



Jefferson School District 14J
BOARD OF DIRECTORS' REGULAR MEETING
November 20, 2025 – JSD Board Room
5:30 PM – Regular Session

AGENDA

"We will prepare all students to successfully navigate their transition to life beyond high school by providing qualified, rigorous instruction, providing a safe environment, and fostering a culture of student learning."

1. Call Meeting to Order/Flag Salute

Chair Mitchell

2. Roll Call

Chair Mitchell

3. Review/Adjust/Approve agenda & consent items

4. Consent Agenda Items:

- a. Board meeting minutes October 16, 2025.....Board Members
Information/Action Page(s) 7
- b. Enrollment.....Board Members
Information Page(s) 8
- c. First Student Update.....Melody Rossitier
Information Page(s) 9-11
- d. Personnel Recommendations.....Board Members
Information/Action Page(s) 12
- e. Board Policy.....Board Members
Information/Action Page(s) 13-77

- BHD – Board Member Stipends and Reimbursements, Optional
- BCF – Advisory Committees to the Board, Optional
- CEA – Educational Equity Advisory Committee, Optional, *New*
- DBEA – Budget Committee, Version 1, Highly Recommended
- GCBD/GDBD – Sick Leave - Personal Illness and Injury Leave *, Optional
- GCBDE/GDBDE – Military Leave of Absence, Optional
- IF – District Curriculum, Optional
- IF – Curriculum Development (Version 2), Delete
- IGBAB/JO-AR – Education Records/Records of Students with Disabilities, Required
- IGBHD – Program Exemption
- 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
- 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*
- JO/IGBAB-AR – Education Records/Records of Students with Disabilities, Required
- JOA – Directory Information**, Required
- LBEA – Denial for Virtual Public Charter School Student Enrollment**, Conditionally Required

6. Reports

- a. Financial ReportHattie Truett
Information Page(s) 78-88
- b. Superintendent Update.....Dawn Moorefield
Information Page(s) 89-90
- c. Administrator Reports.....Eric Clendenin, Doug Naugle,
Kymberlee Rhodes, Laura Pierce-Cummings
Information Page(s) 91-95

7. Comments from the Audience

8. New Business

- a. Non-Represented Contract Correction.....Dawn Moorefield
Information/Action Page(s) 96-103
- b. OSBA Election [OSBA Elections Link](#)Board Members
Information/Action Page(s) 104-106

9. Old Business

10. Submitted Public Comments.....Board Chair

The Jefferson School District Board accepts public comments via email submission. If you would like to submit a comment, please email it and any supporting documents you may have to jennifer.ertel@jefferson.k12.or.us by 1:00 p.m. on the day of the meeting. Comments will be sent to the JSD Board prior to their meeting and may or may not be read at the board meeting.

11. Board Comments

- a. General.....Board Members

12. Adjourn

Board Chair

Upcoming Meeting(s):

****NEW****

Board meetings will now be held on the 3rd Thursday of the month.

Regular Monthly - JSD Board Mtg
December 18, 2025
5:30pm
JSD Board Room

Regular Monthly - JSD Board Mtg
January 15, 2026
5:30pm
JSD Board Room

Regular Monthly - JSD Board Mtg
February 19, 2026
5:30pm
JSD Board Room



2025-2026 Board of Directors

Position 1:
Teri Mitchell, Chair
Term Expires: 6.30.2027

Position 2:
Terry Kamlade, Director
Term Expires: 6.30.2029

Position 3:
Carole Vickery, Director
Term Expires: 6.30.2027

Position 4:
Kevin Smith, Director
Term Expires: 6.30.2029

Position 5:
Tracy Roe, Director
Term Expires: 6.30.2029

2025-2026 Subcommittee / Representation

Finance Subcommittee (2):
Kevin Smith
Carole Vickery

Bargaining Subcommittee (2):
Terry Kamlade
Teri Mitchell

Willamette ESD Budget Representation (1):
Tracy Roe

Policy Subcommittee (2):
Tracy Roe
Carole Vickery

Strategic Pillars:

- Together, the Jefferson Community, and the Jefferson School District will prioritize funding to provide sufficient staffing, appropriate curriculum, and key programs that will equip our students to succeed.
- Jefferson School District will improve community engagement by focusing on creating purposeful, authentic parent involvement through a shared culture where everyone feels welcomed, respected and appreciated.
- Students will be encouraged to reach their goals using methods that include discovery, self-awareness, self-advocacy, credible choices, and learning collaboration.
- In preparation for their future, students are encouraged to be present and engaged in our safe, welcoming environment as they learn to set goals and adapt to discover their passion.



**The Jefferson School Board 14J
2025-2026 Board Goals**

1. The school board members will attend at least 4 school activities annually.
2. The school board members will visit or virtually attend another district's board meeting.
3. The school board will use collaborative processes with the community and district that result in well-informed problem solving and decision making.
4. The school board will work to improve transparency and communication.

2025-2026 Board Work Sessions



PUBLIC PARTICIPATION AT BOARD MEETINGS

During each regularly scheduled meeting of the Jefferson School District Board, the agenda will include an item titled “Comments from the Audience.” It is during this portion of the agenda that the public can comment. If requesting to speak, when called on, comments should be limited to three (3) minutes.

Public participation is a time for the Board to listen, not a time for in-depth discussion or to respond to questions, as the Board needs adequate time to process the information received to ensure proper steps are taken going forward. The Board may direct questions to administrative staff to respond to after the meeting.

The Jefferson School District Board accepts public comments also via email submission. If you would like to submit a comment, please email it and any supporting documents you may have to Jennifer.Oertel@jefferson.k12.or.us by 1:00 p.m. on the day of the board meeting. Submitted comments will be emailed to the Board prior to their meeting and may or may not be read at the Board Meeting. You can also submit comments during a board meeting by clicking on the following link <https://www.jefferson14j.com/live-meetings-and-events> and then selecting “Public Comment.” Comments submitted by the same timeline regarding the 2024-25 Jefferson School District Budget will be read into the record.

As a reminder, the Board cannot review complaints about specific personnel during an open meeting. If a patron has a specific complaint against personnel, please review and follow the process as outlined in Board Policy [KL](#).

The meeting will be live streamed on our website and You Tube, with a link on Facebook. Here is the [link](#) to view the meeting: <https://www.jefferson14j.com/live-meetings-and-events>

If you have any additional questions, please contact Jennifer.Oertel@jefferson.k12.or.us and thank you for taking an interest in the Jefferson School District.



Jefferson School District 14J

BOARD OF DIRECTORS' REGULAR MEETING: *Motion Samples*

November 20, 2025 – JSD Board Room

5:30 PM – Regular Public Session

Board Motion Samples

- I move to accept the agenda and consent items as presented.
- I move to ratify the agreement as presented between the Jefferson School District 14J and the non-represented employees.
- I move that the Jefferson School District 14J nominate (*Satyanarayana Chandragiri or Karina Guzmán Ortiz*) for the OSBA Board of Director position 11.
- I move that the Jefferson School District 14J nominate (*Alonso Oliveros*) for the OSBA Board of Director position 12.
- I move that the Jefferson School District 14J the nominate (*Mel Fuller*) for the OSBA Legislative Policy Committee position 11.
- I move that the Jefferson School District 14J the nominate (*Lisa Harnisch*) for the OSBA Legislative Policy Committee position 12.

For OSBA board and Legislative Policy Committee positions each board gets one vote. For resolutions, a weighted voting system based on student population is used. A complete explanation of this system can be found in Section 2.4.2 of the [OSBA Bylaws](#) (230k).



Jefferson School District
BOARD OF DIRECTORS' REGULAR MEETING
October 16, 2025, Board Room
5:30PM Regular Session

MINUTES

PRESENT: Teri Mitchell, Tracy Roe, Kevin Smith. **ABSENT:** Terry Kamlade and Carole Vickery

1. **CALL TO ORDER:** Chair Mitchell called the meeting to order at 5:31PM.
2. **REVIEW/ADJUST AGENDA AND CONSENT ITEMS:**
 - a. **MOTION** Tracy Roe, **SECOND** Kevin Smith, **VOTE** all aye's motion carried.
3. **REPORTS:**
 - a. Financial report update: Hattie Truett answered financial questions pertaining to the ending fund balance.
 - b. Superintendent update: Enrollment, financials, SIA funding and Division 22 Assurances.
 - c. Administrator update
 - Kyle DeMartino: Went over his report and answered various questions.
 - Laura Pierce-Cummings: Ag class happenings, WCA credits/certificates. Graduation Alliance, College and Career readiness.
4. **COMMENTS FROM THE AUDIENCE:** None
5. **NEW BUSINESS:**
 - a. Division 22 Assurances were presented by Superintendent Moorefield. **MOTION** Kevin Smith, **SECOND** Tracy Roe, **VOTE** all aye's motion carried.
6. **OLD BUSINESS:**
 - a. Remove the November 20th Executive session meeting from the timeline. Acceptance of the Superintendent Evaluation and Timeline or the 2025-2026 school year with the noted change. **MOTION** Tracy Roe, **SECOND** Kevin Smith, **VOTE** all aye's motion carried.
7. **SUBMITTED PUBLIC COMMENT:** None
8. **BOARD COMMENTS:** Kevin stated that he appreciated the presentations this evening. Tracy is not running for OSBA Position 11 at this point and time, thanked the board for the vote of confidence.
9. **ADJOURN MEETING:** 6:32 PM



Jefferson School District 14J
BOARD OF DIRECTORS' REGULAR MEETING
November 20, 2025 – JSD Board Room
5:30 PM – Regular Public Session

District Enrollment by Grade Level
 2020-21, 2021-22, 2022-23, 2023-24, 2024-25, 2025-26

GRADE	S-22	S-23	S-24	S-25	O22	O23	O24	O25	N-22	N-23	N-24	D-22	D-23	D-24	J-22	J-23	J-24	J-25	F-22	F-23	F-24	F25	M-22	M-23	M-24	M-25	A-22	A-23	A-24	A-25	M-22	M-23	M-24	M-25	J-22	J-23	J-24	J-25	
K	57	42	41	37	59	42	40	36	59	39	41	58	38	41	52	56	38	41	50	56	38	41	49	55	36	41	50	55	36	41	50	56	36	41	49	55	36	42	
1	54	49	38	41	53	50	38	40	51	50	38	51	50	37	49	50	51	37	47	50	51	37	45	50	51	37	48	50	51	36	50	52	50	37	49	51	49	37	
2	49	49	45	37	48	53	46	37	48	52	47	47	52	47	55	47	53	48	56	48	54	47	57	48	51	47	58	47	49	46	58	47	49	46	58	47	50	46	
3	59	45	50	49	58	45	49	46	56	46	47	54	46	46	65	54	45	47	64	54	46	48	65	54	46	47	65	54	46	46	64	54	46	46	65	53	45	46	
4	66	51	47	49	66	51	46	49	66	50	46	67	52	46	49	68	52	46	49	69	53	47	48	67	50	46	48	67	51	46	46	67	51	47	46	66	50	47	
5	50	62	51	47	51	64	49	47	49	63	49	49	63	47	66	49	64	48	67	50	64	49	67	50	61	49	67	50	61	50	66	49	62	49	66	49	62	49	
6	64	57	59	52	65	58	59	51	65	57	59	65	58	60	63	65	55	60	61	67	55	61	59	68	54	61	61	66	54	60	60	66	54	60	60	66	54	60	
7	59	67	55	58	59	68	55	57	59	68	55	59	67	56	62	57	67	56	62	57	68	56	61	57	68	56	63	57	68	56	63	58	68	55	51	58	68	55	
8	67	56	64	54	68	58	64	56	66	57	64	66	54	63	64	65	57	64	63	67	56	63	61	66	72	62	62	67	57	60	62	68	56	59	59	67	56	60	
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11	58	63	55	61	60	63	55	59	55	63	56	53	58	57	62	52	63	54	59	52	63	54	59	53	63	52	60	53	63	52	57	53	62	50	57	53	63	49	
12	57	57	69	59	58	57	69	59	56	56	71	56	67	72	56	57	55	70	56	53	54	67	56	51	53	66	58	50	48	67	57	50	49	66	53	49	0	0	
TOTAL	766	716	694	658	774	728	693	651	752	720	696	748	725	696	780	743	721	694	769	746	717	696	760	740	719	688	775	732	694	685	765	736	693	681	757	729	641	615	

As of October 31, 2025

Jefferson School District

Date: November 14, 2025

Dear: Jefferson School Board Members:

We're pleased to provide you with an update on activities at our location. This Month's report includes the status of driver staffing and progress made on open issues. Summaries of community activities and other noteworthy events are also included.



Driver staffing

We are working diligently to increase the applicant flow through recruiting campaigns.

- \$23.64 – 25.11 DOE
- Paid Training
- \$500 Employee Referral Bonus



Recruiting

- We are still accepting applications, currently we have an applicant working on her CDL Permit.

Route Count	12
GenEd	9
SpEd	3
Driver Staffing Goal	16
Drivers Assigned to a Route	10
Cover Drivers	5
Borrowed Drivers	0
Total Drivers	15
<small>Excluding staff or borrowed drivers</small>	
CDL	15
Over/(Short) for Route Coverage	0
Drivers in Training/Testing	1
Apps this Month	2
Permit Pending	1
Total # in Training (Classroom)	0
Behind-the-Wheel Training	0
Leave/Unavailable	1



Customer issues/ resolutions

- We have not had any issues this month.

Successes of the Month

- The 12 routes have run well this month.
- This month we have seen our Fall Sport finish up and MS Girls Basketball and Wrestling has started; we were away with both this month. It was very nice to see so many educational trips this month. We traveled to very fun and exciting places, our MS students traveled to Portland Art Museum, and U of O. Our HS students traveled to Cascade for a Career Fair, to Western Oregon University, the Ag class traveled to Linn County Fairgrounds, and HS students also traveled to Lovin Oven in Stayton – so much educational fun! Our Elementary also traveled to U of O for an educational trip. Our trip drivers love serving you whatever the destination is, they are ready to go!
- WE FOUND a Sleeper! This is huge, our drivers are reminded often and are required to search the bus 4 times, during a regular morning route, 2 of those times are completed at the school after dropping off students, prior to leaving the school yard. This month, Michael Myers, who is almost a 10-year driver with First Student had never found even 1 sleeper, this month he found his FIRST! He found a third-grade boy, sound asleep, as he completed his child search. Of course, Michael woke him up and sent him in to school. Keeping kids safe is our #1 First Priority! It was announced this month that First Student drivers (Nationwide) had found 675 students sleeping since school began – WOW. We all make the pledge to never leave a sleeper alone on the bus – so we search to find. Jefferson typically finds 5 or 6 sleepers in any given school year.



Technology Updates

- **First View District Dashboard and Parent Tracking App**- now active and we have 57 parent users, and 98 students belonging to the 57 parents.
- **Driver Hub Training** – Driver turn-by-turn directions and onboard job aid.



Routing updates

- We now have 2 new routes serving 2 different Trillium Schools that started this month.



Latest news

- We are getting ready to run First Aid classes in early December for those that have certifications expiring.
- Our dispatcher, who has served here at Jefferson for almost 10 years, is moving out of state. This is a sad day for us, we will miss Cori Libby, very much! December 19, 2025, will be her last day. We are accepting applications to fill her position from within currently. I'll keep you updated as we move through the process. The plan is to have our new person in place on the 1st of December and train them for the last 3 weeks that she is here.
- ODE held a training session last month for BTW trainers in Marion County. Roland, our trainer, and I attended the training to learn the new and upcoming requirements of applicants. DMV has changed the CDL test as required by the Federal Government and this has made an impact on the BTW training that Oregon provides and requires for a school bus driver. ODE informed us of the alignment that they have made with DMV to enable our applicants to be successful when they take their CDL drive test. This will only affect our new applicants testing with DMV for the 1st time.
Trainers statewide will have a task in Workday to complete prior to December 31, 2025

Thanks for letting us serve you, we are so happy to be here,

Melody Rossiter
First Student, Location Manager

Jefferson School District 14J

Monthly Personnel Report – November 2025

RECOMMENDED FOR HIRE

Name	Title	FTE	Comments

RECENT RESIGNATIONS, RETIREMENTS, DISMISSALS, LAY OFFS

Name	Title	Comments

CURRENT JOB POSTINGS

LICENSED	Hrs. per wk./ Days per year	CLASSIFIED	Hrs. per wk./ Days per year	SUPERVISOR MANAGER CONFIDENTIAL	Hrs. per wk./ Days per year	ADMINISTRATOR	Hrs. per wk./ Days per year
		Instructional Assistant SPED	1.0				
		JHS – Girls Head Softball Coach	Contract				



Jefferson School District 14J

Code: BCF
Adopted: 2/11/19
Revised/Readopted: 11/14/22
Orig. Code(s): BCF

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for community involvement, the Board may appoint advisory committees which include community members to consider matters of districtwide importance.

Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall follow the Public Meetings Law. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chair.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. When requested and approved by the Board, appointment of staff members, when appropriate, will be made by the superintendent.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive the committee report(s).

Except as specifically provided by the Board, advisory committees will cease to function when their reports have been received by the Board or when the purposes for which they were established have been accomplished.

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the chair, but normally such Board members will function as ex-officio members of the committees.

~~Educational Equity Advisory Committee~~¹² (See new policy CEA)

The duties of the district's educational equity advisory committee shall include:

- ~~1. Advising the Board about the educational equity impacts of policy decisions;~~
- ~~2. Advising the superintendent about the educational equity impacts of policy decisions; and~~
- ~~3. Informing the Board and superintendent when a situation arises in a district school that negatively impacts underrepresented students and advising the Board and superintendent on how best to handle that situation.~~

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 Board and 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 made available by being:
 - ~~a. Distributed to parents of district students;~~
 - ~~b. Posted on the district's website;~~
 - ~~c. Presented to the Board in at a board meeting with adequate opportunity for public comment; and~~
 - ~~d. Sent to the State Board of Education.~~~~

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

- ~~1. Shall solicit name of possible members from the community;~~
- ~~2. Must ensure that membership is primarily representative of underserved student groups;~~
- ~~3. May not exclude members based on immigration status; and~~
- ~~4. Must comply with any other requirements established by the State Board of Education.~~

¹ District 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.

² Additional information on the formation, membership and responsibility of the committee can be found in OAR 581-022-2307.

~~A member of the educational equity advisory committee will also serve on the school district budget committee.³~~

END OF POLICY

Legal Reference(s):

[ORS 192.610](#)
[ORS 192.630](#)

[ORS 294.414](#)
[ORS 329.704](#)

[ORS 332.107](#)

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.

~~³The district is not required to add an educational equity advisory committee member to the budget committee until there is a non-school board member vacancy on the budget committee.~~

Jefferson School District 14J

Code: BHD
Adopted: 2/11/19

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

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. ~~{⁴Board members are responsible for any tax obligations resulting from the stipends.~~

Board members may be reimbursed ~~No Board member 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.

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

Legal Reference(s):

[ORS 244.020](#)

[ORS 244.040](#)

[ORS 332.018](#)

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)

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.}~~

**Recommendation:
DO NOT ADOPT**

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.

Jefferson School District 14J

Code: DBEA
Adopted: 9/10/07
Revised/Readopted: 5/13/19; 11/14/22
Orig. Code(s): DBEA

Budget Committee

By law, the budget committee is charged with making recommendations concerning financial priorities.

The budget committee will have the responsibility for reviewing the financial programs of the district, reviewing the proposed district budget as presented by the superintendent, and recommending an annual or biennial district budget in keeping with the provisions of applicable state laws.

Educational policy decisions are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, delete programs because of a fund decrease, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

The following will govern the make-up and process of establishing the district's budget committee:

1. The budget committee consists of five members appointed by the Board plus the elected Board members of the district. To be eligible for appointment, the appointive member must:
 - a. Live and be registered to vote in the district;
 - b. Not be an officer, agent or employee of the district.
2. At least one member of the budget committee must be a member of the district's educational equity advisory committee.¹
3. No budget committee member may receive any type of compensation from the district;
4. At its first meeting in January, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons during the month of February. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate;

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 required to include a member of the educational equity advisory committee when a vacancy on the budget committee occurs by a member who is not also a member of the school district board.

5. At the first regular Board meeting in March, the Board will review the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed. At the first regular meeting in March, the Board will appoint persons to fill the vacant positions;
6. The appointive committee members of a budget committee in a district that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as practicable, one-third of the appointive members' terms end each year.
7. If any appointive member is unable to complete the term for which the member was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting.

Budget Committee Responsibilities

The following items explain the budget committee responsibilities:

1. At its first meeting after appointment, the budget committee will elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee;
2. A majority of the constituted committee is required for passing an action item. Majority for a 10-member budget committee is 6. Therefore, if only 6 members are present, a unanimous vote is needed for passing an action;
3. The budget committee shall hold one or more meetings to receive the budget message, receive the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public;
4. The budget committee may request any information used in the preparation of or for revising the budget document from the superintendent or business manager. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the superintendent or as subsequently revised by the committee;
5. After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by 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](#)

Jefferson School District 14J

Code: GCBD/GDBD
Adopted: 9/10/07
Revised/Readopted: 8/12/19
Orig. Code: GCBD/GDBD

Leaves and Absences *

Sick leave is allowed to ~~Leave entitlement for personal illness or injury will~~ accrue at the rate of 10 days each school year for each “school employee¹” 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.

~~The district reserves the right after an absence of more than five consecutive days, to require proof of personal illness or injury from all employees, including a medical examination by a physician chosen and paid for by the district.~~ 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.

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.

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

Sickness or other unavoidable circumstances ~~that~~ ~~which~~ prevent a teacher from teaching 20 school days immediately following exhaustion of sick leave accumulated under Oregon law, the Board will ~~place~~ ~~result~~ ~~in~~ the teacher ~~being placed~~ 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 ~~law~~.

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](#)

¹ “School employee” includes all employees of the district.

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).

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).

Cross Reference(s):

ACA - Americans with Disabilities Act

GBDA - Mother Friendly Workplace

Jefferson School District 14J

Code:
Adopted:

GCBDE/GDBDE

Military Leave of Absence

The district will grant military leave of absence to an employee on duty¹ with a uniformed service² in accordance with applicable state and federal law. An employee 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 military leave³ of absence from duties for up to 21 work days in any one training year⁴ or in accordance with ORS 408.290. An employee may use any accrued vacation or similar leave during the period of service exceeding 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 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:

¹ "Duty" means the performance of duty on a voluntary or involuntary basis in a uniformed service and includes active duty or inactive duty training, state active duty, 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. 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 employee who is a veteran or reservist returning from training must only inform the district of their training obligations and report back at the next regularly scheduled working period;
2. An employee returning from active duty must notify the district of their intention to return to their former job within 90 days after the employee is 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 (2024).

I.R.C., U.S.C. 26 § 4980B(f)(4) (2024).

Employment and Reemployment Rights of Members of the Uniformed Services, 38 U.S.C. §§ 4301-4334 (2024).

Jefferson School District 14J

Code: IF
Adopted: 9/10/07
Revised/Readopted: 2/10/20
Orig. Code: IF

District Curriculum ~~Development~~

The Board believes it is necessary to continually develop and modify the district’s curriculum to meet changing needs in technology and fields of knowledge and to assure the full, rounded and continuing development of students. While keeping with the requirements of state law, the ~~The~~ Board authorizes the superintendent, in consultation with staff, parents and the community, to review the curriculum periodically and to advise the Board on needed curriculum changes to meet the requirements of state law. ~~[Decision making within the curriculum review process should also 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 659.850	OAR 581-022-2250
ORS 332.075(1)	OAR 581-021-0045	OAR 581-022-2300
ORS 336.035	OAR 581-021-0046	OAR 581-022-2305
ORS 336.067	OAR 581-022-2000	OAR 581-022-2310
ORS 337.260	OAR 581-022-2030	OAR 581-022-2315

Senate Bill 1098 (2025)

Jefferson School District 14J

Code: IF
Adopted: 9/10/07
Revised/Readopted: 2/10/20
Orig. Code: IF

DELETE

Curriculum Development

The Board believes it is necessary to continually develop and modify the district’s curriculum to meet changing needs in technology and fields of knowledge and to assure the full, rounded and continuing development of students. The Board authorizes the superintendent, in consultation with staff, parents and the community, to review the curriculum periodically and to advise the Board on needed curriculum changes to meet the requirements of state law.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 332.075\(1\)](#)
[ORS 336.035](#)
[ORS 336.067](#)

[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-022-2000](#)
[OAR 581-022-2030](#)
[OAR 581-022-2250](#)

[OAR 581-022-2300](#)
[OAR 581-022-2305](#)
[OAR 581-022-2310](#)
[OAR 581-022-2315](#)

Jefferson School District 14J

Code: IGBAB/JO-AR
Adopted: 9/09/13
Revised/Readopted: 2/10/20
Orig. Code: 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, ~~which~~~~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 ~~their~~ 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 ~~a~~~~their~~ 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 the individual 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~~~~Student~~ birth date ~~and place of birth;~~
- d. Name 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 an 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 hearing¹;
- 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 an 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 their expense, choose ~~have those records reviewed by a physician or other appropriate professional and have those records reviewed, of their 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~~ ~~students~~ 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) 192.345~~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~~ ~~Student's~~ 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 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~~ ~~need~~ to review an educational record in order to fulfill ~~their~~ ~~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;
- 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.

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.

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 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 an eligible student;
- b. The school official or 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, the student or parent(s) they 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 ~~their~~ 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 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 ~~their~~ own expense, ~~choose~~ ~~be assisted or represented by~~ one or more individuals to assist or represent them ~~of their 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 a 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 ~~there is disagreement~~ ~~they~~ ~~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 a 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.

Jefferson School District 14J

Code: IGBHD
Adopted: 9/10/07
Revised/Readopted: 2/10/20; 6/12/23
Orig. Code: IGBHD

Program Exemptions**

The district may excuse students from a state-required program or learning activity for reasons of religion, disability¹ or other reasons deemed appropriate by the district. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the teacher and principal.

The district will determine if credit will be granted for any alternative activity.

END OF POLICY

Legal Reference(s):

[ORS 336.035\(2\)](#)
[ORS 336.465](#)
[ORS 336.615](#)
[ORS 336.625](#)

[ORS 336.635](#)
[OAR 581-002-0035](#)
[OAR 581-021-0009](#)

[OAR 581-021-0071](#)
[OAR 581-022-2050](#)
[OAR 581-022-2110](#)
[OAR 581-022-2505](#)

[Mahmoud v. Taylor, No. 24-297, U.S., \(June 27, 2025\).](#)

Cross Reference(s):

IGAI - Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education
JED - Student Absences and Excuses

¹ If the district receives a request for a disability accommodation, the district should consider its obligations under the Individuals with Disabilities in Education Act and Section 504 of the Rehabilitation Act.

Jefferson School District 14J

Code: IIA
Adopted: 1/14/15
Revised/Readopted: 2/10/20; 7/14/25
Orig. Code: IIA

~~Selection and Use of Instructional Materials~~**

The Board believes proper care and judgment should be exercised in selecting core and supplemental instructional materials and library materials in school and classroom libraries ~~library materials. 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, and school library materials made available in ~~, and~~ classroom or school libraries as defined below ~~library materials.~~

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

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

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 schools. 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 or designee to develop and implement administrative regulations governing selection and adoption of such materials. Procedures will provide for involvement of administrators, staff, parents, 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 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 adoption of textbooks for American history and government by the Board and any committee shall be done in a manner ~~compliant~~ in accordance with ORS 337.260. The district will establish a process and timeline for regularly determining and considering whether core 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 Core 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 Library Materials in aef School or Classroom Library Materials.

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 Library Materials in aef School or Classroom Library Materials.

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

Cross Reference(s):

INB - Studying Controversial Issues

KH - Public Gifts to the District
KL - Public Complaints

Jefferson School District 14J

Code: IIA-AR(1)
Revised/Reviewed: 2/10/20; 7/14/25

Instructional Materials

Core Instructional Materials¹

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 Materials²

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.

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 Materials³

1. When making decisions on selection or retention of ~~in selecting~~ materials for the school library⁴ 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.

Classroom Library Materials⁵

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 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 materials are not adopted by the Board.

⁵ “Classroom library” means any collection of library materials (as defined ~~”means materials that are kept~~ in policy) made available to students in a single ~~the~~ classroom or a common area accessible by two or more classrooms in district schools ~~for~~

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.

[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.

Jefferson School District 14J

Code: IIA-AR(2)
Revised/Reviewed: 2/10/20; 7/14/25

Reconsideration of Core Instructional Materials

The Board, a ~~Any~~ staff member of the district, ~~student~~ or ~~their~~ parent or guardian of a student of a school, ~~or resident~~ of the district may raise concern about core instructional materials¹ 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 principal. If a staff member receives an informal inquiry, the staff member is to forward the inquiry to the principal promptly.
- b. Any concern made to the principal 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 principal 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 principal initially receiving a concern will explain to the person the district’s selection procedure.
 - (2) The principal 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.
- d. The principal 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

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.

the person and any outcome of a meeting or conversation will be documented and maintained by the principal.

2. Request for Reconsideration

- a. A staff member of the district, ~~student~~ or ~~their~~ parent or guardian of a student of a school, ~~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 person making the request ~~complainant~~, 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 or designee will appoint a reconsideration committee.
- d. The reconsideration committee will be made up of at least seven members:
 - (1) Three teachers designated by the superintendent or designee;
 - (2) One administrator designated by the superintendent;
 - (3) Two members from the community;
 - (4) One student selected by the student council.

The reconsideration committee may include other designated district personnel in discussions about complaints which 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.~~

- 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. The chair of the committee will be an employee of the district. The secretary will be an employee of the district;
 - (2) Be responsible for documenting all proceedings; adhering to Public Meetings Law, when required; ~~adhering to~~ and 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.

The reconsideration committee will consider the material’s suitability in the context in which the request for reconsideration was made.

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. 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 from the committee will be forwarded to the superintendent within 10 days of issuance of the recommendation. Within 10 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 requested the reconsideration and to the Board.~~

~~g.f.~~ Procedures for voting:

- (1) A quorum² 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 recorded³.
- (4) A vote in the affirmative from a majority of those present is required for a motion to pass.

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

The written recommendation and its justification⁴ from the committee will be forwarded by the superintendent or designee to the person who requested the reconsideration and to the Board within 10 days of the recommendation.

4. Board Review

The Board will review the committee's recommendation and make a final ~~recommendation and announce its~~ decision at a Board meeting within 30 days of receipt of ~~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.

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.

Jefferson School District 14J

Code: IIA-AR(3)
Revised/Reviewed: 2/10/20; 7/14/25

Reconsideration of Supplemental Instructional Materials

Any staff member of the district, student or their parent or guardian of a student of a school of their, or resident of the district may raise concern about supplemental instructional materials¹ 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 principal.
- b. The principal 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 principal or staff member 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 principal 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 principal.

2. Request for Reconsideration

- a. A staff member of the district, student or their parent or guardian of a student of a school, ~~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

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.

the form prepared for this purpose, signed by the person making the request~~complainant~~, and must be submitted to the principal. 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 principal will appoint a reconsideration committee by random selection.
- 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 members:
 - (1) Two teachers designated by the principal and will be from the grade level of the material under reconsideration;
 - (2) One administrator designated annually by the principal;
 - (3) One members from the community appointed by the principal;
 - (4) One student selected by the student council.

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 principal may appoint a replacement for the excused committee member, but such replacement will be of the same general qualifications as the person excused.

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 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 presenting~~representing~~ the recommendations to the principal.
- 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.

The reconsideration committee will consider the material's suitability in the context in which the request for reconsideration was made.

Following the discussion and review of possible options ~~for recommendation~~, a committee member may offer a motion outlining the committee's ~~recommendation~~ decision. 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 principal within 10 days of issuance of the recommendation. Within 10 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 quorum² will be present to act upon any business to come before the committee.

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.

- (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 recorded³.
 - (4) A vote in the affirmative from a majority of those present is required for a motion to pass.
- k. The decision 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 will include the committee's decision.~~ The decision will be in writing and include the committee's justification. The decision will be copied to the involved parties, including the principal. The principal will also communicate the decision to the affected staff.
 - l. The committee's decision will be the final decision of the district.

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

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 years 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.

Jefferson School District 14J

Code: IIA-AR(4)
Revised/Reviewed: 7/14/25

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.

Any staff member who was responsible for the selection, ~~student~~ or retention of library material¹, a staff member of the school or ~~their~~ parent or guardian of a student, ~~or resident~~ of the school district may raise concerns about the library materials available to students through district's ~~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 may be ~~are~~ 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~~ parent or guardian of a student, ~~or resident~~ of the school 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 principal. 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 principal 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 principal.
- d. The principal 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 this meeting. The principal will issue a follow-up communication about the outcome of the

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.

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 principal.
- f. No library materials will be removed or restricted from use because ~~as a result~~ of an informal concern.

2. Request for Reconsideration of School or Classroom Library Materials

- a. A staff member of the school, ~~student or their~~ parent or guardian of a student, ~~or resident~~ of the school district wishing to file a request for reconsideration of library materials in a school or classroom library materials 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 person making the request ~~complaint~~, and must be submitted to the principal. 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 principal will notify all staff member(s) who are directly involved in the request, and forward the request ~~a copy will be forwarded~~ to the superintendent.
- d. The principal will, within 15 days, appoint a reconsideration committee by random selection.
- 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 members:
 - (1) Two teachers designated by the principal and will be from the grade level of the material under reconsideration;
 - (2) One administrator designated annually by the principal;
 - (3) One member from the community appointed by the principal;
 - (4) One student selected annually by the student council.

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.

Reconsideration of ~~School or Classroom~~ Library Materials
in a School or Classroom Library – IIA-AR(4)

- 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 presenting ~~representing~~ the recommendation of the committee ~~recommendations~~ to the principal.
- 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, districtwide 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.

The reconsideration committee will consider the material's suitability in the context in which the request for reconsideration was made.

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 principal within 10 days of issuance of the recommendation. Within 10 days of receipt of the~~

Reconsideration of ~~School or Classroom~~ Library Materials
in a School or Classroom Library – IIA-AR(4)

~~recommendation by the principal, a copy of the recommendation will be sent by the principal to the person who requested the reconsideration and to the Board.~~

i. Procedures for voting:

- (1) A quorum² 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 recorded³.
- (4) A vote in the affirmative from a majority of those present is required for a motion to pass.

~~j. The committee's written recommendation decision from the reconsideration committee will be issued within 45 days of receipt of the original written request received for reconsideration by the principal. The response to the request for reconsideration will include the committee's decision. The decision will be copied to the involved parties, including the principal. The principal will also communicate the decision to the affected staff.~~

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

The committee's written recommendation and its justification⁴ will be forwarded to the principal.

5. The principal 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 years 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.

Jefferson School District 14J

Code: IIA-AR(5)

Revised/Reviewed: 7/14/25

Request for Reconsideration of Instructional or Library Materials Form

(Submit to Principal)

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 **Library Materials in a School or Classroom Library** ~~Materials~~

People who wish to file a request for reconsideration of supplemental and/or school or classroom library 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? _____

Request for Reconsideration of Instructional or
Library Materials Form – IIA-AR(5)

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 principal's office.

Signature

Date

Received by principal: _____

Date

References:

Jefferson School District 14J

Code: IIA-AR(6)
Revised/Reviewed: 7/14/25
Orig. Code(s): IIA-AR(1)

Independent Adoption of Core Instructional Materials

This administrative regulation applies to independent adoption of core instructional materials—materials which are not included on the state-approved list and are not supplemental, school library, or classroom library materials. The committee will include relevant subject area criteria published by the Oregon Department of Education.

1. Prior to an adoption study, teachers, administrators, parents, community members, and students may suggest materials they feel should be considered for adoption. Their specific suggestions or recommendations should be submitted to the superintendent or designee of the content area to be reviewed.
2. The superintendent or designee will compile and present all suggestions listed in Step 1 to a review committee. The review committee will be comprised of the leadership team and at least five members including two teachers, two parents of students in the district selected by the superintendent or designee to represent elementary and secondary levels and a district administrator as deemed appropriate.
3. In order to inform constituents who may wish to volunteer for the review process, an announcement will be made at a regular Board meeting, a public notice will be written, and affected parents will be notified at each building within one month of the committee's first meeting.
4. The committee will conduct a preliminary study of materials suitable for basic adoption. Publishers and curriculum consultants may be invited to participate in the study. Material under consideration for adoption by the committee will be available for review by district constituents upon request. An evaluation/rating instrument will be employed for all program/instructional materials considerations.

The decision to use, or refuse 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.

5. The committee will decide whether to first initiate a pilot or trial use of a particular series or text or to proceed directly with an adoption. Any trial use or pilot should be coordinated and compatible with the proposed revisions in the curriculum guide. The proposed pilot or trial use must have approval of the principal and the teachers involved.
6. After a trial use or pilot in the classroom and/or committee review, the committee will release results of its evaluation of the instructional materials studied to the leadership team. Specific recommendations will be prepared and forwarded to the leadership team. The committee must show evidence of having used an evaluation or instrument to ensure conformity with curriculum program goals.

7. The leadership team will review the recommended adoption and ensure that:
 - a. Appropriate procedures have been complied with;
 - b. Compatibility exists with other texts or skills presented at the same grade level in other curriculum areas;
 - c. The cost is within budgeted amounts.

The leadership team may forward a recommendation to the superintendent either endorsing the adoption proposal and forwarding it to the Board for approval or referring it back to the committee for revision or further study.

8. The Board may rule on the adoption recommendation or direct the superintendent to further action as it deems appropriate or conducive to reach established goals and objectives.

It is a principal's responsibility to implement and maintain the district-adopted instructional materials. The district must not prohibit the use of, or refuse 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). ~~Exceptions to implementation of this district-adopted instructional materials could occur only after following the procedure defined below:~~

- ~~1. If a teacher has a concern regarding the effectiveness/appropriateness of the adoption in the teacher's assignment area, the teacher may submit that concern in writing to the building administrator. If the building administrator shares that concern, they may refer the concern to the superintendent. The superintendent will refer the concern to the leadership team for a recommendation. The superintendent will issue a decision on the concern after receiving the recommendation;~~
- ~~2. If a building administrator has a concern regarding the effectiveness/appropriateness of the adoption, or if the administrator would like to trial use/pilot a specific program, the concern or the request to pilot/trial use must be submitted to the superintendent for a decision. Should any pilot or trial use justify continuation beyond a single school year, the continued use requires the superintendent's approval.~~

~~A teacher or administrator may withdraw their concern at any time during the process.~~

Jefferson School District 14J

Code: JHCA/~~JHCB~~
Adopted: 10/14/24

Immunization, ~~and~~ School Sports Participation, Concussions and Other Brain Injuries**

Immunization

Proof of immunization must be presented at the time of initial enrollment¹ in school or within 30 days of transfer to the district in accordance with Oregon law. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization, a religious, philosophical beliefs and/or medical exemption or immunity documentation.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 Examination³ prior to their initial participation in a related district program. The form⁴ is to be completed and signed by a parent or guardian giving permission for the student to participate and be signed by a medical provider authorized by law⁵ who has examined and evaluated the student. The completed form(s) must be returned as directed. 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

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.

has not suffered a concussion.⁶ Except as allowed above, a student excluded for concussion reasons will not be allowed to return to participate in an athletic event or training until the following three conditions have been met:

1. It is not the same day as the student exhibited signs, symptoms or behaviors, experienced a blow to the head or body, or was diagnosed with a concussion;
2. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion; and
3. The student has received a medical release form from a health care professional⁷.

Upon receipt of written notification⁸ 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.

~~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.~~

END OF POLICY

Legal Reference(s):

[ORS 326.580](#)

[ORS 336.479](#)

[ORS 336.485 - 336.490](#)

[ORS 433.235 - 433.280](#)

[OAR 333-019-0010](#)

[OAR 333-050-0010 - 050-0120](#)

[OAR 581-021-0041](#)

[OAR 581-021-3007](#)

⁶ For more information regarding medical releases for students in grades 9-12, see OSAA rules.

⁷ "Health care professional" includes a chiropractic physician, a naturopathic physician, a psychologist, a physical therapist, an occupational therapist, a physician assistant or a nurse practitioner who is licensed or registered under the laws of Oregon.

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] [chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Immediate%20Temporary%20Accommodations%20Plan%20-%20final%2008-25.pdf](https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Immediate%20Temporary%20Accommodations%20Plan%20-%20final%2008-25.pdf) 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.

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)

Jefferson School District 14J

Code: JO/IGBAB-AR
Adopted: 9/09/13
Revised/Readopted: 2/10/20; 12/14/20
Orig. Code: 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, ~~which~~~~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 ~~their~~ 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 ~~a~~~~their~~ 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 the individual 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~~~~Student~~ birth date ~~and place of birth;~~
- d. Name 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 an 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 hearing¹;
- 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 an 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 their expense, choose ~~have those records reviewed by a physician or other appropriate professional and have those records reviewed.~~ ~~of their 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~~ ~~students~~ 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) 192.345~~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~~ ~~Student's~~ 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 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~~ ~~need~~ to review an educational record in order to fulfill ~~their~~ ~~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;
- 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.

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.

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 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 an eligible student;
- b. The school official or 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, the student or parent(s) they 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 ~~their~~ 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 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 ~~their~~ own expense, ~~choose~~ ~~be assisted or represented by~~ one or more individuals to assist or represent them ~~of their 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 a 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 ~~there is disagreement~~ ~~they~~ ~~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 a 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.

Jefferson School District 14J

Code: JOA
Adopted: 4/09/18
Revised/Readopted: 1/11/21
Orig. Code: JOA

Directory Information**

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

1. Student’s name;
- ~~2. Student’s address;~~
- ~~3. Student’s telephone listing;~~
- ~~4. Student’s electronic address;~~
- ~~5.2.~~ Student’s photograph;
- ~~6.3.~~ Major field of study;
- ~~7.4.~~ Participation in officially recognized ~~sports and~~ activities and sports;
- ~~8.5.~~ Weight and height of ~~members of athletic teams~~ team members;
- ~~9.6.~~ Dates of attendance; and
- ~~10.~~ ~~Grade level;~~
- ~~11.7.~~ ~~Diplomas, honors or~~ Degrees 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 upon request, release secondary students’ names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice. A parent

or student 18 years of age or an emancipated student may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their names, identifier, institutional email address in a class in which the student is enrolled or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

Directory information shall be released only with administrative direction.

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 30.864](#)
[ORS 107.154](#)
[ORS 180.805](#)

[ORS 326.565](#)
[ORS 326.575](#)
[ORS 336.187](#)

[OAR 581-021-0220 - 021-0430](#)
[OAR 581-022-2060](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2024).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2024); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2025).

Every Student Succeeds Act, 20 U.S.C. § 7908 (2024).

Cross Reference(s):

IGBAB/JO - Education Records/Records of Students with Disabilities

JO/IGBAB - Education Records/Records of Students with Disabilities

Jefferson School District 14J

Code: LBEA
Adopted: 9/14/15
Revised/Readopted: 4/08/24
Orig. Code(s): LBEA

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

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, by October 1 and April 1, calculate the percentage of students residing in the district, who are attending a virtual public charter school not sponsored by the district. When the calculated ~~established~~ percentage is more than three percent, the district will not approve a student's ~~additional students~~ enrollment to such a virtual public charter school.

A parent¹ must give notice to the district in which the parent resides of their ~~of~~ 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.~~ 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 notice² within 10 calendar days of receiving ~~receipt of the~~ notice ~~of intent~~ from ~~the~~ parent and ~~Such decision~~ 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 at the time the intent to enroll was received by the district ~~recent calculations~~;
- ~~2. The right to appeal the decision to the State Board of Education;~~
- ~~3.2.~~ A list of two or more other online options available to the student; and
- ~~4.3.~~ A copy of OAR 581-026-0305 and OAR 581-026-0310.

When calculating the percentage, ~~the~~ 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 "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))

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 residing who reside in the district and who have registered with an the educational service district; and
5. The number of students residing who reside in the district enrolled in private schools located within the school district.

A parent may appeal the district's denial for a decision of a district to not approve a 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](#)

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2025-2026

Criteria: From Check Date: 10/01/2025 To: 10/31/2025 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 999

Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
100 - General Fund			
329	A&E Security	Basic Monitoring - District Wide	\$116.22
0	Amazon Capital Services, Inc	Supplies/Gen Class	\$34.49
0	Amazon Capital Services, Inc	Printer Ink for Elementary, Middle and High school	\$117.59
0	Amazon Capital Services, Inc	Open PO for office supplies & supplies for meetings for the school year	(\$44.24)
0	Amazon Capital Services, Inc	Open PO for office supplies & supplies for meetings for the school year	(\$44.24)
0	Amazon Capital Services, Inc	Supplies/Gen Class- Office supplies	\$3.88
0	Amazon Capital Services, Inc	Open PO for office supplies & supplies for meetings for the school year	\$14.93
0	Amazon Capital Services, Inc	Open PO for office supplies & supplies for meetings for the school year	\$60.46
0	Amazon Capital Services, Inc	Supplies/Gen Class	\$55.54
0	Amazon Capital Services, Inc	Custodial Supplies	\$268.99
0	Amazon Capital Services, Inc	Supplies/Gen Class- Office supplies	\$22.50
0	Amazon Capital Services, Inc	Open PO for office supplies & supplies for meetings for the school year	\$36.09
0	Amazon Capital Services, Inc	Supplies/Gen Class	\$62.18
0	Amazon Capital Services, Inc	Supplies/Gen Class- Office supplies	\$47.60
0	Amazon Capital Services, Inc	Custodial Supplies	\$268.99
0	Amazon Capital Services, Inc	Yearbook Supplies	\$6.96
0	Amazon Capital Services, Inc	Supplies/Soc Studies	\$41.96
0	Amazon Capital Services, Inc	Supplies/Soc Studies	\$14.99
0	Amazon Capital Services, Inc	Elementary Supplies and Materials Sped	\$199.99
0	Amazon Capital Services, Inc	Supplies/Gen Class- Office supplies	\$199.90
0	Amazon Capital Services, Inc	Supplies/Gen Class- Office supplies	\$52.93
0	Amazon Capital Services, Inc	Supplies/Gen Class- Office supplies	\$20.97
0	Amazon Capital Services, Inc	Supplies/Gen Class	\$69.92
0	Amazon Capital Services, Inc	Supplies/Gen Class- Office supplies	\$13.25
0	Amazon Capital Services, Inc	Supplies/Gen Class	\$49.95

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2025-2026

Criteria: From Check Date: 10/01/2025 To: 10/31/2025 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 999 Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
100 - General Fund			
0	Amazon Capital Services, Inc	Computer Supply Fund	\$62.71
0	Amazon Capital Services, Inc	Paper	\$532.48
387	Bureau of Education & Research	BER Online Conference	\$295.00
374	Canon Financial Services	DO Printing	\$3,663.35
0	Cardmember Services	Gift Cards for student rewards to Dutch Bros, McDonalds and Taco Bell	\$300.00
0	Cardmember Services	Health Ed/Textbooks SOS integration	\$1,500.00
0	Cardmember Services	Conferences	\$1,155.00
0	Cardmember Services	HelloFax / Dropbox Subscription	\$419.99
0	Cardmember Services	Supplies/Ag Science Ag in The classroom- Kindergarten project with pumpkins.	\$63.88
0	Cardmember Services	Quizlet Teacher Subscription	\$35.99
0	Cardmember Services	Maintenance Supplies	\$703.05
388	Carolina Biological Supply	3-4 inch dissecting frogs	\$311.34
375	Century Link	Voice Over IP portion for phone service - remaining on Century Link	\$61.88
390	Century Link	Voice Over IP portion for phone service - remaining on Century Link	\$481.81
391	CitiBank	Supplies for DO	\$161.74
333	City Of Jefferson	Water and Sewer Elementary School	\$1,056.22
333	City Of Jefferson	Water and Sewer Middle School	\$872.86
333	City Of Jefferson	Water and Sewer High School	\$872.86
377	Express Services, Inc	OTHER CONTRACTED SERVICES	\$1,048.40
0	First Student, Inc.	Home to School	\$2,465.30
0	First Student, Inc.	Home to School	\$77,727.86
0	First Student, Inc.	Transportation Special Ed	\$5,547.17
0	First Student, Inc.	Reim Trans Gen Class Middle School	\$2,038.25
0	First Student, Inc.	Nonreim Tran MS Athletics	\$2,068.27
394	Freres Building Supply	Supplies/Woods First semester wood shop supplies of lumber, glue, nails, screws, paint and stains for required projects.	\$20.42

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2025-2026

Criteria: From Check Date: 10/01/2025 To: 10/31/2025 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 999

Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
100 - General Fund			
394	Freres Building Supply	Repairs and Maintenance District Wide	\$51.70
378	Garrett Hemann Robertson P.C.	Legal Services Sped	\$425.00
378	Garrett Hemann Robertson P.C.	Legal Services Sped	\$15,059.00
378	Garrett Hemann Robertson P.C.	Legal Services Sped	\$742.00
378	Garrett Hemann Robertson P.C.	Legal Services Sped	\$776.00
378	Garrett Hemann Robertson P.C.	Legal Services Sped	\$120.00
336	Gibbs Smith Education	MS Software/principals acct	\$33.98
339	Home Depot Credit Services	Maintenance Supplies	\$328.15
340	J.W.Pepper & Son Inc.	Band Music	\$146.00
354	Mid Valley Newspapers	Notice of Budget Committee Meeting	\$233.66
395	NW Natural Gas	DO-Old MS / Oil and Gas	\$438.65
395	NW Natural Gas	ES Oil and Gas	\$517.30
395	NW Natural Gas	MS Oil and Gas	\$265.94
395	NW Natural Gas	HS Oil and Gas	\$220.12
342	OASBO	OASBO Winter Conference	\$500.00
381	Office Depot	Construction Paper, Copy Paper	\$27.58
343	Pacific Power	DO Electricity	\$1,445.09
343	Pacific Power	ES Electricity	\$3,329.42
343	Pacific Power	MS Electricity	\$2,140.06
343	Pacific Power	HS Electricity	\$5,194.77
344	Pacific Sanitation	ES Garbage	\$369.95
344	Pacific Sanitation	MS Garbage	\$575.00
344	Pacific Sanitation	HS Garbage	\$549.50
397	Purchase Power	District Wide Postage	\$756.00
382	Ram Steelco Inc.	Supplies/Ag/Welding 1- 2" x 1" square tube . Quote # 847185	\$75.16
345	SHI International Corp.	FortiVoice Gateway-GT01	\$2,079.49
399	SHI International Corp.	31.5IN Monitor	\$374.64

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2025-2026

Criteria: From Check Date: 10/01/2025 To: 10/31/2025 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 999

Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
100 - General Fund			
399	SHI International Corp.	65W USB-C CHARGER	\$486.58
355	Sierra Springs	Water and Cooler Rental District Office Wide	\$73.94
400	Stutzman Services, Inc	OTHER CONTRACTED SERVICES	\$80.00
400	Stutzman Services, Inc	OTHER CONTRACTED SERVICES	\$650.00
400	Stutzman Services, Inc	OTHER CONTRACTED SERVICES	\$500.00
400	Stutzman Services, Inc	OTHER CONTRACTED SERVICES	\$70.00
401	Swanson & Sons Company Inc	Repairs and Maintenance District Wide	\$94.25
347	Truax Corporation	Dist Vehicles Pupil Trans	\$195.75
347	Truax Corporation	Grounds - Fuel	\$162.72
385	Verizon Wireless	JHS Principal Cell 503.509.8302	\$39.58
385	Verizon Wireless	Superintendent Cell Phone 541.971.7973	\$39.58
385	Verizon Wireless	JES Principal Cell Phone 503.619.0589	(\$36.78)
0	Whaley, Joseph Jacob	Tuition Reimbursement 2024-2025	\$1,080.00
349	Wilbur Ellis LLC	Grounds Supplies	\$978.08
350	Willamette ESD	Sub Services - Elementary	\$424.72
350	Willamette ESD	Sub Services - High School	\$728.82
350	Willamette ESD	Sub Services - Elementary	\$2,591.49
350	Willamette ESD	Sub Services - Middle	\$277.16
350	Willamette ESD	Sub Services - High School	\$3,360.77
350	Willamette ESD	Instr Serv/-Spec Ed	\$118.05
350	Willamette ESD	ES Sped	\$277.16
Total for 100 - General Fund			\$154,123.66
210 - Title 2A - Quality Teacher			
376	Dayson, Jessica	Elementary School - Teacher Mentor/Consultant	\$800.00
376	Dayson, Jessica	Elementary School - Teacher Mentor/Consultant	\$700.00
334	Francis, Deborah	Teacher Mentor/Consultant	\$1,150.00

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2025-2026

Criteria: From Check Date: 10/01/2025 To: 10/31/2025 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 999 Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
Total for 210 - Title 2A - Quality Teacher			\$2,650.00
213 - MWEC Fund			
380	Martin, Richard Thomas	MWEC/Travel/Registration Mileage to Redmond (round trip) for Fall Ag Conference. Mileage 240 miles x .70= 168.00	\$168.00
Total for 213 - MWEC Fund			\$168.00
215 - IDEA Part B			
350	Willamette ESD	IDEA Sub Costs	\$2,771.60
Total for 215 - IDEA Part B			\$2,771.60
222 - Title IV Safe Drug Free Schools			
0	Cardmember Services	Hope Squad gear	\$120.51
Total for 222 - Title IV Safe Drug Free Schools			\$120.51
226 - Title 1A			
332	Cengage Learning	This should be a Title 1 please, Big ideas k-5	\$2,574.00
389	Cengage Learning	This should be a Title 1 please, Big ideas k-5	\$1,401.40
Total for 226 - Title 1A			\$3,975.40
229 - Textbooks			
341	Learning A to Z	Elementary Textbooks- Raz Plus & Science A-Z Renewal	\$500.00
Total for 229 - Textbooks			\$500.00
235 - Measure 98			
0	Murtha, Poul Josef	Supplies	\$114.67
0	Murtha, Poul Josef	Supplies	\$47.01
385	Verizon Wireless	JHS - TOSA/Dean 541.971.7978	\$39.58
Total for 235 - Measure 98			\$201.26
250 - Child Nutrition Programs			
0	Amazon Capital Services, Inc	Supplies Amazon	\$127.85
0	Cardmember Services	Supplies/Management Replacement Freezer JMS	\$788.00

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2025-2026

Criteria: From Check Date: 10/01/2025 To: 10/31/2025 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 999

Page Break Exclude Invoice Description

Check Number	Vendor	Description	Amount
250 - Child Nutrition Programs			
335	Franz Bakery	Franz bread products	\$239.28
353	Franz Bakery	Franz bread products	\$204.96
393	Franz Bakery	Franz bread products	\$314.43
338	Hollmeyer HVAC Inc.	Other-Professional Servic	\$349.52
346	Sysco	Sysco foods	\$3,786.26
356	Sysco	Sysco foods	\$3,289.18
383	Sysco	Sysco foods	\$3,092.86
348	Umpqua Dairy Products Co.	Dairy milk products	\$826.83
384	Umpqua Dairy Products Co.	Dairy milk products	\$1,112.97
384	Umpqua Dairy Products Co.	Dairy milk products	\$585.03
403	Umpqua Dairy Products Co.	Dairy milk products	\$821.64
350	Willamette ESD	Food Service	\$188.04
Total for 250 - Child Nutrition Programs			\$15,726.85
252 - Student Success Act			
392	Florida Virtual School	Additional license	\$192.95
337	Graduation Alliance Inc	Online Computer Software	\$4,401.57
357	Verizon Wireless	Hot Spots for Alt Ed	\$240.32
357	Verizon Wireless	Hot Spots for Alt Ed	\$45.06
350	Willamette ESD	ES Instruciton Services	\$554.32
350	Willamette ESD	HS Instruction	\$138.58
Total for 252 - Student Success Act			\$5,572.80
255 - Co-Curricular Fund			
0	Cardmember Services	Supplies/Materials	\$120.80
0	Cardmember Services	Dues & Fees	\$780.00
0	Cardmember Services	Repairs/Equipment	\$254.81
0	Cardmember Services	Referees/Officials	\$130.40

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2025-2026

Criteria: From Check Date: 10/01/2025 To: 10/31/2025 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 999

Page Break Exclude Invoice Description

Check Number	Vendor	Description	Amount
255 - Co-Curricular Fund			
0	Cardmember Services	Referees/Officials	\$98.30
0	Cardmember Services	Referees/Officials	\$53.36
0	Cardmember Services	Referees/Officials	\$98.30
0	First Student, Inc.	Nonreim Trans HS Athletics	\$2,487.99
396	OCCA - Tracy Brandt	Referees/Officials	\$150.00
398	Salem Wrestling Officials	Referees/Officials	\$1,765.76
Total for 255 - Co-Curricular Fund			\$5,939.72
271 - Elementary ASB			
0	Amazon Capital Services, Inc	Social & Emotional Learning - Expend for patrol 1 pack litter picker	\$16.97
Total for 271 - Elementary ASB			\$16.97
272 - Middle School ASB			
0	Amazon Capital Services, Inc	Band supplies	\$499.94
0	Amazon Capital Services, Inc	Supplies for Acrylics	\$298.67
352	Band Shoppe	Pep band jackets	\$1,441.80
0	Cardmember Services	Donations	\$89.99
391	CitiBank	MS/ASB Gift cards (see notes) for attendance and other prizes	\$509.98
379	Kackley, Elizabeth	Music	\$65.00
386	Willamette Valley Music	Instrument rental/repair	\$706.00
404	Willamette Valley Music	Instrument repair	\$1,485.00
404	Willamette Valley Music	Instrument repair	\$19.00
Total for 272 - Middle School ASB			\$5,115.38
273 - High School ASB			
330	Advanced Woodcraft	HS/Athletics	\$4,865.00
331	APEX Pro Audio & Lighting, Inc	HS/LIONS DEN	\$2,007.99
372	Benton Electric, Inc.	HS/Athletics	\$1,464.25

Jefferson School District 14J

Approval of Bills Report

Fiscal Year: 2025-2026

Criteria: From Check Date: 10/01/2025 To: 10/31/2025 Voucher: ALL
 Report Sort: FUND From Fund: 100 To: 999 Page Break

Exclude Invoice Description

Check Number	Vendor	Description	Amount
273 - High School ASB			
0	Cardmember Services	HS/Track	\$135.00
0	Cardmember Services	Concessions	\$39.21
0	Cardmember Services	Concessions	\$358.95
0	Cardmember Services	Concessions	\$314.07
0	Cardmember Services	Concessions	\$259.33
0	Cardmember Services	Concessions	\$103.10
0	Cardmember Services	Concessions	\$205.95
391	CitiBank	HS/LIONS DEN	\$718.57
Total for 273 - High School ASB			\$10,471.42
300 - Debt Service Funds			
0	Oregon Department of Energy	SELP Loan Interest	\$282.42
0	Oregon Department of Energy	SELP Loan Principal	\$5,467.58
Total for 300 - Debt Service Funds			\$5,750.00
407 - Construction Excise Tax			
373	Best Heating	HS/Repairs & Maintenance Services	\$151.25
402	Top Tier Tree Care LLC	Construction Excise Tax Supplies	\$3,100.00
Total for 407 - Construction Excise Tax			\$3,251.25
Grand Total:			\$216,354.82

End of Report

Jefferson School District 14J
 General Fund: Statement of Revenues Budget Vs. Actual
 For the Fiscal Year 2025-2026 As of 10/31/2025

Source	2025-26 Budget	Actual YTD Rev. 10/31/2025	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- Marion	2,629,871	-	2,629,871	2,629,871	-	2,504,536	2,598,698
1111 Current Year Property Taxes- Linn	201,874	-	201,874	201,874	-	191,874	197,843
1112 Prior Year's Property Taxes- Marion	65,178	34,324	30,854	65,178	-	65,178	61,233
1112 Prior Year's Property Taxes- Linn	3,970	1,620	2,350	3,970	-	3,970	3,729
1114 Payment in Lieu of Property Taxes- Marion	8,000	186	7,814	8,000	-	7,523	2,401
1114 Payment in Lieu of Property Taxes- Linn	-	-	-	-	-	-	-
2101 County School Funds- Marion	23,000	-	23,000	23,000	-	23,000	8,145
2101 County School Funds- Linn	3,000	-	3,000	3,000	-	3,000	-
2199 Other Intermediate Sources	-	-	-	-	-	-	-
2800 Revenue in Lieu of Taxes	6,000	807	5,193	6,000	-	-	3,041
3101 State School Support Funds	7,812,666	3,227,655	4,585,011	7,812,666	-	7,650,525	7,517,664
3101 SSF May Payback	-	-	-	-	-	-	109,326
3103 Common School Fund- Marion	96,531	-	96,531	96,531	-	108,000	152,485
3103 Common School Fund- Linn	-	-	-	-	-	-	-
3104 State Timber- Marion	750	-	750	750	-	750	-
3104 State Timber- Linn	250	-	250	250	-	250	281
3150 Small HS Grant	50,000	-	50,000	50,000	-	50,000	41,437
4801 Federal Forest Fees- Marion	-	-	-	-	-	-	-
4801 Federal Forest Fees- Linn	-	-	-	-	-	-	204
Total SSF Funding	10,901,090	3,264,592	7,636,498	10,901,090	-	10,608,606	10,696,488
Total SSF Revenue	\$ 10,901,090	\$ 3,264,592	\$ 7,636,498	\$ 10,901,090	\$ -	\$ 10,608,606	\$ 10,696,488
Non State School Support Formula Sources							
Local Sources							
1510 Earnings on Investments	120,000	22,226	97,774	120,000	-	120,000	109,050
1512 Local Tax Interest	1,000	-	1,000	1,000	-	1,000	846
1910 Rentals	7,000	100	6,900	7,000	-	7,000	2,217
1920 Donations from Private Sources/SB1149	-	-	-	-	-	-	-
1941 Other LEA Services	-	-	-	-	-	-	-
1960 Recovery of Prior Year	-	-	-	-	-	-	3,294
1980 Indirect from Grants	-	-	-	-	-	-	-
1990 Miscellaneous Local Revenue	15,000	4,496	10,504	15,000	-	15,000	7,365
1991 Medicaid	-	-	-	-	-	-	-
Total Non Formula Local Sources	143,000	26,821	116,179	143,000	-	143,000	122,772
Intermediate Sources							
2900 WESD Transit Funds	-	-	-	-	-	-	-
State/Federal Sources							
3190 High Cost Disability	120,000	-	120,000	120,000	-	90,000	135,781
Total State/Federal Sources	120,000	-	120,000	120,000	-	90,000	135,781
Other Sources							
5200 Interfund Transfers	-	-	-	-	-	-	-
5400 Beginning Fund Balance*	1,000,000	-	1,000,000	1,000,000	-	575,000	675,929
Total Other Sources	1,000,000	-	1,000,000	1,000,000	-	575,000	675,929
Total Non SSF Revenue	\$ 1,263,000	\$ 26,821	1,236,179	\$ 1,263,000	\$ -	\$ 808,000	\$ 934,481
Total Resources	\$ 12,164,090	\$ 3,291,413	\$ 8,872,677	\$ 12,164,090	\$ -	\$ 11,416,606	\$ 11,630,969
		Less Estimated Requirements		\$ (11,242,483)		Less Estimated Requirements	
		Estimated Ending Fund Balance	86	\$ 921,607		Estimated Ending Fund Balance	

Jefferson School District 14J

General Fund: Statement of Expenditure Budget Vs. Actual

For the Fiscal Year 2025-2026

As of 10/31/2025

Function	2025-26 Budget	Actual YTD Exp. 10/31/2025	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	1,839,995	285,691	1,523,197	1,808,889	31,106	98.31%	1,658,088	1,481,803
1113 Elementary/Extracurricular	6,092	979	4,893	5,872	220	96.38%	5,332	5,390
1121 Middle/Junior High Programs	1,001,298	157,633	816,409	974,042	27,256	97.28%	1,003,159	976,208
1122 Middle/Junior High School Extracurricular	62,803	25,396	36,979	62,375	428	99.32%	53,041	56,897
1131 High School Programs	1,603,788	295,657	1,257,700	1,553,356	50,432	96.86%	1,561,040	1,493,616
1132 High School Extracurricular	115,441	26,920	88,809	115,729	(288)	100.25%	112,826	113,566
1210 Programs for the Talented and Gifted	5,402	688	3,439	4,127	1,275	76.40%	5,521	4,686
1220 Restrictive Pgms for Students w/Disabilities	639,404	94,630	419,418	514,048	125,356	80.39%	605,275	492,764
1221 Learning Centers	-	-	-	-	-	0.00%	-	-
1227 Early School Year Program	13,271	7,630	-	7,630	5,641	57.49%	-	11,408
1229 Other Pgms for Students w/Disabilities	-	-	-	-	-	0.00%	-	100
1250 Programs for Students w/Severe Disabilities	884,357	148,391	598,478	746,870	137,487	84.45%	713,703	677,943
1281 Public Alternative Programs	3,750	-	-	-	3,750	0.00%	4,000	-
1283 District Alternative Programs	-	-	-	-	-	0.00%	10,000	-
1284 JCA	-	-	-	-	-	0.00%	-	-
1291 English Second Language Programs	282,789	38,925	226,912	265,837	16,952	94.01%	260,958	249,550
1292 Teen Parenting	400	-	-	-	400	0.00%	-	-
Total Instruction	\$ 6,458,790	\$ 1,082,540	\$ 4,976,234	\$ 6,058,774	\$ 400,016		\$ 5,993,143	\$ 5,563,932
Support Services								
2112 Attendance Services	-	-	-	-	-	0.00%	-	-
2115 Student Safety	7,335	517	5,033	5,550	1,785	75.66%	3,500	2,718
2122 Counseling Services	260,350	42,179	210,331	252,510	7,840	96.99%	237,107	228,694
2134 Nurse Services	76,528	7,653	68,875	76,528	-	100.00%	141,062	141,062
2140 Behavior Consultant	73,120	7,312	65,808	73,120	-	0.00%	-	-
2148 Psychological Services	59,900	3,159	56,742	59,901	(1)	100.00%	115,666	43,375
2152 Speech Pathology Services	-	-	-	-	-	0.00%	-	849
2160 Other Student Treatment Services	-	-	-	-	-	0.00%	-	-
2190 Service Directions, Student Support Svcs	145,952	45,851	91,840	137,691	8,261	0.00%	116,382	83,411
2213 Curriculum - Health	50,000	17,480	-	17,480	32,520	0.00%	-	687
2219 Improvement of Instruction Services	-	-	-	-	-	0.00%	-	-
2222 Library/Media Center	6,809	5,143	17,649	22,793	(15,984)	0.00%	34,466	7,417
2223 Multimedia Services	-	-	-	-	-	0.00%	-	-
2230 Assessment and Testing	-	-	-	-	-	0.00%	5,080	-
2240 Staff Development	20,000	10,729	20,000	30,729	(10,729)	0.00%	20,000	14,633
2310 Board of Education	140,938	43,783	84,418	128,202	12,736	0.00%	128,640	107,895
2320 Executive Administration	244,498	79,774	144,389	224,164	20,334	0.00%	201,131	214,206
2410 Office of the Principal Services	1,022,095	229,201	744,225	973,426	48,669	95.24%	998,984	894,833
2510 Direction of Business Services	167,653	55,715	111,366	167,081	572	99.66%	157,031	152,860
2520 Fiscal Services	185,456	50,937	137,520	188,457	(3,001)	101.62%	164,716	172,696
2528 Other General Professional and Technological Servi	1,500	1,061	-	1,061	440	70.70%	1,500	2,190
2540 Operation & Maintenance of Plant Services	166,500	160,351	-	160,351	6,149	96.31%	154,000	148,918
2542 Care and Upkeep of Building Services	958,440	246,218	606,060	852,279	106,161	88.92%	877,950	844,920
2543 Care and Upkeep of Grounds Services	137,093	40,612	72,788	113,400	23,693	82.72%	129,454	110,321
2544 Maintenance	199,367	51,270	102,701	153,972	45,395	77.23%	184,978	138,688
2546 Security Services	6,000	1,006	4,994	6,000	-	100.00%	10,000	3,445
2550 Student Transportation Services	-	-	-	-	-	0.00%	-	-
2552 Vehicle Operation Services	823,500	240,193	634,307	874,500	(51,000)	106.19%	705,500	802,426
2558 Transportation/Special Educationb	60,000	23,126	36,874	60,000	-	100.00%	105,000	41,494
2573 Warehouse & Distribution Services	30,350	6,756	14,813	21,569	8,781	71.07%	39,800	21,967
2574 Printing, Publishing and Duplicating Services	40,000	8,229	32,661	40,890	(890)	102.23%	45,000	38,950
2643 Human Resources	2,000	8,961	400	9,361	(7,361)	468.03%	68,987	133,943
2649 Other Staff Services	-	-	-	-	-	0.00%	-	-
2662 Technology- Systems Analysis Services	248,076	86,924	153,242	240,166	7,910	96.81%	246,682	220,804
2663 Technology- Programming Services	92,667	-	20,064	20,064	72,603	21.65%	74,247	60,957
2669 Technology- Telephone	35,000	33,293	-	33,293	1,707	95.12%	-	-
Total Support Services	\$ 5,261,127	\$ 1,507,434	\$ 3,437,102	\$ 4,944,536	\$ 316,591		\$ 4,966,863	\$ 4,634,358
Enterprise and Community Services								
3360 SIT Team	5,000	5,000	-	-	-	-	-	-
Total Enterprise and Community Services	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -		\$ -	\$ -
Other Requirements								
5100 Debt Service	-	-	-	-	-	-	-	-
5200 Transfers of Funds	239,173	-	239,173	239,173	-	100.00%	256,600	238,808
6000 Contingency	50,000	-	-	-	50,000	0.00%	50,000	-
7000 Unappropriated Ending Fund Balance	150,000	-	-	-	150,000	0.00%	150,000	-
Total Other Requirements	\$ 439,173	\$ -	\$ 239,173	\$ 239,173	\$ 200,000		\$ 456,600	\$ 238,808
Total Requirements	\$ 12,164,090	\$ 2,589,975	\$ 8,652,509	\$ 11,242,483	\$ 916,607		\$ 11,416,606	\$ 10,437,097

Jefferson School District 14J
 Appropriations
 For the Fiscal Year 2024-2025
 As of 10/31/2025

General Fund (100)	Appropriations	Resolutions	YTD	Encumbrances	Totals	(Over)/Under Budget
1000 Instruction	\$ 6,458,790	\$ -	\$ 1,082,540	\$ 4,976,234	\$ 6,058,774	\$ 400,016
2000 Support Services	\$ 5,261,127	\$ -	\$ 1,507,434	\$ 3,437,102	\$ 4,944,536	\$ 316,591
3000 Community Services	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -
5200 Transfers	\$ 239,173	\$ -	\$ -	\$ 239,173	\$ 239,173	\$ -
6000 Contingency	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Sub Total	\$ 12,014,090	\$ -	2,594,975	8,652,509	11,247,483	\$ 766,607
Special Revenue Funds						
1000 Instruction	\$ 1,944,507	\$ -	\$ 297,634	\$ 1,139,655	\$ 1,437,289	\$ 507,218
2000 Support Services	\$ 287,149	\$ -	\$ 40,524	\$ 126,318	\$ 166,841	\$ 120,308
3000 Community Services	\$ 600,084	\$ -	\$ 150,914	\$ 361,035	\$ 511,949	\$ 88,135
Sub Total	\$ 2,831,740	-	489,071	1,627,008	2,116,079	\$ 715,661
ASB Funds						
1000 Instruction	\$ 297,950	\$ -	\$ 40,478	\$ 21,495	\$ 61,973	\$ 235,977
5200 Transfers	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ 12,500
Sub Total	\$ 310,450	\$ -	\$ 40,478	\$ 21,495	\$ 61,973	\$ 248,477
Debt Service						
5100 Debt Service	\$ 1,900,344	\$ -	\$ 66,519	\$ 1,858,159	\$ 1,924,678	\$ (24,334)
6000 Contingency	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
7000 Unappropriated	\$ 77,160	\$ -	\$ -	\$ -	\$ -	\$ 77,160
Sub Total	\$ 2,047,504		66,519	1,858,159	1,924,678	\$ 122,826
Capital Fund						
2000 Support Services	\$ 41,926	\$ -	\$ -	\$ -	\$ -	\$ 41,926
4000 Facilities Acquisition	\$ 345,656	\$ -	\$ 18,549	\$ -	\$ 18,549	\$ 327,107
5000 Facilities Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 387,582	-	18,549	-	18,549	\$ 369,033
Total Appropriations	\$ 17,591,366	\$ -	\$ 3,209,591	\$ 12,159,170	\$ 15,368,762	\$ 2,222,604
Total Unappropriated	\$ 150,000	-	-	-	-	\$ 150,000
TOTAL	\$ 17,741,366	\$ -	\$ 3,209,591	\$ 12,159,170	\$ 15,368,762	\$ 2,372,604



Superintendent Update – November 2025

It has been a very busy month as many state-required reports were due. I want to thank the administrative team and the financial department for all of their help in gathering and providing the information required to complete and submit the reports on time.

High School Success Eligibility Review

On November 6, 2025, the high school participated in their High School Success (HSS) Eligibility Review. The purpose of this review is to ensure that recipients of HSS grants are meeting specific program requirements and making progress toward state-mandated goals. This was a two-hour meeting and involved various members of the high school staff. The staff from ODE will use the information gathered from this meeting to:

1. Assess the high school's progress in successfully implementing programs in CTE, college-level opportunities and dropout prevention.
2. Verify that the high school is complying with the statutory requirements for the use of HSS funds, plan development and community involvement.
3. Identify areas where the high school may need additional support and, if necessary, implement a corrective action plan if we are not meeting requirements.
4. Ensure that only eligible entities continue to receive HSS funds, with the possibility of withholding funds as a last resort if requirements are not met.

I just wanted to take this opportunity to publicly acknowledge the great work that Laura Pierce-Cummings and her staff have done as they were well-prepared for this review. We should be hearing back from ODE within the next few weeks on the outcome of the review.

Enrollment

While our enrollment remains lower than expected and lower than what we budgeted, our numbers have remained pretty stable since the beginning of October.

JES: 255

JMS: 164

JHS: 233

Total: 652

Update on Potential Budget Cuts

In response to the passage of HR 1 at the federal level and a corresponding decrease in the State's September Revenue Forecast released on August 27, 2025, the Oregon Department of Education released a proposed K-12 budget reduction list on November 10, 2025. At this time, **there are no immediate budget cuts**. This was a planning exercise, and the Legislature will consider these proposed reductions as part of any budget rebalancing that is needed during the 2026 Legislative session, which begins on February 2, 2026. Key state agencies, including ODE, will present their budget reduction options to the Ways and Means Committees of the Legislature on November 17-19. The December State Revenue Forecast will be presented to the Legislative Revenue committees on November 19, 2025, and I will update the board when I learn more.

SB 141 – Education Accountability Act

As you know, SB 141 was passed during the last legislative session. This bill establishes a new statewide public education accountability system to evaluate all 197 Oregon public school districts. It requires all school districts to develop and meet performance targets and requires school districts to administer interim assessments three times per year in math and language arts to students in grades K-8. ODE will adopt a list of no more than four approved

interim assessment tests by January and school districts must choose one from that list to begin implementation in the 2026-27 school year. ODE is not providing additional funding for these interim assessments so we will need to budget for this unfunded mandate. The performance metric targets will be set by ODE for “similar school districts” and school districts will have to use these metric targets when co-developing performance growth targets with ODE for these areas:

- K-2 Regular Attenders
- K-12 Regular Attenders
- 3rd Grade ELA
- 8th Grade Math
- 9th Grade On Track
- Four-year Graduation
- Five-year Completion
- Local Metrics (Districts will chose one from a list of no more than five provided by the state board)

Strategic Plan

Jefferson’s previous strategic plan was a three-year plan that ended with the 2024-25 school year. I would like to engage the board in a discussion at a future work session to review the outcomes of the previous plan and to discuss the necessity of a new plan and how we move forward with the process.



Jefferson Elementary School

615 N. 2nd Street
Jefferson, OR 97352
541.327.3337 - phone
541.327.1216 – fax

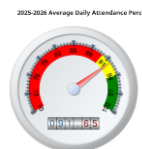
Jefferson Elementary School, Board Report November 2025

Enrollment:

Kinder:36
1st: 39
2nd: 38
3rd: 46
4th:49
5th: 47
Total 255 (As of 11/14/25)

Attendance:

Regular Attenders 69% (In school 90%+)
Average Daily Attendance to Date is 91. 65%



Family and Student Connections

- Open House brought an evening of fun and festivities! Student classroom visits were coupled with community information booths and games. The firetruck and ambulance were a hit! HS Student volunteers provided face painting. There were free books and a Math Estimation Station contest. Topped off with a hot dog dinner option provided by the PTO. We had 163 students participate in the scavenger hunt and well over that in attendance!
- During conferences, we welcomed families into our school to build strong partnerships. We are pleased that 89% of our students and their families participated and worked with teachers in support of student success.
- October was all about *Teamwork* at JES, and November brings an exciting new focus on *Respect*. Each month we gather as a school community for a PAX assembly where we introduce the new character trait, sing together, and enjoy a fun student game or activity. We celebrate students and classrooms who shine, awarding special honors such as the Golden Whistle, Golden Lunch Tray, Golden Broom, Golden Tambourine, and Golden Sneakers to those who exemplify the trait of the month.
- Our Veterans Day celebration on November 10th was a heartfelt tribute to all who have served our country. Families joined us as students proudly introduced the veterans in their lives and shared how they served. We were honored to include a special video appearance from a currently deployed service member overseas. Our multi-level Scouts presented the colors with great respect, and the entire school joined together in song to honor our veterans and their dedication to our nation. We also shared a special acknowledgment of the Marines as they celebrated their 250th birthday.

Community Connections

- **SMART (Start Making A Reader Today) Program**
The SMART program kicked off in October. We currently have 12 volunteer readers supporting the work. The program is serving first-grade students and will soon expand to include kindergarten classrooms.

- **Parent Teacher Organization (PTO) Contributions**

The Parent Teacher Organization continues to be an important partner in supporting students, staff, and schoolwide initiatives at Jefferson Elementary School. Recent contributions include:

Family Engagement - Provided dinner options during Open House, contributing to a warm, welcoming event for families.

Field Trip Support - Committed funding for each classroom this year, supported by robust fundraising efforts including their annual ButterBraids fundraiser.

Conference & Book Fair Support - Volunteered throughout the Book Fair during conferences, including support with closing and pack-up to ensure expanded access for families.

Community Event Partnership - Collaborated with community members to host a successful Trunk-or-Treat event, providing a safe and enjoyable celebration for students.

School Grounds Enhancement - A community volunteer donated bark mulch, and volunteers spent several hours spreading it across the front grounds, enhancing the appearance and welcoming feel of our campus.

Staff Appreciation - Provided dinner for staff during conference week as a gesture of gratitude and continued support.

Programs & Professional Learning

- **Building Thinking Classrooms in Mathematics**

JES staff remain committed to continuous improvement in instructional practice. This year, our educators are continuing their work with the *Building Thinking Classrooms in Mathematics* framework. Staff have committed to learning, applying, and refining these research-based strategies to strengthen student engagement and deepen mathematical understanding.

- **MANDT De-escalation Practices**

Staff have been participating in ongoing training focused on the de-escalation component of our MANDT program. This training is provided by our highly qualified in-district MANDT trainer, a resource we are fortunate to have available. These sessions offer staff the opportunity to refresh their existing skills and/or learn new strategies to more effectively support student needs and respond safely during challenging situations.

- **Literacy Focus – Rural Schools Cohort**

Jefferson Elementary School is participating in a new literacy focused cohort. As part of this effort, JES is working collaboratively with the Willamette ESD and a network of rural districts who share a commitment to improving student outcomes. The central focus of the cohort is literacy improvement, with an emphasis on raising reading scores for students and particularly for our youngest readers. Stand for Children Oregon is a partnership designed to provide targeted instructional support and systems coaching.

Contact:

Kymerlee Rhodes, Principal
Jefferson Elementary School
541-327-3337 ext. 1650

Jefferson Middle School Board Report: November 2025

Enrollment Total:	164
6th grade -	51
7th grade -	57
8th grade -	56

Late October and early November have been busy, exciting, and productive times around Jefferson Middle School! Our students and staff continue to impress in so many ways; I am both humbled and grateful to be the Principal at such a great school.

Students have been consistently busy on a variety of fronts:

- Our athletic teams including Volleyball, Football, Cross Country, and Soccer all wrapped up their fall seasons in successful fashion. I was quite pleased with our overall level of participation and look forward to seeing those programs grow even more in the future. Our Winter sports of both Wrestling and Girls Basketball are off and running and we are excited to see our students perform.
- Jefferson Middle School had an extremely fun and highly participated in 'Spirit Week' in the last week of October, finishing off with a great day of costumes on Halloween! Kudos to our entire Staff for being such phenomenal examples for our students and for their level of dedication to making weeks like this such a fun event. Our students loved it!
- We have had several well attended and incredibly cool field trips of note. First, our Middle School Success class with Sean Stewart took an exploratory trip to Eugene to visit the University of Oregon campus where they learned a lot about what life is like on a college campus, information about programs of study, scholarship information, etc. We also had several members of our ELL class attend and I am happy to say that our students were very happy with their experience. We have a second field trip of this type also scheduled for Western Oregon University later on this year.
- If there was a field trip that had even more fun it may be this one. In early November we sent three of our different Art classes on a field trip to the Portland Art Museum with our staff of Beth Chitwood, Anna Hart, Chris Larson, and Crystal Tanner. To say our students had many 'AHA' moments would be an understatement!

On the business side of things, JMS had pretty well attended Parent-Teacher Conferences which was a great opportunity for our Staff and Parent groups to really connect with each other.



I think it is important to note that attendance at JMS has been consistently in the upper 90%'s this school year (97.5% most recently). Predictably it has taken a small hit as of late due to illness hitting our campus, but it does not take away from the strong efforts of our entire Staff to create and support a culture where our students WANT to be in our school. Let's go Lions!

JMS also concluded Quarter 1 grading and are quickly shifting gears early into Quarter 2. Our focus is to continue to "meet kids where they are at" academically and provide whatever supports or enrichments we can to continue their scholastic growth.

I want to offer a few shout outs for several of our staff members. First, Mr. Joe Whaley has been a key contributor to orchestrate our Emergency Response drills, which for October also included both Earthquake and Lockdown drills for our students and staff to practice. Combined with the regular Fire drill schedule, it was busy and efficient. Well done Joe!

Additionally, many of you may have noticed our increased presence on ParentSquare. Office Manager Crystal Tanner has been EXCEPTIONAL in getting content from our Staff and sharing with our parents, peers, board, and community alike. As we say at JMS, if we aren't telling our story, someone else is and we don't want that. We will remain diligent in attempting to keep everyone informed of all of the great things our students and staff are doing this year!

A final shout out to our Band Teacher, Mrs. Alicia Rummell. She led our JMS/JHS Band in the Veterans Day Parade in Albany and represented the Jefferson community with excellence. I have received many well deserved compliments regarding the band program. Well done Alicia!

Lastly, our entire school will be gone to the annual Oregon St. Women's Basketball game field trip on Tuesday, November 18, 2025. I have invited a special guest, Mr. Scott Jantzi, to join us with this annual endeavor, and look forward to having him accompany us to Corvallis that day. Go Beavs!

As always, you are welcome to come and visit JMS at your convenience.

Respectfully submitted,

Eric S. Clendenin
Principal
Jefferson Middle School



Jefferson High School

2200 Talbot Rd SE
Jefferson, OR 97352
541.327.3337 - phone
541.327.1867 - fax

Jefferson High School - Board Report, November 2025

JHS Community Highlights

- We had several field trips since our last Board Meeting:
 - Cascade College Fair - 11th and 12th grade students attended
 - FFA students attended an Ag Expo
 - Students attended the Creative Arts Day event at Western Oregon University
 - 9th grade students visited Willamette Career Academy during our College & Career Week on 11/19
- Families participated in the following events:
 - Volunteers chaperoned at the College Fair and Creative Arts Day
 - Freshmen families attended a 9th Grade Student/Parent Info Night
 - 10 students were inducted into the Jefferson High School National Honor Society
 - Senior parents met to plan for the Senior Grad Night Safe & Sober Party
- Students are out in our community.
 - JHS National Honor Society ran a Food Drive with our Juniors donating the most food by weight.
 - Our JHS and JMS band was out in the community during the Veterans Day Parade in Albany.
 - We have 5 students signed up for our Firefighting/EMT Club at the Jefferson Fire Station
- Student opportunities
 - Students in our Food for Life class participated in a "chopped chef". Poul Murtha partnered with Sergeant Stimpson from the Oregon National Guard, and students had to create dishes using MRE (Meals Ready to Eat) packets. There were some impressive looking dishes.
 - Semester 1 clubs are going with Auto, Choir and Drama being offered at the high school. Snacks and transportation are provided to ensure all students who want to attend can.
 - JHS is now using the Oregon Career Information System to support students in preparing for graduation and beyond.

Upcoming Events

- Student Leadership Toy Drive
- National Honor Society Krispy Kreme Fundraiser to raise money for annual dues
- 11/30 from 12:00-3:00pm our Senior Parents and Students will be at the Jefferson Park to collect bottles to raise money for Senior Grad Night Party
- FFA will have a Wreath and Centerpiece Sale in December

Laura Pierce-Cummings
Principal
Jefferson High School
541-327-3337 ext. 1249



**JSD 14J Non-Represented Employees
Compensation & Benefits Overview
July 1, 2025 – June 30, 2027**

CONTRACT DAYS

- Administrators:
 - Elementary Principal 210 days
 - Middle School Principal 210 days
 - High School Principal 210 days
 - High School ADVP 210 days
 - Special Education Director 210 days

- Confidential:
 - Accounting Specialist 260 days
 - Exec. Assistant/Board Secretary 260 days
 - HR Assistant 260 days
 - Student Services Secretary ~~210~~220 days

- Professional/Technical:
 - Business Manager 260 days
 - Child Nutrition Director 225 days
 - Maintenance Director 260 days
 - Technology Director 260 days

COMPENSATION & BENEFITS

Services shall be provided under this contract for 12 months beginning July 1 of the contract year.

To the extent not specifically stated herein, the parties agree that the individual shall be entitled to those benefits generally provided to and on behalf of all Non-Represented employees. The salary is based on the Non-Represented Salary Schedules.

It is further understood and agreed that payment of the salary stated in this contract and the obligation of the school district thereunder is subject to the availability of funds.

Salary

All cells in the 2024-25 salary schedules will be increased by 2.5% for the 2025-26 school year.

All cells in the 2025-26 salary schedules will be increased by 3.5% for the 2026-27 school year.

Steps

2025-26: Non-Represented employees will receive an experience step.

2026-27: Non-Represented employees will receive an experience step.

1. **Insurance**: The district contribution toward medical, dental and vision insurance for Non-Represented employees shall be equivalent to the contribution amount received by the licensed bargaining unit. Changes will be discussed prior to their going into effect.
 - a. Opt-Out: For eligible Non-Represented employees who qualify and choose to opt-out of District provided medical, dental and vision benefits, they shall receive an opt-out payment of five hundred (\$500) dollars, prorated based on hours worked, paid on their monthly paychecks, subject to payroll taxes.
2. **Longevity Pay (Confidential Employees)**: Upon completion of 10, 15, 20, 25, and 30 years of service, employees will receive a one-time payment equal to 1% of their annual salary. Payments will be made on the nearest payday period after completion.
3. **TSA**: Non-Represented employees may participate in a TSA program in which the District will match up to \$50 per month.

OTHER BENEFITS

1. **CONFERENCES/TRAININGS**:
 - a. Fees: Actual costs
 - b. Three (3) per year (unless additional are approved). The conference/training must be approved in advance by the Superintendent. Attendance at national conferences may be allowed.
 - c. Meal Allowance: Reimbursement based on GSA rates and district policy.
2. **MILEAGE**: Reimbursement based on IRS rate. Non-Represented employees using their vehicle **regularly** for in-district business may receive a monthly stipend of \$40 in lieu of the IRS rate.
3. **TUITION REIMBURSEMENT**: Reimbursement is \$3,000 per year for six or more graduate credits, pro-rated at \$500 per credit hour.
4. **CELL PHONE STIPEND**: Non-Represented employees whose position requires the use of a cell phone as part of the job requirements will be issued a district provided cell phone or may choose to receive a stipend in the amount of \$40/month for the use of a personal cell phone, subject to payroll taxes.

5. PAID LEAVE:

- a. Bereavement - 5 days (family members per licensed agreement)
- b. Personal Leave - 3 days (4 days for those with a 260-day contract)
 - i. The Non-Represented employee shall receive unused personal leave payout as outlined in the licensed collective bargaining agreement.
- c. Sick Leave - 11 days per year (12 for those with a 260-day contract)

6. PAID HOLIDAYS:

- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Juneteenth (for those with a 260-day contract)
- Independence Day (for those with a 260-day contract)

7. VACATION:

- a. Granted to individuals on a 260-day contract based on hire date:

0-2 years	10 days annually
3-10 years	15 days annually
11-15 years	20 days annually
16 + years	25 days annually
- b. Should a Non-Represented employee leave the District prior to completing a full year, vacation will be prorated based on time actually worked. If the employee has taken more days than what would have accrued, the amount prepaid will be deducted from the final paycheck.
- c. Vacation time may accrue from year to year. However, a maximum of 200 hours (25 days) may carry over (unless pre-arranged or unavoidable circumstances occur).
- d. Vacations must be approved in advance, in writing, and will normally be no

longer than two consecutive weeks.

EVALUATION: Before October 1 of each year of this contract the Non-Represented employees and the District's designated immediate supervisor shall confer and establish reasonable performance goals for the Non-Represented employees. Before May 15 of each year of this contract, the District shall provide to the Non-Represented employees a performance evaluation based upon those goals.

EXPECTATIONS OF DUTIES RELATED TO ASSIGNMENT: The individual's duties are generally stated in the position description which is attached and incorporated by this reference.

PROBATIONARY PERIOD: Administrators will serve a three (3) year probationary period. Notice will be given by March 15 of each year of extension or non-extension of the probationary contract. Confidential and Professional/Technical employees will serve a six-month probationary period.

ASSIGNMENT/REASSIGNMENT: The District agrees that, throughout the term of this contract, whenever it has determined in good faith that the best interests of the District require the reassignment of the Administrator, the transfer shall be to a position equivalent in responsibility and comparable in required expertise.

ADMINISTRATOR NOTICE OF NONEXTENSION: The parties agree that a new contract shall be issued for a term of three (3) years commencing July 1 at the conclusion of the first year of the contract, unless the following have occurred:

- a. By the preceding March 15, the Administrator has been notified in writing that the District is considering that it may not extend the contract upon grounds that are described by that notice and has had a full and meaningful opportunity to consult and confer with the responsible supervisor regarding the content of said written notice and, thereafter, has been promptly provided objectively measurable goals for improvement; and
- b. By June 1 of the following year, after providing reasonable support and direction in remediation of identified deficiencies the District has delivered written notice to the Administrator that the contract will not be extended.

TERMINATION CLAUSE: It is understood and agreed upon that this contract may be terminated by the Board, with cause, so long as the Non-Represented Employee is provided ninety (90) days' written notice of such termination. The Non-Represented Employee shall be entitled to all contractual payments and benefits during the term of the said ninety (90) day notice period. The Non-Represented Employee may

terminate this contract with a like ninety (90) days' written notice to the Board stating the reason for such termination (e.g. new position, etc.). Notice shall be by delivery to the Jefferson School District Office, Jefferson, Oregon.

SUPERINTENDENT: _____ DATE: _____

SCHOOL BOARD CHAIR: _____ DATE: _____

Jefferson School District 14J
Admin Salary Schedule
Effective 07/01/25

2025-26 COLA Increase 2.5%

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
El Principal	\$99,884.20	\$101,883.98	\$103,920.65	\$105,998.33	\$108,118.03	\$110,281.80	\$112,486.58	\$114,736.45	\$117,033.48	\$119,372.53	\$121,759.75	\$124,194.13	\$126,678.73	\$129,213.55
MS Principal	\$99,884.20	\$101,883.98	\$103,920.65	\$105,998.33	\$108,118.03	\$110,281.80	\$112,486.58	\$114,736.45	\$117,033.48	\$119,372.53	\$121,759.75	\$124,194.13	\$126,678.73	\$129,213.55
HS Vice Principal	\$99,884.20	\$101,883.98	\$103,920.65	\$105,998.33	\$108,118.03	\$110,281.80	\$112,486.58	\$114,736.45	\$117,033.48	\$119,372.53	\$121,759.75	\$124,194.13	\$126,678.73	\$129,213.55
HS Principal	\$113,281.98	\$115,546.20	\$117,858.60	\$120,216.10	\$122,619.73	\$125,071.53	\$127,574.58	\$130,125.80	\$132,728.28	\$135,383.03	\$138,090.05	\$140,851.40	\$143,669.13	\$146,542.20
Student Services Director	\$106,901.35	\$109,038.48	\$111,219.68	\$113,444.95	\$115,714.30	\$118,028.75	\$120,389.33	\$122,796.03	\$125,251.93	\$127,757.03	\$130,312.35	\$132,917.90	\$135,576.75	\$138,289.93

2026-27 COLA Increase 3.5%

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
El Principal	\$103,380.15	\$105,449.91	\$107,557.87	\$109,708.27	\$111,902.16	\$114,141.66	\$116,423.61	\$118,752.23	\$121,129.65	\$123,550.56	\$126,021.34	\$128,540.92	\$131,112.48	\$133,736.02
MS Principal	\$103,380.15	\$105,449.91	\$107,557.87	\$109,708.27	\$111,902.16	\$114,141.66	\$116,423.61	\$118,752.23	\$121,129.65	\$123,550.56	\$126,021.34	\$128,540.92	\$131,112.48	\$133,736.02
HS Vice Principal	\$103,380.15	\$105,449.91	\$107,557.87	\$109,708.27	\$111,902.16	\$114,141.66	\$116,423.61	\$118,752.23	\$121,129.65	\$123,550.56	\$126,021.34	\$128,540.92	\$131,112.48	\$133,736.02
HS Principal	\$117,246.84	\$119,590.32	\$121,983.65	\$124,423.66	\$126,911.42	\$129,449.03	\$132,039.69	\$134,680.20	\$137,373.76	\$140,121.43	\$142,923.20	\$145,781.20	\$148,697.54	\$151,671.18
Student Services Director	\$110,642.90	\$112,854.82	\$115,112.36	\$117,415.52	\$119,764.30	\$122,159.76	\$124,602.95	\$127,093.89	\$129,635.74	\$132,228.52	\$134,873.28	\$137,570.03	\$140,321.94	\$143,130.07

Jefferson School District 14)
Confidential Salary Schedule
Effective 07/01/25

COLA Increase 2.5%

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19
Exec Ass't/Board Secretary	\$26.17	\$26.95	\$27.77	\$28.60	\$29.46	\$30.35	\$31.25	\$32.19	\$33.15	\$34.14	\$35.18	\$36.22	\$37.31	\$38.44	\$39.60	\$40.77	\$42.00	\$43.26	\$44.56
Accounting Specialist	\$26.17	\$26.95	\$27.77	\$28.60	\$29.46	\$30.35	\$31.25	\$32.19	\$33.15	\$34.14	\$35.18	\$36.22	\$37.31	\$38.44	\$39.60	\$40.77	\$42.00	\$43.26	\$44.56
Student Services Secretary	\$23.31	\$24.00	\$24.73	\$25.47	\$26.24	\$27.03	\$27.83	\$28.65	\$29.55	\$30.41	\$31.34	\$32.29	\$33.22	\$34.25	\$35.28	\$36.35	\$37.44	\$38.56	\$39.72
HR Assistant	\$26.16	\$26.95	\$27.77	\$28.60	\$29.46	\$30.35	\$31.25	\$32.19	\$33.15	\$34.14	\$35.18	\$36.22	\$37.31	\$38.44	\$39.60	\$40.77	\$42.00	\$43.26	\$44.56

COLA Increase 3.5%

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19
Exec Ass't/Board Secretary	\$27.08	\$27.89	\$28.74	\$29.60	\$30.49	\$31.41	\$32.35	\$33.31	\$34.31	\$35.34	\$36.41	\$37.49	\$38.62	\$39.78	\$40.98	\$42.20	\$43.47	\$44.77	\$46.11
Accounting Specialist	\$27.08	\$27.89	\$28.74	\$29.60	\$30.49	\$31.41	\$32.35	\$33.31	\$34.31	\$35.34	\$36.41	\$37.49	\$38.62	\$39.78	\$40.98	\$42.20	\$43.47	\$44.77	\$46.11
Student Services Secretary	\$24.12	\$24.84	\$25.60	\$26.36	\$27.16	\$27.98	\$28.80	\$29.65	\$30.59	\$31.48	\$32.44	\$33.42	\$34.38	\$35.44	\$36.52	\$37.62	\$38.75	\$39.91	\$41.11
HR Assistant	\$27.07	\$27.89	\$28.74	\$29.60	\$30.49	\$31.41	\$32.35	\$33.31	\$34.31	\$35.34	\$36.41	\$37.49	\$38.62	\$39.78	\$40.98	\$42.20	\$43.47	\$44.77	\$46.11

Jefferson School District, 141
Professional/Technical Salary Schedule
Effective 07/01/25

COLA Increase 2.5%		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	
07/01/25 - 06/30/26	Maintenance Director	\$65,750.88	\$67,776.28	\$69,759.04	\$71,691.04	\$73,644.36	\$75,621.64	\$77,628.89	\$79,652.89	\$81,695.40	\$83,751.68	\$85,825.76	\$87,912.64	\$89,016.40	\$91,036.40	\$93,075.36	\$95,130.44	\$97,199.84	\$99,282.24	\$101,376.96	\$103,482.24
	Director Child Nutrition	\$46,936.80	\$48,339.00	\$49,796.55	\$51,309.45	\$52,822.35	\$54,327.50	\$55,832.65	\$57,344.50	\$58,854.00	\$60,364.00	\$61,874.00	\$63,384.00	\$64,894.00	\$66,404.00	\$67,914.00	\$69,424.00	\$70,934.00	\$72,444.00	\$73,954.00	\$75,464.00

COLA Increase 3.5%		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	
07/01/25 - 06/30/27	Maintenance Director	\$68,052.15	\$70,148.45	\$72,200.61	\$74,307.23	\$76,435.91	\$78,590.60	\$80,765.99	\$82,958.70	\$85,164.53	\$87,387.99	\$89,624.76	\$91,879.45	\$94,146.67	\$96,420.96	\$98,706.95	\$100,999.26	\$103,292.22	\$105,589.54	\$107,886.69	\$110,188.98
	Director Child Nutrition	\$48,579.59	\$50,030.87	\$51,539.43	\$53,105.28	\$54,671.13	\$56,332.46	\$57,993.79	\$59,765.70	\$61,545.60	\$63,397.89	\$65,307.47	\$67,274.33	\$69,279.98	\$71,360.62	\$73,489.54	\$75,714.65	\$77,986.09	\$80,325.67	\$82,735.44	

2025-26 COLA Increase 2.5%

2025-26 COLA Increase 2.5%		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
	Business Manager	\$86,907.70	\$88,645.08	\$90,419.35	\$92,226.43	\$94,071.43	\$95,954.35	\$97,870.08	\$99,828.65	\$101,822.63	\$103,862.23	\$105,938.88	\$108,059.60	\$110,219.28	\$112,425.06
	Technology Director	\$85,713.88	\$87,447.25	\$89,218.45	\$91,020.40	\$92,861.30	\$94,740.13	\$96,654.83	\$98,604.40	\$100,600.00	\$102,629.55	\$104,705.18	\$106,818.73	\$108,974.30	\$112,174.98

2026-27 COLA Increase 3.5%

2026-27 COLA Increase 3.5%		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
	Business Manager	\$89,949.47	\$91,747.65	\$93,584.03	\$95,454.35	\$97,363.92	\$99,312.75	\$101,295.53	\$103,322.66	\$105,392.63	\$107,497.40	\$109,646.74	\$111,841.69	\$114,076.95	\$116,359.95
	Technology Director	\$88,748.95	\$91,542.90	\$93,376.10	\$95,241.11	\$97,146.45	\$99,091.03	\$101,072.74	\$103,091.59	\$105,156.65	\$107,256.56	\$109,404.66	\$111,592.36	\$113,823.40	\$116,101.10



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to Oregon public school boards.

2025 OSBA Election Information - Marion Region

In odd-numbered years, member boards take official action to elect regional representatives for even-numbered positions on the OSBA Board of Directors, all regional representatives on the Legislative Policy Committee, and any positions that are currently vacant or were filled by appointment, and to vote on any resolutions brought before the membership.

- *The Marion region holds two positions on the Board of Directors and two positions on the Legislative Policy Committee, all of which are up for election.*
- *There are no resolutions being brought before the membership at this time.*
- *Candidate materials are posted on the [OSBA Election Information](#) page.*
- *Member boards must take official action to vote.*
- *Please [use this map](#) to verify your region before proceeding.*

Marion Region Official Ballot

1. Board of Directors Position 11

- Satyanarayana Chandragiri
- Karina Guzmán Ortiz

2. Board of Directors Position 12

Alonso Oliveros

3. Legislative Policy Committee Position 11

Mel Fuller

4. Legislative Policy Committee Position 12

Lisa Harnisch

Board Action Verification

* 5. Type the name of the district, ESD, or community college board that officially made this vote.

* 6. Type the meeting date when the board officially made this vote.

* 7. Type your name and title.

Send me a copy of my responses via email

Done

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