Lebanon Community School District

School Board Meeting
November 13, 2025

13 November 2025, 18:00 - 20:00, (PST)

55 Academy St, Lebanon, OR 97355-2867, United States

Agenda

18:00 - 18:01 **1 WELCOME**

Livestream:
https://www.youtube.com/@lcsdboardmeetingstream6568/streams

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18:01 - 18:02 **1.1 Call to Order**

18:02 - 18:03 **1.2 Flag Salute**

18:03 - 18:13 **2 PUBLIC COMMENTS**

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

18:13 - 18:23 **3 DISTRICT PROCEDURE REGARDING IMMIGRATION ENFORCEMENT**

18:23 - 18:33 **4 ALTERNATIVE EDUCATION**

Alt Ed Presentation.pdf 2

18:33 - 18:43 **5 BOARD STIPEND POLICY UPDATE**

Board Stipend Policy Topic.pdf 14

18:43 - 18:53 **6 CONSENT AGENDA**

Motion: Approval Requested

18:53 - 19:23 **6.1 August 14, 2025 Board Meeting Minutes**

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19:23 - 19:53 **6.2 August 28, 2025 Board Meeting Minutes**

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19:53 - 20:23 **6.3 September 18, 2025 Board Meeting Minutes**

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20:23 - 20:24 6.4 September 18, 2025 Work Session Minutes
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20:24 - 20:25 6.5 October 10, 2025 Board Meeting Minutes
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20:25 - 20:26 6.6 First Reading Policy Updates
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20:26 - 20:26 7 DEPARTMENT REPORTS
20:26 - 20:36 7.1 Operations
20:36 - 20:46 7.2 Financial

11.13.2025 Financial Report & Memo.pdf 122

20:46 - 20:56 **7.3 Construction Excise Tax**

11.13.2025 Construction Excise Tax.pdf 126

Motion: Approval Requested

20:56 - 20:56 **8 COMMUNICATION**

20:56 - 21:06 **8.1 Board**

21:06 - 21:16 **8.2 Student Board**

21:16 - 21:21 **8.3 Superintendent**

21:21 - 21:26 **8.4 Jen's Zens**

21:26 - 21:36 **9 PUBLIC COMMENTS**

21:36 - 21:37 **10 ADJOURNMENT**

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Pursuing Excellence

LEBANON

Community Schools

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

> *"The Public Meetings Law is a public attendance law, not a public participation law. Under the Public Meetings Law, governing body meetings are open to the public except as otherwise provided by law. ORS 192.630 The right of public attendance guaranteed by the Public Meetings Law does not include the right to participate by public testimony or comment.*
>
> *"Other statutes, rules, charters, ordinances, and bylaws outside the Public Meetings Law may require governing bodies to hear public testimony or comment on certain matters. But in the absence of such a requirement, a governing body may conduct a meeting without any public participation. Governing bodies voluntarily may allow limited public participation at their meetings."*

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

Alternative Education

LCSD

Programs

Elementary EGC (Cascades)

Middle School EGC (Seven Oak)

Bridge (Teen Center)

CLIMB (Teen Center)

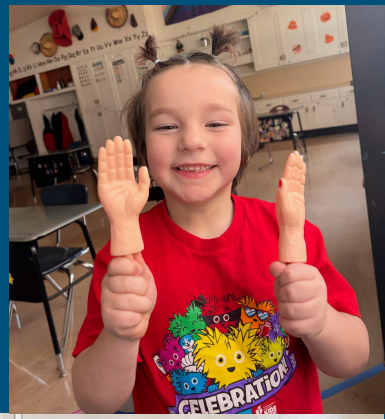
Ralston Academy (District Office)

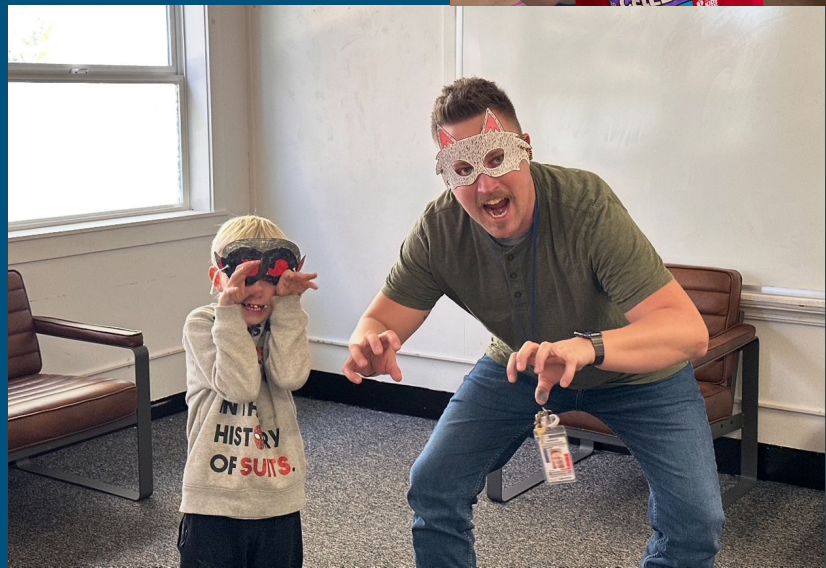
Tutoring (Location Varies)

Evergreen/Graduation Alliance (Online)

Elementary Emotional Growth Center

- Cascades Elementary
- Serves Grades K-5
- Focus: SEB Skills
- 13 Current Students
- Behaviors: Property destruction, elopement, and physical aggression
- Welcome Center support is key
- Success doesn’t happen overnight!





Middle School Emotional Growth Center

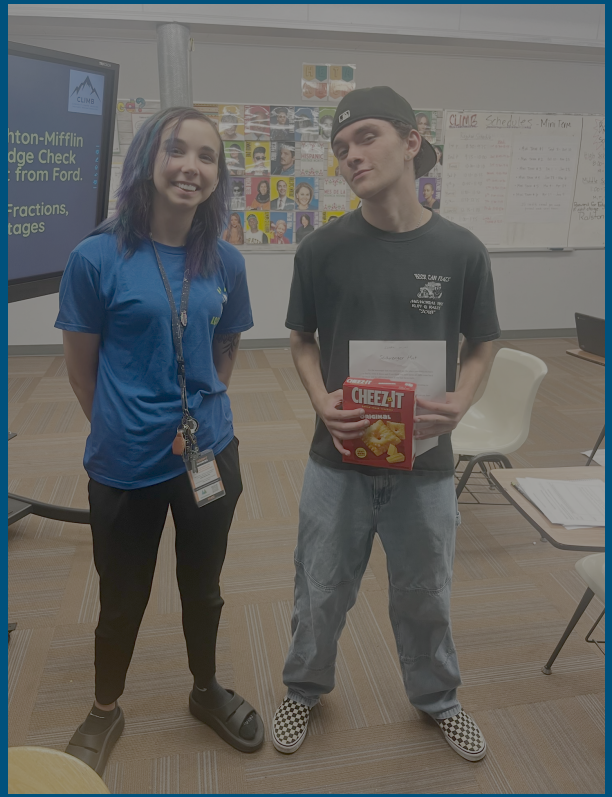
- Seven Oak Middle School
- Serves Grades 6-8
- Focus: SEB skills
- 8 Current Students
- Additional students access space
- Most students only spend a couple periods per day in the EGC



CLIMB

"Connect - Learn - Imagine - Mature - Breakthrough"

- Previously known as "Teen Center"
- Serves Grades 9-10
- 10 current students (15 max)
- Students must apply & interview
- Students must eventually choose between LHS/Ralston as juniors
- Same schedule as Ralston with built-in study hall (1.5 credits every 6 weeks)



Bridge (Mostly Expulsion)

- Located in “Teen Center”
- Serves Grades 6-12
- 6 High School Students / 2 Middle School Students
- HS 8:00-10:00am / MS 1:00-3:00pm
- Students can be expelled for 1 day up to 1 year
- Most students are given “reconsideration hearings”
- Primary source of academics is Edgenuity with support from staff



Ralston Academy

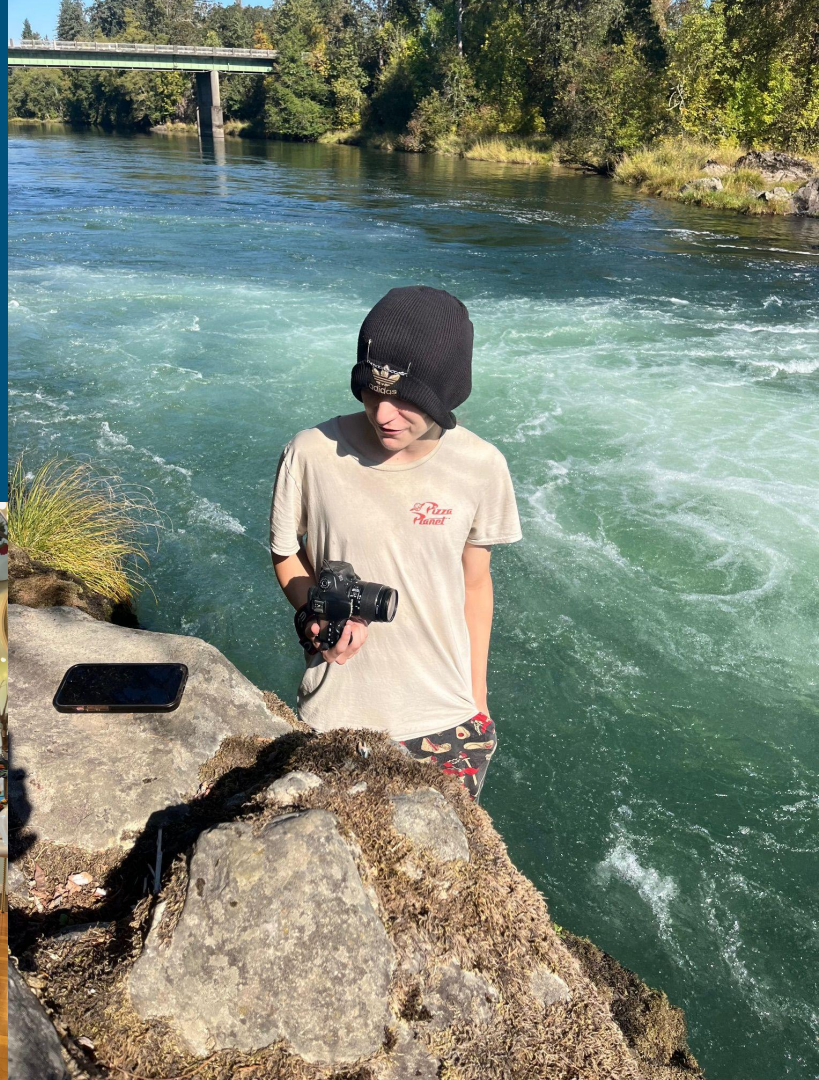
- District Office
- Serves Grades 11-12
- 60 Students
- 50+ graduates each year for the last 4 years
- Last year, only 5 seniors left Ralston
- Students can earn 10.5 credits per year
- Students can still participate in sports and after-school activities at LHS
- 6 graduates currently work in LCSD



Field Trips







Train Ride





Dress Like Staff Day







Tutoring, Evergreen and GA

- Location Varies
- 1:1 Tutoring serves grades K-12
  - Currently, 4 students in tutoring
- EVA started this year: K-12 Online
  - Currently, 60 students
- GA started in Dec. 2022: Dropout Recovery
  - Currently, 7 students enrolled
  - 12 students have graduated using GA

EVERGREEN VIRTUAL ACADEMY

Graduation Alliance™

Questions?

STIPENDS

Summary

In 2023, the Oregon Legislature passed HB 2753, removing the prohibition on district school board members receiving compensation and authorizing stipends. However, Oregon ethics laws made implementation of stipends challenging. This year, the Oregon Legislature passed SB 983 (2025), removing one of the barriers related to budget adoption, making it simpler for board members to receive stipends.

As many districts currently have policy language prohibiting any compensation for board members, one of the first steps towards stipends is to amend this language. Updating this policy does not mean that stipends will automatically be provided: payment of stipends is generally contingent upon board action on the budget, resolutions, or both. Consideration of this policy update is likely considered a potential conflict of interest under ORS 244.020. Board members are encouraged to declare this conflict during any board meeting in which this policy is considered in accordance with ORS 244.120. Boards can move forward with amendment to this policy, even if the board does not want to provide stipends at this time.

Once this policy is updated, boards are encouraged to work with legal counsel if the board is interested in providing stipends to its members.

Collective Bargaining Impact

None

Local District Responsibility

Review and adopt changes to policy if the board wants to allow for stipends in the future.

Policy(ies) and ARs Impacted by these Revisions

BHD – Board Member Stipends and Reimbursements, Optional

EDUCATIONAL EQUITY ADVISORY COMMITTEES

Summary

In 2021, the Oregon Legislature passed SB 731, requiring school districts to create educational equity advisory committees (EEAC). This requirement went into effect in 2021 for districts with more than 10,000 students and was delayed until September 15, 2025 for districts with fewer than 10,000 students. Based on the experience of larger districts, the Oregon Legislature passed HB 2453 (2025), which removes some of the requirements of the EEAC, allowing them to function as a superintendent committee instead of a board committee.

OSBA previously added language about EEACs to Board policy BCF – Advisory Committees to the Board. Because EEACs no longer report to the Board, OSBA is recommending this language be deleted. OSBA has created a new optional policy, CEA – Educational Equity Advisory Committee for districts that want policy language outlining EEAC requirements. Many of the smaller districts have not added policy language about EEACs as the requirement does not go into effect until September 15, 2025 (the district may not need to delete anything).

Additionally, one member of the EEAC will serve on the district's budget committee. This does not create a new position on the budget committee, rather, a member of the EEAC will

OSBA Model Sample Policy

Code: BHD
Adopted:

Board Member ~~Compensation and Expense~~Stipends and Reimbursements

{Board members likely have a potential conflict of interest when voting on this policy, as this decision "could be to the private pecuniary benefit or detriment of the Board member." The adoption of this policy does not mean that a stipend or reimbursement will be paid: any stipend or reimbursement is contingent upon further action of the Board. In order to comply with a potential conflict of interest, Board members must declare the potential conflict of interest at each Board meeting in which this policy is being considered and can then participate in the discussion and vote. Declarations of conflicts should be included in the minutes of the meeting.}

Board members may receive a stipend for their service in accordance with state law and the Board-adopted district budget.[1] [The amount of the stipend is limited to the amount included in the budget.[2]] [The stipend amount will be approved by resolution of the Board.[3]] Board members may choose not to accept the stipend by notifying the business office. Stipends will be issued [monthly] and may be pro-rated for service for incomplete months. Stipends will be paid in accordance with the district's business practices. {[4]}Board members are responsible for any tax obligations resulting from the stipends.

~~No~~ Board members ~~will receive any compensation for services other than~~ may be reimburse~~ment~~d for approved expenses actually incurred on district business. Such expenses may include the cost of attendance at meetings, conferences or visitations when such attendance has been approved by the Board.

The superintendent will establish and communicate procedures regarding submission of expenses for reimbursement.

When paid admission is required of the public, Board members may be reimbursed for attending district events and other activities when their attendance is consistent with board responsibilities and district operations. (*See* Board policy DFEA - Admission to District Events) The district will establish accounting procedures consistent with this policy.

END OF POLICY

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[1] After declaring an actual conflict of interest during meetings in which the budget is being discussed, Board members are allowed to discuss and vote on the district's budget that includes providing compensation of benefits to themselves or relatives in accordance with Senate Bill 983 (2025).

[2] The maximum amount [of the monthly stipend] will be limited to the total amount budgeted, divided by the total number of Board members[, divided by 12]. Stipend amounts are also limited by ORS 332.018(3).

[3] Because Board members likely have an conflict of interest when approving an annual resolution, the Board may need to approve multiple resolutions, each applying to fewer than a quorum of the Board.

[4] {Districts are encouraged to work with business professionals regarding the procedures and tax implications of providing stipends.}

Legal Reference(s):

ORS 244.020 ORS 244.040 ORS 332.018~~(3)~~

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).
Senate Bill 983 (2025)

Lebanon Community Schools

Code: **BHD**
Adopted: 2/2/09
Readopted: 2/4/10
Orig. Code(s): BHD

Board Member Compensation and Expense Reimbursement

No Board members will receive any compensation for services other than reimbursement for approved expenses actually incurred on district business. Such expenses may include the cost of attendance at meetings, conferences or visitations when such attendance has been approved by the Board.

Board members may be reimbursed, when paid admission is required of the general public, for attending district athletic events and other activities as part of their responsibilities of being informed about district operations. The district will establish accounting procedures consistent with this policy.

END OF POLICY

Legal Reference(s):

ORS 244.020(15)
ORS 244.040(1)(a)
ORS 244.040(2)(c)
ORS 332.018(3)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINION 93A-1007 (Nov. 18, 1993).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINION 97A-1004 (Apr. 21, 1997).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).

Cross Reference(s):

BBAA - Individual Board Member's Authority and Responsibilities
BHB - Board Member Development
DFEA - Admissions to District Events
DLC - Employee Travel/Expense Reimbursements

Lebanon Community Schools

Code: **BBFA**
Adopted: 11/3/08
Readopted: 2/4/10, 12/5/13, 9/11/14, 3/10/16
Orig. Code(s): BBFA

Board Member Ethics and Conflicts of Interest

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

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

I. Conflicts of Interest

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

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

"Relative" means the spouse[1], parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits[2] to the Board member, or who receives any benefit from the Board member's public employment.

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

[1]The term spouse includes domestic partner.
[2]Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

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

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

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

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

Potential Conflict of Interest

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

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

Actual Conflict of Interest

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

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

Class Exception

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

II. Gifts

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

"Relative" means: the spouse[3], parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits[4] to the Board member, or who receives any benefit from the Board member's public employment.

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

Determining the Source of Gifts

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

Determining Legislative and Administrative Interest

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

Determining the Value of Gifts

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

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

[3]Ibid. p. 1
[4]Ibid. p. 1

1. In calculating the per person cost at receptions or meals the payer of the Board member's admission or meal will include all costs other than any amount donated to a charity.
   For example, a person with a legislative or administrative interest buys a table for a charitable dinner at $100 per person. If the cost of the meal was $25 and the amount donated to charity was $75, the benefit conferred on the Board member is $25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:

   a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payer reasonably expects to attend the reception or dinner;
   b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
   c. The source calculates the actual amount spent on the Board member.

3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.

4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale Value

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

Entertainment

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

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or

2. The Board member is acting in their official capacity for a ceremonial purpose.

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

Exceptions

The following are exceptions to the ethics rules on gifts:

3. Campaign contributions are not considered gifts under the ethics rules;

4. Gifts from "relatives" and "members of the household" to the Board member are permitted in an unlimited amount; they are not considered gifts under the ethics rules;

5. Informational or program material, publications, or subscriptions related to the recipient's performance of official duties;

6. Contributions made to a legal expense trust fund if certain requirements are met;

7. Food, lodging, and travel generally count toward the $50 aggregate amount per year from a single source with a legislative or administrative interest, with the following exceptions:

    a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member's official capacity, for certain limited purposes:

        (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the $50 aggregate amount IF:

            (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND

                i) The giver is a unit of a:

                    a) Federal, state, or local government;
                    b) An Oregon or federally recognized Native American Tribe; OR
                    c) Nonprofit corporation.

            (b) The Board member is representing the district:

                i) On an officially sanctioned trade-promotion or fact-finding mission; OR
                ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the Board.*

        (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

8. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the district. Again, this exception does not authorize private meals where the participants engage in discussion.

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

9. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i);

10. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement;

11. A gift received by the Board member as part of the usual or customary practice of the Board member's private business, employment or position as a volunteer that bears no relationship to the Board member's holding of public office.

Honoraria

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

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

END OF POLICY

Legal Reference(s):

ORS 162.015 to -162.035
ORS 162.405 to -162.425
ORS 244.010 to -244.400
ORS 332.055
OAR 199-005-0001 to -199-010-0150

38 OR. ATTY. GEN. OP. 1995 (1978)
OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.
HR1/14/16 | PH

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LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING
AUGUST 14, 2025, 6:00 PM

Lebanon School District, Ralston Academy 485 S 5th St. Lebanon, OR 97355

MEETING MINUTES

BOARD MEMBERS PRESENT:	EXECUTIVE STAFF PRESENT:
Melissa Baurer, Vice Chair Lorlee Engler, Member Mike Martin, Member Nichole Piland, Chair Clyde Rood, Member	Jennifer Meckley, Superintendent William Lewis, Chief Operations Officer Steven Prososki, Business Director

The meeting minutes were recorded by acting Executive Secretary Wendy Eilers.

1. WELCOME AND CALL TO ORDER

Board Chair, Nichole Piland, calls the meeting to order at 6:00 PM and leads the flag salute.

2. PUBLIC COMMENTS

No public comments were made.

3. PUBLIC COMMENTS REGARDING RENAMING OF PIONEER SCHOOL LIBRARY

Ryan Noss is here to speak on behalf of the Scot Noss family. He is thankful for the district and how supportive they have been with the passing of his brother. He is appreciative of Ryan King sharing a photo and story of Scot with the summer school students at Pioneer. He states that the community has shown up repeatedly for his family and they appreciate it immensely. He states the family is in support of the change to the name of the library to the Scot Noss Memorial Library. He speaks briefly about the Noss family history with Lebanon Schools.

7. RENAMING OF PIONEER SCHOOL LIBRARY

Clyde asks about adding a memorial plaque or shadow box with Scot's history to the memorial. The family reports there is a picture. Jennifer states that the family has also provided an album about his life.

Jennifer explains that this will be brought back next month for approval.

8. OREGON ELL REPORT

Jennifer explains that each year we are required to provide the English Language Learners report in the packet. She explains what information is included and that we had 125 students last year that were in the program. She explains that the state of Oregon collects the data.

Mike asks about graduation rates for ELL students. Jennifer explains that they exceed those of non-ELL students. She states that they are very well supported. Melissa asks if the district has sufficient resources. Jennifer states that one of things that is a challenge is when you have students spread out over schools, the staff has to travel to other schools.

Clyde asks how we compare to other districts our size, Jennifer states she does not have that information right in front of her, but can get it.

9. RESTRAINT AND SECLUSION INCIDENTS

Director of Special Services, Rachel Hampton speaks on the state restraint and seclusion report. She states the previous SPED director kept great past records. She explains that we have an in-house trainer so that helps with getting new staff trained quickly. She explains how important the training is and thinks she will see a decrease in incidents as more staff are trained, and because ODE changed the definition of a restraint. She states staff in each building are trained, but not all staff are trained.

Clyde asks about the numbers and students. He states he believes last year it was one or two students and wants to know if it is the same now. Rachel explains that for the 2023-24 year, there were five restraints for four students.

10. OSBA ELECTIONS

Clyde advises he is seeking a nomination for the OSBA Region 10 board of directors. He speaks about his goals on the board if he is reelected. He explains that region 10 does not have representation at the caucus, and he wants to change that. Discussion takes place regarding support from other districts. Mike makes a motion for a nomination. Lorlee seconds the motion, and the motion carries. Melissa abstains from the vote.

11. EXECUTIVE ORDER 25-09 PERSONAL ELECTRONIC DEVICE POI.ICY FOR SCHOOL DISTRICTS

Jennifer explains the new legislation around cell phones. She presents the policy that has been drafted. She states that principals have reviewed the policy and they have made small changes. Jennifer explains that cell phone lockers are in all school offices, and in classrooms at middle schools and the high school. Discussion takes place around the policy. Mike questions the policy wording of exemption versus exception. Discussion takes place around wording and interpretation of those words in the policy, as well as who can use them, when and where. Rachel speaks about IEP's and how those will be handled with the new policy. It is explained that IEP's are per student, on a case-by-case basis and cannot be written into the policy since there are so many different scenarios.

Additional discussion takes place regarding the wording of the policy and how detailed it needs to be, how to implement it, and what challenges the district will encounter. Jennifer explains that as adults we have to model, and be clear as to why their phone is being used.

Clyde states that OSAA policy should cover sporting events. He states that other schools won't be aware of our policies. Mike states that we need to be clear from the beginning so there is less push back. Discussion is held regarding using social media during sporting events and other events.

Clyde would like to have town halls and listening sessions with the community to get their opinions. Mike states communication is key to the success of this policy. Melissa states she does not think town halls are the way to go.

Jennifer states that it is up to the board to decide if they want to make a motion to approve the policy with the changes. Melissa motions to approve with the change to the exception/exemption word changes. Lorlee seconds the motion. All in favor with a unanimous vote, the board successfully votes to adopt the cell phone policy with the word change.

12. CONSENT AGENDA

Clyde motions to approve the consent agenda as presented, and Lorlee seconds the motion. All in favor with a unanimous vote, the consent agenda made up of July 17, 2025 Board Meeting Minutes, 2025-26 LCSD Board Meeting Schedule, and new hires Kaitlyn Burson, Candice Fielder, and Brenda Wallsinger is approved in its entirety.

13. DEPARTMENT REPORTS

A. Operations

WIlliam speaks regarding Procurement levels. Explanation is given regarding the different levels of the Oregon Procurement Process. William advises that the board will meet briefly on August 28 to approve the Seven Oak seismic update bid. Discussion takes place around the process of RFP's.

William asks for approval of CMCG as the methodology that the district would like to use. Melissa motions to approve CMCG, Clyde seconds the motion. All in favor with a unanimous vote, the CMCG plan is approved.

William speaks regarding the District Facility use policy. He states that he was asked to bring back recommendations as to where the money would go. The committee agreed that the funds should go to the general fund for facility upgrades.

Melissa asks if this new policy will affect small groups that have been using the facilities for years. William states that he does expect this. He said that the facilities are used year round. He states that we have a policy in place, but it is not being followed. He states that we are not trying to gouge the community, but the use of buildings is a cost to the district. William explains that groups using the facilities are required to have insurance. Discussion takes place around the use of the facilities. William asks for approval of the policy. Mike makes a motion to approve. Melissa seconds the motion. All in favor with a unanimous vote, the changes to policy KG is approved. January 1, 2026 was decided as the start date.

B. Human Resources

Human Resources Director Kim Grousbeck reports there are only two teacher positions remaining unfilled at this time. She also states that the district is revising the mentor program for teachers.

C. Finance

Nothing to report.

13. COMMUNICATION

A. Board

Melissa states that she appreciates the follow up from Ryan King regarding sports.

Clyde asks about a policy change review. He wants to set up a system to go over old board policies to make sure we are following them. Mike states the last policy review was when Rob Hess was superintendent. Melissa wants to know why it doesn't happen more frequently. The Board would like a list of required policies. Jennifer advises she will get them a list.

Clyde wants to talk about the iDeals board app. He wants to discuss getting approval for the use of this program. Jennifer advises that it is not something that has to have board approval. Nichole advises she likes it, and Melissa agrees. William advised that the board doesn't have to approve software the district uses. Mike requested a printed copy of the board agenda and documents. Lorlee advises that the packets are too big to print as most are 80-200 pages long. Clyde asks if they can vote on it. Nichole explains it is an optional platform, you either use it or you do not, so no vote is required.

Clyde wants to relay information to Steven regarding the state budget. He states that the Governor is re-addressing the state school funds that were approved in the long session. Clyde would like a board update as the process progresses.

Mike advises he looked up the superintendent evaluation data. He wants to discuss goals that Jennifer has, and also what goals the board has. He passes out a packet with information about the superintendent evaluation process. He wants the board to set goals. Lorlee advises that the board should be evaluating things throughout the year, not just at the evaluation of the superintendent. Discussion is held around district goals.

B. Superintendent

Jennifer states that there was an agreement made with the certified staff. She thanks the school board for allowing the district to use some of the over under balance. Also, she shares that the association is meeting with their members on August 25 and they will vote on August 27.

14. PUBLIC COMMENTS

No additional public comments were made.

15. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 7:46 PM.

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Nichole Piland, Board Chair

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Jennifer Meckley, Superintendent

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LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING (VIRTUAL)
AUGUST 28, 2025, 6:00 PM

Lebanon School District, Virtual 485 S 5th St. Lebanon, OR 97355

MEETING MINUTES

BOARD MEMBERS PRESENT:	EXECUTIVE STAFF PRESENT:
Melissa Baurer, Vice Chair Lorlee Engler, Member Mike Martin, Member Nichole Piland, Chair Clyde Rood, Member	Jennifer Meckley, Superintendent William Lewis, Chief Operations Officer Steven Prososki, Business Director

The meeting minutes were recorded by acting Executive Secretary Wendy Eilers.

1. WELCOME AND CALL TO ORDER

Board Chair, Nichole Piland, calls the meeting to order at 6:00 PM and leads the flag salute.

2. PUBLIC COMMENTS

No public comments were made.

3. SEVEN OAK GYM SEISMIC UPDATE

William Lewis asks for approval of ZCS, Inc.'s bid for design services for the Seven Oak seismic upgrade project. Melissa motions to approve the request as presented, and Clyde seconds the motion. All in favor with a unanimous vote.

4. RATIFICATION OF CERTIFIED CONTRACT

Jennifer reads a statement from LEA President, Bonita Randklev. She shares that LEA voted and approved the certified contract. Jennifer asks for ratification of the contract from the board. Clyde motions to approve the contract, Melissa seconds the motion. All in favor with a unanimous vote, the certified contract is approved.

5. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 6:06 PM.

_____
Nichole Piland, Board Chair

_____
Jennifer Meckley, Superintendent

LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING
SEPTEMBER 18, 2025, 6:00 PM

Lebanon Public Library 55 Academy St. Lebanon, OR 97355

MEETING MINUTES

BOARD MEMBERS PRESENT:	EXECUTIVE STAFF PRESENT:
Melissa Baurer, Member Lorlee Engler, Member Mike Martin, Member Nichole Piland, Vice Chair Clyde Rood, Member	Jennifer Meckley, Superintendent William Lewis, Chief Operations Officer Steven Prososki, Business Director

The meeting minutes were recorded by acting Executive Secretary Wendy Eilers.

1. WELCOME AND CALL TO ORDER

Board Chair, Nichole Piland, called the meeting to order at 6:05 PM and led the flag salute.

2. PUBLIC COMMENTS

Nichole reads board policy regarding public comments.

Community member Brian Bradburn speaks. He has a daughter who attends school in Lebanon. He is commenting on a social media post he was made aware of. He wants staff members to do research before posting. He only has a screenshot of the post, but he cannot verify the validity of it.

3. PUBLIC COMMENTS REGARDING RENAMING OF PIONEER SCHOOL LIBRARY

No public comments were made.

4. RENAMING OF PIONEER SCHOOL LIBRARY

Mike motions to approve and Clyde seconds the motion. All in favor with a unanimous vote, the renaming of Pioneer School library to Scot R. Noss Memorial Library is approved.

5. STUDENT BOARD MEMBERS OATH OF OFFICE

A: Newly elected student board member, Addy Pickles, reads aloud her oath of office.
B: Newly elected student board member, Cade Weber, reads aloud his oath of office.

6. DISTRICT AND SUPERINTENDENT GOALS

Jennifer states that at the last board meeting there was a question about district goals. She states that she has brought those goals to this meeting. She states that the district has 5 focus areas and everything the district does is measured by these goals. She explains how district goals are tracked, and advises that they always reach higher. She explains graduation rates, 9th grade on track rates, 3rd grade language on track rates, and regular attenders on track rate. The Accountability Bill states that the information must be brought forward three times a year to the state. She gives an explanation around data with measurable goals. She explains that we track goals in each focus area, and an explanation is given for each goal. She opens it up for discussion. No comments or questions.

7. SUPERINTENDENT EVALUATION

Nichole states that Mike requested information on the superintendent's evaluation at the last board meeting. She explains that Jennifer sent all the information to the board via email. Mike states that he likes that tool on the OSBA website. Nichole asks how the board wants to proceed. Mike states that they used to not have separate sessions. Nichole states that she wasn't sure when Mike presented it at the last meeting what he was looking for. Melissa asks Mike if he feels that the board was not in alignment with the timeline. Nichole states that they will keep doing what they are doing. Lorlee asks clarifying questions to Mike about what he is looking for. All agree to keep doing what they are doing. Clyde would like to use new OSBA forms, not the old ones that the board is using. Clyde states that they help walk through the process.

8. ENROLLMENT NUMBERS

Jennifer explains current enrollment numbers, and that it is tracked starting in August. Steven speaks about the overall enrollment. He states that we are 26 students less than we projected which is a good estimate. We receive $11,000 per student from the state. We are fully funded right now and he is happy about that. Jennifer explains that Kindergarten numbers are up and that is good. Clyde asks if we have seen academic growth with students who are in the pre-K classes. Jennifer states that we don't have enough data yet to collect that information.

9. CURRICULUM ADOPTION

Jennifer speaks about curriculum adoption. She states that last spring they postponed the health curriculum adoption, so they will be moving forward with both health and social studies adoptions this year. An update will come in a couple of months.

10. OSBA TRAINING

Clyde states that he has visited several school boards within the last two years. He states that many districts bring in a trainer to train the board on topics they are interested in. He would like to see the LCSD board take advantage of this. Melissa asks if this is in addition to the conferences they attend. Clyde states it would be an extension on what they learn at OSBA conferences. Mike asks how that would be delivered to the board, Clyde explains it would be in a work session. Discussion takes place regarding the process. Melissa is concerned about the time commitment. Nichole will follow up and see what can be worked into a future agenda.

10. CONSENT AGENDA

Nichole asks for a motion. Mike asks about the cell phone policy. He has concerns about using phones at events, like dances, sports, etc. Jennifer explains that we are going by ODE guidance. Jennifer explains that the executive order states instructional day, not outside of instructional day. Clyde asks about a different AR for sports. Jennifer asks if the board wants her to put that on there. Discussion is held around adding an AR about sporting events. The board decides to remove the Cell Phone policy from the agenda and make an adjustment before presenting it at the next board meeting.

Melissa motions to approve the consent agenda with the removal of the cell phone policy, and Mike seconds the motion. All in favor with a unanimous vote, the consent agenda made up of 2025-26 new hires Jessica Anderson, Hannah Bean, Rebecca Briggs, Abigail Davis, Scot Potter, Melissa Stratten, Lana Abbott, Eva Miller (temp), and Kyla Wheeler (temp) is approved.

10. DEPARTMENT REPORTS

A. Operations

William discussed improvements made this summer. He thanks each member of his operations team who worked diligently this summer to complete the many projects on their list.

B. Finance

Human Resources Director Kim Grousbeck has nothing to report.
Steven explains the finance report, and that they had their exit interview with the auditors. They ended with a good, clean audit for 24-25. He speaks briefly on the enrollment numbers. Mike asks a couple of clarifying questions on the numbers.

C. Human Resources

Human Resources Director Kim Grousbeck has nothing to report.

9. COMMUNICATION

A. Board

Nichole explains to Clyde that she went back and found the Ideals board discussion and no approval was needed.

B. Student Board

Addy states that in regards to attendance, the LHS leadership class has implemented the buddy system with Pioneer School, and since then, the students at that school have had their attendance rate improve.

Cade states that the attendance rate at LHS is up this year at 91%.

Clyde asks the student board members to introduce themselves.

B. Superintendent

Jennifer speaks about nutrition training this summer. She explains some of the recipes they used, and the scratch made meals they made.

Jennifer also speaks about the 9/11 Memorial community service, and the students that helped at the event. This year, local students read names of those who lost their lives that day.

10. PUBLIC COMMENTS

Lebanon Local reporter Scott Swanson speaks regarding the library board room, and how much he likes the space. He states that they are really trying to cover LCSD and they will do the best that they can.

11. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 7:05 PM.

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Nichole Piland, Board Chair

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Jennifer Meckley, Superintendent

LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD WORK SESSION
SEPTEMBER 18, 2025, 6:00 PM

Lebanon Public Library 55 Academy St. Lebanon, OR 97355

MEETING MINUTES

BOARD MEMBERS PRESENT:	EXECUTIVE STAFF PRESENT:
Melissa Baurer, Member Lorlee Engler, Member Mike Martin, Member Nichole Piland, Vice Chair Clyde Rood, Member	Jennifer Meckley, Superintendent William Lewis, Chief Operations Officer

The meeting minutes were recorded by acting Executive Secretary Wendy Eilers.

1. WELCOME AND CALL TO ORDER

Board Chair, Nichole Piland, called the meeting to order at 5:03 PM and led the flag salute.

2. OVERVIEW OF FACILITY ADVISORY COMMITTEE PROCESS

WIlliam reviews the advisory committee members. He explains how the 25 person committee worked for over 18 months to review thousands of documents to review the buildings in the district. William explained the Facility Condition Index chart which shows the building age timeline. He states that the group toured each building multiple times, and talked about the projected population in Lebanon, projected enrollment in schools, the capacity of schools, and the age of schools. He explained how state funding works, as well as construction inflation. William presents new slides with recommendations for the school board. Package A is critical maintenance at all sites; exterior envelope and roofing; interior finishes, equipment, and site; mechanical, electrical and plumbing at all sites except the two newer schools, Riverview and Pioneer. Package B includes everything in package A, plus safety and security improvements; playground improvements; accessibility updates; special education support; kitchen improvements. Package C includes everything in packages A & B, plus replaces one elementary school for 650 students; removes Cascades and Green Acres from scope; keeps existing schools open during rebuild; overall site improvements similar to Riverview and Pioneer.

Cost summary: Package A: $98.37 million, Package B: $122.61 million, Package C: $178.92 million.

3. FACILITY GROUP DISCUSSION

WIlliam opens this up for discussion. He explains how the bond in the year 2000 worked and what it replaces. He explains how pricing has increased over the years. He states that the recommendation from the FAC is the minimum of option A with a preferred option C.

Melissa states that she participated in the committee, and it was an eye opening experience for her. She thanks WIll for his leadership on this committee. She states that the committee vote was unanimous for option C. Will explains the committee worked for 17 months on this committee to research. Melissa states that package A is really a bandaid for the issues. She states she would rather pass option C and not have to come back later for another bond.

Mike states that he was just recently brought up to date. He believes in renovation versus replacement. He wants to consider our heritage. He thinks that renovating the buildings would be classic and people would enjoy coming back to see them. Mike comments that just the paint on Cascades and Hamilton Creek make them look like different schools.He comments that the dry rot at the high school is not hard to replace. He states dry rot doesn't happen overnight and that it takes 5 to 15 years to happen. He speaks about the pool and stadium as needing to be replaced. He states great teachers can teach in a tent, they don't need a fantastic building. Nichole states that it is not just teachers, but students that we need to consider and their well-being and the environment that they are in as well. WIlliam explains that option C is just fixing issues, not replacing. He explains that the pool and stadium are part of the high school budget, but it is not a complete re-do. Nichole asks about athletics and accessibility and what that looks like. William explains that the locker rooms need additional restrooms. He talks about critical maintenance needs in regards to heritage schools. Mike asks about new schools. He states that even with the largest option, we are only getting one new school. Mike wants to know why the roof at LHS wasn't replaced 20 years ago. William states he doesn't disagree. Mike wants to know if the community is willing to support a bond. Nicole states that it would have to go to a vote. Discussion around inflation takes place. Clyde states that he was also part of the committee. He would like to see what is remaining on the bond we are currently paying for. WIlliam explains refinancing and how that works with the school district.

Nichole surveys the board on what option they would choose. Clyde says he is still undecided. Melissa states that she would choose option C. She also states that we need to look at school safety, and teachers are not working in tents anymore. She states that she wants security at a school, and children need a safe learning environment. Lorlee states that she appreciates Mike's reservations, and she appreciates Melissa's desire for safety. She states that the only bathrooms at the pool are in the locker rooms, she states that this is a huge safety issue. She states that we are beyond basic changes, and no one currently on the board or in the schools was working for the district when these issues came up and weren't taken care of last time. Nichole commented that Mike was. Lorlee states based on the need, she would choose option C. She said anything less would be a bandaid. Mike states that he hasn't formed an opinion since he just found out the costs on Tuesday. He states that he can't wrap his head around building a new school just for safety. He states that he needs more time to think about it. He wants to know what the community thinks.

WIlliam wants to know what other information he can bring to the board to help clarify and keep the momentum going. He states he is working on getting information out to the community to get their thoughts. Melissa explains that package B is the one that has safety and security on it. A discussion takes place regarding security in schools. Jennifer explains why these options were chosen. Nichole shares she would also choose option C.

Jennifer asks if they want a work session or to add it to future board agenda. Clyde prefers work sessions. Melissa states that they need to start getting boots on the ground and time is of the essence. William states that the big picture timeline is that this would need to go to an election.

Mike asks what happens if a bond doesn't pass. William states that you then have to start making choices on what gets fixed and what doesn't.

11. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 5:54 PM.

_____
Nichole Piland, Board Chair

_____
Jennifer Meckley, Superintendent

School Board Meeting Minutes

October 9, 2025, 6PM
55 Academy St, Lebanon, OR 97355

Present:

Nichole Piland, Board Chair

Melissa Baurer, Board Vice Chair

Lorlee Engler, Member

Mike Martin, Member

Clyde Rood, Member

Jennifer Meckley, Superintendent

William Lewis, Chief Operations Officer

Steven Prososki, Finance Director

1. WELCOME

Livestream: https://www.youtube.com/@lcsdboardmeetingstream6568/streams

1.1. The meeting was called to order at 6:00 PM by Board Chair, Nichole Piland.

2. PUBLIC COMMENTS

No public comments were made.

3. DIVISION 22

Superintendent Jennifer Meckley shares the Division 22 Standards and Assurances, which is an annual requirement in October. She explains that the standards are OARs, Oregon Administrative Rules, that set minimum requirements for public schools. She also shares that the district is in compliance with all standards.

There are no questions presented or further discussion.

4. INTEGRATED GUIDANCE

Jennifer presents the Integrated Guidance report to the Board, which is an annual requirement as well. She explains what Integrated Guidance is made up of--student success act, high school success, early literacy, and early intervention systems, and notes that the district is seeing good progress in academic achievement, and that third-grade reading scores continue to rise and are above state average. She shares that meeting student's behavior and mental health needs can sometimes be a challenge due to staffing. She also discusses attendance, sharing that the targets were not met for regular attenders, the goal was to increase but the district decreased. She explains that since the pandemic, attendance has declined overall. Jennifer reviews the Integrated Guidance budget as well.

She shares the effort that goes into these grants, and she shares her gratitude for the funds and the purpose of the grant, as well as the staffing that it allows.

A question is presented regarding when the student success act started, and Jennifer explains that it started in 2019 and was fully funded by 2020, and that high school success has been around much longer and is formally known as Measure 98. She explains that this is legislative funding and it should continue at this level, but is also dependent on taxes and ADM, and the amount has not been increasing over the last couple of years.

There is no further discussion.

5. CLASS SIZE

Jennifer shares that many details regarding class size were added to the article in the collective bargaining agreement, specifically a menu of options should classes be over the threshold, which will provide an agreement between the administrator and the educator. It is noted that a live document is managed to track each class that goes over the threshold.

Discussion takes place between the Board and district staff regarding how the menu options/bullet points work.

Discussion takes place regarding additional IAs provided with SIA funding, and it is noted that there is an IA at each school with the intention for early literacy, but those IAs may be used in other areas, for example behavior support.

Discussion takes place regarding how open enrollment affects these numbers, and it is explained that open enrollment has nearly stopped and significantly slowed down, which has helped to balance classes across schools.

Discussion takes place regarding attendance, and it is noted that attendance is an issue across the district (K-12), and the new accountability bill will hold us accountable for the K-12 attendance as well.

There in an inquiry about the student buddy program that was started with the student board representatives, and it is noted that this program will take place again this year and is expected to have about 15 elementary students participating.

6. DATA

Jennifer also shares district and school level fall data, comparing from the 2023-24 and 2024-25 school years.

She explains that participation in the testing was a focus from last year, since parents can opt their students out, and participation ultimately was positive last year. She shares how each school worked on goals in relation to their data.

Discussion takes place regarding the levels and where they are at regarding benchmark.

It is noted that this is an annual test, once a year, and formative assessments are also provided three times a year to assist educators in their lesson planning.

Jennifer shares that she will bring back data this winter in hopes to see significant growth.

7. CM|GC CONTRACTOR APPROVAL

Chief Operations Officer, William Lewis, explains that the district is seeking Board approval of the CM GC contract for the Seven Oak Middle School seismic update with GBC construction. William thanks those that participated in the RFP process and explains where and how GBC construction landed in the process as well. He also notes that GBC was involved in the Seven Oak expansion project as well.

He explains that this is a grant funded projected which will cover the updates to the main gym and hallway behind the main gym.

The district is seeking approval of the general contractor this month, and max price will be presented next month. William gives a brief explanation of what this will look like.

Melissa motions to approve GBC construction as presented, and Clyde seconds. All approved with a unanimous vote, the Board awards the CM GC contract for the seismic update at Seven Oak Middle School to GBC construction.

8. CONSENT AGENDA

8.1. Second Reading Policy Update

Mike motions to approve the consent agenda as presented, and Melissa seconds the motion. All approved with a unanimous vote, the second reading policy update JFCEB is approved.

9. DEPARTMENT REPORTS

9.1. Operations

Nothing to report.

9.2. Financial

Finance Director, Steven Prososki, shares that September payroll was processed, which gives a starting point along with October 1 enrollment numbers. He is projecting the adopted budget to be within 200,000 of projection which he shares is a good starting point and a good position to be in.

10. COMMUNICATION

10.1. Board

The Board members share that they are impressed by the community and the engagement surrounding the Friday Night Lights contest with T-Mobile. The Board also thanks the district staff who have been so heavily involved in this contest, specifically naming Pioneer School Principal Roxanne Savedra and her husband, Communications Director Michelle Steinhebel, High School Principal Craig Swanson, High School Office Manager Wendy Eilers, and many many more.

Board member, Mike, shares his visit to the largest elementary school in Salem and the experience with how needs are being met at such a large school.

Mike also shares a story about his experience with some students who came together for a cause.

Board member Clyde leads a welcome back gift to Executive Secretary, Jessica, for her return from leave to recognize her position and support.

10.2. Student Board

The student members give an update on the rescheduled date for testing which will take place on October 15th, and the school wide attendance rate this week which is 89%.

The student members also share that LHS is still currently in second place for the T-Mobile Friday Night Lights Contest, and that the student population is very happy to see the community coming together.

10.3. Superintendent

William Lewis shares that an additional work session regarding facilities is planned to take place sometime before the next Board meeting.

10.4. Jen's Zens

Jennifer highlights a hands-on student project that took place at Seven Oak Middle School in Michael Swindle's class and with support of CTE teacher Doug Knuth, which supports the vote campaign for Heath Stadium. She shares that students started with sketches, collected community ideas, and created physical prototypes of the stadium in regards to updates to the seating, circulation, accessibility, and lighting concepts. Jennifer thanks Board members Clyde, Lorlee, and Mike who spent time last Friday at Seven Oak learning about the student's projects and providing feedback. She also thanks Mr. Swindle and Mr. Knuth for tying the T-Mobile contest to such a cool project for these kids.

Jennifer also highlights the T-Mobile Friday Night Lights contest, sharing that the high school has received nearly half a million votes to win $1 million in stadium upgrades, and are currently in second place. She also shares the events which took place at last Friday's football game hosted by T-Mobile, with participation and/or sponsors from Lebanon Police, Lebanon Fire, LHS's JROTC, Sunbelt Rentals, Gateway Imprints, Fitzpatrick Painting, and MinuteMan Press-- big thank you to all involved. She notes that at half time, T-Mobile representatives presented LHS with a $25,000 check, as well as a great show was provided by the high school marching band, cheer team, dance team, and flag team. She shares that while this contest is very football-centered, the entire community and many of

our students use that stadium. She asks that everyone keep voting every day until October 24th.

11. PUBLIC COMMENTS

No public comments were made.

12. ADJOURNMENT at 6:52 PM.

Signed: …….. **Date:……..**

(Board Chairman)

Signed: …….. **Date:……..**

(Superintendent)

CODE	TITLE
FIRST READING	**REQUIRED**
IGBAB/JO-AR	Education Records/Records of Students with Disabilities Management
JOA	Directory Information**
JO/IGBAB-AR	Education Records/Records of Students with Disabilities Management
	CONDITIONALLY REQUIRED
IKF	Graduation Requirements**
LBEA	Denial for Virtual Public Charter School Student Enrollment**
	HIGHLY RECOMMENDED
DBEA	Budget Committee
IIA	Instructional Materials**
	OPTIONAL
CEA	Educational Equity Advisory Committee
GCBD/GDBD	Sick Leave - Personal Illness and Injury Leave *
GCBDE/GDBDE	Military Leave of Absence
IF	District Curriculum
IIA-AR(1)	Instructional Materials
IIA-AR(2)	Reconsideration of Core Instructional Materials
IIA-AR(3)	Reconsideration of Supplemental Instructional Materials
IIA-AR(4)	Reconsideration of Library Materials in a School or Classroom Library
IIA-AR(5)	Request for Reconsideration of Instructional or Library Materials Form
JHCA	Immunization, School Sports Participation, Concussions and Other Brain Injuries**

November 2025 POLICY UPDATES – REVIEW AND RECOMMENDATIONS

Code	Title	OSBA Recommendation	DO Staff Lead(s)	Changes/DO Staff Comments	Recommend Adoption? (Yes/No)
LBEA	Denial for Virtual Charter School Student Enrollment	Conditionally Required	Jen	State Board of Education adopted changes to OAR 581-026-0305 and 0310 on the process for parents to provide notice about enrolling students in a virtual public charter school and a district's response.	Yes
JOA	Directory Information	Required	Jen	Changes to OAR 581-021-0220 regarding directory information and student permanent records.	Yes
IGBAB/JO-AR JO/IGBAB-AR	Education Records of Students with Disabilities Management	Required	Jen	Changes to OAR 581-021-0220 regarding directory information and student permanent records.	Yes
IKF	Graduation Requirements	Conditionally Required	Jen/Craig	This update adds extended diploma back into the notification requirements. Language around Essential Skills is also add back in -although	Yes

				still waived through 27-28.	
IF	District Curriculum	Optional	Jen/Tonya	Changes include provisions of law from SB 1098 (2025) New provisions require compliance with nondiscrimination practices under ORS 659.850 and ensuring compliance with ORS 337.260.	Yes
IIA	Instructional Materials	Highly Recommended	Jen/Tonya	Changes include provisions of law from SB 1098 (2025) New provisions require compliance with nondiscrimination practices under ORS 659.850 and ensuring compliance with ORS 337.260.	Yes
IIA-AR (1) IIA-AR (2) IIA-AR (3) IIA-AR (4) IIA-AR (5)	Instructional Materials Reconsideration of Instructional Materials Reconsideration of Supplemental Instructional Materials Reconsideration of Library Materials in a School or Classroom Library Request for Reconsideration of	Optional	Jen/Tonya	Changes include provisions of law from SB 1098 (2025) New provisions require compliance with nondiscrimination practices under ORS 659.850 and ensuring compliance with ORS 337.260.	Yes

	Instructional or Library Materials Form				
GCBD/GDBD	Sick Leave-Personal Illness and Injury Leave	Optional	Jen/Kim	Updates made in connection to a review of this policy due to changes in law regarding Military Leave. There are no new laws associated with these changes, just some clarifying language.	Yes
GCBDE/GDBDE - New	Military Leave of Absence	Optional	Jen/Kim	ORS 408.290 increased military leave from 15 to 21 days.	Yes
CEA - New	Educational Equity Advisory Committee	Optional	Jen	New requirement from SB 731. Our committee is called Success and Belonging. The first meeting was held in September.	Yes
DBEA	Budget Committee	Highly Recommended	Jen/Steven	New requirement from SB 731. Our committee is called Success and Belonging. The first meeting was held in September. A member of this committee must sit on the budget committee when an opening arise.	Yes
JHCA	Immunization, School Sports Participation,	Optional	Jen/Nurses/Athletic Directors	HB3007 (2025) outlined steps that	Yes

	Concussions and Other Brain Injuries		must be taken when information regarding a student's concussion or other brain injury is provided to the District.

OREGON SCHOOL BOARDS ASSOCIATION
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Policy Update

August 2025 Vol. 71 No. 1 sch

Policy Update **webinar scheduled for Thursday, September 4, 2025.**

OSBA's 79th Annual Convention
Nov. 6-8, 2025
Portland, OR

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

BOARD MEMBER AND STAFF MEALS

Summary

Over the past few months, there have been questions regarding prohibited use violations under Oregon ethics laws. The Oregon Government Ethics Commission (OGEC) is the governing body over these laws. Some of the questions include board member and staff consumption of food and provided by the district. Many districts have language addressing this:

- BBFA- Board Member Ethics and Conflicts of Interest (see end of the second paragraph); and
- DJ-AR – Expenditure of District Funds for Meals, Refreshments and Gifts.

Districts are encouraged to review this language and determine if it matches current practice. If the district is providing benefits beyond what is included in policy and administrative regulation, amending language or practice is recommended. Note: board members may be faced with a conflict of interest when voting on changes to BBFA.

Policy BBFA – Board Member Ethics and Conflicts of Interest and administrative regulation DJ-AR – Expenditure of District Funds for Meals, Refreshments and Gifts are included in this update, but there are no updates to these documents at this time.

Collective Bargaining Impact

None

Local District Responsibility

Review existing policies and administrative regulations and compare to current practice.

Policy(ies) and ARs Impacted by these Revisions

None

PUBLIC MEETINGS

Summary

Over the last year, the Oregon Legislature and Oregon Government Ethics Commission (OGEC) have made several changes and updates to various public meeting laws. OSBA is working on updates to many related policies. Those policies will be released after OGEC finalizes the rules related to SB 1502 (2024) and the requirement for educational entities to post recordings of meetings on the entity's website.

Collective Bargaining Impact

None

Local District Responsibility

None

Policy(ies) and ARs Impacted by these Revisions

None

STIPENDS

Summary

In 2023, the Oregon Legislature passed HB 2753, removing the prohibition on district school board members receiving compensation and authorizing stipends. However, Oregon ethics laws made implementation of stipends challenging. This year, the Oregon Legislature passed SB 983 (2025), removing one of the barriers related to budget adoption, making it simpler for board members to receive stipends.

As many districts currently have policy language prohibiting any compensation for board members, one of the first steps towards stipends is to amend this language. Updating this policy does not mean that stipends will automatically be provided: payment of stipends is generally contingent upon board action on the budget, resolutions, or both. Consideration of this policy update is likely considered a potential conflict of interest under ORS 244.020. Board members are encouraged to declare this conflict during any board meeting in which this policy is considered in accordance with ORS 244.120. Boards can move forward with amendment to this policy, even if the board does not want to provide stipends at this time.

Once this policy is updated, boards are encouraged to work with legal counsel if the board is interested in providing stipends to its members.

Collective Bargaining Impact

None

Local District Responsibility

Review and adopt changes to policy if the board wants to allow for stipends in the future.

Policy(ies) and ARs Impacted by these Revisions

BHD – Board Member Stipends and Reimbursements, Optional

EDUCATIONAL EQUITY ADVISORY COMMITTEES

Summary

In 2021, the Oregon Legislature passed SB 731, requiring school districts to create educational equity advisory committees (EEAC). This requirement went into effect in 2021 for districts with more than 10,000 students and was delayed until September 15, 2025 for districts with fewer than 10,000 students. Based on the experience of larger districts, the Oregon Legislature passed HB 2453 (2025), which removes some of the requirements of the EEAC, allowing them to function as a superintendent committee instead of a board committee.

OSBA previously added language about EEACs to Board policy BCF – Advisory Committees to the Board. Because EEACs no longer report to the Board, OSBA is recommending this language be deleted. OSBA has created a new optional policy, CEA – Educational Equity Advisory Committee for districts that want policy language outlining EEAC requirements. Many of the smaller districts have not added policy language about EEACs as the requirement does not go into effect until September 15, 2025 (the district may not need to delete anything).

Additionally, one member of the EEAC will serve on the district's budget committee. This does not create a new position on the budget committee, rather, a member of the EEAC will

fill a vacancy on the budget committee when it becomes available. Language can be added to Board policy DBEA – Budget Committee.

Collective Bargaining Impact

None

Local District Responsibility

Review Board policy BCF – Advisory Committees to the Board. If EEAC language was added, delete that language. Consider adopting new optional policy CEA – Educational Equity Advisory Committee. Review Board policy DBEA – Budget Committee to add EEAC language and to ensure any existing language is current.

Policy(ies) and ARs Impacted by these Revisions

BCF – Advisory Committees to the Board, Optional
CEA – Educational Equity Advisory Committee, Optional, *New*
DBEA – Budget Committee, Version 1, Highly Recommended
DBEA – Budget Committee, Version 2, Highly Recommended

MILITARY LEAVE OF ABSENCE

Summary

A change in law affecting employees using a military leave of absence has changed leave time from 15 days of absence to "up to 21 work days of absence in any one training year" (ORS 408.290) and adds that such leave shall be in addition to any regular leave for which an employee may be entitled.

As a matter of reviewing GCBDE/GDBDE – Military Leave of Absence, an update to GCBD/GDBD – Sick Leave - Personal Illness and Injury Leave * has been made in connection with its review; not to update because there was any change in law.

Collective Bargaining Impact

None

Local District Responsibility

These policies include provisions of law that are required to be followed, but adopting a policy is not required. If either of these policies are new to the district, determine if they are helpful. If the board's policy manual already includes either policy, update and present to the Board for adoption as appropriate.

Policy(ies) and ARs Impacted by these Revisions

GCBD/GDBD – Sick Leave - Personal Illness and Injury Leave *, Optional
GCBDE/GDBDE – Military Leave of Absence, Optional

MAHMOUD v. TAYLOR

Summary

In June 2025, the Supreme Court of the United States issued a decision for Mahmoud v. Taylor (2025). In this case, the district selected books to be used as part of the curriculum. Some parents requested exemptions from these books for religious reasons. Initially, the

district allowed parents to opt their children out of lessons using these books, but later denied the opportunity to opt out. The Court sided with the parents and granted a preliminary injunction, allowing parents to opt their children out of instruction when these books were used while the case continues to be litigated in lower courts.

The Court considered the age of the students involved, the level to which the books contradicted religious beliefs, the celebration of the content of the books as opposed to mere exposure, and how the books were used in the classroom. It is important to note that this case involved books that were used as part of the required instruction, not books that were self-selected by students. Additionally, the Court did not authorize the district to ban certain books, rather gave the parents in this specific situation the ability to opt out of instruction using these books.

Oregon has a law allowing parents to request an exemption for religious reasons: OAR 581-021-0009. Many districts have policy IGBHD – Program Exemptions, last updated in March 2023. This policy provides a procedure for a parent to request an exemption and for administration to respond.

Policy IGBHD – Program Exemptions** is included in this update, there are no updates to the policy content at this time, but districts should add a new legal reference to existing policy: Mahmoud v. Taylor, No. 24-297, U.S., (June 27, 2025).

Collective Bargaining Impact

None

Local District Responsibility

Consider adopting policy IGBHD – Program Exemptions** if the district does not currently have it.

Policy(ies) and ARs Impacted by these Revisions

None

CHOOSING INSTRUCTIONAL MATERIALS AND SCHOOL OR CLASSROOM LIBRARY MATERIALS

Summary

The changes include new provisions of law from Senate Bill 1098 (2025) governing persons responsible for the selection or retention of library materials, and also governing persons responsible for the use of, or refuse to approve the use of, textbooks and other instructional materials on American history and government. New provisions require compliance with nondiscrimination practices under ORS 659.850 and ensuring compliance with ORS 337.260, i.e., a person may not prohibit the use of, or refuse to approve the use of, textbooks or other instructional materials on the basis that the textbooks or materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260 (1). The law identifies individuals or groups who are: Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent, have disabilities, are immigrants or refugees, or are lesbian, gay, bisexual or transgender.

The law does not prohibit the district from choosing to apply these provisions to other textbooks and instructional materials.

Collective Bargaining Impact

None

Local District Responsibility

If either of policy and its administrative regulations (AR) are new to the district, determine if they are helpful. If the board's policy manual already includes these, update as needed and present to the policy to the Board for adoption as appropriate, and submit any ARs for board review.

Policy(ies) and ARs Impacted by these Revisions

IF – District Curriculum, Optional
IF – Curriculum Development (Version 2), Delete
IIA – Instructional Materials**, Highly Recommended
IIA-AR(1) - Instructional Materials, Optional
IIA-AR(2) - Reconsideration of Core Instructional Materials, Optional
IIA-AR(3) - Reconsideration of Supplemental Instructional Materials, Optional
IIA-AR(4) - Reconsideration of Library Materials in a School or Classroom Library, Optional
IIA-AR(5) - Request for Reconsideration of Instructional or Library Materials Form, Optional
IIA-AR(6) - Independent Adoption of Core Instructional Materials, Optional

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GRADUATION REQUIREMENTS

Summary

The Oregon Legislature passed HB 4137 (2024) which grants credit towards graduation to students who complete International Baccalaureate programs. The State Board of Education adopted rules for implementation and established responsibilities for districts that offer International Baccalaureate Programs. The update also adds extended diploma information back to the notification requirements.

Collective Bargaining Impact

None

Local District Responsibility

Review and adopt changes to policy governing graduation requirements.

Policy(ies) and ARs Impacted by these Revisions

IKF - Graduation Requirements**, Conditionally Required

PERSONAL ELECTRONIC DEVICES

Summary

Governor Kotek issued Executive Order No. 25-09 (EO) on July 2, 2025. The EO requires school districts to adopt a policy prohibiting student use of personal electronic devices during instructional time. The policy must be adopted by October 31, 2025, with full implementation required by January 1, 2026. OSBA anticipates the Oregon State Board of Education to adopt administrative rules aligning with the EO in the next several months.

Existing Oregon law, ORS 336.840, also requires policy language regarding student use and possession of personal electronic devices by students.

Although full implementation is not required until January 1, 2026, districts may decide to implement at the beginning of the school year in order to avoid changing practice during the middle of the year. Districts can adopt this policy early, but should be aware of the possibility that a subsequent policy update may be necessary due to the adoption of rules or other changes.

Any previous versions of sample policy JFCEB – Personal Electronic Devices and Social Media**and sample administrative regulation, JFCEB-AR - Personal Electronic Devices and Social Media adopted are recommended to be deleted in lieu of the new sample policy, JFCEB –Personal Electronic Devices */** and new administrative regulation, JFCEB-AR - Request for Personal Electronic Devices Exception created in response to the Governor's EO.

Collective Bargaining Impact

Coordinate with unions prior to adoption.

Local District Responsibility

Delete existing policy and replace with the new version of the policy prior to October 31, 2025. Delete current administrative regulation and consider whether the new administrative regulation will be beneficial for the district.

Policy(ies) and ARs Impacted by these Revisions

JFCEB - Personal Electronic Devices and Social Media** (Version 1), Required, Delete
JFCEB - Personal Electronic Devices and Social Media** (Version 2), Required, Delete
JFCEB - Personal Electronic Devices and Social Media** (Version 3), Required, Delete
JFCEB-AR - Personal Electronic Devices and Social Media, Optional, Delete
JFCEB - Personal Electronic Devices */**, Required, *New*
JFCEB-AR - Request for Personal Electronic Devices Exception, Optional, *New*

CONCUSSIONS AND OTHER BRAIN INJURIES

Summary

The Oregon Legislature adopted HB 3007 (2025) outlining steps that must be taken when information regarding a student's concussion or other brain injury is provided to the district. The State Board of Education provided additional rules by adopting OAR 581-021-3007. OSBA is also recommending removing the double code on JHCA/JHCB Immunization and School Sports Participation**, making it JHCA Immunization, School Sports Participation, Concussions and Other Brain Injuries**.

Collective Bargaining Impact

None

Local District Responsibility

Review and adopt changes to policy.

Policy(ies) and ARs Impacted by these Revisions

JHCA – Immunization, School Sports Participation, Concussions and Other Brain Injuries, Optional**

JHCA/JHCB – Immunization and School Sports Participation**, HR, *removal of double coding on policy*

STUDENT RECORDS

Summary

The State Board of Education recently made changes to the rules regarding directory information and student permanent records (OAR 581-021-0220). This update reflects these changes. OSBA will be doing a more comprehensive review of policies related to student records and releasing additional updates in the future.

Collective Bargaining Impact

None

Local District Responsibility

Review and adopt changes to policy and review updated administrative regulations governing student records.

Policy(ies) and ARs Impacted by these Revisions

IGBAB/JO-AR – Education Records/Records of Students with Disabilities, Required
JO/IGBAB-AR – Education Records/Records of Students with Disabilities, Required
JOA – Directory Information**, Required

VIRTUAL PUBLIC CHARTER SCHOOL ENROLLMENT

Summary

The State Board of Education adopted changes to OAR 581-026-0305 and -0310 on the process for parents to provide notice about enrolling their student in a virtual public charter school and a district's response. The changes are reflected in policy LBEA – Denial for Virtual Public Charter School Student Enrollment.

Collective Bargaining Impact

None

Local District Responsibility

Review the board's policy manual and if policy LBEA – Denial for Virtual Public Charter School Student Enrollment exists, update and submit to the board to readopt.

Policy(ies) and ARs Impacted by these Revisions

LBEA – Denial for Virtual Public Charter School Student Enrollment**, Conditionally Required

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ABOUT *POLICY UPDATE*

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

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

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

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Lebanon Community Schools

Code: **IGBAB/JO-AR**
Revised/Reviewed: 9/2/08, 12/16/10, 8/16/12, 7/15/13
Orig. Code(s): IGBAB/JO-AR

Education Records/Records of Students with Disabilities Management

1. Student Education Record

Student education records are those records that are directly related to a student and maintained by the district, or by a party acting for the district; however, this does not include the following:

a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
b. Records of the law enforcement unit of the district subject to the provisions of Oregon Administrative Rule (OAR) 581-021-0225;
c. Records relating to an individual who is employed by the district, that are made and maintained in the normal course of business, that relate exclusively to the individual in that individual's capacity as an employee and that are not available for use for any other purpose. Records relating to an individual in attendance at the district who is employed as a result of his/her status as a student, are education records and are not excepted under this section;
d. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:

   (1) Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his/her professional capacity or assisting in a paraprofessional capacity;
   (2) Made, maintained or used only in connection with treatment of the student; and
   (3) Disclosed only to individuals providing the treatment. For purposes of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the district.

e. Records that only contain information relating to activities in which an individual engaged after he/she is no longer a student at the district;
f. Medical or nursing records which are made or maintained separately and solely by a licensed health-care professional who is not employed by the district, and which are not used for education purposes or planning.

The district shall keep and maintain a permanent record on each student which includes the:

a. Name and address of educational agency or institution;
b. Full legal name of the student;
c. Student's birth date ~~and place of birth~~;

d. Names of parents/guardians;
e. Date of entry into the school;
f. Name of school previously attended;
g. Courses of study and marks received;
h. Data documenting a student's progress toward achievement of state standards and must include a student's Oregon State Assessment results;
i. Credits earned;
j. Attendance; and
k. Date of withdrawal from school~~; and~~
~~l. Such additional information as the district may prescribe.~~

The district may also request the social security number of the student ~~and will include the social security number on the permanent record only if the eligible student or parent complies with the request~~. The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

The district shall retain permanent records in a minimum one-hour fire-safe place in the district, or keep a duplicate copy of the permanent records in a safe depository in another district location.

2. Confidentiality of Student Records

a. The district shall keep confidential any record maintained on a student in accordance with OAR 581-021-0220 through 581-021-0430.
b. Each district shall protect the confidentiality of personally identifiable information at collection, storage, disclosure and destruction stages.
c. Each district shall identify one official to assume responsibility for ensuring the confidentiality of any personally identifiable information.
d. All persons collecting or using personally identifiable information shall receive training or instruction on state policies and procedures.

3. Rights of Parents and Eligible Students

The district shall annually notify parents and eligible students through the district student/parent handbook or any other means that are reasonably likely to inform the parents or eligible students of their rights. This notification shall state that the parent(s) or eligible student has a right to:

a. Inspect and review the student's education records;
b. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
d. Pursuant to OAR 581-021-0410, file with the Family Policy Compliance Office, United States Department of Education a complaint under 34 C.F.R. § 99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
e. Obtain a copy of the district policy with regard to student education records.

The notification shall also inform parents or eligible students that the district forwards education records requested under OAR 581-021-0255. The notification shall also indicate where copies of the district policy are located and how copies may be obtained.

If the eligible student or the student's parent(s) has a primary or home language other than English, or has a disability, the district shall provide effective notice.

These rights shall be given to either parent unless the district has been provided with specific written evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

When a student becomes an eligible student, which is defined as a student who has reached 18 years of age or is attending only an institution of postsecondary education and is not enrolled in a secondary school, the rights accorded to, and the consent required of, the parents transfer from the parents to the student. Nothing prevents the district from giving students rights in addition to those given to parents.

4. Parent's or Eligible Student's Right to Inspect and Review

The district shall permit an eligible student or student's parent(s) or a representative of a parent or eligible student, if authorized in writing by the eligible student or student's parent(s), to inspect and review the education records of the student, unless the education records of a student contain information on more than one student. In that case the eligible student or student's parent(s) may inspect, review or be informed of only the specific information about the student.

The district shall comply with a request for access to records:

a. Within a reasonable period of time and without unnecessary delay;
b. For children with disabilities before any meeting regarding an individualized education program (IEP), or any due process hearing, or any resolution session related to a due process hearing[1];
c. In no case more than 45 days after it has received the request.

The district shall respond to reasonable requests for explanations and interpretations of the student's education record.

The parent(s) or eligible student shall comply with the following procedure to inspect and review a student's education record:

a. Provide a written, dated request to inspect a student's education record; and
b. State the specific reason for requesting the inspection.

The written request will be permanently added to the student's education record.

[1] Records must be provided without undue delay, which may not exceed 10 business days from the date of the request for the records. Records may be redacted only to the extent necessary to protect personally identifiable information of other children unless disclosure is authorized by law or court order.

The district shall not destroy any education record if there is an outstanding request to inspect and review the education record.

While the district is not required to give an eligible student or student's parent(s) access to treatment records under the definition of "education records" in OAR 581-021-0220(6)(b)(D), the eligible student or student's parent(s) may, at his/her expense, have those records reviewed by a physician or other appropriate professional of his/her choice.

If an eligible student or student's parent(s) so requests, the district shall give the eligible student or student's parent(s) a copy of the student's education record. The district may recover a fee for providing a copy of the record, but only for the actual costs of reproducing the record unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's educational records. The district may not charge a fee to search for or to retrieve the education records of a student.

The district shall not provide the eligible student or student's parent(s) with a copy of test protocols, test questions and answers and other documents described in Oregon Revised Statutes (ORS) 192.501(4) unless authorized by federal law.

The district will maintain a list of the types and locations of education records maintained by the district and the titles and addresses of officials responsible for the records.

Student education records will be maintained at the school building at which the student is in attendance except for special education records which may be located at another designated location within the district. The [administrator/principal or his/her designee] shall be the person responsible for maintaining and releasing the education records.

5. Release of Personally Identifiable Information

Personally identifiable information shall not be released without prior written consent of the eligible student or student's parent(s) except in the following cases:

a. The disclosure is to other school officials, including teachers, within the district who have a legitimate educational interest.

As used in this section, "legitimate educational interest" means a district official employed by the district as an administrator, supervisor, instructor or staff support member; a person serving on a school board who needs to review an educational record in order to fulfill his or her professional responsibilities, as delineated by their job description, contract or conditions of employment. Contractors, consultants, volunteers or other parties to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that party performs an institutional service or function for which the district would otherwise use employees, is under the direct control of the district with respect to the use and maintenance of education records, and is subject to district policies concerning the redisclosure of personally identifiable information.

The district shall maintain, for public inspection, a listing of the names and positions of individuals within the district who have access to personally identifiable information with respect to students with disabilities.

b. The disclosure is to officials of another school within the district;
c. The disclosure is to authorized representatives of:

[The U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division] in connection with an audit or evaluation of federal or state-supported education programs, or the enforcement of or compliance with federal or state-supported education programs, or the enforcement of or compliance with federal or state regulations.

d. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:

(1) Determine eligibility for the aid;
(2) Determine the amount of the aid;
(3) Determine the conditions for the aid; or
(4) Enforce the terms and condition of the aid.

As used in this section "financial aid" means any payment of funds provided to an individual that is conditioned on the individual's attendance at an educational agency or institution.

e. The disclosure is to organizations conducting studies for, or on behalf of, the district to:

(1) Develop, validate or administer predictive tests;
(2) Administer student aid programs; or
(3) Improve instruction.

The district may disclose information under this section only if disclosure is to an official listed in paragraph (c) above and who enters into a written agreement with the district that:

(1) Specifies the purpose, scope and duration of the study and the information to be disclosed;
(2) Limits the organization to using the personally identifiable information only for the purpose of the study;
(3) The study is conducted in a manner that does not permit personal identification of parents or students by individuals other than representatives of the organization; and
(4) The information is destroyed when no longer needed for the purposes for which the study was conducted.

For purposes of this section, the term "organization" includes, but is not limited to, federal, state and local agencies, and independent organizations.

f. The district may disclose information under this section only if the disclosure is to an official listed in paragraph (c) above who is conducting an audit related to the enforcement of or

compliance with federal or state legal requirements and who enters into a written agreement with the district that:

(1) Designates the individual or entity as an authorized representative;
(2) Specifies the personally identifiable information being disclosed;
(3) Specifies the personally identifiable information being disclosed in the furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state-supported education programs;
(4) Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception; this must include a description of how the personally identifiable information will be used;
(5) Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;
(6) Identifies the time period in which the personally identifiable information must be destroyed; and
(7) Establishes policies and procedures which are consistent with Family Education Rights and Privacy Act (FERPA) and other federal and state confidentiality and privacy provisions to insure the protection of the personally identifiable information from further disclosure and unauthorized use.

g. The disclosure is to accrediting organizations to carry out their accrediting functions;
h. The disclosure is to comply with a judicial order or lawfully issued subpoena. The district may disclose information under this section only if the district makes a reasonable effort to notify the eligible student or student's parent(s) of the order or subpoena in advance of compliance, unless an order or subpoena of a federal court or agency prohibits notification to the parent(s) or student;
i. The disclosure is to comply with a judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters;
j. The disclosure is to the parent(s) of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
k. The disclosure is in connection with a health or safety emergency. The district shall disclose personally identifiable information from an education record to law enforcement, child protective services and health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. If the district determines that there is an articulable and significant threat, the district will document the information available at that time of determination and the rationale basis for the determination for the disclosure of the information from the educational records.

In making a determination whether a disclosure may be made under the health or safety emergency, the district may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. As used in this section a "health or safety emergency" includes, but is not limited to, law enforcement efforts to locate a child who may be a victim of kidnap, abduction or custodial interference and law enforcement or child protective services efforts to respond to a report of child abuse or neglect pursuant to applicable state law, or other such reasons that the district may in good faith determine a health or safety emergency;

l. The disclosure is information the district has designated as "directory information" (See Board policy JOA – Directory Information);
m. The disclosure is to the parent(s) of a student who is not an eligible student or to an eligible student;
n. The disclosure is to officials of another school, school system, institution of postsecondary education, an education service district (ESD), state regional program or other educational agency that has requested the records and in which the student seeks or intends to enroll or is enrolled or in which the student receives services. The term "receives services" includes, but is not limited to, an evaluation or reevaluation for purposes of determining whether a student has a disability;
o. The disclosure is to the Board during an executive session pursuant to ORS 332.061.

The district will use reasonable methods to identify and authenticate the identity of the parents, students, school officials, and any other parties to whom the district discloses personally identifiable information from educational records;
p. The disclosure is to a caseworker or other representative, who has the right to access the student's case plan, of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student, provided the personally identifiable information will not be disclosed unless allowed by law.

6. Record-Keeping Requirements

The district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. Exceptions to the record-keeping requirements shall include the parent, eligible student, school official or his/her assistant responsible for custody of the records and parties authorized by state and federal law for auditing purposes. The district shall maintain the record with the education records of the student as long as the records are maintained. For each request or disclosure the record must include:

a. The party or parties who have requested or received personally identifiable information from the education records; and
b. The legitimate interests the parties had in requesting or obtaining the information.

The following parties may inspect the record of request for access and disclosure to a student's personally identifiable information:

a. The parent(s) or eligible student;
b. The school official or his/her assistants who are responsible for the custody of the records;
c. Those parties authorized by state or federal law for purposes of auditing the record-keeping procedures of the district.

7. Request for Amendment of Student's Education Record

If an eligible student or student's parent(s) believes the education records relating to the student contain information that is inaccurate, misleading or in violation of the student's rights of privacy or other rights, he/she may ask the building level principal where the record is maintained to amend the record.

The principal shall decide, after consulting with the necessary staff, whether to amend the record as requested within a reasonable time after the request to amend has been made.

The request to amend the student's education record shall become a permanent part of the student's education record.

If the principal decides not to amend the record as requested, the eligible student or the student's parent(s) shall be informed of the decision and of his/her right to appeal the decision by requesting a hearing.

8. Hearing Rights of Parents or Eligible Students

If the building level principal decides not to amend the education record of a student as requested by the eligible student or the student's parent(s), the eligible student or student's parent(s) may request a formal hearing for the purpose of challenging information in the education record as inaccurate, misleading or in violation of the privacy or other rights of the student. The district shall appoint a hearings officer to conduct the formal hearing requested by the eligible student or student's parent. The hearing may be conducted by any individual, including an official of the district, who does not have a direct interest in the outcome of the hearing. The hearings officer will establish a date, time and location for the hearing, and give the student's parent or eligible student notice of date, time and location reasonably in advance of the hearing. The hearing will be held within [10] working days of receiving the written or verbal request for the hearing.

The hearings officer will convene and preside over a hearing panel consisting of:

a. The principal or his/her designee;
b. A member chosen by the eligible student or student's parent(s); and
c. A disinterested, qualified third party appointed by the superintendent.

The parent or eligible student may, at his/her own expense, be assisted or represented by one or more individuals of his/her own choice, including an attorney. The hearing shall be private. Persons other than the student, parent, witnesses and counsel shall not be admitted. The hearings officer shall preside over the panel. The panel will hear evidence from the school staff and the eligible student or student's parent(s) to determine the point(s) of disagreement concerning the records. Confidential conversations between a licensed employee or district counselor and a student shall not be part of the records hearing procedure. The eligible student or student's parent(s) has the right to insert written comments or explanations into the record regarding the disputed material. Such inserts shall remain in the education record as long as the education record or contested portion is maintained and exists. The panel shall make a determination after hearing the evidence and make its recommendation in writing within 10 working days following the close of the hearing. The panel will make a determination based solely on the evidence presented at the hearing and will include a summary of the evidence and the reason for the decision. The findings of the panel shall be rendered in writing not more than 10 working days following the close of the hearing and submitted to all parties.

If, as a result of the hearing, the panel decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the eligible student or the student's parent(s) of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the

decision of the panel. If a statement is placed in an education record, the district will ensure that the statement:

a. Is maintained as part of the student's records as long as the record or contested portion is maintained by the district; and
b. Is disclosed by the district to any party to whom the student's records or the contested portion are disclosed.

If, as a result of the hearing, the panel decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall:

a. Amend the record accordingly; and
b. Inform the eligible student or the student's parent(s) of the amendment in writing.

9. Duties and Responsibilities When Requesting Education Records

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, ESD, institution, agency or detention facility or youth care center in which the student was formerly enrolled, and shall request the student's education records.

10. Duties and Responsibilities When Transferring Education Records

The district shall transfer originals of all requested student education records, including any ESD records, relating to the particular student to the new educational agency when a request to transfer the education records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. For students in substitute care programs, the transfer must take place within five days of a request. Readable copies of the following documents shall be retained:

a. The student's permanent records, for one year;
b. Such special education records as are necessary to document compliance with state and federal audits, for five years after the end of the school year in which the original was created. In the case of records documenting speech pathology and physical therapy services, until the student reaches age 21 or 5 years after last seen, whichever is longer.

Note: Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in ORS 326.575 and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student.

Disclosure Statement

Required for use in collecting personally identifiable information related to social security numbers.

On any form that requests the social security number (SSN), the following statement shall appear just above the space for the SSN:

> "Providing your social security number (SSN) is voluntary. If you provide it, the district will use your SSN for record-keeping, research, and reporting purposes only. The district will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Please read the statement on the back of this form that describes how your SSN will be used. Providing your SSN means that you consent to the use of your SSN in the manner described."

On the back of the same form, or attached to it, the following statement shall appear:

> "OAR 581-021-0250 (1)(j) authorizes districts to ask you to provide your social security number (SSN). The SSN will be used by the district for reporting, research and record keeping. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps districts and the state research, plan and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace."

The district and Oregon Department of Education may also match your SSN with records from other agencies as follows:

> The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training and job market trends. The information is also used for planning, research and program improvement.
>
> State and private universities, colleges, community colleges and vocational schools use the information to find out how many students go on with their education and their level of success.
>
> Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

R6/06/13 | PH

Lebanon Community Schools

Code: **JOA**
Adopted: 8/20/09
Readopted: 1/20/11, 9/20/12, 1/11/18
Orig. Code(s): JOA

Directory Information**

"Directory information" means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. ~~The following categories are designated as directory information. The following d~~Directory information may be released ~~to the public~~ through appropriate procedures and includes:

1. Student's name;

~~2. Student's address;~~

~~3. Student's electronic address;~~

4. Student's photograph;

5. Participation in officially recognized sports and activities;

6. Weight and height of ~~athletic team~~ members of athletic teams; and

~~7. Grade level; and~~

8. Degrees~~, honors or~~ and awards received.

Public Notice

The district will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, the district's option to release such information and the requirement that the district must, by law, release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice. A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name, identifier, institutional email address in a class in which the student is enrolled or from requiring a student to disclose a student ID

card or badge that exhibits information that has been properly designated directory information by the district in this policy.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

At no point will a student's Social Security Number or student identification number be considered directory information. The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

END OF POLICY

Legal Reference(s):

ORS 30.864
ORS 107.154
ORS 326.565
ORS 326.575
ORS 336.187

OAR 581-021-0220 to -0430
OAR 581-022-1660
HB 3464 (2017)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (~~2017~~2024).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (~~2017~~2024); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (~~2017~~2025).
Every Student Succeeds Act of 2015, 20 U.S.C. § 7908 (~~2017~~2024).

R9/28/17 | SL

Lebanon Community Schools

Code: **JO/IGBAB-AR**
Adopted: 8/16/12
Revised/Reviewed: 9/2/08, 1/20/11, 7/15/13
Orig. Code(s): JO/IGBAB-AR

Education Records/Records of Students with Disabilities Management

1. Student Education Record

Student education records are those records that are directly related to a student and maintained by the district, or by a party acting for the district; however, this does not include the following:

a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
b. Records of the law enforcement unit of the district subject to the provisions of Oregon Administrative Rule (OAR) 581-021-0225;
c. Records relating to an individual who is employed by the district, that are made and maintained in the normal course of business, that relate exclusively to the individual in that individual's capacity as an employee and that are not available for use for any other purpose. Records relating to an individual in attendance at the district who is employed as a result of his/her status as a student, are education records and are not excepted under this section;
d. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:

   (1) Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his/her professional capacity or assisting in a paraprofessional capacity;
   (2) Made, maintained or used only in connection with treatment of the student; and
   (3) Disclosed only to individuals providing the treatment. For purposes of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the district.

e. Records that only contain information relating to activities in which an individual engaged after he/she is no longer a student at the district;
f. Medical or nursing records which are made or maintained separately and solely by a licensed health-care professional who is not employed by the district, and which are not used for education purposes or planning.

The district shall keep and maintain a permanent record on each student which includes the:

a. Name and address of educational agency or institution;
b. Full legal name of the student;
c. Student's birth date ~~and place of birth~~;

d. Names of parents/guardians;
e. Date of entry into the school;
f. Name of school previously attended;
g. Courses of study and marks received;
h. Data documenting a student's progress toward achievement of state standards and must include a student's Oregon State Assessment results;
i. Credits earned;
j. Attendance; and
k. Date of withdrawal from school; and.
l. Such additional information as the district may prescribe.

The district may also request the social security number of the student and will include the social security number on the permanent record only if the eligible student or parent complies with the request. The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

The district shall retain permanent records in a minimum one-hour fire-safe place in the district, or keep a duplicate copy of the permanent records in a safe depository in another district location.

2. Confidentiality of Student Records

a. The district shall keep confidential any record maintained on a student in accordance with OAR 581-021-0220 through 581-021-0430.
b. Each district shall protect the confidentiality of personally identifiable information at collection, storage, disclosure and destruction stages.
c. Each district shall identify one official to assume responsibility for ensuring the confidentiality of any personally identifiable information.
d. All persons collecting or using personally identifiable information shall receive training or instruction on state policies and procedures.

3. Rights of Parents and Eligible Students

The district shall annually notify parents and eligible students through the district student/parent handbook or any other means that are reasonably likely to inform the parents or eligible students of their rights. This notification shall state that the parent(s) or eligible student has a right to:

a. Inspect and review the student's education records;
b. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
d. Pursuant to OAR 581-021-0410, file with the Family Policy Compliance Office, United States Department of Education a complaint under 34 C.F.R. § 99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
e. Obtain a copy of the district policy with regard to student education records.

The notification shall also inform parents or eligible students that the district forwards education records requested under OAR 581-021-0255. The notification shall also indicate where copies of the district policy are located and how copies may be obtained.

If the eligible student or the student's parent(s) has a primary or home language other than English, or has a disability, the district shall provide effective notice.

These rights shall be given to either parent unless the district has been provided with specific written evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

When a student becomes an eligible student, which is defined as a student who has reached 18 years of age or is attending only an institution of postsecondary education and is not enrolled in a secondary school, the rights accorded to, and the consent required of, the parents transfer from the parents to the student. Nothing prevents the district from giving students rights in addition to those given to parents.

4. Parent's or Eligible Student's Right to Inspect and Review

The district shall permit an eligible student or student's parent(s) or a representative of a parent or eligible student, if authorized in writing by the eligible student or student's parent(s), to inspect and review the education records of the student, unless the education records of a student contain information on more than one student. In that case the eligible student or student's parent(s) may inspect, review or be informed of only the specific information about the student.

The district shall comply with a request for access to records:

a. Within a reasonable period of time and without unnecessary delay;
b. For children with disabilities before any meeting regarding an individualized education program (IEP), or any due process hearing, or any resolution session related to a due process hearing[1];
c. In no case more than 45 days after it has received the request.

The district shall respond to reasonable requests for explanations and interpretations of the student's education record.

The parent(s) or eligible student shall comply with the following procedure to inspect and review a student's education record:

a. Provide a written, dated request to inspect a student's education record; and
b. State the specific reason for requesting the inspection.

The written request will be permanently added to the student's education record.

[1] Records must be provided without undue delay, which may not exceed 10 business days from the date of the request for the records. Records may be redacted only to the extent necessary to protect personally identifiable information of other children unless disclosure is authorized by law or court order.

The district shall not destroy any education record if there is an outstanding request to inspect and review the education record.

While the district is not required to give an eligible student or student's parent(s) access to treatment records under the definition of "education records" in OAR 581-021-0220(6)(b)(D), the eligible student or student's parent(s) may, at his/her expense, have those records reviewed by a physician or other appropriate professional of his/her choice.

If an eligible student or student's parent(s) so requests, the district shall give the eligible student or student's parent(s) a copy of the student's education record. The district may recover a fee for providing a copy of the record, but only for the actual costs of reproducing the record unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's educational records. The district may not charge a fee to search for or to retrieve the education records of a student.

The district shall not provide the eligible student or student's parent(s) with a copy of test protocols, test questions and answers and other documents described in Oregon Revised Statutes (ORS) 192.501(4) unless authorized by federal law.

The district will maintain a list of the types and locations of education records maintained by the district and the titles and addresses of officials responsible for the records.

Student education records will be maintained at the school building at which the student is in attendance except for special education records which may be located at another designated location within the district. The administrator/principal or his/her designee shall be the person responsible for maintaining and releasing the education records.

5. Release of Personally Identifiable Information

Personally identifiable information shall not be released without prior written consent of the eligible student or student's parent(s) except in the following cases:

a. The disclosure is to other school officials, including teachers, within the district who have a legitimate educational interest.

As used in this section, "legitimate educational interest" means a district official employed by the district as an administrator, supervisor, instructor or staff support member; a person serving on a school board who needs to review an educational record in order to fulfill his or her professional responsibilities, as delineated by their job description, contract or conditions of employment. Contractors, consultants, volunteers or other parties to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that party performs an institutional service or function for which the district would otherwise use employees, is under the direct control of the district with respect to the use and maintenance of education records, and is subject to district policies concerning the redisclosure of personally identifiable information.

The district shall maintain, for public inspection, a listing of the names and positions of individuals within the district who have access to personally identifiable information with respect to students with disabilities.

b. The disclosure is to officials of another school within the district;
c. The disclosure is to authorized representatives of:

The U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state-supported education programs, or the enforcement of or compliance with federal or state-supported education programs, or the enforcement of or compliance with federal or state regulations.

d. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:

(1) Determine eligibility for the aid;
(2) Determine the amount of the aid;
(3) Determine the conditions for the aid; or
(4) Enforce the terms and condition of the aid.

As used in this section "financial aid" means any payment of funds provided to an individual that is conditioned on the individual's attendance at an educational agency or institution.

e. The disclosure is to organizations conducting studies for, or on behalf of, the district to:

(1) Develop, validate or administer predictive tests;
(2) Administer student aid programs; or
(3) Improve instruction.

The district may disclose information under this section only if disclosure is to an official listed in paragraph (c) above and who enters into a written agreement with the district that:

(1) Specifies the purpose, scope and duration of the study and the information to be disclosed;
(2) Limits the organization to using the personally identifiable information only for the purpose of the study;
(3) The study is conducted in a manner that does not permit personal identification of parents or students by individuals other than representatives of the organization; and
(4) The information is destroyed when no longer needed for the purposes for which the study was conducted.

For purposes of this section, the term "organization" includes, but is not limited to, federal, state and local agencies, and independent organizations.

f. The district may disclose information under this section only if the disclosure is to an official listed in paragraph (c) above who is conducting an audit related to the enforcement of or

compliance with federal or state legal requirements and who enters into a written agreement with the district that:

(1) Designates the individual or entity as an authorized representative;
(2) Specifies the personally identifiable information being disclosed;
(3) Specifies the personally identifiable information being disclosed in the furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state-supported education programs;
(4) Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception; this must include a description of how the personally identifiable information will be used;
(5) Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;
(6) Identifies the time period in which the personally identifiable information must be destroyed; and
(7) Establishes policies and procedures which are consistent with Family Education Rights and Privacy Act (FERPA) and other federal and state confidentiality and privacy provisions to insure the protection of the personally identifiable information from further disclosure and unauthorized use.

g. The disclosure is to accrediting organizations to carry out their accrediting functions;
h. The disclosure is to comply with a judicial order or lawfully issued subpoena. The district may disclose information under this section only if the district makes a reasonable effort to notify the eligible student or student's parent(s) of the order or subpoena in advance of compliance, unless an order or subpoena of a federal court or agency prohibits notification to the parent(s) or student;
i. The disclosure is to comply with a judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters;
j. The disclosure is to the parent(s) of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
k. The disclosure is in connection with a health or safety emergency. The district shall disclose personally identifiable information from an education record to law enforcement, child protective services and health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. If the district determines that there is an articulable and significant threat, the district will document the information available at that time of determination and the rationale basis for the determination for the disclosure of the information from the educational records.

In making a determination whether a disclosure may be made under the health or safety emergency, the district may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. As used in this section a "health or safety emergency" includes, but is not limited to, law enforcement efforts to locate a child who may be a victim of kidnap, abduction or custodial interference and law enforcement or child protective services efforts to respond to a report of child abuse or neglect pursuant to applicable state law, or other such reasons that the district may in good faith determine a health or safety emergency;

l. The disclosure is information the district has designated as "directory information" (See Board policy JOA – Directory Information);
m. The disclosure is to the parent(s) of a student who is not an eligible student or to an eligible student;
n. The disclosure is to officials of another school, school system, institution of postsecondary education, an education service district (ESD), state regional program or other educational agency that has requested the records and in which the student seeks or intends to enroll or is enrolled or in which the student receives services. The term "receives services" includes, but is not limited to, an evaluation or reevaluation for purposes of determining whether a student has a disability;
o. The disclosure is to the Board during an executive session pursuant to ORS 332.061.

The district will use reasonable methods to identify and authenticate the identity of the parents, students, school officials, and any other parties to whom the district discloses personally identifiable information from educational records.;
p. The disclosure is to a caseworker or other representative, who has the right to access the student's case plan, of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student, provided the personally identifiable information will not be disclosed unless allowed by law.

6. Record-Keeping Requirements

The district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. Exceptions to the record-keeping requirements shall include the parent, eligible student, school official or his/her assistant responsible for custody of the records and parties authorized by state and federal law for auditing purposes. The district shall maintain the record with the education records of the student as long as the records are maintained. For each request or disclosure the record must include:

a. The party or parties who have requested or received personally identifiable information from the education records; and
b. The legitimate interests the parties had in requesting or obtaining the information.

The following parties may inspect the record of request for access and disclosure to a student's personally identifiable information:

a. The parent(s) or eligible student;
b. The school official or his/her assistants who are responsible for the custody of the records;
c. Those parties authorized by state or federal law for purposes of auditing the record-keeping procedures of the district.

7. Request for Amendment of Student's Education Record

If an eligible student or student's parent(s) believes the education records relating to the student contain information that is inaccurate, misleading or in violation of the student's rights of privacy or other rights, he/she may ask the building level principal where the record is maintained to amend the record.

The principal shall decide, after consulting with the necessary staff, whether to amend the record as requested within a reasonable time after the request to amend has been made.

The request to amend the student's education record shall become a permanent part of the student's education record.

If the principal decides not to amend the record as requested, the eligible student or the student's parent(s) shall be informed of the decision and of his/her right to appeal the decision by requesting a hearing.

8. Hearing Rights of Parents or Eligible Students

If the building level principal decides not to amend the education record of a student as requested by the eligible student or the student's parent(s), the eligible student or student's parent(s) may request a formal hearing for the purpose of challenging information in the education record as inaccurate, misleading or in violation of the privacy or other rights of the student. The district shall appoint a hearings officer to conduct the formal hearing requested by the eligible student or student's parent. The hearing may be conducted by any individual, including an official of the district, who does not have a direct interest in the outcome of the hearing. The hearings officer will establish a date, time and location for the hearing, and give the student's parent or eligible student notice of date, time and location reasonably in advance of the hearing. The hearing will be held within [10] working days of receiving the written or verbal request for the hearing.

The hearings officer will convene and preside over a hearing panel consisting of:

a. The principal or his/her designee;
b. A member chosen by the eligible student or student's parent(s); and
c. A disinterested, qualified third party appointed by the superintendent.

The parent or eligible student may, at his/her own expense, be assisted or represented by one or more individuals of his/her own choice, including an attorney. The hearing shall be private. Persons other than the student, parent, witnesses and counsel shall not be admitted. The hearings officer shall preside over the panel. The panel will hear evidence from the school staff and the eligible student or student's parent(s) to determine the point(s) of disagreement concerning the records. Confidential conversations between a licensed employee or district counselor and a student shall not be part of the records hearing procedure. The eligible student or student's parent(s) has the right to insert written comments or explanations into the record regarding the disputed material. Such inserts shall remain in the education record as long as the education record or contested portion is maintained and exists. The panel shall make a determination after hearing the evidence and make its recommendation in writing within 10 working days following the close of the hearing. The panel will make a determination based solely on the evidence presented at the hearing and will include a summary of the evidence and the reason for the decision. The findings of the panel shall be rendered in writing not more than 10 working days following the close of the hearing and submitted to all parties.

If, as a result of the hearing, the panel decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the eligible student or the student's parent(s) of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the

decision of the panel. If a statement is placed in an education record, the district will ensure that the statement:

a. Is maintained as part of the student's records as long as the record or contested portion is maintained by the district; and
b. Is disclosed by the district to any party to whom the student's records or the contested portion are disclosed.

If, as a result of the hearing, the panel decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall:

a. Amend the record accordingly; and
b. Inform the eligible student or the student's parent(s) of the amendment in writing.

9. Duties and Responsibilities When Requesting Education Records

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, ESD, institution, agency or detention facility or youth care center in which the student was formerly enrolled, and shall request the student's education records.

10. Duties and Responsibilities When Transferring Education Records

The district shall transfer originals of all requested student education records, including any ESD records, relating to the particular student to the new educational agency when a request to transfer the education records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. For students in substitute care programs, the transfer must take place within five days of a request. Readable copies of the following documents shall be retained:

a. The student's permanent records, for one year;
b. Such special education records as are necessary to document compliance with state and federal audits, for five years after the end of the school year in which the original was created. In the case of records documenting speech pathology and physical therapy services, until the student reaches age 21 or 5 years after last seen, whichever is longer.

Note: Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in ORS 326.575 and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student.

Disclosure Statement

Required for use in collecting personally identifiable information related to social security numbers.

On any form that requests the social security number (SSN), the following statement shall appear just above the space for the SSN:

> "Providing your social security number (SSN) is voluntary. If you provide it, the district will use your SSN for record-keeping, research, and reporting purposes only. The district will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Please read the statement on the back of this form that describes how your SSN will be used. Providing your SSN means that you consent to the use of your SSN in the manner described."

On the back of the same form, or attached to it, the following statement shall appear:

> "OAR 581-021-0250 (1)(j) authorizes districts to ask you to provide your social security number (SSN). The SSN will be used by the district for reporting, research and record keeping. Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps districts and the state research, plan and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace."

The district and Oregon Department of Education may also match your SSN with records from other agencies as follows:

> The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training and job market trends. The information is also used for planning, research and program improvement.
>
> State and private universities, colleges, community colleges and vocational schools use the information to find out how many students go on with their education and their level of success.
>
> Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.

R6/06/13 | PH

Lebanon Community Schools

Code: **IKF**
Adopted: 5/20/10
Readopted: 12/16/10, 5/19/11, 12/5/13, 3/10/16, 6/9/16, 10/12/17, 1/11/18, 4/26/18, 8/8/19, 1/9/20, 4/14/22, 11/10/22, 2/13/25

Graduation Requirements**

(If the district has additional credit or graduation requirements above the state requirements, the district is required to include those additional credits and graduation requirements in the following lists.)

The Board establishes graduation requirements for awarding of a high school diploma, a modified diploma, an extended diploma and a certificate of attendance which meet or exceed state requirements. A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is given by the student's parent or guardian or by the student if the student is 18 years of age or older or emancipated.

If the district requires diploma requirements beyond the state requirements, the district shall grant a waiver for those requirements to any student who, at any time from grade 9 to 12, was:

1. In foster care[1];

2. ~~Homeless~~ Experiencing houselessness[2];

3. A runaway;

4. A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;

5. A child of a migrant worker; or

6. Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program-or;

7. [3]Enrolled in an approved recovery school under ORS 336.680.

For any student identified above, the district shall accept any credits earned by the student in an educational program[4] in the state, applying those credits toward the state requirements for a diploma if the credits satisfied those requirements in that educational program in this state.

Diploma

[1]As defined in ORS 30.297.
[2]
[3] Applies to high school diplomas awarded on or after January 1, 2026.
[4] "Educational program in this state" means an educational program that is provided by a school district, a public charter school, an approved recovery school (applies to diplomas awarded on or after January 1, 2026), the Youth Corrections Education Program or the Juvenile Detention Program, or funded as provided by ORS 343.243 for students in a long term care or treatment facility described in ORS 343.962 or a hospital identified in ORS 343.261.

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits which include at least:

1. Three credits in mathematics (shall include one unit at the Algebra I level and two units that are a level higher than Algebra I);

2. Four credits in language arts[5] (shall include the equivalent of one unit in written composition);

3. Three credits in science;

4. Three credits in social sciences (shall include 0.5 unit of US civics[6] credit in addition to at least 2.5 units of credit aligned to the Oregon State Board adopted standards for the US and world history, geography, economics and [7]financial literacy;

5. [8]One-half credit of higher education and career path skills;

6. [9]One-half credit of personal financial education;

7. One credit in health education;

8. One credit in physical education; and

9. Three credits in career and technical education, the arts or world languages[10] (units shall be earned in any one or a combination).

The district shall offer students credit options provided the method for obtaining such credits is described in the student's personal education plan and the credit is earned by meeting requirements described in Oregon Administrative Rule (OAR) 581-022-2025).

To receive a diploma, in addition to credit requirements outlined above, a student must:

1. [11]Demonstrate proficiency in the Essential Skills of reading, writing and apply mathematics in a variety of settings

2. Develop an education plan and build an education profile;

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[5] "Language arts" includes reading, writing and other communications in any language, including English.
[6] Civics becomes a half-credit requirement beginning on January 1, 2026 (ORS 329.451).
[7] This requirement is replaced with a one-half credit of personal financial education requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year.
[8] Higher education and career path skills becomes a one-half credit graduation requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year (a requirement for a high school diploma awarded on or after January 1, 2027; a district may request a one-year waiver in accordance with law).
[9] Personal finance education becomes a one-half credit graduation requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year (a requirement for a high school diploma awarded on or after January 1, 2027; a district may request a one-year waiver in accordance with law).
[10] "World Language" includes sign language, heritage language and languages other than a student's primary language.
[11] The State Board of Education has waived this requirement in Essential Skills for students graduating through the 2027-2028 school year.

3. Demonstrate extended application of standards through a collection of evidence (or include evidence in existing collection(s)); and

4. Participate in career-related learning experiences.

Modified Diploma

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a high school diploma while receiving reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria below and other criteria, if applicable, outlined in OAR 581-022-2010(3):

1. The student has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or

2. The student has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits with at least 13 of those credits to include:

1, Three credits in language arts;

2. Two credits in mathematics;

3. Two credits in science;

4. Two credits in social sciences (which may include history, civics, geography and economics (including personal finance));

5. [12]One-half credit in personal finance education;

6. [13]One-half credit in higher education and career path skills;

7. One credit in health education;

8. One credit in physical education;

9. One credit in career technical education, the arts or world languages (units may be earned in any one or a combination).

Students may earn additional credits to earn a modified diploma pursuant to OAR 581-022-2010.

In addition to credit requirements as outlined in OAR 581-022-2010, a student must:

[12] This unit of credit applies to all students who are awarded a modified diploma on or after January 1, 2027.
[13] This unit of credit applies to all students who are awarded a modified diploma on or after January 1, 2027.

1. [14]Demonstrate proficiency in the Essential Skills of reading, writing and apply mathematics in a variety of settings

2. Develop an education plan and build an education profile; and

3. Demonstrate extended application of standards through a collection of evidence (or include evidence in existing collection(s)).

Districts may make modifications to assessment for students who seek a modified diploma when the following conditions are met:

1. For a student on an individualized education program (IEP) or Section 504 plan, any modifications to work samples must be consistent with the requirements established in the IEP or 504 plan. Modifications include practices and procedures that compromise the intent of the assessment through a change in the achievement level, construct, or measured outcome of the assessment. This means that IEP or 504 school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard. The IEP or 504 team must inform the student's parent that the use of a modification on an assessment will result in an invalid assessment;

2. For a student not on an IEP or 504 plan, any modifications to work samples must have been provided to the student during their instruction in the content area to be assessed and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a Section 504 Plan may not receive a modified statewide assessment.

A student's school team (which must include an adult student, parent/guardian of the student) shall decide if a student will work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school.

A student's school team may decide to revise a modified diploma decision.

A student's school team may decide that a student who was not previously working toward a modified diploma should work toward one when the student is less than two years from anticipated exit from high school if the documented history has changed.

For students with a documented history as described above, the district shall annually provide the parents or guardians of students, beginning in grade five or after such documented history has been established, the following:

1. Information about the availability of high school diplomas, modified diplomas, extended diplomas and the requirements for such diplomas; and

[14] The State Board of Education has waived this requirement in Essential Skills for students graduating through the 2027-2028 school year.

2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any reporting for the State or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

Essential Skills

The district will allow English Language Learner (ELL) students to demonstrate proficiency in Essential Skills in the student's language of origin for a high school diploma or a modified diploma.

The district will develop procedures to provide local performance assessment options as described in the Local Performance Assessment Manual, in the ELL student's language of origin, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

Essential Skills Appeal

The district will follow Board policy KL - Public Complaints in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The district will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.

Extended Diploma

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a high school diploma while receiving reasonable modifications and accommodations. To be eligible for an extended diploma, a student must;

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than 6 credits in a self-contained special education classroom and will include:

a. Two credits in mathematics;
b. Two credits in language arts;
c. Two credits in science;
d. Three credits in history, geography, economics or civics;
e. One credit in health;
f. One credit in psychical education; and
g. One credit in the arts or a world language; and.

2. Have a documented history of:

a. An inability to maintain grade bevel achievements due to significant learning and instructional barriers;
b. A medical condition that creates a barrier to achievement; or
c. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

For students with a documented history, the district shall annually provide the parents or guardians of such students, beginning in grade five or after such documented history has been established, the following:

1. Information about the availability of high school diplomas, modified diplomas, extended diplomas and the requirements for such diplomas; and

2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any reporting for the state or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

Certificate of Attendance

For students with a documented history[15], the district shall annually provide the parents or guardians of such students, beginning in grade five or after such a documented history has been established, the following:

1. Information about the availability of high school diplomas, modified diplomas, extended diplomas and the requirements for the diplomas; and

2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any required reporting for the State or district and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

Other District Responsibilities

The district will ensure that all students have onsite access to the appropriate resources and courses to achieve high school diploma, modified diploma, and extended diploma at each high school in the district. The district will provide literacy instruction to all students until graduation.

The district may not deny a student who has the documented history listed under the modified diploma or extended diploma requirements outlined above the opportunity to pursue a diploma with more stringent requirements, for the sole reason the student has the document history.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is an emancipated minor or has reached the age of 18 (adult student) at the time the modified or extended diploma is awarded, or the student's parent or guardian. The district must receive the written consent during the school year in which the modified diploma or the extended diploma is awarded.

[15] "Documented history" means evidence in the cumulative record and education plans of a student that demonstrates the inability over time to maintain grade level achievement even with appropriate modifications and accommodations.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or a certificate of attendance in the later of 4 years after starting grade 9, or until the student reaches the age of 21 years, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may complete the requirements for a modified diploma, an extended diploma or a certificate of attendance in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, an extended diploma or a certificate of attendance in less than 4 years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

A student who qualifies to receive or receives a modified diploma, an extended diploma, or a certificate of attendance shall have the option of participating in a high school graduation ceremony with the student's class.

A student who receives a modified diploma, extended diploma or a certificate of attendance shall have access to instructional hours, hours of transition services and hours of other services that are designed to meet unique needs of the student. When added together, the district will provide a total number of hours of instruction or services to the student that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school. The district may not unilaterally decrease the total number of hours of instruction and services to which the student has access regardless of the age of the student.

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, a certificate of attendance or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma or a certificate of attendance is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Students and their parents will be notified of graduation and diploma requirements.

The district may not deny a diploma to a student who has opted-out of the statewide assessments if the student is able to satisfy all other requirements for the diploma. Students may opt-out of the Oregon statewide assessments in language arts and/or mathematics by completing the Oregon Department of Education's Opt-out Form[16] and submitting the form to the district.

The district will issue a high school diploma to a veteran if the veteran resides within the boundaries of the district or is an Oregon resident and attended a high school of the district, or to a deceased veteran, upon request from a representative of the veteran, if the deceased veteran resided within the boundaries of the

[16] Oregon Department of Education page for: 30-day notice and opt-out form

district at the time of death or was an Oregon resident at the time of death and attended a high school of the district.

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. "Student-initiated test impropriety" means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

END OF POLICY

Legal Reference(s):

ORS 329.007
ORS 329.045
ORS 329.045
ORS 329.451
ORS 329.479
ORS 332.107
ORS 332.114
ORS 339.115
ORS 339.505

ORS 343.295

OAR 581-021-0009
OAR 581-022-2000
OAR 581-022-2010
OAR 581-022-2015
OAR 581-022-2020

OAR 581-022-2025
OAR 581-022-2030
OAR 581-022-2115
OAR 581-022-2120
OAR 581-022-2505

Test Administration Manual, published by the OREGON DEPARTMENT OF EDUCATION.
Certificates for School Completion: Questions and Answers Related to the Implementation of SB 992, published by the OREGON DEPARTMENT OF EDUCATION.

Lebanon Community Schools

Code: **LBEA**
Adopted: 3/11/21
Readopted: 11/9/23

~~Resident Student~~ Denial for Virtual Public Charter School ~~Attendance~~ Student Enrollment**

{This policy is required if the district plans to deny a parent notice of enrollment to attend a virtual public charter school.}

The district is not required to approve a transfer of a resident student, when more than three percent of the students residing in the district are attending a virtual public charter school not sponsored by the district. The district will semiannually calculate the percentage of students residing in the district, who are attending a virtual public charter school not sponsored by the district. When the ~~established~~ calculated percentage is more than three percent, the district will not approve ~~additional~~ a student's enrollment to such a virtual public charter school.

A parent[1] must give notice to the district in which the parent resides of their intent to enroll their student in a virtual public charter school ~~not sponsored by the district, before enrolling their student in such a school and notice of actual enrollment.~~ If the calculated percentage is three percent or less, or the district sponsors the desired virtual public charter school, the district will issue a notice of approval or choose not to respond.

~~If the district is not approving the enrollment, the district must respond with a decision to not give approval within 10 calendar days of receipt of the notice of intent from the parent. Such decision~~ If the calculated percentage is more than three percent and the desired virtual public charter school is not sponsored by the district, the district will issue a denial notice[2] within 10 calendar days of receiving notice from a parent and must include:

1. The notice the student is denied for enrollment to the virtual public charter school.

1. The percentage of students in the district that attend virtual public charter schools that are not sponsored by the district, based on the most recent calculation~~s~~ at the time the intent to enroll was received by the district;

~~2. The right to appeal the decision to the State Board of Education;~~

3. A list of two or more other online options available to the student; and

4. A copy of OAR 581-026-0305 and OAR 581-026-0310.

[1] "Parent" means parent, legal guardian or person in parental relationship as defined in ORS 339.133.

[2] If a parent does not receive a notice of approval or disapproval from the district within 10 days of sending the notice of intent to enroll to the district, the student shall be deemed approved for enrollment by the district. (OAR 581-026-0305 (4))

When calculating the percentage, ~~T~~the district is only required to use data that is reasonably available to the district, including but not limited to the following for such calculation:

1. The number of students residing in the district enrolled in the schools within the district;

2. The number of students residing in the district enrolled in virtual and non-virtual public charter schools located in the district;

3. The number of students residing in the district enrolled in virtual public charter schools not sponsored by the district;

4. The number of home-schooled students ~~who reside~~ residing in the district and who have registered with ~~the~~ an educational service district; and

5. The number of students ~~who reside~~ residing in the district enrolled in private schools located within the ~~school~~ district.

A parent may appeal ~~a decision of a~~ the district's ~~to not approve a~~ denial for student enrollment to a virtual public charter school to the State Board of Education under OAR 581-026-0310.

If the student was enrolled in a virtual public charter school while living in another district and has maintained continuous enrollment in such school since moving into, and residing in this district, approval is not required.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 338.125
OAR 581-026-0305
OAR 581-026-0310
~~House Bill 3024 (2023).~~

Lebanon Community Schools

Code: **DBEA**
Adopted: 8/5/02
Readopted: 5/6/10
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 budget committee may be constituted of less than 10 members if positions remain unfilled. Terms of the appointed members of a budget committee in a district that prepares an annual budget will be three years each with appointments made so that, as nearly as practicable, the terms of one-third of the members expire each year. Appointive members of a budget committee in a district that prepares a biennial budget shall be appointed for four-year terms. The term shall be staggered so that as near as practicable, one-fourth of the terms of the appointive members end each year. At least one member of the budget committee must be a member of the district's educational equity advisory committee[1]. The Board will establish appropriate timelines and procedures for appointment of budget committee members.

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

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 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 educational plan, and other pertinent material bearing on the preparation of a school budget.

Meetings of the Budget Committee

The 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 such meetings, as provided by law. All meetings of the budget committee are open to the public.

[1] {Districts with ADM over 10,000 must convene an educational equity advisory committee no later than September 15, 2022. Districts with ADM of 10,000 or under are not required to convene an educational equity advisory committee until September 15, 2025. The budget committee is not required to include a member of the educational equity advisory committee until a vacancy on the budget committee occurs by a member who is not also a member of the school district board.}

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 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 328.542
ORS 329.711
ORS 433.835 - 433.875
OAR 581-022-2307

Lebanon Community Schools

Code: **IIA**
Adopted: 12/16/10
Readopted: 9/11/14, 4/14/22, 3/15/25

Instructional Materials**

The Board believes proper care and judgment should be exercised in selecting core and supplemental instructional materials and ~~school and classroom~~ library materials in school and classroom libraries, and that those materials should be inclusive of populations represented in a global society. ~~The process to select materials will reflect respect for all people, regardless of race, color, creed, national origin, age, sex, sexual orientation, gender identity, or disability.~~

Any person responsible for the adoption of textbooks or the approval of instructional materials may not prohibit the use of, or refuse to approve the use of, textbooks or instructional materials on the basis that the textbooks or instructional materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260(1)(a)-(e)[, i.e., are Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent, have disabilities, are immigrants or refugees, or are lesbian, gay, bisexual or transgender].

Any person responsible for the selection or retention of library materials may not prohibit the selection or retention of, or refuse to select or retain, library materials on the basis that the library materials include a perspective, study or story of, or are created by any individual or group against whom discrimination is prohibited under ORS 659.850[, i.e., race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age or disability].

A material involved with a reconsideration request will remain available throughout the reconsideration process. Materials will not be removed for discriminatory reasons. A request for reconsideration of materials may be processed through established procedures found in accompanying administrative regulations. Meetings of reconsideration committees may be subject to Public Meetings Law. Records regarding reconsideration procedures are subject to Public Records Law.

This policy is not intended to cover classroom activities. Complaints regarding classroom activities unrelated to materials can be filed using other established district complaint procedures.

The term "instructional material" includes core instructional materials, supplemental materials, ~~school library materials, and classroom library materials~~ and library materials made available in classroom or school libraries as defined below.

Some materials may fall into more than one of the following categories. If there is a question regarding selection or reconsideration, the district administration may select which procedure to use.

Definitions

"Core instructional material,"[1] sometimes referred to as basal, means any organized system, which constitutes the major instructional vehicle for a given course of study, or any part thereof. Core instructional materials may include adaptive or personalized learning programs, digital textbooks, and print textbooks and are adopted and paid for by the district. Core instructional materials may include such instructional materials as a hardbound or a softbound book or books, or sets or kits of print and non-print materials, including electronic and internet or web-based materials or media.

"Supplemental instructional materials" means instructional materials used as part of the course of study, which are not part of the core instructional materials. They contain materials to supplement and/or differentiate core instruction and are generally teacher selected. These materials are not adopted by the Board. Materials required or assigned to be used as part of a class may be considered supplemental instructional materials, regardless of the source or location of the material.

"Library materials" includes educational or literary materials that are nonfiction or fiction and that are available in print or an electronic format. "Library materials" does not include textbooks or instructional materials that are selected under ORS 337.120, 337.141 or 337.260.

"School library ~~materials~~" means any collection of library materials ~~which are kept in the school library for student selection and use~~ made available to students at school, either at a central location of the school, at a common area for one or more grades of the school, or through an online remote education program. The use of these materials may not be required for a particular class, but they may be selected by students to use. ~~These may include books, media, newspapers, magazines, videos, websites, or databases, including in digital or print, etc.~~ These materials are not adopted by the Board.

"Classroom library ~~materials~~" means any collection of library materials ~~which are kept in the classroom for student selection and use~~ made available to students in a single classroom or a common area accessible by two or more classrooms in district school. The use of these materials is not required for the class, but they may be selected by students to use. ~~These may include books, media, newspapers, magazines, videos, etc~~. These materials are not adopted by the Board.

Core Instructional Materials

The Board retains the authority to approve core instructional materials used in district schools and authorizes the superintendent to develop and implement administrative regulations governing selection and adoption of such materials. Procedures will provide for involvement of administrators, staff, parents, students, and community members; will use established selection criteria to contribute to the attainment of district, program, and course or grade-level goals; and will reflect recent knowledge, trends, and technology in the field.

The district will review core instructional materials in accordance with the State Board of Education adoption cycle. Each core instructional program and its instructional materials will be reviewed on a seven-year cycle, and any resulting recommendations will be issued by district administration to the Board for approval. All recommended core instructional materials shall be approved by the Board prior to use. The district will establish a process and timeline for regularly determining and considering whether core

[1] This comes from OAR 581-011-0050(1), referring to instructional materials which must be adopted by local school boards.

instructional materials are available through online resources that enable students with print disabilities to receive textbooks and instructional materials free of charge. All requests for reconsideration of core instructional materials may be considered under administrative regulation IIA-AR(2) - Reconsideration of Core Instructional Materials.

The district may choose to independently adopt core instructional materials which are not on the state approved list, using state-approved selection criteria. (See administrative regulation IIA-AR(6) – Independent Adoption of Instructional Materials)

Supplemental Instructional Materials

All supplemental instructional materials will be selected by teachers, principals, librarians, and/or others, as determined appropriate which may not be through any formal selection procedure. Decisions regarding the use of, or refusal to approve the use of, supplemental instructional materials shall be made in a manner compliant with ORS 337.260. Such materials will contain suitable readability levels and support the district's adopted curriculum content. Materials will be used for their intended audience. All requests for reconsideration of supplemental instructional materials may be considered under administrative regulation IIA-AR(3) - Reconsideration of Supplemental Instructional Materials.

School Library Materials

All school library materials will be selected by a librarian using established selection criteria. The selection or retention of library materials in a school library shall be made in a manner compliant with Section 2 of Senate Bill 1098 (2025). Such materials will contain suitable readability levels. All requests for reconsideration of school library materials may be considered under administrative regulation IIA-AR(4) - Reconsideration ~~of School or Classroom~~ Library Materials in a School or Classroom Library.

Classroom Library Materials

All classroom library materials will be selected by a classroom teacher and/or others, with no formal selection procedure. The selection or retention of library materials in a classroom library shall be made in a manner compliant with Section 2 of Senate Bill 1098 (2025). Such materials will contain suitable readability levels. Teachers are responsible for knowing the available materials in their classroom library. [All requests for reconsideration of classroom library materials may be considered under administrative regulation IIA-AR(4) - Reconsideration ~~of School or Classroom~~ Library Materials in a School or Classroom Library.

END OF POLICY

Legal Reference(s):

ORS 174.100

ORS 332.107
ORS 336.035
ORS 336.082
ORS 336.840

ORS 337.120
ORS 337.141
ORS 337.150
ORS 337.260
ORS 337.511
ORS 339.155
ORS 659.850

OAR 581-011-0050 - 0117
OAR 581-021-0045
OAR 581-021-0046
OAR 581-022-2310
OAR 581-022-2340
OAR 581-022-2350
OAR 581-022-2355

Every Student Succeeds Act, 20 U.S.C. §§ 6311-6322 (~~2018~~2024).
Title VI of the Civil Rights Act ~~of 1964~~, 42 U.S.C. § 2000d (~~2018~~2024); 28 C.F.R. §§ 42.101-42.106 (~~2019~~20242019).
Title IX of the Education Amendments ~~of 1972~~, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (~~2024~~2020).
Americans with Disabilities Act/Americans with Disabilities Act Amendments Act ~~of 2008~~, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (~~2018~~2024); 28 C.F.R. Part 35 (~~2019~~2024).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (~~2018~~2024).
Senate Bill 1098 (2025).

OSBA Model Sample Policy - NEW

Code: CEA
Adopted:

Educational Equity Advisory Committee

The duties of the district's educational equity advisory committee{[1]} shall include:

1. Advising the superintendent about the educational equity impacts of policy decisions; and

2. Informing the superintendent when a situation arises in a district school that negatively impacts underrepresented students and advising the superintendent on how best to handle that situation.

The superintendent may act within the superintendent's authority on any recommendations of the educational equity advisory committee without approval from the Board. The superintendent does not have the authority to adopt or amend policy.

The educational equity advisory committee may prepare an annual report that:

1. Contains the following information:

    a. The successes and challenges the district has experienced in meeting the educational equity needs of students in the district;
    b. Recommendations the committee made to the superintendent, and the actions that were taken in response to those recommendation; and
    c. Any other information required by the State Board of Education.

2. Is shared with the Board:

    a. By the superintendent; and
    b. If requested by the Board, by the committee as a presentation by the committee at a Board meeting.

3. Is made available by being:

    a. Distributed to the parents of district students;
    b. Posted on the district's website; and
    c. Sent to the State Board of Education.

The educational equity advisory committee shall be selected and appointed by the superintendent and must be composed of parents, employees, students and community members from the district. For the purposes of selecting members, the superintendent:

1. Shall solicit names of possible members from the community;

[1] {The district can name this committee something else. If the district chooses to do so, use consistent language throughout.}

2. Must ensure that membership is primarily representative of underserved student groups;

3. May not exclude or deny members based on language, immigration status or protected class, including age, disability, national origin, race, color, marital status, religion, sex, sexual orientation, or gender identity;

4. May not appoint a voting member of the Board or the superintendent to the educational equity advisory committee; and

5. Must ensure that the composition of an educational equity advisory committee elevates underrepresented parent, employee, student, and community member voices.

The district will provide sufficient support to educational equity advisory committee members to participate in meetings, including, but not limited to access to district-managed emails, translation and interpretation services, and relevant trainings.

A member of the educational equity advisory committee will also serve on the school district budget committee.[2]

END OF POLICY

Legal Reference(s):

ORS 328.542
ORS 329.711
ORS 332.107
OAR 199-050-0010
OAR 581-022-2307

House Bill 2453 (2025)

[2] The district is not required to add an educational equity advisory committee member to the budget committee until there is a non-board member vacancy on the budget committee.

OSBA Sample Policy – NEW Version

Code: GCBD/GDBD
Adopted:

Sick Leave - Personal Illness and Injury Leave *

Sick leave is allowed to accrue at the rate of 10 days each school year for each "school employee[1]" for personal illness or injury or one day per month employed, whichever is greater, as provided by Oregon law. Twelve-month employees will accrue 1 day per month or 12 days each year.

In accordance with state law, this leave will accumulate without limit.

[Sick leave in excess of five consecutive work days shall require a certificate from the employee's attending physician, naturopathic physician or practitioner that the employee's illness or injury prevents the employee from working. Any employee refusing to submit to such an examination or to provide other evidence as required by the district, shall be subject to appropriate disciplinary action, up to and including dismissal.]

Other paid and unpaid leaves will be determined by the district's collective bargaining agreements.

All medical information will be kept confidential, in a separate file from personnel records, and released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

Sickness or other unavoidable circumstances that prevent a teacher from teaching 20 school days immediately following exhaustion of sick leave accumulated under Oregon law, the Board will place the teacher on unpaid leave for the remainder of the regular school year or until the teacher's disability is removed and they are able to return to work. If the teacher is still unable to return to work the following August 1, the Board may terminate the teacher's employment, subject to state and federal laws regarding family and medical leave.

All district-paid employee benefits, such as health and dental insurance, will cease on the last day of the month in which employment is terminated, or the staff member is placed on unpaid leave, unless the unpaid leave is in conjunction with state or federal law. The staff member will be informed of their rights to remain a part of the district benefit plan at personal expense.

END OF POLICY

Legal Reference(s):

ORS 332.507
ORS 342.545
ORS 342.610
ORS 659A.043
ORS 659A.046
OAR 581-022-2405

Knapp v. North Bend, 304 Or. 34 (1987).
Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2024).
Employee Retirement Income Security Act of 1974, 29 U.S.C. §§ 1001-1461 (2024).

[1] "School employee" includes all employees of the district.

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2024); 29 C.F.R. Part 1630 (2025); 28 C.F.R. Part 35 (2025).
Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2024); Family and Medical Leave Act, 29 C.F.R. Part 825 (2025).

Lebanon Community Schools

Code: **GCBD/GDBD**
Adopted: 6/15/98
Readopted: 9/16/10
Orig. Code(s): GCBD/GDBD

Leaves and Absences – CURRENT/OLD

Leave entitlement for personal illness or injury will accrue at the rate of one day for each month worked with a minimum of ten days per year as provided by Oregon Revised Statues.

In accordance with state law, this leave will accumulate without limit.

The district reserves the right after an absence of more than five or more consecutive working days, to require proof of personal illness or injury from all employees. In addition, the district may require a medical examination by a physician chosen and paid for by the district. Any employee refusing to submit to such an examination or to provide other evidence as required by the district shall be subject to appropriate disciplinary action, up to and including dismissal.

All medical information will be kept confidential, in a separate file from personnel records, and released only in accordance with the requirements of the American with Disabilities Act or other applicable law.

Other paid and unpaid leaves will be governed by the district's negotiated agreements and/or Board policy and administrative regulations as applicable.

Sickness or other unavoidable circumstances which prevent a teacher from teaching 20 school days immediately following exhaustion of sick leave accumulated under Oregon law will result in the teacher being placed on unpaid leave for the remainder of the school year or until the teacher's disability is removed and he/she is able to return to work. If the teacher is unable to return to work the following August 1 the Board may terminate the teacher's employment, subject to state and federal laws.

END OF POLICY

Legal Reference(s):

ORS 332.507
ORS 342.545
ORS 342.610

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006). Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2006).

OSBA Sample Policy- NEW

Code: GCBDE/GDBDE
Adopted:

Military Leave of Absence

The district will grant military leave of absence to an employee~~s~~ on duty[1] with a uniformed service[2] in accordance with applicable state and federal law. An ~~E~~employee~~s~~ requesting military leave is required to provide written notice as soon as practicable following notification of military call up or reservist duty, unless precluded by military necessity.

An employee may apply for ~~M~~military leave[3] ~~exceeding 15~~ of absence from duties for up to 21 work days ~~is unpaid leave~~in any one training year[4] or in accordance with ORS 408.290. An ~~E~~employee~~s~~ may use any accrued vacation or similar leave during the period of service exceeding ~~15~~ 21 days. Military leave shall be in addition to any other leave the employee is entitled.

While on military leave, the employee will receive the same benefits as other employees on leave, as well as the following:

1. The employee may continue enrollment in the district's health insurance plan. During the first 18 months of leave, the employee may be required to pay any employee ~~contribution~~ contributions required of other employees on a leave of absence. If the leave extends beyond 18 months, the employee will be required to pay not more than 102 percent of the full premium;

2. Upon return from military service, the district will give retroactive employer contributions to the Public Employees Retirement System on the same basis as if the employee had not left, provided the employee was an enrolled member at the time of the leave. The employee may repay any required employee contributions over a period of three times the military service leave period or five years, whichever is less.

An employee on duty with a uniformed service is entitled to reemployment for a maximum of five years, unless retained on active duty because of war or national emergency. An individual returning from military leave shall notify the district of their intent to return to the district as follows:

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[1] "Duty" means the performance of duty on a voluntary or involuntary basis in a uniformed service and includes active duty~~, active duty for training, initial active duty for training,~~ or inactive duty training, state active duty, ~~full-time~~ U.S. National Guard duty, U.S. Armed Forces duty and absence to determine fitness for duty.

[2] "Uniformed service" means being a member of the ~~U.S. Armed Forces, the~~ U.S. National Guard, National Guard Reserve or of any reserve component of the U.S. Armed Forces, or of the commissioned corps of the U.S. Public Health Service and any other category of persons designated by the President in time of war or national emergency.

[3] The employee may use military leave without loss of time, pay or regular leave if the employee has been employed by the district for six months or more.

[4] "Training year" means the federal fiscal year for any particular unit of the National Guard or a reserve component.

1. An ~~E~~employee~~s~~ who ~~are~~is a veteran~~s~~ ~~and~~or reservist~~s~~ returning from training must only inform the district of their training obligations and report back at the next regularly scheduled working period;

2. An ~~E~~employee~~s~~ returning from active duty must notify the district of their intention to return to their former job~~s~~ within 90 days ~~of~~ after the employee is ~~release~~ relieved from duty, or from hospitalization continuing after discharge for a period of not more than one year.

An individual reemployed under this policy is entitled to the seniority and other currently existing rights and benefits the individual had when service started, plus the additional seniority and similar rights and benefits that would have been accrued if employment had been continuous.

This policy does not apply if the employee has been separated from service with a dishonorable or bad conduct discharge or under other than honorable conditions.

END OF POLICY

Legal Reference(s):

ORS 332.505
ORS 408.238
ORS 408.240
ORS 408.270
ORS 408.290
ORS 659A.082
ORS 659A.086

Consolidated Omnibus Budget Reconciliation Act of 1985, 42 U.S.C. §§ 300bb-1-300bb-8 (~~2012~~2024).
I.R.C., U.S.C. 26 § 4980B(f)(4) (~~2012~~2024).
Employment and Reemployment Rights of Members of the Uniformed Services, 38 U.S.C. §§ 4301-4334 (~~2012~~2024).

Lebanon Community Schools

Code: **IF**
Adopted: 6/15/98
Readopted: 12/16/10
Orig. Code(s): IF

District Curriculum ~~Development~~

The Board recognizes that to improve the quality of instructional programs and to respond to changing societal and community needs, it cannot permit the curriculum to remain static. The Board deems it essential that the district develop and implement an instructional management system which will modify curricula to meet changing needs, ensuring quality educational programs serving each individual student's interests.

While the Board retains its full rights and responsibilities under the laws and regulations of the state of Oregon with regard to determining curriculum, it authorizes the administration to organize committees and other structures which would be responsive and representative in planning curriculum improvements and be effective at implementing approved changes.

Decision making within the curriculum improvement process should be based on reliable data collected through a comprehensive assessment of needs. The assessment should include, but is not limited to, evaluation of student performance using appropriate measurement tools and procedures, surveys of parent perceptions and professional staff recommendations.

The Board or a committee or administrator responsible for making a decision for regarding the use of textbooks or other instructional materials must not prohibit the use of or refuse to approve the use of textbooks or instructional materials on the basis that the textbooks or instructional materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260.

END OF POLICY

Legal Reference(s):

ORS 243.650
ORS 332.075(1)
ORS 336.035
ORS 336.067
ORS 337.260
ORS 659.850

OAR 581-021-0045
OAR 581-021-0046
OAR 581-022-0606
OAR 581-022-0807
OAR 581-022-1020

OAR 581-022-1130
OAR 581-022-1140
OAR 581-022-1210
OAR 581-022-1340
OAR 581-022-1610

Senate Bill 1098 (2025)

Lebanon Community Schools

Code: **IIA-AR(1)**
Adopted: 5/11/23, 2/13/25

Instructional Materials

Core Instructional Materials[1]

The Board selects core instructional materials. The responsibility to ensure procedures on selection and recommendations for core instructional materials are followed rests with the superintendent. The responsibility for coordinating the distribution of core instructional materials to classes also rests with the superintendent. It is the principal's responsibility to implement and maintain the core instructional materials, and teachers are expected to use selected core instructional materials in the classroom.

Any person responsible for the adoption of textbooks may not prohibit the use of, or refuse to approve the use of, textbooks on the basis that the textbooks include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260(1)(a)-(e)[, i.e., are Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent, have disabilities, are immigrants or refugees, or are lesbian, gay, bisexual or transgender].

Materials selection committees will be appointed by the administration at the time necessary adoption areas are determined. The committee will review the materials and the general criteria for materials selection and provide a recommendation to the superintendent. The superintendent may make changes to the recommendation and shall submit a recommendation(s) to the Board for adoption prior to use. The meetings of a selection committee for core instructional materials will follow Public Meetings Law.

If the district chooses to adopt core instructional materials which are not on the state-approved list, the rules outlined in OAR 581-022-2350 will apply and are represented in administrative regulation IIA-AR(6) - Independent Adoption of Core Instructional Materials.

Supplemental Instructional Materials[2]

The responsibility for evaluating and selecting supplemental instructional materials is delegated to teachers, principals, librarians, and/or others, as determined appropriate, who may collaborate as part of the process. Other authoritative matter experts may be included when practicable, as determined by the district.

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[1] "Core instructional material," sometimes referred to as basal, means any organized system, which constitutes the major instructional vehicle for a given course of study, or any part thereof. Core instructional materials may include adaptive or personalized learning programs, digital textbooks and print textbooks and are adopted and paid for by the district. Core instructional materials may include such instructional materials as a hardbound or a softbound book or books, or sets or kits of print and non-print materials, including electronic and internet or web-based materials or media.

[2] "Supplemental instructional materials" means instructional materials used as part of the course of study, which are not part of the core instructional materials. They contain materials to supplement and/or differentiate core instruction and are generally teacher selected. These materials are not adopted by the Board. Materials required or assigned to be used as part of a class may be considered supplemental instructional materials, regardless of the source or location of the material.

Anyone responsible for the approval of supplemental instructional materials may not prohibit the use of, or refuse to approve the use of, textbooks on the basis that the textbooks include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260(1)(a)-(e)[, i.e., are Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent, have disabilities, are immigrants or refugees, or are lesbian, gay, bisexual or transgender].

1. Materials will contain suitable readability levels and support the district's adopted curriculum content.

2. Recommendations for selection may be solicited from staff and may include students.

3. Donated materials will be evaluated using the district's selection criteria and will be accepted or rejected based on those criteria.

4. Selection is an ongoing process which should include the removal of materials which no longer meet the selection criteria and the replacement of lost and worn materials still of educational value.

School Library Materials[3]

1. In When making decisions on ~~selecting~~ selection or retention of materials for the school library[4] or media center, a librarian, under supervision of the principal, will evaluate the existing collection and the curriculum needs. The librarian will consult reputable, professionally prepared selection aids and other professional sources. Materials will contain suitable readability levels. The librarian or other staff may not prohibit the selection or retention of, or refusal to select or retain, library materials on the basis that the library materials include a perspective, study or story of, or are created by, any individual or group against whom discrimination is prohibited under ORS 659.850[, i.e., race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age or disability].

2. Recommendations for selection may be solicited from staff and students.

3. Donated materials will be evaluated using the established selection criteria and will be accepted or rejected based on those criteria.

4. Selection is an ongoing process which should include the removal of materials which no longer meet the selection criteria and the replacement of lost and worn materials still of educational value.

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[3] ~~"School library materials" means materials that are kept in the school library for student selection and use. The use of these materials may not be required for a particular class, but they may be selected by students to use. These may include books, media, newspapers, magazines, videos, websites, or databases, including in digital or print, etc. These materials are not adopted by the Board.~~

[4] "School library" means any collection of library materials (as defined in policy), made available to students at school, either at a central location of the school, at a common area for one or more grades of school, or through an online remove education program. The use of these materials may not be required for a particular class, but they may be selected by students to use. These materials are not adopted by the Board.

Classroom Library Materials[5]

1. When selecting or retaining materials for a classroom library, the teacher may consult staff and/or accept recommendations from staff and students. The teacher or other staff may not prohibit the selection or retention of, or refusal to select or retain, library materials on the basis that the library materials include a perspective, study or story of, or are created by, any individual or group against whom discrimination is prohibited under ORS 659.850[, i.e., race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age or disability].

2. Donated materials will be evaluated and may be accepted or rejected by the teacher.

3. Selection is an ongoing process which should include the removal of materials which no longer meet the selection criteria.

[5] "Classroom library materials" means any collection of library materials (as defined in policy) made available to students in a single classroom or a common area accessible by two or more classrooms in district schools. ~~materials that are kept in the classroom for student selection and use.~~ The use of these materials is not required for the class, but they may be selected by students to use. ~~These may include books, media, newspapers, magazines, videos, etc~~. These materials are not adopted by the Board.

Lebanon Community Schools

Code: **IIA-AR(2)**
Adopted: 5/11/23, 2/13/25

Reconsideration of Core Instructional Materials

~~Any staff member, student or their parent or guardian, or resident of the district~~ The Board, a staff member of the district or a parent or guardian of a student of a school of the district may raise concern about core instructional materials[1] used in the district's educational program. ~~This procedure is meant to provide a forum for those persons in the schools and the community who are not directly involved in the selection process.~~ Access to, or use of, materials under reconsideration will not be restricted during the reconsideration process.

Complaints alleging a material constitutes protected-class discrimination should be submitted through the district's discrimination complaint policy and procedures.

This reconsideration process will be completed in its entirety and not subverted or ended prematurely. The person making a request for reconsideration may withdraw their request at any time during the process.

1. Concern

    a. Concerns about core instructional materials should be submitted to the administrator. If a staff member receives an informal inquiry, the staff member is to forward the inquiry to the administrator.
    b. Any concern made to the administrator about core instructional materials by any person(s) will be made known to the staff member(s) most directly involved with its use.
    c. The administrator will arrange to meet with the person(s) with the concern, and may include the staff member(s) most directly involved with its use, in an effort to resolve the issue informally, within 15 days of receipt of the concern.

        (1) The administrator initially receiving a concern will explain to the person the district's selection procedure.
        (2) The administrator initially receiving a concern will explain to their best ability the particular place the material in question occupies in the educational program and its intended educational usefulness or include someone who can identify and explain the use of the material.

[1] "Core instructional material," sometimes referred to as basal, means any organized system, which constitutes the major instructional vehicle for a given course of study, or any part thereof. Core instructional materials may include adaptive or personalized learning programs, digital textbooks, and print textbooks and are adopted and paid for by the district. Core instructional materials may include such instructional materials as a hardbound or a softbound book or books or sets or kits of print and non-print materials, including electronic and internet or web-based materials or media.

Concerns and requests for reconsideration of supplementary instructional materials or school or classroom library materials will be processed in accordance with the applicable administrative regulation.

d. The administrator will inform the person(s) submitting the concern that if they are not satisfied with the outcome of the informal inquiry process above, they may file a written request for reconsideration of the material within 10 days of the conclusion of 1.c. The initial contact from the person and any outcome of a meeting or conversation will be documented and maintained by the administrator.

2. Request for Reconsideration

a. A staff member of the district, ~~student~~ or ~~their~~ a parent or guardian of a student of a school of the district~~, or resident of the district~~ wishing to file a request for reconsideration of core instructional materials must complete Step 1 above prior to filing a request for reconsideration.

b. Only requests for reconsideration from the Board, committee or administrator responsible for the adoption of textbooks or instructional materials, a staff member of the district or a parent or guardian of a student of the district will be considered. All requests for reconsideration will be in writing on the form prepared for this purpose, signed by the ~~complainant~~ person making the request, and must be submitted to the superintendent. All school offices will make forms available.

c. Upon receipt of a written request for reconsideration, the superintendent will appoint a reconsideration committee.

d. The reconsideration committee will be made up of at least five-seven members:

(1) Three – five teachers designated by the superintendent or designee;
(2) Two administrators designated by the superintendent or designee;

The reconsideration committee may include other designated district personnel in discussions about complaints which relate to an underrepresented group or a protected class.

e. The use of the material identified in the request for reconsideration will not be suspended and shall not be removed during the reconsideration process. Materials will not be removed for discriminatory reasons.

f. The reconsideration committee will convene to consider the request for reconsideration received by the district. The committee will receive the request for reconsideration and copies of related materials and instructions on procedure during this committee meeting.

3. Procedures for the Reconsideration Committee

a. The procedures for the reconsideration committee are as follows:

(1) Select a chair and a secretary;
(2) Be responsible for documenting all proceedings; adhering to Public Meetings Law, when required; ~~and~~ adhering to established policies, procedures and guidelines; and preparing and representing the recommendations to the superintendent;
(3) Establish a calendar for review of the material;
(4) Review copies of the request for reconsideration;
(5) Review applicable materials such as a copy of the district or school mission statement; professional reviews of the materials being reconsidered, when available; state standards; and curriculum planning;
(6) Review copies of material being reconsidered, as available;
(7) Consider the material's suitability in the context of the original use and the context in which the request for reconsideration was made;

(8) Review the material under reconsideration in its entirety, considering the theme, concept, vocabulary, and illustrations as they apply to:

(a) The suitability of the material for the instructional objectives established for the lesson(s) in which it was used, including its presentation and follow-up;
(b) The material's level of difficulty; and
(c) The age group(s) with which it was used.

b. An opportunity will be provided to the person who filed the request and staff member(s) involved to offer oral or written testimony on the reconsideration; outside consultants, lay people, other staff members, or other individuals may be offered an opportunity to provide offer oral or written testimony on the reconsideration within such procedures and limitations as may be established by the chair with the consensus of the committee.

c. The person who made the request for reconsideration will be kept informed by the superintendent or designee concerning the status of the request throughout the committee process. The person and known interested parties will be given notice of committee meetings.

d. Every request for reconsideration will be acted upon by the committee. However, the committee may consider requests with similar concerns together.

e. Review and discuss possible options for decision, including:

(1) Continued use of the material as used, with no restrictions;
(2) Restricted or modified use of the material in terms of subject area, grade level, and/or districtwide, related to the specific request for reconsideration; or
(3) Removal of the material from the educational setting in which it was used.

Any decision to prohibit the use of, or refusal to approve the use of materials, on the basis that the materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260 (1)[, i.e., are Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent; have disabilities; are immigrants or refugees; or are lesbian, gay, bisexual or transgender] is prohibited.

Following the discussion and review of possible options for recommendation, a committee member may offer a motion outlining the committee's recommendation. Action will be taken on the motion and any subsequent motions within the procedures outlined above and consistent with Oregon law.

f. Procedures for voting:

(1) A quorum[2] will be present to act upon any business to come before the committee.
(2) All outcomes of motions and votes by name will be recorded and reported in the minutes of the meeting(s).
(3) Only votes of the members present at the time of the vote will be recorded[3].

[2] A "quorum" is a majority (one-half of an odd number of members rounded up to the next whole number; one-half of an even number of members plus one). A quorum of a five-member committee is three; a quorum of a six-member committee is four; a quorum of a seven-member committee is four.

[3] Committee members may attend virtually. Members attending virtually are considered present for quorum and voting purposes.

A vote in the affirmative from a majority of those present is required for a motion to pass.

The reconsideration committee's final recommendation will be issued within 45 days of receipt of the request by the district.

The written recommendation and its justification[4] from the committee will be forwarded ~~to the superintendent within [seven] days of issuance of the recommendation. Within [seven] days of receipt of the recommendation by the superintendent, a copy of the recommendation will be sent by the superintendent or designee~~ by the superintendent or designee to the person who requested the reconsideration and to the Board within five days of the reconsideration.

4. Board Review

The Board will review the ~~final~~ committee's recommendation and ~~announce its~~ make a final decision at a Board meeting within 30 days of receipt of the committee's recommendation. ~~If the Board's decision is contrary to the committee's recommendation, the reasons will be communicated, in writing, to the superintendent.~~ The Board's decision, at minimum, should include a reference to grade level and subject area, for which the subject material can be used, if any, and a written explanation of the decision. ~~The Board will issue a decision within [30] days of receipt of the reconsideration committee's recommendation~~. The district will provide a copy of the Board's decision to the person who requested the reconsideration, and it will be made available to the public. The committee's recommendation and explanation will be made available to the public prior to any removal.

The timelines may be modified by the district based on the availability of staff and/or committee participants. Notice of a modified timeline must be provided to the person who made the request, and the staff member(s) involved.

Requests for reconsideration of the same material will not be accepted for at least two calendar years following issuance of a decision on said material.

[4] Includes an explanation supporting the recommendation.

Lebanon Community Schools

Code: **IIA-AR(3)**
Adopted: 5/11/23, 2/13/25

Reconsideration of Supplemental Instructional Materials

~~Any staff member, student or their parent or guardian, or resident of the district~~ A staff member of the district or a parent or guardian of a student of a school of their district may raise concern about supplemental instructional materials[1] used in the district's educational program. ~~This procedure is meant to provide a forum for those persons in the schools and the community who are not directly involved in the selection process.~~ Access to, or use of, materials under reconsideration will not be restricted during the reconsideration process.

Complaints alleging a material constitutes protected-class discrimination may be submitted through the district's discrimination complaint policy and procedures.

This reconsideration process will be completed in its entirety and not subverted or ended prematurely. The person making a request for reconsideration may withdraw their reconsideration request at any time during the process.

1. Concern

   a. Any concern made regarding supplemental instructional materials by any staff member, student or their parent or guardian~~, or resident of the district~~ will be made known to the administrator.
   b. The administrator will arrange to meet with the person(s) with the concern, and may include the staff member(s) most directly involved with its use, in an effort to resolve the issue informally, within 15 days of receipt of the concern.

      The administrator will explain to their best ability the particular place the material in question occupies in the educational program and its intended educational usefulness or include someone who can identify and explain the use of the material.
   c. The administrator will inform the person(s) submitting the concern that if the person is not satisfied with the outcome of the informal inquiry, they may file a written request for reconsideration within 10 days of the conclusion in 1.b. The initial contact from the person and any outcome of a meeting or conversation will be documented and maintained by the administrator.

2. Request for Reconsideration

[1] "Supplemental instructional materials" means instructional materials used as part of the course of study, which are not part of the core instructional materials. They contain materials to supplement and/or differentiate core instruction and are generally teacher selected. These materials are not adopted by the Board. Materials required or assigned to be used as part of a class may be considered supplemental instructional materials, regardless of the source or location of the material.

a. A staff member of the district, ~~student~~ or ~~their~~ parent or guardian of a student of a school of the district~~, or resident of the district~~ wishing to file a request for reconsideration of supplemental instructional materials must complete Step 1 above prior to filing a request for reconsideration.

b. Only requests for reconsideration from district staff or parent or guardian of a student of a school of the district will be considered. All requests for reconsideration will be in writing on the form prepared for this purpose, signed by the ~~complainant~~ person making the request, and must be submitted to the administrator. If a request for reconsideration involves more than one material, a separate form must be completed for each material. A request to reconsider multiple titles in a series may be submitted on a single form. All school offices will make forms available.

c. Upon receipt of a written reconsideration request, the administrator will appoint a reconsideration committee.

d. Use of the material identified in the request for reconsideration will not be suspended and shall not be removed during the reconsideration process. Materials will not be removed for discriminatory reasons.

e. The reconsideration committee will convene to consider the request for reconsideration received by the district. The committee will receive the request for reconsideration and copies of related materials and instructions on procedure during this committee meeting.

3. Reconsideration Committee

a. The reconsideration committee shall be made up of at least five - seven members:

(1) Two - five teachers designated by the administrator and will be from the grade level of the material under reconsideration;
(2) Two administrators designated by the administrator;

The reconsideration committee may include equity, Title IX, and/or Section 504 personnel in discussions about concerns which relate to an underrepresented group or a protected class.

Committee members directly associated with the selection of the material under reconsideration will be excused from the committee. The administrator may appoint a replacement for the excused committee member, but such replacement will be of the same general qualifications as the person excused.

4. Procedures for the Reconsideration Committee

a. Designate a committee member to keep minutes of the committee.

b. Every request for reconsideration will be acted upon by the committee. However, the committee may consider requests with similar concerns together.

c. Review applicable materials such as a copy of the district or school mission statement, professional reviews of the materials being reconsidered, when available, state standards and curriculum planning.

d. Be responsible for documenting all proceedings; adhering to established policies, procedures and guidelines; and preparing and representing the recommendations to the administrator.

e. Establish a calendar for review of the material.

f. Review the material under reconsideration in its entirety, considering the theme, concept, vocabulary, and illustrations (if any) as they apply to:

(1) The suitability of the material for the instructional objectives established for the lesson(s) in which it was used, including its presentation and follow-up;
(2) The alignment of the material with the standards and curriculum;
(3) The material's reading level and intended audience (literary level to comprehend the words as opposed to difficult topics);
(4) The suitability of the material for the students it was used with; and
(5) Professional review sources for the title/material, when available.

g. An opportunity will be provided to the person who filed the request and staff member(s) involved to offer oral or written testimony on the reconsideration; outside consultants, lay people, other staff members, or other individuals may be offered an opportunity to provide oral or written testimony on the reconsideration within such procedures and limitations as may be established by the committee.

h. The person who made the request will be kept informed by the principal or designee concerning the status of the request throughout the committee process. The person and known interested parties will be given notice of such meetings.

i. Review and discuss possible options for decision, including:

(1) Continued use of the material as used, with no restrictions;
(2) Restricted or modified use of the material in terms of [subject area, grade level, districtwide, related to the specific request];
(3) Removal of the material from the educational setting in which it was used.

Any decision to prohibit the use of, or refusal to approve the use of materials, on the basis that the materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260 (1)[, i.e., are Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent; have disabilities; are immigrants or refugees; or are lesbian, gay, bisexual or transgender] is prohibited.

Following the discussion and review of possible options ~~for recommendation~~, a committee member may offer a motion outlining the committee's recommendation. Action will be taken on the motion and any subsequent motions within the procedures outlined above and consistent with Oregon law.

~~The written recommendation and its justification from the committee will be forwarded to the administrator within seven days of issuance of the recommendation. Within seven days of receipt of the recommendation by the superintendent, a copy of the recommendation will be sent by the superintendent or designee to the person who made the request for reconsideration and to the Board.~~

j. Procedures for voting:

(1) A quorum[2] will be present to act upon any business to come before the committee.
(2) All outcomes of motions and votes will be recorded and reported in the minutes of the meeting(s).

[2] A quorum is a majority (one-half of an odd number of members rounded up to the next whole number; one-half of an even number of members plus one). A quorum of a five-member committee is three; a quorum of a six-member committee is four; a quorum of a seven-member committee if four.

(3) Only votes of the members present at the time of the vote will be recorded[3].
(4) A vote in the affirmative from a majority of those present is required for a motion to pass.

k. The ~~decision~~ recommendation from the reconsideration committee will be issued within 45 days of receipt of the written request for reconsideration by the principal. ~~The response to the request for reconsideration~~ recommendation will be in writing and include the committee's justification ~~decision [and information regarding an appeal to the superintendent.~~ The ~~decision~~ recommendation will be ~~copied~~ provided to the involved parties, including the administrator. ~~The administrator will also communicate the decision to the affected staff and to the public.~~

~~l. The committee's decision will be the final decision of the district.~~

5. The committee's recommendation will be provided to the superintendent for a final decision of the district. All materials from the reconsideration committee meetings will be made available to the superintendent. The superintendent will issue a written decision to the involved parties within 30 days of receipt of the committee's recommendation. The Board will review the recommendation and issue a written decision at a Board meeting, within 30 days of receipt of the recommendation. The decision of the superintendent is final.

The timelines in this administrative regulation may be modified by the district based on the availability of staff and/or committee participants. Notice of a modified timeline must be provided to the person who made the request and staff member(s) involved.

Requests for reconsideration of the same materials will not be accepted for at least [two] calendar year[s] following issuance of a decision on those materials.

[3] Committee members may attend virtually. Members attending virtually are considered present for quorum and voting purposes.

Lebanon Community Schools

Code: **IIA-AR(4)**
Adopted: 2/13/25

Reconsideration of ~~School or Classroom~~ Library Materials in a School or Classroom Library

Student choice reading is endorsed by the district as a key component of literacy and reading instruction. Students select reading materials with the understanding that parents or guardians will discuss concerns and expectations with them.

A~~ny~~ staff member who was responsible for the selection or retention of library material[1], a staff member of the school, ~~student or their~~ or a parent or guardian of a student of the school~~, or resident of the district~~ may raise concerns about the library materials available to students through ~~the~~ district~~'s~~ school and classroom libraries. ~~This procedure is to provide a forum for those persons in the schools and the community who are not directly involved in the selection process~~. Access to, or use of, materials under reconsideration will not be restricted during the reconsideration process.

Concerns and requests for reconsideration alleging a material constitutes protected-class discrimination may be submitted through and will be processed in accordance with the district's discrimination complaint policy and procedures.

Meetings of the reconsideration committee ~~are~~ may be subject to Public Meeting Law.

This reconsideration process will be completed in its entirety and not subverted or ended prematurely. The person filing the request may withdraw their reconsideration request at any time during the process.

1. Concerns about ~~School or Classroom~~ Library Materials

   a. Any concern made regarding ~~school or classroom~~ library materials by any staff member of the school, ~~student or their~~ or parent or guardian of the student of the school~~, or resident of the district~~ will be made known to the person responsible for the selection or retention. For ~~school~~ library materials in school libraries, share concerns with the building's administrator. For ~~classroom~~ library materials in classroom libraries, share concerns with the classroom teacher.
   b. The person responsible for the selection or retention of the material in question will respond and attempt to resolve the issue informally. Alternatively, the person responsible for selection or retention may move the concern to the administrator in 1.d. An initial response will be provided within 15 days of receipt of the concern.
   c. If the person who made the inquiry is not satisfied, they can request a meeting with the administrator.
   d. The administrator will meet with the person, attempt to resolve the concern, and document the meeting. The staff member responsible for selection or retention may be requested to attend

[1] "Library materials" includes educational or literary materials that are nonfiction or fiction and that are available in print or an electronic format. "Library materials" do not include textbooks or instructional materials that are selected under ORS 337.120, 337.141 or 337.260.

this meeting. The administrator will issue a follow-up communication about the outcome of the meeting to the person who made the informal inquiry and relevant staff within 10 days of receipt in 1.c.

e. If the person who made the request is not satisfied with the outcome of the informal inquiry, they may file a written request for reconsideration within 10 days of the conclusion in 1.d. The initial contact from the person and any outcome of a meeting or conversation will be documented and maintained by the administrator

f. No library materials will be removed or restricted from use ~~as a result of~~ because of an informal concern by anyone other than the person responsible for selection or retention.

2. Request for Reconsideration of School or Classroom Library Materials

a. A staff member of the school, ~~student~~ or ~~their~~ a parent or guardian of a student of the school~~, or resident of the district~~ wishing to file a request for reconsideration of ~~school or classroom~~ library materials in a school or classroom library must complete Step 1 above, prior to filing a request.

b. Only requests for reconsideration from a staff member responsible for the selection or retention of the material, a staff member of the school or a parent or guardian of a student of the school will be considered. All requests for reconsideration will be in writing on the form prepared for this purpose, signed by the ~~complaint~~ person making the request, and must be submitted to the administrator. If a request for reconsideration involves more than one material, a separate form must be completed for each material. A request to reconsider multiple titles in a series may be submitted on a single form. All school offices will make forms available.

c. Upon receipt of a request for reconsideration, the administrator will notify all staff member(s) who are directly involved in the request ~~a copy will be forwarded to the superintendent or designee~~.

d. The administrator will, within 15 days, appoint a reconsideration committee.

e. Use of the material identified in the request for reconsideration will not be suspended and shall not be removed during the reconsideration process. Materials will not be removed for discriminatory reasons.

3. Reconsideration Committee

a. The reconsideration committee will be made up of at least five – seven members:

(1) Two – five teachers designated by the administrator and will be from the grade level of the material under reconsideration;

(2) Two administrators designated by the administrator;

The reconsideration committee may include equity, Title IX and/or Section 504 personnel in discussions about requests that relate to an underrepresented group or a protected class.

The committee selected will only serve to consider the material, which is the subject of the request for reconsideration, unless otherwise specified. ~~After completion of the reconsideration committee's responsibilities, committee members will be returned to the pool.~~

4. Procedures for the Reconsideration Committee

a. Designate a committee member to keep minutes of the committee.

b. Every request for reconsideration will be acted upon by the committee. However, the committee may consider requests with similar concerns together.
c. Review applicable materials such as a copy of the district or school library mission statement and professional reviews of the materials being reconsidered, when available.
d. Be responsible for documenting all proceedings; adhering to established policies, procedures and guidelines; and preparing and ~~re~~presenting the recommendations of the committee to the administrator.
e. Review the material under reconsideration in its entirety, considering the theme, concept, vocabulary, and illustrations (if any) as they apply to:

(1) The material's availability for student selection from the school or classroom library;
(2) The alignment of the material with the school or classroom library material selection criteria;
(3) The material's reading level and intended audience (literary level to comprehend the words as opposed to controversial topics);
(4) The suitability of the material for the students it is available for; and
(5) Professional review sources for the title/material, when available.

f. An opportunity will be provided to the person who filed the request and staff member(s) involved to offer oral or written testimony on the reconsideration; outside consultants, lay people, other staff members, or other individuals may be offered an opportunity to provide oral or written testimony on the reconsideration within such procedures and limitations as may be established by the committee.
g. The person who made the request will be kept informed by the principal or designee concerning the status of the request throughout the committee process. The person and known interested parties will be given notice of such meetings.
h. Review and discuss possible options for a decision, including:

(1) Continued use of the material as used, with no restrictions;
(2) Restricted or modified use of the material in terms of [subject area, grade level, district-wide related to the specific request; or
(3) Removal of the material from the educational setting.

Any decision to prohibit the selection or retention of, or refuse to select or retain, library materials on the basis that the materials include a perspective, study or story of, or are created by, any individual or group against whom discrimination is prohibited under ORS 659.850[, i.e., race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age or disability] is prohibited.

Following the discussion and review of possible options for recommendation, a committee member may offer a motion outlining the committee's recommendation. Action will be taken on the motion and any subsequent motions within the procedures outlined above and consistent with Oregon law.

~~The written recommendation and its justification from the committee will be forwarded to the administrator within seven days of issuance of the recommendation. Within seven days of receipt of the recommendation by the administrator, a copy of the recommendation will be sent by the [principal or designee] to the person who requested the reconsideration and to the Board.~~

i. Procedures for voting:

(1) A quorum[2] will be present to act upon any business to come before the committee.
(2) All outcomes of motions and votes will be recorded and reported in the minutes of the meeting(s).
(3) Only votes of the members present at the time of the vote will be recorded[3].
(4) A vote in the affirmative from a majority of those present is required for a motion to pass.

The committee's written recommendation will be issued within 45 days of receipt of the original request received by the administrator.

The committee's written recommendation and its justification[4] will be forwarded to the administrator.

~~j. The decision from the reconsideration committee will be issued within 45 days of receipt of the written request for reconsideration by the administrator. The response to the request for reconsideration will include the committee's decision and information regarding an appeal to the superintendent. The decision will be copied to the involved parties, including the administrator. The administrator will also communicate the decision to the affected staff and to the public.~~

~~k. The committee's decision will be the final decision of the district.~~

5. The administrator will review the committee's recommendation and communicate a decision within [10] days to the person making the request and affected staff, and to the public in the event there is a decision to remove library material.

An item approved for removal shall not be removed until a written explanation for removal from the committee is made available to the public (if the committee recommended removal).

The timelines in this administrative regulation may be modified by the district based on the availability of staff and/or committee participants. Notice of a modified timeline must be provided to the person who requested the reconsideration and staff member(s) involved.

Requests for reconsideration of the same materials will not be accepted for at least [two] calendar year[s] following issuance of a decision on those materials.

[2] A quorum is a majority (one-half of an odd number of members rounded up to the next whole number; one-half of an even number of members plus one). A quorum of a five-member committee is three; a quorum of a six-member committee is four; a quorum of a seven-member committee is four.

[3] Committee members may attend virtually. Members attending virtually are considered present for quorum and voting purposes.

[4] Includes an explanation supporting the recommendation.

Lebanon Community Schools

Code: **IIA-AR(5)**
Adopted: 2/13/25

Request for Reconsideration of Instructional or Library Materials Form

(Submit to Administrator)

[Student choice reading is endorsed by the district as a key component of literacy and reading instruction. Student choice in reading materials is honored, with the understanding that parents/guardians have the final decision in what their child is reading. When materials are challenged, the principles of the freedom to read, listen, and view will also be considered for all students.]

Please complete this form in its entirety for consideration. This document will become a public record and is subject to public records requests.

Requests for reconsideration will be processed in accordance with the following:

1. Core instructional materials: IIA-AR(2) - Reconsideration of Core Instructional Materials
2. Supplemental instructional materials: IIA-AR(3) - Reconsideration of Supplemental Instructional Materials
3. School and classroom library materials: IIA-AR(4) - Reconsideration of ~~School or Classroom~~ Library Materials in a School or Classroom Library

People who wish to file a request for reconsideration of instructional materials must follow the informal process for concerns related to those instructional materials prior to filing this request for reconsideration.

Request initiated by: _____ Phone _____

Address _____ City _____ Zip _____

Email: _____

Book or other material:

Title: _____ Author _____

Publisher: _____ Publication Date: _____

Type of material: ☐ Article ☐ Audio recording ☐ Book ☐ Textbook ☐ Video ☐ Website
☐ Other: _____

Producer/Source (if known): _____

Please respond to the following questions.

1. Did you discuss your concerns with the teacher or other involved staff? ☐ Yes ☐ No

   If no, you must first discuss your concerns with the teacher or other involved staff before filing a request for reconsideration.

If yes, on what date? _____

Please provide a summary of the conversation: _____

_____

What is the name of the staff member(s)? _____

2. Did you review the entire material? ☐ Yes ☐ No

If not, what sections did you review? _____

_____

3. How was the material acquired by the student (i.e., required reading, free choice selection, etc.)?

_____

_____

4. To what in the material do you object and why? (Please be specific and cite pages, frames, etc.)

_____

_____

_____

5. What material do you recommend in its place which would provide information on the subject?

_____

_____

6. What action are you requesting the reconsideration committee consider? _____

_____

7. Do you wish to provide oral or written testimony to the reconsideration committee?
☐ Yes, oral testimony ☐ Yes, written testimony ☐ No

If yes, please call the administrators office at [_____].

_____ _____

Signature Date

Received by administrator: _____ _____

Date

References:

Lebanon Community Schools

Code: **JHCA~~/JHCB~~**
Adopted: 9/8/2016
Readopted: 8/12/21, 6/6/24

Immunization~~,~~ ~~and~~ School Sports Participation, Concussions and Other Brain Injuries **

Immunization

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

School Sports Participation

A student participating in extracurricular sports in grades 7 through 12 is required to submit to an appropriate School Sports Pre-Participation Examination[3] prior to their initial participation in a related district program. The form[4] is to be completed and signed by a parent or guardian giving permission for the student to participate and signed by a medical provider authorized by law[5] who has examined and evaluated the student. The completed form(s) must be returned to the school office. A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation.

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

Concussions and Other Brain Injuries

A student who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion will not be allowed to participate in any athletic event or training on that day, unless an athletic trainer licensed by the Board of Athletic Trainers or a physician licensed pursuant to ORS 677.100 - 677.228 has determined the student has not suffered a concussion[6]. Except as allowed above, a student excluded for concussion reasons will not be allowed to return to participate in an athletic event or training until the following three conditions have been met:

---

[1]The district shall immediately enroll a student experiencing houselessness in the school selected even if the student is unable to produce records normally required for enrollment.
[2] Documentation requirements for exemptions are outlined in ORS 433.267.
[3] The required form is available at https://www.osaa.org/governance/forms, a copy may be obtained from a school office, or a form generated by the medical provider may be used if it meets requirements of law in OAR 581-021-0041.
[4] The form may be used in either a hard copy or electronic format.
[5] This physical examination must be conducted by a physician possessing an unrestricted license to practice medicine, a licensed naturopathic physician, a licensed physician assistant, a licensed nurse practitioner or a licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.
[6] For more information regarding medical releases for students in grades 9-12, see OSAA rules.

1. It is not the same day as the student exhibited signs, symptoms or behaviors, experienced a blow to the head or body, or was diagnosed with a concussion;
2. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion; and

3. The student has received a medical release form from a health care professional[7].

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

Upon receipt of written notification[8] from a parent or guardian that a student has been diagnosed with a concussion or other brain injury by a health care professional and that accommodations are being requested, the district shall follow all procedures developed by the Oregon Department of Education (ODE) to develop and implement an immediate and temporary accommodation plan.[9] Written notice is not required for the district to begin following concussion protocols.

Any accommodations will be communicated to the parent or guardian, to all teachers who provide instruction to the student and to other employees who have regular responsibilities for the student's supervision or health.[10]

Accommodations will be in effect no later than 10 school days after the written notification is received by the district and will be reviewed as needed, but no later than every two months.

END OF POLICY

Legal Reference(s):

ORS 326.580
ORS 336.479
ORS 433.235 - 433.280

OAR 333-019-0010
OAR 333-050-0010 – 050-0120
ORS 336.485 - ORS 336.490

OAR 581-021-0041

McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (2018).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2024).
House Bill 3007 (2025).

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[7] "Health care professional" includes a chiropractic physician, a naturopathic physician, a psychologist, a physical therapist, an occupational therapist, a physician assistant or a nurse practitioner who is licensed or registered under the laws of Oregon.
[8] "Written notification" means a written notice from a parent or guardian, supported by medical documentation from a health care professional, informing the district that they are requesting an accommodation for a student who has been diagnosed with a concussion or other brain injury by a health care professional.
[9] The district must use the sample form developed by ODE [add link when available] or a district form that includes all required content.
[10] Including, but not limited to, school nurses, counselors, physical education teachers, coaches, athletic trainers and staff supervision recess or other physical activities.

BOARD MEMORANDUM

To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: Steven Prososki, Director of Financial Services

Date: November 05, 2025 **Meeting Date:** November 13, 2025

Re: Financial Report and Fiscal Updates

Financial Report

The 2025-2026 Financial Board Report included in this packet reflects all General Fund revenues and expenditures for 2024-2025, the budgeted YTD expenditures, and encumbered amounts for 2025-2026 as of 11/05/2025.

Lebanon Community School District

General Fund: Statement of Revenues Budget Vs. Actual For the Fiscal Year 2025-26

Source	2025-26 Budget	Actual YTD Rev. 11/5/2025	Projected through 6/30/2026	Total Estimated 2025-26	(Over)/Under Budget	2024-25 Budget	Actual YTD Rev. 6/30/2025
SSF Funding							
1111 Current Year Property Taxes	13,349,416	-	13,349,416	13,349,416	-	**12,956,010**	12,858,041
1112 Prior Year Property Taxes	201,478	**58,915**	142,564	201,478	-	**240,000**	182,760
1190 Penalties & Interest on Taxes	1,000	-	1,000	1,000	-	**1,000**	42,870
3101 State School Funds	38,732,367	**16,312,788**	22,419,579	38,732,367	-	**37,367,780**	36,834,753
3103 Common School Fund	500,000	-	500,000	500,000	-	**500,000**	557,895
3104 State Managed County Timber	150,000	-	150,000	150,000	-	**150,000**	109,299
Total SSF Funding	52,934,261	**16,371,703**	36,412,559	52,784,261	-	51,214,790	50,585,618
Total SSF Revenue	**$ 52,934,261**	**$ 16,371,703**	**$ 36,412,559**	**$ 52,784,261**	**$ -**	**$ 51,214,790**	**50,585,618**
Non State School Support Formula Sources							
Local Sources							
1312 Tuition From Other Districts Within the State	-	-	-	-	-	-	20,000
1411 Transportation Fees	10,000	**7,655**	2,345	10,000	-	**10,000**	5,678
1510 Earnings on Investments	800,000	**387,050**	612,950	1,000,000	(200,000)	**675,000**	1,387,485
1530 Gain or Loss on Sale of Investment (FMV)	-	-	-	-	-	-	-
1910 Rentals	1,000	**448**	552	1,000	-	**1,000**	2,275
1980 Fees Charged to Grants	325,000	-	325,000	325,000	-	**325,000**	374,500
1990 Miscellaneous Local Revenue	50,000	**49,581**	20,419	70,000	(20,000)	**230,000**	145,180
1991 Student Transportation - Reimbursed	100,000	**34,012**	65,988	100,000	-	**100,000**	105,755
1995 MAC Study	500,000	-	500,000	500,000	-	-	1,060,333
Total Non Formula Local Sources	1,786,000	**478,747**	1,527,253	2,006,000	(220,000)	1,341,000	3,101,206
							-
Intermediate Sources							
2101 - County School Funds	20,000	-	20,000	20,000	-	**20,000**	36,720
2210 - TMR Reimbursement	175,000	-	175,000	175,000	-	**200,000**	189,730
Total Intermediate Sources	195,000	-	195,000	195,000	-	220,000	226,450
State/Federal Sources							
3199 Other Unrestricted Grants-In-Aid	275,000	-	220,000	220,000	55,000	**275,000**	189,089
4202 Medicaid Reimbursement	-	**6,838**	98,289	105,127			105,127
4300 Restricted Federal Rev	70,000	**7,082**	62,918	70,000	-	**70,000**	83,340
4801 Federal Forest	130,000	**282,379**	25,000	307,379	(177,379)	**130,000**	33,717
Total State/Federal Sources	475,000	**296,299**	406,207	702,506	(122,379)	475,000	411,273
Other Sources		-					-
5300 Sale/Loss of Fixed Assets	2,000	-	2,000	2,000	-	**2,000**	-
5400 Beginning Fund Balance	8,500,000	**9,377,276**	-	9,377,276	(877,276)	**7,000,000**	9,287,166
Total Other Sources	8,502,000	**9,377,276**	2,000	9,379,276	(877,276)	7,002,000	9,287,166
							-
Total Non SSF Revenue	**$ 10,958,000**	**$ 10,152,321**	**$ 2,130,460**	**$ 12,282,782**	**$ (1,219,655)**	**$ 9,038,000**	**$ 13,026,094**
Total Resources	**$ 63,892,261**	**$ 26,524,024**	**$ 38,543,019**	**$ 65,067,043**	**$ (1,219,655)**	**$ 60,252,790**	**$ 63,611,711**
		Less Estimated Requirements		**$ 58,681,068**			
		Estimated Ending Fund Balance		***$ 6,385,975***			

Lebanon Community School District
General Fund: Statement of Expenditures Budget Vs. Actual For the Fiscal Year 2025-26

	2025-26 Budget	Actual YTD EXP 11/5/2025	Projected through 6/30/2026	Total Estimated 2025-26	(Over)/ Under Budget	% Committed	2024-25 Budget	Actual YTD Exp. 6/30/2025
Instruction								
1111 Elementary, K-5 or K-6	10,585,076	**1,797,421**	8,787,655	10,585,076	-	100.00%	10,586,787	**9,561,671**
1113 Elementary Extracurricular	5,616	**28,253**	14,112	42,365	(36,749)	754.36%	5,616	**42,365**
1121 Middle/Junior High Programs	4,597,566	**770,239**	3,826,834	4,597,073	493	99.99%	4,170,438	**4,169,990**
1122 Middle/Junior High School Extracurricular	39,022	**20,160**	35,352	55,512	(16,490)	142.26%	39,021	**55,510**
1131 High School Programs	6,178,293	**1,016,640**	4,975,346	5,991,986	186,307	96.98%	6,072,856	**5,889,729**
1132 High School Extracurricular	86,068	**35,195**	78,259	113,453	(27,385)	131.82%	86,066	**113,451**
1140 Pre Kindergarten Programs	0	**1,999**	5,568	7,567	(7,567)	500.00%	236,870	**70**
1210 Programs for the Talented and Gifted	61,705	**5,555**	13,145	18,699	43,006	30.30%	94,195	**28,545**
1220 Restrictive Pgms for Students w/Disabilities	3,342,824	**542,543**	2,800,281	3,342,824	-	100.00%	3,144,309	**2,842,738**
1250 Programs for Students w/Severe Disabilities	4,301,573	**670,204**	3,698,537	4,368,742	(67,169)	101.56%	3,735,302	**3,793,628**
1272 GF Title I Support	143,968	**27,598**	132,525	160,123	(16,155)	111.22%	45,337	**102,481**
1280 Alternative Education	1,481,326	**279,478**	1,044,946	1,324,425	156,901	89.41%	906,261	**810,270**
1281 Alternative Education	0	**-**	-	-	0	0.00%	10,000	**-**
1288 Charter School	3,608,458	**1,500,241**	2,108,217	3,608,458	-	100.00%	2,900,000	**3,229,842**
1291 English Second Language Programs	466,190	**89,269**	333,934	423,203	42,987	90.78%	495,964	**421,233**
1300 Adult/Continuing Education Programs	0	**-**	-	-	0	0.00%	26,317	**-**
1400 Summer School Programs	24,460	**60,871**	-	60,871	(36,411)	248.86%	26,191	**18,455**
Total Instruction	**$ 34,922,145**	**$ 6,845,666**	**$ 27,854,710**	**$ 34,700,375**	**$ 221,770**		**$ 32,581,530**	**$ 31,079,980**

Lebanon Community School District
General Fund: Statement of Expenditures Budget Vs. Actual For the Fiscal Year 2025-26

	2025-26 Budget	Actual YTD EXP 11/5/2025	Projected through 6/30/2026	Total Estimated 2025-26	(Over)/ Under Budget	% Committed	2024-25 Budget	Actual YTD Exp. 6/30/2025
Support Services								
2110 Attendance and Social Work Services	270,969	**24,691**	107,968	132,659	138,310	48.96%	227,581	**111,417**
2114 Student Accounting Services	281,217	**79,305**	200,636	279,941	1,276		269,325	**268,103**
2115 Student Safety	518,602	**77,097**	345,349	422,447	96,155	81.46%	527,042	**310,410**
2120 Guidance Services	1,501,591	**245,871**	1,244,173	1,490,044	11,547	99.23%	1,280,507	**1,208,154**
2130 Health Services	547,223	**99,182**	448,041	547,223	-	100.00%	343,129	**475,161**
2135 Health	132,020	**29,558**	110,460	140,018	(7,998)	106.06%	126,242	**131,786**
2140 Psychological Services	250	**-**	-	-	250	0.00%	250	**-**
2150 Speech Pathology and Audiology Services	492,611	**97,501**	395,110	492,611	-	100.00%	683,130	**412,137**
2190 Service Directions, Student Support Svcs	553,622	**130,121**	422,321	552,442	1,180	99.79%	476,332	**475,317**
2210 Improvement of Instruction Services	448,164	**116,722**	331,442	448,164	-	100.00%	513,007	**318,858**
2220 Library/Media Center	507,531	**95,660**	399,423	495,083	12,448	97.55%	475,366	**463,707**
2230 Assessment and Testing	55,000	**36,914**	240	37,154	17,846	67.55%	65,000	**7,228**
2240 Staff Development	93,915	**37,108**	26,981	64,089	29,826	68.24%	101,469	**69,244**
2310 Board of Education	151,070	**28,604**	108,102	136,706	14,364	90.49%	133,000	**120,354**
2321 Office of the Superintendent Services	842,693	**269,362**	568,647	838,009	4,684	99.44%	790,144	**785,753**
2410 Office of the Principal Services	4,251,489	**1,208,978**	3,004,407	4,213,386	38,103	99.10%	3,970,133	**3,934,551**
2520 Fiscal Services	952,118	**296,421**	619,438	915,859	36,259	96.19%	967,643	**930,793**
2540 Insurance & Judgements	538,174	**668,356**	-	668,356	(130,182)	124.19%	440,000	**489,486**
2542 Care and Upkeep of Buildings Services	3,271,363	**903,248**	2,293,593	3,196,841	74,522	97.72%	3,182,957	**3,110,449**
2543 Care and Upkeep of Grounds Services	183,068	**115,828**	116,498	232,326	(49,258)	126.91%	176,043	**211,147**
2544 Maintenance	1,780,223	**922,646**	857,577	1,780,223	-	100.00%	1,472,909	**1,938,602**
2548 Land Lab	8,499	**1,250**	118	1,368	7,131	16.09%	61,931	**7,878**
2550 Student Transportation Services	2,492,366	**897,966**	1,843,636	2,741,603	(249,237)	110.00%	2,204,733	**2,566,022**
2573 Warehousing and Distributing Services	28,550	**7,145**	21,405	28,550	-	100.00%	27,130	**27,955**
2630 Information Services	241,805	**86,933**	150,923	237,857	3,948	98.37%	238,991	**235,089**
2640 Staff Services	775,424	**279,915**	560,247	840,162	(64,738)	108.35%	730,995	**792,024**
2660 Technology Services	893,861	**254,014**	610,341	864,355	29,506	96.70%	899,550	**869,856**
2680 Interpretation & Translation Services	6,316	**544**	3,631	4,174	2,142	66.09%	6,316	**4,174**
2700 Supplemental Retirement	500	**(113)**	157	44	456	8.74%	500	**44**
Total Support Services	**$ 21,820,234**	**$ 7,010,827**	**$ 14,790,865**	**$ 21,801,692**	**$ 18,542**		**$ 20,391,355**	**$ 20,275,697**
		-				-		
Community Services								
3100 Food Services	40,691	**-**	21,653	21,653		53.21%	16,727	**8,901**
3300 Community Services	-	**359**	-	359		0.00%	0	**182**
Total Community Services	**$ 40,691**	**$ 359**	**$ 21,653**	**$ 22,013**	**$ -**	**$ 1**	**$ 16,727**	**$ 9,083**
Other Requirements								
5200 Transfers of Funds	2,179,000	**-**	2,179,000	2,179,000	-	100.00%	2,280,000	**2,280,000**
6110 Contingency	930,191	**-**	-	-	930,191	100.00%	1,983,178	**-**
7000 Unappropriated Ending Fund Balance	4,000,000	**-**	-	-	4,000,000	100.00%	3,000,000	**-**
Total Other Requirements	**$ 7,109,191**	**$ -**	**$ 2,179,000**	**$ 2,179,000**	**$ 4,930,191**		**$ 7,263,178**	**$ 2,280,000**
Total Requirements	**$ 63,892,261**	**$ 13,856,853**	**$ 44,846,228**	**$ 58,681,068**	**$ 5,170,502**		**$ 60,252,790**	**$ 53,644,760**

BOARD MEMORANDUM

To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: Steven Prososki, Director of Financial Services

Date: November 13, 2025 **Meeting Date:** November 13, 2025

Re: Update Construction Excise Tax Rate

Construction Excise Tax -The Lebanon School Board

The Oregon Department of Revenue sets the Residential and Non-Residential Construction Excise Tax (CET) rate limits by fiscal year.

In 2025-26, the Residential rate increased to 1.67 and the Non-Residential rate increased to 0.84, with a Non-Residential Max amount of $41,800.

In 2026-27, the Residential rate will increase to 1.70 and the Non-Residential rate will increase to 0.85, with a Non-Residential Max amount of $42,400

The Lebanon Community School District #9 School Board approves the above CET rates for each of the fiscal years represented

Approved:_____ Signed_____
Date Board Chair

Approved:_____ Signed_____
Date Superintendent

Issue: Indexing of School Construction Tax Limits
Statute Reference: ORS 320.170
Last Updated: 7/14/2025

Background:
Passed in 2007, SB 1036 allowed school districts to impose a tax on new construction measured by the square footage of improvements (affordable housing, public buildings, agricultural buildings, hospitals, private schools, and religious facilities are exempt). SB 1036 defined and required revenues to be used for capital improvements. Construction taxes imposed by a school district must be collected by a local government, local service district, special government body, state agency or state official that issues a permit for structural improvements regulated by the state building code. An intergovernmental agreement with local governments collecting the tax is required and collection expenses are limited to 4% of tax revenue. DCBS is allowed to establish an administration fee of .25% of tax revenue. School districts with construction tax revenue are required to develop long-term facility plans. Construction taxes may be used for repayment of capital improvement debt.

Tax Limit Calculations:
SB 1036 set tax rate limits of $1 per square foot for residential use and $0.50 for nonresidential use, along with a $25,000 tax limit on nonresidential properties. Beginning in 2009, tax rates were indexed to inflation using the Engineering News-Record Construction Cost Index. As prescribed in statute, DOR is responsible for updating tax rate limits and notifying affected districts. To notify affected districts DOR has partnered with Department of Education who receives updated limit calculations from DOR and notifies the affected districts.

Tax rate limits by fiscal year:

Fiscal Year	**2023-24**	**2024-25**	**2025-26**	**2026-27**
Residential*	1.56	1.63	1.67	1.70
Non-Residential*	0.78	0.82	0.84	0.85
Non-Residential Max	39,100	40,800	41,800	42,400
* Dollars per square foot				

Upcoming Meeting Dates:

DATE	TIME	MEETING TYPE
December 11, 2025	6:00 PM	Board Meeting
January 8, 2026	5:00 PM	Work Session
January 8, 2026	6:00 PM	Board Meeting
February 19, 2026	6:00 PM	Board Meeting
March 12, 2026	6:00 PM	Board Meeting
April 9, 2026	6:00 PM	Board Meeting
May 14, 2026	6:00 PM	Board Meeting
June 11, 2026	6:00 PM	Board Meeting
July 9, 2026	6:00 PM	Board Meeting