY

Legal Reference(s):

ORS 243.650
ORS 332.061
ORS 332.072
ORS 332.107
ORS 339.115
ORS 339.240 to -339.280
ORS 659.850
OAR 581-021-0045
OAR 581-021-0050 to -0075

Tinker v. Des Moines Sch. Dist., 393 U.S. 503 (1969).
Shorb v. Grotting and Powers Sch. Dist., Case No. 00CV-0255 (Coos County Circuit Ct.) (2000).
Ferguson v. Phoenix Talent Sch. Dist. #4, 172 Or. App. 389 (2001).

Springfield School District 19

Code: JGA
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code: JGA

Corporal Punishment**

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

"Corporal punishment" is defined as the willful infliction of, or willfully causing the infliction of, physical pain. 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 theirhis/her 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 uponprevent a student 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).from harming self, others or doing harm to district property. 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 or designee 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 – 0075
OAR 584-020-0040

Springfield School District 19

Code: JGAB
Adopted: 8/11/14
Revised/Readopted: 9/14/20
Orig. Code: JGAB

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 establishes this policy and its administrative regulation ~~(AR)~~ 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 object[1], 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.

The use of a seclusion cell is prohibited.

[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.

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 and 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 and 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 movements~~movement~~ by holding the student or using pressure or other means.

    a. "Restraint" does not include: 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)~~OAR~~ 581-021-0568.

The district shall only utilize a~~the Mandt~~ training program for restraint ~~of restraints~~ or seclusion to train staff and ~~for~~ use in the district which has been~~. As required by state regulation, the selected program shall be~~ approved by the Oregon Department of Education~~education~~ (ODE).

The~~) and include, but not be limited to, positive behavioral support, conflict prevention, de-escalation and crisis response techniques. Any program selected by 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~~compliance~~ with ~~state and federal~~ law~~. with respect to the use of restraint and seclusion.~~

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 ~~physical~~ restraint and seclusion for each student;

8. The total number of restraint or seclusion incidents carried out by untrained individuals;

9. The demographic characteristics[2] of all students upon whom restraint or seclusion was imposed;

10. 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 ~~Board and to the~~ public at the district's main office and on the district's website, and to the Board. At least once each school year the parents and guardians of students of the district shall be notified about how to access the report~~Board~~.

~~At least once each school year the parents and guardians of the 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 - Public Complaints and KL-AR - Public Complaint Procedure~~Complaints~~. 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~~who is a student, a parent~~ or an individual~~guardian of a student attending school in the district or a person who resides in the district~~, may appeal a district's final decision to the Oregon Department of Education~~Deputy Superintendent of Public Instruction~~ pursuant to OAR 581-002-0001 - 581-002-0023. [~~022-2370.~~ This appeal process is represented~~identified~~ 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

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[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.

Legal Reference(s):

ORS 161.205
ORS 339.250
ORS 339.285
ORS 339.288
ORS 339.291
ORS 339.294
ORS 339.297
ORS 339.300
ORS 339.303

OAR 581-021-0061
OAR 581-021-0550
OAR 581-021-0553
OAR 581-021-0556
OAR 581-021-0563
OAR 581-021-0566
OAR 581-021-0568
OAR 581-021-0569
OAR 581-021-0570
OAR 581-022-2267
OAR 581-022-2370

Cross Reference(s):

JGA - Corporal Punishment
JGDA - Discipline of Students with Disabilities

Springfield School District 19

Code: JGD
Adopted: 5/09/16
Revised/Readopted: 9/14/20
Orig. Code(s): JGD

Suspension**

The Board authorizes the superintendent or designee to suspend a student for one or more of the following reasons:

1. Willful disobedience and violation of Board policies, administrative regulations or school rules;

2. Willful conduct which materially and substantially disrupts the rights of others to an education;

3. Willful conduct which endangers the student, other students or staff members;

4. Willful conduct which damages or injures district property.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension. The district will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

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

1. Nonaccidental conduct causing serious physical harm to a student or employee;

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

3. When the suspension is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.
Students and parents are given notice of possible discipline actions resulting from student misconduct that may result in suspension in the *Student Responsibilities and Rights/School Handbook* made available by the district.

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

In emergency situations that are a result of risk to health and safety, the district may postpone the suspension notice process above until the emergency condition has passed.
Students who are suspended may not attend after-school activities and athletic events, be present on district property without a parent or participate in activities directed or sponsored by the district.

A decision by the superintendent or designee to suspend a student may be appealed to the Board through the district's complaint procedures (see Board policy KL - Public Complaints and its accompanying administrative regulations).

END OF POLICY

Legal Reference(s):

ORS 339.240	OAR 581-021-0050	OAR 581-021-0065
ORS 339.250	OAR 581-021-0055	OAR 581-021-0071
	OAR 581-021-0060	OAR 581-021-0075

Springfield School District 19

Code: JGDA
Adopted: 4/27/09
Revised/Readopted: 9/14/20
Orig. Code(s): JGDA

Discipline of Students with Disabilities**

When considering student disciplinary procedures that may result in removal of the student, the district follows all special education procedures and ensures the parent and the student are afforded the procedural safeguards of the Individuals with Disabilities Education Act (IDEA) if:

1. The student is receiving individualized education program (IEP) services; or

2. The~~For the~~ student has not yet been identified as a student with a disability, but the district had knowledge that the student had a disability and needed special education.

For a violation of a code of conduct, the district may remove a student with a disability from a current educational placement to an appropriate interim alternative educational setting, another setting, or suspension, for up to 10 school days in a school year to the same extent, and with the same notice, as for students without disabilities, if the removals do not constitute a pattern. The district may remove a student with disabilities for additional periods of up to 10 days if the removals do not constitute a pattern. The determination regarding whether a series of removals constitutes a pattern~~patters~~ is subject to review in an expedited due process hearing.

Disciplinary removal of a student with a disability constitutes a change in the student's educational placement when the removal is for more than 10 consecutive school days, or the removal is for more than 10 cumulative school days and constitutes a pattern of removals. When considering whether to order a disciplinary change of placement the district may consider any unique circumstances on a case-by-case basis. Any decision to initiate a disciplinary change in placement requires a determination of whether the conduct leading to the disciplinary removal was caused by, or was substantially related to, the student's disability or was a direct result of the district's failure to implement the student's IEP.

For a violation involving drugs, weapons or the infliction of serious bodily injury, the district may remove a student with a disability from the student's current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 school days in a school year without regard to whether the behavior is a manifestation of the student's disability. This removal is considered a change in placement.

The district will provide educational services to a student who is suspended or expelled for more than 10 school days in a school year. These services may be provided in a different location or interim alternative educational setting as determined by the IEP and placement teams.

END OF POLICY

Legal Reference(s):

ORS 326.565	ORS 343.177	OAR 581-015-2420
ORS 326.575		OAR 581-015-2425
ORS 336.187	OAR 581-015-2400	OAR 581-015-2430
ORS 339.240	OAR 581-015-2405	OAR 581-015-2435
ORS 339.250	OAR 581-015-2410	OAR 581-015-2440
ORS 339.252	OAR 581-015-2415	

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1415(k) (2012).
Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300.507, § 300.508(a)-(c); §§ 300.510-300.514; §§ 300.530-300.536 (2017).

Springfield School District 19

Code: JGE
Adopted: 5/09/16
Revised/Readopted: 9/14/20
Orig. Code(s): JGE

Expulsion**

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

A student may only be expelled for ~~any of~~ the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;

2. When other strategies to change the student's conduct~~behavior~~ have been ineffective, except that expulsion may not be used to address truancy; or

3. When required by law.

The use of expulsion for discipline of a student in fifth grade or lower is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;

2. When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a direct threat to the health or safety of students or employees; or

3. When the expulsion is required by law.

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion.

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

The Board delegates the authority to decide on an expulsion to the superintendent.{[1]} The superintendent may designate another person to handle the potential expulsion, and the superintendent, a designee or another individual may act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will not be associated with the initial actions of the building administrators. The hearings officer will conduct the hearing and make a

{[1] The Board can retain authority for all expulsions. If the Board chooses not to delegate this authority, any recommendations for expulsion from administration would come to the Board for resolution. The Board would have to meet and determine next steps for all expulsions.}

final decision regarding the expulsion. A decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review.

If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At a future meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.

When a recommendation for an expulsion is made and a hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service[3] or by certified mail[4] at least five days prior to the scheduled hearing. Notice shall include:

   a. The specific charge or charges and the specific facts which support the charge or charges;
   ~~b. The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;~~
   ~~c. A recommendation for expulsion;~~
   ~~d.~~b. A statement of intent to consider the charges as reason for expulsion;
   ~~e.~~c. The student's right to a hearing;
   ~~f.~~d. When and where the hearing will take place; and
   ~~g.~~e. The ~~right to representation~~student may be represented by counsel or other persons.

2. ~~The Board may expel, or may delegate the authority to decide on an expulsion to the superintendent or superintendent's designee, who may also act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators;~~

3. ~~Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the students' parents request an open session;~~

[2] Evidence may include the relevant past history and student education records.

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

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

4.2. IfIn case the parent or student does not understandhas difficulty understanding the English language or has other serious communication disabilities, the district will provide an interpreter during the hearing. All communications will be in a manner that is understandable to the parents and studenttranslator;

5.3. The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney, and/or parent or other person. The district's attorney may be present;

6.4. The student shall be afforded the right to present theirhis/her version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;

7.5. The student shall be permitted to be present and to hear the evidence presented by the district;

8.6. The hearings officer or the student may record the hearing;

9.7. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;

10. If the Board is conducting the expulsion hearing, the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. The hearings officer will provide to the Board, findings of as to the facts, the recommended decision and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. Following the review by the Board of the hearings officer's recommendation, the Board will make the final decision regarding the expulsion;

11. If the Board has delegated authority to the superintendent or designee to act as the hearings officer, the superintendent may designate him or herself, or a third party, as the hearings officer. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review. If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the students' parents at the same time. At its next regular or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.

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

a. The name of the minor student;
b. The issues involved, including a student's confidential recordsrecord;
c. The discussion;
d. The vote of Board members, which may be taken in executive session when considering an expulsion.

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

END OF POLICY

Legal Reference(s):

ORS 192.660
ORS 332.061
ORS 336.615 - 336.665
ORS 339.115
ORS 339.240
ORS 339.250
OAR 581-021-0050 - 021-0075

Springfield School District 19

Code: JGEA
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code(s): JGEA

Alternative Education Programs Related to Expulsion**

Prior to a student leaving school or a student's expulsion, unless the expulsion is for a weapons policy violation the district will propose in writing to the student or student's parent or guardian, appropriate, accessible alternative education programs as determined by the district. Such alternative education program(s) will consist of instruction or instruction~~programs will be instructional and may be~~ combined with counseling.

The proposal of potential alternative education programs~~alternatives~~ will be hand-delivered or sent by certified mail to assure that the parent or ~~/~~guardian receives it prior to the time of an actual expulsion of the student or the student leaving school.

Appropriate accessible alternative education programs may be either public or private. Programs may be provided by the district as a separate school, evening classes or tutorial instruction. Homebound instruction could be considered an appropriate alternative. The district shall continue to provide a free appropriate public education in an alternative setting to a child with a disability who has been removed for disciplinary reasons.

The district shall pay the actual cost of the district-proposed ~~approved~~ private alternative education program or an amount equal to 80 percent of the district's estimated current year's average per student net operating expenditure, whichever is less. The district shall provide or pay for transportation.

The district has no obligation to pay for an alternative education program if an emancipated minor or a parent or guardian receives an exemption on a semiannual basis to withdraw a student age 16 or 17 from compulsory attendance.

If a student is not successful in the alternative education program selected or the alternative education programs~~program~~ offered are not accepted by the student and/or parent or guardian, there is no obligation to propose or fund ~~a~~ other alternatives.

END OF POLICY

Legal Reference(s):

ORS 336.615 to -336.665
ORS 339.030
ORS 339.240
ORS 339.250
ORS 339.252
OAR 581-021-0070
OAR 581-021-0071
OAR 581-022-2505
OAR 581-022-2320
OAR 581-023-0006
OAR 581-023-0008

Springfield School District 19

Code: JHC
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code(s): JHC

Student Health Services and Requirements**

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an importanta ~~major~~ Board responsibility~~concern~~. 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 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.

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 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 isolateisolates the sick or injured child from the student body;

5. Control and prevention of communicable diseases as required by Oregon Health Authority, Public Health Division, 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. Integration of school health services with school health education programs.

The Board directs its district health staff to coordinate with health personnel from other public agencies in matters pertaining to health instruction or the getneral health of students and employees.

In accordance with the requirements of ~~the~~ federal law, the district recognizes its responsibility to notify parents in advance of any nonemergency, invasive physical examination[2] 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 apprised 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

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, 20 U.S.C. § 7928 (2018).
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

[2] The 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.

Springfield School District 19

Code: JHCA/JHCB
Adopted: 9/14/20

Immunization ~~, Physical Examination, Vision Screening/Eye Examination and Dental Screening~~and School Sports Participation**

Immunization

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

~~Physical Examination~~

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

School Sports Participation

~~All~~ A student~~s~~ participating in extracurricular sports in grades 7 through 12 is~~athletic programs are~~ required to submit to an appropriate ~~the district a~~ School Sports Pre-Participation~~participation~~ Examination[3] ~~form~~ prior to their initial participation in a related district ~~athletic~~ program. The form[4] is to be completed and signed by a parent or guardian ~~and physician~~ giving permission for the student to participate and be signed by a medical provider authorized by law[5] who has examined and evaluated the student. The completed form(s) must be returned to the school office.

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

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[1] The district shall immediately enroll a student experiencing houselessness in the school selected even if the student is unable to produce records normally required for enrollment.

[2] Documentation requirements for exemptions are outlined in ORS 433.267.

[3] The required form is available at , 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. ~~Form available at http://www.osaa.org/governance/forms~~

[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

3. The student has received a medical release form from a health care professional[7].

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

~~**Vision Screening or Eye Examination**~~

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

~~4. A vision screening or eye examination; and~~

~~5. 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.~~

[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.

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

~~1. The student submitted a certification to a prior education provider;~~

~~2. The dental screening is contrary to the religious beliefs of the student or the parent or guardian of the student; or~~

~~3. The dental screening is a burden for the student or the parent or guardian of the student in the following ways:~~

~~a. The cost of obtaining the dental screening is too high;~~
~~b. The student does not have access to an approved screener;~~
~~c. The student was unable to obtain an appointment with an approved screener.~~

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

~~1. Student's name;~~

~~2. Date of screening; and~~

~~3. Name of entity conducting the dental screening.~~

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

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

END OF POLICY

Legal Reference(s):

ORS 326.580
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 581-021-0041

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 (2024).

Springfield School District 19

Code: JHCC
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code: 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 or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

When the administrator has reason to suspect that a student has or has been exposed to any restricted disease for which the student is required to be excluded, the administrator involved shall excluded the student from school and if the disease is a reportable disease, 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 students and others.

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 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 procedure 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.

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 437-002-0360
OAR 437-002-0377
OAR 581-022-2220

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance* (2017).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

Cross Reference(s):

DELETE

Springfield School District 19

Code: JHCCA
Adopted: 2/11/08
Revised/Readopted: 9/14/20
Orig. Code: JHCCA

Students - HIV and HBV, and AIDS**

(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 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,HBV, and AIDS.

The district recognizes a student (parent or guardian) has no obligation to inform the district of an HIV, HBV, or AIDS condition and that the student has a right to attend school.

If the district is informed, written guidelines shall be requested of the student (parent/guardian). 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.

Notification of alternative educational programs shall be made if an HIV, HBV or AIDS student withdraws from school. (Applies to students enrolled in the district and not special education students.)

END OF POLICY

Legal Reference(s):

ORS 326.565
ORS 326.575
ORS 332.061
ORS 336.187
ORS 336.615 to -336.665
ORS 339.030
ORS 339.250
ORS 433.008
ORS 433.045
OAR 333-018-0000
OAR 333-018-0005
OAR 581-022-2060
OAR 581-022-2220

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance* (2017).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

Springfield School District 19

Code: JHCCF
Adopted: 6/13/11
Revised/Readopted: 9/14/20
Orig. Code: JHCCF

Pediculosis (Head Lice)

A student
~~Students~~ with a suspected case~~cases~~ of head lice may~~will~~ be referred to designated trained staff~~the school nurse or building administrator~~ 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 ~~appropriate~~ treatment. The student will be allowed to remain in school.

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

END OF POLICY

Legal Reference(s):

ORS 433~~.255~~
ORS 433~~.260~~

OAR 333-019~~-0010~~
OAR 437-002~~-0360 -2220~~

OAR 581-022.107

[1] ~~http://www.oregon.gov/ode/students-and-family/healthsafety/Pages/Student-Health-Conditions.aspx~~

Springfield School District 19

Code: JHCD/JHCDA
Adopted: 9/14/20
Revised/Readopted: 10/10/22
Orig. Code(s): JHCD/JHCDA

Medications**

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to them self, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis[1], or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the district may administer or a student may be permitted to administer to them self-prescription (injectable and noninjectable) and/or nonprescription (noninjectable) medication at school.

The district shall designate personnel authorized to administer medications to students. Annual training shall be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE).

A current first-aid and CPR card is required for designated personnel.

When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon or another medication to a student as prescribed and/or allowed by Oregon law.

The district reserves the right to reject a request for administration of medication at school, either by district personnel ~~to administer,~~ or ~~to permit a~~ student self-administration, if the~~to administer to themselves, a medication when such~~ medication is not necessary for the student to remain in school.

The superintendent and/or designee will require that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy or a need to manage asthma, and an individualized health care plan for every student for whom the district has been given proper notice of a diagnosis of adrenal insufficiency. Such a plan will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity.

A student may be allowed to self-administer a medication for asthma, diabetes, hypoglycemia or severe allergies as prescribed by an Oregon licensed health care professional, upon written and signed request of the parent or guardian and subject to age-appropriate guidelines. This self-administration provision also requires a written and signed confirmation the student has been instructed by the Oregon licensed health care professional on the proper use of and responsibilities for the prescribed medication. A request to the

[1] Under proper notice given to the district by a student or student's parent or guardian.

district to administer or allow a student to self-administer prescription medication shall include a signed prescription and treatment plan from a prescriber[2].

A request to the district to administer or allow a student to self-administer nonprescription ~~or a nonprescription~~ medication that is not approved by the Federal~~Food and~~ Drug Administration (FDA) shall include a written order~~signed prescription and treatment plan~~ from the student's~~a~~ prescriber that meets the requirements of law~~or an Oregon licensed health care professional~~.

A written request and permission form signed by a student's parent or guardian, unless the student is allowed to access medical care without parental consent under state law[3], is required and will be kept on file.

If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

Prescription and nonprescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district administrative regulations governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a backup prescribed autoinjectable~~auto injectable~~ epinephrine is kept at a reasonably, secure location in the student's classroom as provided by state law.

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

~~4~~Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by district employees in accordance with established state law, Board policy and administrative regulation.

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[2] A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

[3] Subject to ORS 109.610, 109.640 and 109.675.

[4] ~~The district is not required to provide or administer this medication. If the district plans on providing and administering this medication this policy language and other associated bracketed policy language is required. If the district does not plan to provide or administer this medication, do not include this language or other associated bracketed language in this policy.~~

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration, in good faith and pursuant to state law, of prescription and/or nonprescription medication. ~~, subject to state law.~~

A school administrator, school nurse, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, as described in Oregon Revised Statute (ORS) 339.866, if~~when~~ that person in good faith and pursuant to state law, assisted the student in self-administration of the medication~~, subject to state law~~.

A school administrator, school nurse, teacher or other district employee designated by the school administration is not liable in a criminal action or for civil damages~~,~~ as a result of the use of medication if that person in good faith administers autoinjectable~~auto-injectable~~ epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who that person believes in good faith is experiencing an overdose of an opioid drug.

The district and the members of the Board are not liable in a criminal action or for civil damages ~~when a student or individual is unable to self-administer medication,~~ as a result of the use of medication if any person in good faith, on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district, administers autoinjectable~~auto-injectable~~ epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who the person believes in good faith is experiencing an overdose of an opioid drug.

The superintendent shall develop administrative regulations as needed to meet the requirements of law and the implementation of this policy.

END OF POLICY

Legal Reference(s):

ORS 109.610	ORS 433.800 - 433.830	OAR 333-055-0000 -055-0115
ORS 109.640	ORS 475.005 - 475.285	OAR 581-021-0037
ORS 109.675		OAR 581-022-2220
ORS 332.107	OAR 166-400-0010(17)	OAR 851-047-0030
ORS 339.866 - 339.871	OAR 166-400-0060(29)	OAR 851-047-0040

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).
OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration: A Manual for School Personnel*.

Springfield School District 19

Code: JHF
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code(s): JHF

Student Safety

The Board directs the development and approval of a comprehensive safety programplan. The plan is designed to assure every student a safe, healthy environment in which to learn. The plan will comply with federal, state and local laws and regulations and with Board policy.

Local building safety and health committees will ensure that general safety regulations are reviewed with staff and students, as appropriate, to assure student safety.

Instruction in professional technical courses and other offerings such as science, family and consumer studieshomemaking, art and physical education will include and emphasize accident prevention.

Safety instruction will assist students to:

1. Learn how to work, play and exercise safely, and to prevent accidents;
2. Learn proper procedures to reduce the possibility of accidents;
3. Develop habits of good cleanlinesshousekeeping, proper storage and proper handling of materials;
4. Become familiar with personal protective equipment and the proper clothing to be worn for safety purposes;
5. Develop skills in the safe use of tools and equipment;
6. Learn how to cooperate with others in the promotion and operation of a safety program in the school;
7. Respond to emergency situations in all settings.

Safety instruction will precede the use of materials and equipment by students in applicable units of work in the courses listed above. Instructors will teach and enforce all safety rules set up for these particular courses. Rules will include, but not be limited to, wearing personal protective equipment in appropriate activities.

Students will be asked to sign off upon completion of reading safety policies and materials and upon the completion of safety instruction.

END OF POLICY

Legal Reference(s):

ORS 329.095 OAR 581-022-2225

Springfield School District 19

Code: JHFA
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code(s): JHFA

Supervision of Students**

All students are to be under assigned adult supervision ~~at all times~~ when they are in school, traveling under school auspices or engaging in school-sponsored activities. Personnel~~School personnel~~ assigned ~~to~~ this supervision are expected to act as prudent adults in providing for the safety of students in their charge.

No teacher or other staff member will leave their assigned group unsupervised except in an emergency situation when~~and then only after~~ other arrangements have been made.

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents, guardians or other ~~authorized~~ persons designated by the parents.

END OF POLICY

Legal Reference(s):

ORS 332.072 ORS 332.107

Springfield School District 19

Code: JHFD
Adopted: 2/11/08
Revised/Readopted: 9/14/20
Orig. Code(s): JHFD

Student Vehicle Use

All students who drive ~~cars or other motorized~~ vehicles to school are subject to parking and driving rules developed by the principal.

The district may require all students parking vehicles on district property on a regular basis to show evidence that ~~That~~ the:

1. Student ~~student~~ driving the vehicle holds a valid driver's license;

2. Vehicle~~That the vehicle~~ is currently registered;

3. Student~~That the student~~ driving is insured under a motor vehicle liability insurance policy or other satisfactory proof of compliance with the financial responsibility requirements of the state;

4. ~~That the v~~Vehicle is in compliance with district rules as specified in the *Student Responsibilities and Rights Handbook*.

Parking privileges will be subject to the specific requirements of this policy and any other applicable policy and/or rules of the district. Schools with district authorization may charge fees for student parking lot. Parking privileges, including driving on district property, may be revoked by the principal for violations of Board policies, administrative regulations or school rules.

The district will post appropriate parking signs.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 332.445
ORS 339.270
ORS 806.060 to -806.080
OAR 581-021-0050

Springfield School District 19

Code: JHH
Adopted:

Student Suicide Prevention**

The district shall develop a comprehensive student suicide prevention plan for students in kindergarten through grade 12.

The plan shall include, at a minimum:

1. Procedures relating to suicide prevention, intervention and activities that reduce risk and promote healing after a suicide;

2. Identification of the school officials responsible for responding to reports of suicidal risk;

3. A procedure by which a person may request the district to review the actions of a school in responding to suicidal risk;

4. Methods to address the needs of high-risk groups, including:

   a. Youth bereaved by suicide;
   b. Youth with disabilities, mental illness or substance abuse disorders;
   c. Youth experiencing homelessness or out of home settings, such as foster care; and
   d. Lesbian, gay, bisexual, transgender, queer and other minority gender identity and sexual orientation, Native American, Black, Latinx, and Asian students.

5. A description of, and materials for, any training to be provided to employees as part of the plan, which must include:

   a. When and how to refer youth and their families to appropriate mental health services; and
   b. Programs that can be completed through self-review of suitable suicide prevention materials.

6. Supports that are culturally and linguistically responsive;

7. Procedures for reentry into a school environment following a hospitalization or behavioral health crisis[1]; and

PROPOSED

[1] "Behavioral health crisis" as defined by Oregon Administrative Rule (OAR) 581-022-2510, means a disruption in an individual's mental or emotional stability or functioning resulting in an urgent need for immediate treatment to prevent a serious deterioration in the individual's mental or physical health.

8. A process for designating staff to be trained in an evidence-based suicide prevention program.[2]

The plan must be written to ensure that a district employee acts only within the authorization and scope of the employee's credentials or licenses.

The plan must be available annually to the community of the district, including district students, their parents and guardians, and employees and volunteers of the district, and readily available at the district office and on the district website.

END OF POLICY

Legal Reference(s):

ORS 332.107 ORS 339.343 OAR 581-022-2510

PROPOSED

[2] ODE will provide a list of available programs.

Springfield School District 19

Code: JN
Adopted: 8/13/12
Revised/Readopted: 9/14/20
Orig. Code(s): JN

Student Fees, Fines and Charges**

The Board recognizes the need for student fees to fund certain school activities which are not sufficiently funded by the district.

No student will be denied an education because of an~~their~~ inability to pay supplementary fees.

No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies and equipment.

All student fees and charges, both optional and required, will be listed and described annually in the student/parent handbook, or in some other written form, and distributed to each student. Students will be advised of the due dates for such fees and charges as well as of possible penalties for failure to pay them.

In accordance with the law and Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid. Students or parents will receive written notice at least 10 days in advance of any restrictions and/or penalties to be imposed until the debt is paid. The notice will include the reason the student owes money to the district, an itemization of the fees, fines or damages owed and the right of parents to request a hearing. The district may pursue fees, fines or damages through a private collection agency or other method available to the district. The district may waive fees, fines and charges if the student or parents cannot pay, the payment of the debt could impact the health and safety of the student or if the cost of collection would be more than the total collected or there are mitigating circumstances, as determined by the superintendent.

The district may waive all or a portion of the debt if one of the following conditions are met:

1. The district determines that the student or the parent or guardian of the student is unable to pay the debt;

2. The payment of the debt could impact the health or safety of the student;

3. The cost to notify the student and ~~his/her~~ parents would cost more than the potential total debt collected relating to the notice; or

4. There are mitigating circumstances as determined by the superintendent~~,~~ or designee, of the district that preclude the collection of the debt.

Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in Oregon Revised Statute (ORS) 326.575 and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student.

Prior to collection of debts, the superintendent or designee will ensure that notice has been provided as required by ORS 339.270.

END OF POLICY

Legal Reference(s):

ORS 326.565
ORS 326.575
ORS 339.115
ORS 339.155
ORS 339.270

Springfield School District 19

Code: JO/IGBAB
Adopted: 9/24/12
Revised/Readopted: 9/14/20
Orig. Code(s): JO/IGBAB

Education Records/~~Records of Students with Disabilities~~**

"Education records" are those records maintained by the district that are directly related to a student.

~~The primary reason for the keeping and maintaining of education records for students is to help the individual student in their educational development by providing pertinent information for the student, their teachers, and their parents. These records also serve as an important source of information to assist students in seeking productive employment and/or post-high school education.~~

The district shall maintain confidential education records of students in a manner that conforms with state and federal laws and regulations.

Information recorded on official education records should be carefully selected, accurate, verifiable and should have a direct and significant bearing upon the student's educational development.

The district annually notifies parents or adult students that it forwards educational records requested by an educational agency or institution in which the student seeks to enroll or receive services, including special education evaluation services.

~~The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. Records requested by another district to determine a student's appropriate placement may not be withheld. Students or parents will receive written notice at least 10 days in advance of any restrictions and/or penalties to be imposed until the debt is paid. The notice will include the reason the student owes money to the district, an itemization of the fees, fines or damages owed and the right of parents to request a hearing. The district may pursue fees, fines or damages through a private collection agency or other method available to the district. The district may waive fees, fines, and charges if the student or parents cannot pay, the payment of the debt could impact the health and safety of the student or if the cost of collection would be more than the total collected or there are mitigating circumstances, as determined by the superintendent.~~

The district shall comply with a request from parents or an adult student to inspect and review records without unnecessary delay. The district provides to parents of a student with a disability or to an adult student with a disability the opportunity at any reasonable time to examine all of the records of the district pertaining to the student's identification, evaluation, educational placement, and free appropriate public education. The district provides parents or an adult student, on request, a list of the types and locations of education records collected, maintained, and used by the district.

The district annually notifies parents of all students, including adult students, currently in attendance that they have to right to:

1. Inspect and review the student's records;

2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the student educational record rules authorize disclosure without consent. (See Board policy JOB - Personally Identifiable Information);

4. File with the U.S. Department of Education a complaint concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act; and

5. Obtain a copy of the district's education records policy.

The~~Regarding records to be released to district officials within the agency, the~~ district's notice includes criteria for determining legitimate educational interest and the criteria for determining which school officials within the agency have legitimate educational interests. School officials may also include a volunteer or contractor who performs an institutional service on behalf of the school.

The district annually notifies parents and adult students of what it considers to be directory information and the disclosure of such. (See Board policy JOA - Directory Information).

The district shall give full rights to education records to either parent, unless the district has been provided legal evidence that specifically revokes these rights. Once the student reaches age 18, those rights transfer to the student.

A copy of this policy and administrative regulation shall be made available upon request to parents and students 18 years of age or older or an emancipated student and the general public.

Records requested by another district to determine a student's appropriate placement may not be withheld.

END OF POLICY

Legal Reference(s):

ORS 30.864
ORS 107.154
ORS 326.565
ORS 326.575
ORS 326.580
ORS 339.270
ORS 343.177(3)
OAR 166-400-0010 to -166-400-0065
OAR 581-021-0220 to -0430
OAR 581-022-2260
OAR 581-022-2270

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).
Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300.501 (2017).

Springfield School District 19

Code: JOA
Adopted: 12/10/12
Revised/Readopted: 9/14/20
Orig. Code(s): JOA

Directory Information**

"Directory information" means those items of personally identifiable information contained in a student education record~~,~~ which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures:

1. Student's name;

2. Student's photograph;

3. Participation in officially recognized sports and activities;

4. Weight and height of athletic team members;

5. Degrees, honors, or awards received.

Public Notice

The district will give annual public notice to parents of students in attendance and students ~~who are~~ 18 years of age or ~~are~~ emancipated. The notice shall identify the types of information considered to be directory information, the district's option to release such information and the requirement that the district must, by law upon request, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age, or emancipated student within 15 days of annual public notice. A parent or student 18 years of age or an emancipated student~~,~~ may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name, identifier, institutional email address in a class in which the student is enrolled or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

At no point will a student's Social Security Number or student identification number be considered directory information. The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

END OF POLICY

Legal Reference(s):

ORS 30.864
ORS 107.154
ORS 180.805
ORS 326.565
ORS 326.575
ORS 336.187
OAR 581-021-0220 - 021-0430
OAR 581-022-2060

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).
Every Student Succeeds Act, 20 U.S.C. § 7908 (2012).

Springfield School District 19

Code: JOB
Adopted: 10/13/14
Revised/Readopted: 9/14/20
Orig. Code(s): JOB

Personally Identifiable Information**

Personally identifiable information includes, but is not limited to:

1. Student's name, if excluded from directory information, as requested by the student/parent in writing;

2. Name of the student's parent(s) or other family member;

3. Address of the student or student's family, if excluded from directory information, as requested by the student/parent in writing;

4. Personal identifier such as the student's social security number or student ID number or biometric record;

5. A list of personal characteristics that would make the student's identity easily traceable such as student's date of birth, place of birth and mother's maiden name;

6. Other information alone or in combination that would make the student's identity easily traceable;

7. Other information requested by a person who the district reasonably believes knows the identity of the student to whom the educational record relates.

Prior Consent to Release

Personally identifiable information will not be released without prior signed and dated consent of the parent~~,~~ or the student 18 years of age or older or an emancipated student.

Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of disclosure and the identification of person(s) to whom the disclosure is to be made. Upon request of the parent or eligible student, the district will provide a copy of the disclosed record.

Exceptions to Prior Consent

The district may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within the district who have legitimate educational interests;

2. To personnel of an education service district or state regional program where the student is enrolled or is receiving services;

3. To personnel of another school, another district, state regional program or institution of postsecondary education where the student seeks or intends to enroll;

4. To authorized representatives ~~of the U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State~~

~~Audits Division~~ in connection with an audit or evaluation of federal or state-supported education programs or the enforcement of, or compliance with federal or state -supported education programs or the enforcement of or compliance with federal or state regulations;

5. To personnel determining a financial aid request for the student;

6. To personnel conducting studies for or on behalf of the district;

7. To personnel in accrediting organizations fulfilling accrediting functions;

8. To comply with a judicial order or lawfully issued subpoena;

9. For health or safety emergency;

10. By request of a parent of a student who is not 18 years of age;

11. By request of a student who is 18 years of age or older or emancipated;

12. Because information has been identified as "directory information";

13. To the courts when legal action is initiated;

14. To a court and state and local juvenile justice agencies;

15. A judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependent~~dependency~~ matters;

16. To a caseworker or other representative of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student including educational stability of children in foster care.

END OF POLICY

Legal Reference(s):

ORS 30.864
ORS 107.154
ORS 326.565
ORS 326.575
ORS 336.187
OAR 581-015-2000
OAR 581-021-0220 to -0430
OAR 581-022-2260

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012).
Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).
Uninterrupted Scholars Act (USA), 2013 (P.L. 112-278, Jan. 14, 2013), 20 U.S.C. § 1221 (2012).

Springfield School District 19

Code: JOC
Adopted: 9/10/07
Revised/Readopted: 9/14/20
Orig. Code(s): JOC

Legal Names of Students

The district will consider requests to use names other than the student's legal name. Such requests, if honored, may be entered into the computer system so long as a cross-referencing system is established to locate the student's records with the student's legal name.

Legal last names will be changed by the district only upon receipt of a copy of a court order.

END OF POLICY

Legal Reference(s):

OAR 581-022-2270