

## BUSINESS MEETING MINUTES

A Business Meeting of the Springfield School District No.19 Board of Education was held on November 12, 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 7:01p.m. and led the Pledge of Allegiance. Following the Pledge of Allegiance, Chair Mason 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, Allie Camp, Kevin Suiter, Kenny Weigandt, Brian Megert, Taylor Madden, Joyce Johnson, Nicole Nakayama, Jeff Fuller, Allie Camp, Eliana Sanchez, Cayden Finley, Alexis DeLuna, Cameron Stratton, Sahara Fisher, Courtney Nash, Lesa Haley, Cara Smith, Carrie Patterson, Shelley Nurre, Amber Mitchell, Brandi Starck, Andy Price, Megan Thompson, Kimberlee Pelster, Joan Schryvers, K. Smith, Jonathon Gault, Kate Hughes, Jose da Silva, Joan Bolts, Calli Dean, Manny Plascencia, Sasha Chang, Kari Isham, Megan Knight, Jill Smith, Lonnie Usrey, H. Dillon, Bobby Nott, Christopher Senior, Faith Wolfe, Moriah Shanahan, Troy Barnhart, and Leah Price.

### 2. APPROVAL OF THE AGENDA

Chair Mason asked for a motion to approve the November 12, 2024 agenda as presented.

**MOTION:** Director Kohl moved, Director Quaas-Annsa seconded the motion to approve the November 12, 2024 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 agenda: Director Quaas-Annsa – Yes, Director Light – Yes, Director Kohl – Yes, Chair Mason – Yes, and Director De Graff – Yes.

**Motion passed, 5:0.**

### **3. PRESENTATIONS**

#### **A. Introduction of the Student Board Representatives**

##### **A3**

*Cameron Stratton shared:*

- Student-led conferences (SLC) were held this month, providing each student with personalized SLC feedback and expectations.
- A food-drive was held for the Crow's Nest-A3's community resource center. Many donations were received, including one generous donation from a community member of coats and accessories for ten students.
- School-wide student testing was held. 9th-graders took the career-oriented ACT WorkKeys, as an early entry test for employment. 10th-graders practiced the pre-ACT to prepare them for the 11th grade ACT exam. 12th-graders attended a planning seminar to help review steps they must take during the next eight months and to plan for their next steps beyond high school.
- The Marine Science class took a field trip to the Hatfield Marine Science Center. Students and staff enjoyed some hands-on learning experiences.
- November events also included:
  - The Fall Dance
  - Staff training on Restorative Justice Practices
  - Spirit Week

Upcoming Events:

- November 20-21<sup>st</sup>, The play, "Alice in Wonderland"
- November 25<sup>th</sup>, Springfield Family Turkey Dinner Distribution
- December 10<sup>th</sup> & 11<sup>th</sup>, Confluence
- December 12<sup>th</sup>, Artabration
- December 13<sup>th</sup>, End of term/grading day

#### **Gateways High School (GHS)**

*Alexis DeLuna shared:*

- October was full of fall spirit and many fun activities, including an advisory contest of pumpkin decorating, Boo-Grams, and daily Spirit Week themes from October 28<sup>th</sup> - November 1<sup>st</sup>.
- Thurston High and Springfield High had many sporting events and Homecoming, in which there were some Gateway students in attendance.
- Seniors began meeting with their college and career counselors in preparation of their next steps following graduation. 11th-graders took the ACT and 10th-graders took the pre-ACT test.
- A late-work deadline was held in October to encourage any students behind academically, to catch up.
- Night school continues to help students in getting extra credits and to stay on track for graduation.

- The Cosmetology program hosted Senator Ron Wyden, providing him a tour and enjoying positive discussions with him and his team. In addition, guest speakers provided the students with helpful advice and resources for success.

### **Springfield High School (SHS)**

*ASB President, Sahara Fisher shared:*

*ASB Vice-President, Midori Rakestraw*

- The successful “Celestial Serenade” Homecoming Dance was held on October 12th.
- Students in Leadership 101 have been diligently planning and working on decorations for Spirit Week and for the dance in January.
- Theater presented the 37th annual “Hanging By Our Fingernails”, which featured the school band, The Heat Strokes. The successful performance was held October 24th-26th. Audience numbers returned to pre-COVID levels.
- The Boosters Club hosted “Trunk or Treat” in the SHS parking lot on October 26th. Fifteen groups handed out candy, with some giving away over 20lbs of candy.
- The resource center received donations of approximately twelve bags of student clothing from the Active 20/30 Club on October 31st. The Interact Club will help sort the clothing by size and category.
- Springfield High School Hall of Fame held their annual dinner on November 2nd to recognize those whose achievements brought honor and recognition to SHS.
- The Boy’s Soccer team won first place in the 5A-Midwestern league. The Girl’s Cross Country team took second place in the Midwestern League.
- The Leadership team began work on the “Talking Locker” program, a singular locker dedicated to collecting anonymous student input.
- Voting for 9th grade representatives took place on November 4th & 5th.
- The Food Drive was held November 1st - 7th. Many groups, such as Leadership, the Interact Club and Sources of Strength, hosted the drive to help fill pantry packs for students and their families.
- Latino Family Night was held November 7th. Mariachi de Sol performed.
- October 15th was school-wide ACT testing and College and Career Readiness Day.
- SHARP TIME, an academic access time for students to connect with teachers regarding missing assignments, incomplete work, quiz make-ups or content specific help. A large number of students had already signed up via the QR code.
- Last year, SHS seniors earned over four million merit scholarships, with an additional fourteen to come from the Class of 2024, who have earned a total of \$61,000 in scholarships through the Office of Student Access and Completion (OSAC).
- The newly formed Student Voice group, presented to staff during a staff personal growth and development day around collaboration.

### **Thurston High School (THS)**

*ASB President, Eliana Sanchez shared:*

*ASB Vice President, Kenya Liberatore*

- THS went on lockdown on October 25th. It was later determined to be a false threat, however students and staff performed well by putting their ALICE training into practice.
- College and Career Readiness Day had over two-thirds student participation. One group of seniors shared their transcripts during their Western Oregon campus tour, which earned them their admissions letters.
- October’s Scholarship Night, provided scholarship access information to students and their families.

- Average daily attendance for the 2024-25 school year broke 90% in September and registered at an 89% average daily attendance in October.
- First quarter grades posted on Friday. Over 40% of students earned a college-ready GPA of 3.0 or above.
- The Homecoming Assembly and the “Rio Carnaval” Homecoming Dance were held in October and considered great successes with large attendance numbers.
- THS Leadership and clubs put on the Halloween Carnival in October, while Jazz Band and the Dance and Tennis Teams helped out at the fundraiser, “Night of 11,000 Stars.
- November 7th was opening night for the fall play, “One Stoplight Town” by Tracy Wells. The final run of showings will be performed November 14-16th.
- Fall Sports:
  - Women’s Soccer made the playoffs.
  - Football had only two losses this season.
  - Cross Country’s Carson Buergey, qualified for State.
  - Boy’s Soccer and Volleyball each finished fifth in their leagues.
  - Cheer and Stunt Showcase was November 7th.

**Willamette Leadership Academy (WLA)**

*Cayden Finney shared:*

- Students successfully completed their first quarter of the school year.
- November 4th, students with passing grades attended a hootenanny, while students needing extra help, worked to get caught up on assignments or to receive help from their teachers.
- November 20th - Award ceremonies will be held at different times of the day for both the middle and high schoolers.
- November 27th & 28th - Parent-Teacher Conferences.

**B. Willamalane Summer Programs**

Michael Wargo

Willamalane Executive Director Michael Wargo was unable to attend.

Willamalane Community Engagement Director Kenny Weigandt and Customer Service Director Kevin Suiter introduced themselves, sharing many highlights and successes from their summer programs, most notably the 1Pass program.

- The 1PASS program is open to all students, not just those from Springfield. 1PASS provides access to healthy activities, education, transportation, culture, and recreation for students.
- Eugene Recreation & Willamalane and Springfield Public Schools (SPS) each have 5,500 passes to sell. SPS limits the cost barrier for their students.
- The impact is measured by the number of scans at partner destinations, with a total of 69,442 scans over the summer. Success is attributed to positive feedback received from the partner destinations.
- A lottery system is used to ensure equitable access to the program. SPS staff and the Family Resource Center work together to identify access barriers. SPS staff helped to distribute 550 passes to incoming kindergarteners and students with barriers. A total of 4000 student passes were distributed.

Board members commented on the program’s reach, partnerships, and positive impacts. Appreciation was expressed towards Willamalane for the program’s effects on student engagement and community involvement.

#### 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 at 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.

Mount Vernon Elementary student parent *Courtney Nash*, highlighted a lack of communication regarding a concerning video shown to first-grade students, which has involved an employee administrative leave and continual substitute teachers. The ongoing situation has led to deep concern and parental frustration.

*Jill Smith* (walk-in) declined to speak.

#### 5. ACTION ITEMS

##### A. Approve Consent Agenda

- |                                                           |              |
|-----------------------------------------------------------|--------------|
| 1. October 14, 2024 Board 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 |

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

**MOTION:** Director De Graff moved, Director Quaas-Annsa 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, Chair Mason – Yes, and Director De Graff – Yes.

**Motion passed, 5:0.**

**B. Approve HB 2009 Enterprise Zone (City of Springfield), Resolution #24-25.024**

Allie Camp

It is recommended that the Board of Directors approve the HB 2009 Enterprise Zone (City of Springfield).

Superintendent Hamilton provided a brief overview of House Bill 2009, mandating collaboration between cities and school districts to establish a school support fee. The information was presented upon by Allie Camp during the October board meeting. Hamilton noted that he had connected with partner school districts around the state to compare their city partnerships and fee proposals. A 15% school support fee aligns with other Oregon school districts.

**MOTION:** Director Light moved, Director Kohl seconded the motion to approve the HB 2009 Enterprise Zone (City of Springfield), Resolution #24-25.024.

Chair Mason asked if there was any further discussion.

There was no further discussion.

Chair Mason called for a roll call vote. Chair Mason asked each Board member to indicate if they approve the HB 2009 Enterprise Zone (City of Springfield): Director Quaas-Annsa – Yes, Director Light – Yes, Director Kohl – Yes, Chair Mason – Yes, and Director De Graff – Yes.

**Motion passed, 5:0.**

**C. Approve Oregon School Board Associations (OSBA) Elections**

**1. Amend OSBA Dues Schedule, Resolution #1, Resolution #24-25.018**

Superintendent Hamilton

It is recommended that the Board of Directors Amend OSBA Dues Schedule, Resolution #1.

Superintendent Hamilton stated that the election window for the OSBA is from November 15th - December 15th. The election process, timeline and schedule of dues were explained. He assured the Board that, if needed, there would be sufficient time to gather more information and to consider feedback, prior to submitting a decision by the deadline.

Board members felt there was a lack of information and questioned the justification for the increase. Superintendent Hamilton offered to gather additional information and feedback from OSBA representatives, for the Board's consideration at the next meeting. The Board agreed that no action would be taken, pending further discussion.

**MOTION:** Take No Action, at this time.

**2. Amend OSBA Bylaws Relating to Composition of the Board of Directors, Resolution #2, Resolution #24-25.019**

Superintendent Hamilton

It is recommended that the Board of Directors Amend OSBA Bylaws Relating to Composition of the Board of Directors, Resolution #2.

Superintendent Hamilton explained the background of the PRIDE caucus, which represents school board members who identify as LGBTQIA2S+, an advisory group, which has requested to become a caucus.

Board members raised concerns about the accountability and funding of caucus groups and requested more information before making a decision. Superintendent Hamilton offered to gather additional information and feedback from OSBA representatives, for the Board's consideration at the next meeting. The Board agreed that no action would be taken, pending further discussion.

**MOTION:** Take No Action, at this time.

**3. Amend OSBA 2023 Bylaws, Resolution #3, Resolution #24-25.020**

Superintendent Hamilton

It is recommended that the Board of Directors Amend OSBA 2023 Bylaws, Resolution #3.

Superintendent Hamilton explained there are many edits and a change in status or composition of the board, regarding the overall OSBA bylaws.

Board members discussed and agreed that no action would be taken, pending a board review of additional information and feedback from OSBA.

**MOTION:** Take No Action, at this time.

**D. Adopt Policy C, Resolution #24-25.021**

Superintendent Hamilton

It is recommended the Board Adopt Policy C. Resolution#24-25.021

Superintendent Hamilton and the Board discussed the need for clarity on board chair and vice chair roles, the addition of a 12-month evaluation notice for superintendents, the alignment of administrator evaluation cycles with teachers, clarity regarding annual reporting on evaluation systems, the need for consistency in language and terminology, importance of clear policies, and division 22 compliance and reporting. OSBA feedback on the board member's previously submitted policy questions and concerns was discussed.

**MOTION:** Director Kohl moved, Director De Graff seconded the motion to Adopt Policy C as presented.

**MOTION:** Director Kohl moved, Chair Mason seconded the motion to withdraw the motion to Adopt Policy C.

Chair Mason called for a roll call vote. Chair Mason asked each Board member to indicate if they approve the motion to withdraw the previous motion to Adopt Policy C: Director Quaas-Annsa – Yes, Director Light – Yes, Director Kohl – Yes, Chair Mason – Yes, and Director De Graff – Yes.

**MOTION: Passed 5:0.**

**MOTION:** Director Kohl moved, Director Quaas-Annsa seconded the motion to adopt the Policy C updates, with the exceptions of Policy CBG and CCB that not be part of what is approved, in addition Policy CCG will be edited to read that the superintendent shall annually report to the board on invitation, instead of regularly.

Chair Mason called for a roll call vote. Chair Mason asked each Board member to indicate if they approve the motion to adopt Policy C updates as presented: 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 D, E, F, Resolution #24-25.022**

Superintendent Hamilton

It is recommended the Board Adopt Policy D, E, F.

Superintendent Hamilton presented the policies related to fiscal management, support services, and facilities to the Board. OSBA was consulted and Superintendent Hamilton shared their feedback with the Board. Hamilton commented on the consistency of the general fund. They discussed budget committee policy terminology, the need for clear language, proper formatting, board approval of certain documents, clear policies that align with district practices, and the handling of district property and vehicles. Also discussed, was the need for language clarification on student transportation and cell phone use. Superintendent Hamilton agreed to return in December to present the pulled policy EBA to the Board, for further discussion.

**MOTION:** Director Light moved, Director De Graff seconded the motion to adopt Policy D, E, F, with changes and to pull Policy EEAE for further discussion.

Chair Mason called for a roll call vote. Chair Mason asked each Board member to indicate if they approve to adopt Policy D, E, F, with changes and to pull Policy EEAE further discussion: Director Quaas-Annsa – Yes, Director Light – Yes, Director Kohl – Yes, Chair Mason – Yes, and Director De Graff – Yes.

**Motion passed, 5:0.**

**F. Approve Educational Equity Advisory Committee (EEAC) Update & Recommendation to Appoint Members, Resolution #24-25.023**

Taylor Madden

It is recommended that the Board of Directors approve the Educational Equity Advisory Committee (EEAC) Update & Recommendation to Appoint Members.

Equity and Inclusion Coordinator Taylor Madden, provided context on the committee's formation and the need for new members, due to vacancies. He explained the criteria for member selection and emphasized their representation of historically underserved student groups.

Membership Appointment Recommendations:

- Sofia Gonzales
- Allie Perez-Merritt
- Adriana Medina
- Manny Plascencia



#### Common Program Goals:

- Well-Rounded Education
- Equity Advanced
- Engaged Community
- Strengthened Systems and Capacity

#### Equity and Inclusion Efforts:

- Additional district-staff positions and professional development.
- High-dosage tutoring and new curricular materials introduced to enhance early literacy.
  - Middle school instructional focus and data analysis.
  - Culturally relevant curriculum materials.
  - Elementary Literacy Plan and Early Literacy Success Grant.
- Targeted interventions and professional development.
  - Elementary behavior interventionists and mental health partnerships.
  - Family resource assistants and high school initiatives.
- K-12 Equity and Inclusion Leadership team and facilitators for student unions and alliance groups.
- Student Affinity groups and high school Student Voice group.

#### Growth Metrics:

- A 5.7% growth in student achievement, with significant improvements in students experiencing poverty and English learners.
- 34% of kindergartners are meeting literacy benchmarks.
- A 10% increase in passing rates for Title 1 schools.
- Progress markers from the current year were also included.

Report card data for the middle and high schools was shared.

Collins outlined the next steps for the district, including the completion of the comprehensive application to ODE for the next biennium funding. The District will continue to provide updates to the Board.

#### **B. OSBA Fall Convention Highlights**

Superintendent Hamilton

Director Light shared that he had attended the medical presentation on Strategic Planning, noting that their process was very thoughtful and reflective. He was most impressed by the large number of students, families and staff that information was solicited from, through the use of surveys, focus groups and listening sessions, in which OSBA used that information to aid them in moving forward. Student performances included the middle school jazz band and a Mexican dance group.

Director Quaas-Annsa shared that it was her first year attending the conference. She enjoyed the breakout sessions and the opportunity to engage with other board members from around the state. She was particularly impressed with the level of support OSBA staff is willing to give board members. She expressed her appreciation for the school district's PBIS teams that provided the Board with training on mental health, ahead of presentations given on the topic at the conference. She also attended a CTE presentation and Wasco County's presentation on "Four Goals of Vision". Both, of which she considered to be inspiring and valuable.

### **C. Superintendent Communication**

Superintendent Hamilton

Superintendent Hamilton expressed gratitude toward all who had given up their personal time to attend the evening's meeting and/or the past conference, those who represent the district, both in the boardroom and out in the community, and to all Springfield School District's treasured community partnerships. Follow-up discussions would be held this winter to review the data and delve deeper with some of the content presented that evening. Hamilton announced that the Springfield Education Foundation (SEF) Gala had raised over \$200,000 of pledged support for SEF.

- Upcoming Events: Friday, November 15th
  - The 6th Annual Springfield Mayor's Revue at the Wildish Theater  
Headliner: Curtis Salgado

### **D. Board Communication and Comments**

*Chair Mason shared:*

- Board Invitation:
  - The Briggs Annual Thanksgiving Luncheon

*Vice Chair De Graff* had no comment.

*Director Light shared:*

- In October the Board had been invited to the Springfield American Youth Soccer Organization (AYSO) Day. He highlighted fifty years of the district's partnership with the organization, adding that over 500 kids attended. He then went on to describe the fun-filled activities of the day.
- He attended his first Springfield High School Hall of Fame Celebration. Former Superintendent Nancy Golden was selected as an Ambassador for Kids.
- Upcoming Events: Tuesday, November 19th — The Eugene Symphony will present their Elementary Youth Concerts, welcoming thousands of elementary students to the daytime youth concerts, where they will perform "Peter and the Wolf".

*Director Kohl* had no comment.

*Director Quaas-Annsa shared:*

- She joined the Wildish Theater Board of Directors and found herself incredibly busy. That morning she spent time with Cameron, discussing the needs of the Wildish and any possible opportunities she may find to make some connections and recommendations. She is excited to see how she may help.

## **8. NEXT MEETING**

December 9, 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 10:58 p.m.

*(Minutes recorded by Trenay Ryan, LCOG)*

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<sup>1</sup> 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<sup>2</sup> 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 duties ~~such duties and responsibilities, however,~~ will not relieve the superintendent of responsibility for ~~the~~ action taken under such delegation.

END OF POLICY

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### 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

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<sup>1</sup> The term "superintendent" includes an interim superintendent.

<sup>2</sup> "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~~<sup>{1}</sup>; 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 ~~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;

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<sup>{1}</sup> 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):**

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

# 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<sup>1</sup> to take any action that conflicts with a local, state or federal law<sup>2</sup> 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.

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<sup>1</sup> The term "superintendent" includes an interim superintendent.

<sup>2</sup> "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

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**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 the public 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 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

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### 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

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### 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 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

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### 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<sup>1</sup> 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.

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<sup>1</sup> 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

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**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

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### 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 of each school year and will allow public comment on such report. This report will be posted on the district's web page by February 1 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 February 15 each year on a form provided by ODE.

END OF POLICY

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### 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.<sup>1</sup>

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

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### Legal Reference(s):

ORS 332.107

ORS 342.934

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<sup>1</sup> 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<sup>1</sup> 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<sup>2</sup>; the availability of resources in other funds as well as the potential drain upon general fund resources from other funds<sup>3</sup>; liquidity<sup>4</sup>; and designations<sup>5</sup>. Such factors will be reviewed annually.

END OF POLICY

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<sup>1</sup>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.

<sup>2</sup>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.

<sup>3</sup>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.

<sup>4</sup>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.

<sup>5</sup>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.<sup>{1}</sup> 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.

<sup>1</sup> {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

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### 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

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### 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

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### 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

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### 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

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### 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

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**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

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### 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

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### 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

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### 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

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### 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

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### 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

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#### **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

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### 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 the bills to be made for just claims 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 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 member, officer or employee of the district is prohibited.

END OF POLICY

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### 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

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### 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.<sup>1</sup>

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.

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<sup>1</sup> 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

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**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

E

# 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*<sup>1</sup> shall apply to the district.<sup>2</sup>

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

<sup>1</sup> Oregon Administrative Rules (OAR) 137-045 - 049

<sup>2</sup> 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<sup>5</sup>, 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 are 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.<sup>6</sup>
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.<sup>{7}</sup>
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.<sup>8</sup> Unless otherwise designated by the LCRB, personal services contracts will be procured

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<sup>5</sup> “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.

<sup>6</sup> If the contract does not exceed \$250,000, using intermediate procurement is likely less burdensome than sole source.

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

<sup>8</sup> 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.<sup>9</sup> 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.<sup>10</sup>

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.<sup>11</sup> 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<sup>12</sup>:
  - a. The request for the quotes shall be in writing (unless not reasonably practicable)<sup>13</sup>;
  - 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-

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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)).

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

<sup>10</sup> See ORS 670.600 and OAR 459-005-0020.

<sup>11</sup> 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.

<sup>12</sup> If three quotes are not reasonably available, the district shall make a written record of the effort made to obtain these quotes.

<sup>13</sup> 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. **P** 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. **R** 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. **O** 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. **P** 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

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**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.



# 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

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### 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

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### 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

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### 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 in 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

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### 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

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### Legal Reference(s):

<a href="#">ORS 329.095</a>	<a href="#">OAR 437-002-0144</a>	<a href="#">OAR 437-002-0390</a>
<a href="#">ORS 654.003 to -654.022</a>	<a href="#">OAR 437-002-0145</a>	<a href="#">OAR 437-002-0391</a>
<a href="#">OAR 437-001-0760</a>	<a href="#">OAR 437-002-0180 to -0182</a>	<a href="#">OAR 581-022-2030</a>
<a href="#">OAR 437-002-0020 to -0081</a>	<a href="#">OAR 437-002-0260 to -0268</a>	<a href="#">OAR 581-022-2225</a>
<a href="#">OAR 437-002-0100</a>	<a href="#">OAR 437-002-0360</a>	<a href="#">OAR 581-022-2250</a>
<a href="#">OAR 437-002-0140</a>	<a href="#">OAR 437-002-0368</a>	
	<a href="#">OAR 437-002-0377</a>	

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

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### 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)<sup>1</sup> 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;

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<sup>1</sup> 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](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

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**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<sup>1</sup>:

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<sup>2</sup>;
3. Outline a district-to-school communication plan<sup>3</sup>;
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<sup>4</sup>;
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<sup>5</sup>;

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<sup>1</sup> For exact language and complete requirement, see OAR 581-022-2220(1).

<sup>2</sup> For specific protocol content requirements, see OAR 581-022-2220(1)(b).

<sup>3</sup> For requirements of this plan see OAR 581-022-2220(1)(c).

<sup>4</sup> 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.

<sup>5</sup> 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<sup>6</sup>;
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<sup>7</sup>;
10. Refer to adopted policy and procedures for medications in accordance with Oregon law<sup>8</sup>;
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<sup>9</sup>.

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.<sup>10</sup>

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<sup>11</sup> 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.~~

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<sup>6</sup> For definitions for this policy see ORS 336.201.

<sup>7</sup> OAR 437-002-0360 lists various health and safety regulations that apply in the employment setting.

<sup>8</sup> Medication laws can be found in ORS 339.866 – 339.874 and OAR 581-021-0037; relevant Board policy includes JHCD/JHCDA - Medications.

<sup>9</sup> For guideline requirements see OAR 581-022-2220(1)(k).

<sup>10</sup> For additional delegation requirements see OAR 851-047-0030.

<sup>11</sup> "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

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**Legal Reference(s):**

ORS 329.025

ORS 336.211 – 336.214

OAR 581-021-0590

ORS 332.107

OAR 581-021-0017

OAR 581-022-2050

ORS 336.201

OAR 581-021-0031

OAR 581-022-2220

ORS 336.204

OAR 581-021-0587

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<sup>1</sup> and/or other bloodborne pathogens<sup>2</sup>.

The district shall develop an Exposure Control Plan in accordance with requirements in law<sup>3</sup> 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:

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<sup>1</sup> HIV— Human Immunodeficiency Virus; AIDS— Acquired Immune Deficiency Syndrome; HBV— Hepatitis B Virus

<sup>2</sup> “Bloodborne pathogens” are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). 29 CFR 1910.1030(b)

<sup>3</sup> 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<sup>[4]</sup> thereafter. Staff will receive the annual training<sup>5</sup> as well as the location and a content review of first-aid and clean-up kits. Kits shall be readily available<sup>6</sup> in close proximity<sup>7</sup> to all employees in the building and for district vehicles, including each bus<sup>8</sup>.

~~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<sup>9</sup> ~~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<sup>10</sup>.

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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<sup>4</sup> [Annual training for all employees shall be provided within one year of their previous training. (29 CFR 1910.1030(g)(2)(iv))]

<sup>5</sup> See 29 CFR 1910.1030(g)(2) for information about training requirements.

<sup>6</sup> 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.

<sup>7</sup> "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))

<sup>8</sup> 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)

<sup>9</sup> See OAR 437-002-1030(3) and OAR 437-002-1035.

<sup>10</sup> See 29 CFR 1910.1020(e) for requirements on providing access.

END OF POLICY

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**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 Illness Reports

All injuries and illnesses<sup>1</sup>, 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<sup>2</sup> illness or injury to an employee resulting in in-patient overnight hospitalization for medical treatment<sup>3</sup> other than first aid, loss of an eye, amputation or avulsion<sup>4</sup> the district 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<sup>5</sup> shall be reported<sup>6</sup> to OSHA within eight hours.

ALL injuries 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 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.

<sup>1</sup> 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))

<sup>2</sup> 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.

<sup>3</sup> "Medical treatment" is the management includes managing or care of a patient to combat for the purpose of combatting disease or disorder. The following are not considered medical treatment: visits to a physician or other licensed health-care professional solely for observation or counseling; diagnostic procedures, such as x-rays and blood tests, including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid according to OAR 437-001-0700(8)(d)(A)(iii).

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

<sup>5</sup> "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))

<sup>6</sup> 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

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**Legal Reference(s):**

ORS 339.309

OAR 437-001-0700

OAR 437-002-0360

OAR 437-001-0704

OAR 437-002-0377

OAR 437-001-0015

OAR 437-001-0760

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

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### 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

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### 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

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### 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).

# 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

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### Legal Reference(s):

ORS 192.660(2)(k)

ORS 332.107

ORS 339.324

# 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 district school and transportation bus 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

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### 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 complaintcomplaints and to press charges against those committing acts of graffiti, vandalism, or malicious mischief against district property or theft of districtschool 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 studentstudents who willfully destroys districtschool property through graffiti, vandalism, malicious mischief, theft or arson, who commits larceny, or who creates a hazard to the safety of othertheir people on districtschool property will be disciplined in accordance with state law and the Board's policies on student suspensions and expulsions<sup>1</sup> 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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<sup>1</sup> 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 164.345](#)  
[ORS 164.365](#)

[ORS 326.575](#)  
[ORS 332.107](#)  
[ORS 339.240](#)

[ORS 339.250](#)  
[ORS 339.270](#)  
[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

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### 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<sup>1</sup> before the district implements a RFID program or makes a modification to the current RFID program.

This notification shall:

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

### Voluntary Opt-In RFID Program

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

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

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

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

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#### **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<sup>1</sup> 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 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)<sup>2</sup> at OSAA-sanctioned events.

<sup>1</sup> [https://www.faa.gov/uas/educational\\_users/](https://www.faa.gov/uas/educational_users/)

<sup>2</sup> <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<sup>3</sup> 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<sup>4</sup>; and
3. A signed agreement holding the district harmless from any claims of harm to individuals or damage to property.

END OF POLICY

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[<sup>3</sup> 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.]

<sup>4</sup> 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 174.109](#)

[ORS 192.345](#)

[ORS 837.300 - 837.390](#)

[ORS 837.995](#)

[OAR 738-080-0015 - 080-0045](#)

Senate Bill 581 (2019)

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<sup>1</sup> 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<sup>2</sup> or through cooperative agreements with local victims assistance units for a student to attend a safe district school<sup>3</sup> 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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<sup>1</sup> "School of origin" means the school that 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.

<sup>2</sup> "Federal funds" means funds available through Title IV, Part A, and Title V, Part A.

<sup>3</sup> 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.<sup>4</sup> 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

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**Legal Reference(s):**

<sup>4</sup>“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.

<a href="#">ORS 327.006</a>	<a href="#">ORS 815.080</a>	<a href="#">OAR 581-053-0040</a>
<a href="#">ORS 327.033</a>	<a href="#">ORS 820.100 - 820.190</a>	<a href="#">OAR 581-053-0053</a>
<a href="#">ORS 327.043</a>		<a href="#">OAR 581-053-0060</a>
<a href="#">ORS 332.405</a>	<a href="#">OAR 581-021-0050 - 0075</a>	<a href="#">OAR 581-053-0070</a>
<a href="#">ORS 332.415</a>	<a href="#">OAR 581-022-2345</a>	<a href="#">OAR 581-053-0210</a>
<a href="#">ORS 339.240 - 339.250</a>	<a href="#">OAR 581-023-0040</a>	<a href="#">OAR 581-053-0220</a>
<a href="#">ORS 343.155 - 343.246</a>	<a href="#">OAR 581-053-0002</a>	<a href="#">OAR 581-053-0230</a>
<a href="#">ORS 343.533</a>	<a href="#">OAR 581-053-0003</a>	<a href="#">OAR 581-053-0240</a>
<a href="#">ORS 811.210</a>	<a href="#">OAR 581-053-0004</a>	<a href="#">OAR 735-102-0010</a>
<a href="#">ORS 811.215</a>	<a href="#">OAR 581-053-0010</a>	
<a href="#">ORS 815.055</a>	<a href="#">OAR 581-053-0031</a>	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.<sup>1</sup> 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.

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<sup>1</sup> “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

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**Legal Reference(s):**

<a href="#">ORS 811.210</a>	<a href="#">OAR 581-053-0004</a>	<a href="#">OAR 581-053-0410</a>
<a href="#">ORS 811.215</a>	<a href="#">OAR 581-053-0010</a>	<a href="#">OAR 581-053-0420</a>
<a href="#">ORS 815.055</a>	<a href="#">OAR 581-053-0021</a>	<a href="#">OAR 581-053-0430</a>
<a href="#">ORS 815.080</a>	<a href="#">OAR 581-053-0031</a>	<a href="#">OAR 581-053-0440</a>
<a href="#">ORS 820.100 to -820.190</a>	<a href="#">OAR 581-053-0210</a>	<a href="#">OAR 581-053-0445</a>
	<a href="#">OAR 581-053-0240</a>	<a href="#">OAR 581-053-0510</a>
<a href="#">OAR 437-002-0220 to -0227</a>	<a href="#">OAR 581-053-0310</a>	<a href="#">OAR 581-053-0520</a>
<a href="#">OAR 581-022-2225</a>	<a href="#">OAR 581-053-0320</a>	<a href="#">OAR 581-053-0530</a>
<a href="#">OAR 581-053-0002</a>	<a href="#">OAR 581-053-0330</a>	<a href="#">OAR 735-102-0010</a>
<a href="#">OAR 581-053-0003</a>	<a href="#">OAR 581-053-0340</a>	

# 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. This 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

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### Legal Reference(s):

<a href="#">ORS 659.840</a>	<a href="#">ORS 807.038</a>	<a href="#">OAR 581-053-0004</a>
<a href="#">ORS 659A.300</a>	<a href="#">ORS 820.110</a>	<a href="#">OAR 581-053-0031</a>
<a href="#">ORS 659A.306</a>		<a href="#">OAR 581-053-0040</a>
<a href="#">ORS Chapters 801, 802, 807, 809, 811, 813</a>	<a href="#">OAR 581-053-0002</a>	<a href="#">OAR 581-053-0053</a>
	<a href="#">OAR 581-053-0003</a>	<a href="#">OAR 581-053-0060</a>

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

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### 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 Transportation 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 aisle 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

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**Legal Reference(s):**

<a href="#">ORS 339.240</a>	<a href="#">OAR 581-021-0050 to -0075</a>	<a href="#">OAR 581-053-0004</a>
<a href="#">ORS 339.250</a>	<a href="#">OAR 581-023-0040</a>	<a href="#">OAR 581-053-0010</a>
<a href="#">ORS 820.100 to -820.190</a>	<a href="#">OAR 581-053-0002</a>	<a href="#">OAR 581-053-0210</a>
	<a href="#">OAR 581-053-0003</a>	

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

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### Legal Reference(s):

<a href="#">ORS 30.864</a>	<a href="#">ORS 332.107</a>	<a href="#">OAR 166-400-0010 to -0065</a>
<a href="#">ORS 192.420 to -192.505</a>	<a href="#">ORS 336.187</a>	<a href="#">OAR 581-021-0210 to -0430</a>
<a href="#">ORS 326.565</a>	<a href="#">ORS 342.850</a>	<a href="#">OAR 581-022-2260</a>
<a href="#">ORS 326.575</a>		<a href="#">OAR 581-053-0240(11)</a>

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).



# 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

<a href="#">ORS 811.210</a>	<a href="#">OAR 581-053-0310</a>	<a href="#">OAR 581-053-0521</a>
<a href="#">ORS 815.055</a>	<a href="#">OAR 581-053-0320</a>	<a href="#">OAR 581-053-0531</a>
<a href="#">ORS 815.080</a>	<a href="#">OAR 581-053-0330</a>	<a href="#">OAR 581-053-0540</a>
<a href="#">ORS 820.110</a>	<a href="#">OAR 581-053-0340</a>	<a href="#">OAR 581-053-0610</a>
<a href="#">ORS 820.190</a>	<a href="#">OAR 581-053-0410</a>	<a href="#">OAR 581-053-0620</a>
	<a href="#">OAR 581-053-0420</a>	<a href="#">OAR 581-053-0630</a>
<a href="#">OAR 437-002-0220 to -0227</a>	<a href="#">OAR 581-053-0430</a>	<a href="#">OAR 581-053-0640</a>
<a href="#">OAR 581-053-0010</a>	<a href="#">OAR 581-053-0440</a>	<a href="#">OAR 735-102-0010</a>
<a href="#">OAR 581-053-0220</a>	<a href="#">OAR 581-053-0511</a>	

# 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

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### 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<sup>1</sup>. 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

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### Legal Reference(s):

[ORS 332.107](#)  
[ORS 801.455](#)

[ORS 811.210](#)  
[ORS 815.055](#)

[ORS 815.080](#)  
[OAR 735-102-0010](#)

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<sup>1</sup> "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.<sup>1</sup> 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

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<sup>1</sup>“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

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**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

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### 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

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### Legal Reference(s):

[ORS 327.520 to -327.537](#)

[ORS 336.423](#)

[OAR 581-022-2345](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

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District Nutrition and Food Services – EFAA

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

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### 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

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### Legal Reference(s):

<a href="#">ORS 244.010</a>	<a href="#">ORS 244.040(1)(a)</a>	<a href="#">ORS 332.105</a>
<a href="#">ORS 244.020(15)</a>	<a href="#">ORS 244.120</a>	<a href="#">ORS 332.107</a>

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<sup>1</sup> 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<sup>2</sup> 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

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<sup>1</sup> 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.

<sup>2</sup> “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<sup>3</sup> 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

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**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).

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<sup>3</sup> 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 district/District 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

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### 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

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**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

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### Legal Reference(s):

[ORS 332.107](#)

[ORS 332.385](#)

# 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

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### 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

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### Legal Reference(s):

<a href="#">ORS 332.107</a>	<a href="#">OAR 437-002-0020 to -0081</a>	<a href="#">OAR 437-002-0377</a>
<a href="#">ORS 332.155</a>	<a href="#">OAR 437-002-0161</a>	<a href="#">OAR 437-002-0390</a>
	<a href="#">OAR 437-002-0180 to -0182</a>	<a href="#">OAR 437-002-0391</a>
<a href="#">OAR 437-001-0760</a>	<a href="#">OAR 437-002-0368</a>	

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 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

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### Legal Reference(s):

[ORS 192.371](#)

[ORS 332.107](#)

[ORS 332.505](#)