

Agenda

Wednesday, May 8, 2024 7:00 PM

Winston-Dillard School District, 620 NW Elwood St, Winston, OR 97496

1. **Call To Order**

2. **Pledge of Allegiance**

3. **Roll Call - Establishment of a Quorum**

4. **Honoring of Retirees**

4.A. *Rob Boye', Dir. of Instructional Svc. - 16 Years of Service*

4.B. *Donna Rexford, WMS Teacher - 36 Years of Service*

5. **Superintendent Academic Awards - Secondary**

5.A. *Dillard Alternative High School - Nathan Friedrich*

5.B. *Winston Middle School - Willow Swales*

6. **Douglas High School Student Representative**

7. **INTERMISSION**

8. **IRRE Data Survey Presentation**

9. **SUPERINTENDENT REPORT**

9.A. Enrollment

9.B. DHS Culinary Update

10. **Directors Report**

11. **ITEMS OF DISCUSSION**

11.A. District Policy Review Section K/L 1st Reading

11.B. Summer School: July 8, 2024 - August 8, 2024

11.C. Summer Food Service Program: June 17, 2024 - August 8, 2024

11.D. Field Trip Requests

12. **ADOPTION OF CONSENT AGENDA**

12.A. Financial Statement

12.B. Minutes

12.B.1. Regular Session April 10, 2024

12.C. Personnel

- 12.C.1. Accept resignation from Shawn Clark, SS Teacher at DHS effective May 7, 2024.
- 12.C.2. Accept resignation from Clare Leeper, MES SPED Teacher effective April 15, 2024.
- 12.C.3. Accept resignation from Kristal Plikat, LES Sped Teacher effective June 14, 2024.
- 12.C.4. Accept resignation from Mareena Robbins, 4/5 Teacher at MES effective June 14, 2024.
- 12.C.5. Approve employment for Kristal Plikat, Early Literacy Inst. Coach effective July 1, 2024.
- 12.C.6. Approve employment for Mareena Robbins, Dean of Students at MES effective August 12, 2024.
- 12.D. Student Transfers Recommended for the 2023-24 School Year
- 12.E. Adoption of Consent Agenda Motion

13. ACTION ITEMS

- 13.A. Douglas High School Planned Course: Success Academy 2nd Reading
- 13.B. Roofing Project - DHS Culinary Arts Building: HSS/M98 Funds
- 13.C. Security Vestibule Project - Winston Middle School: COPS Grant & Capital Projects Fund
- 13.D. Perimeter Fencing at Lookingglass Elementary - COPS Grant & Capital Projects Fund
- 13.E. Resolution 2023-24-5 - Authorizing Budget Appropriation of Transfers

14. COMMUNICATIONS

15. FOR THE GOOD OF THE ORDER

16. ADJOURNMENT

17. UPCOMING

- 17.A. Budget Board Committee Meeting at Winston-Dillard District Office Board Room on May 22, 2024 at 6:00 pm.
- 17.B. Regular Session at Winston-Dillard District Office Board Room on June 12, 2024 at 7:00 pm.

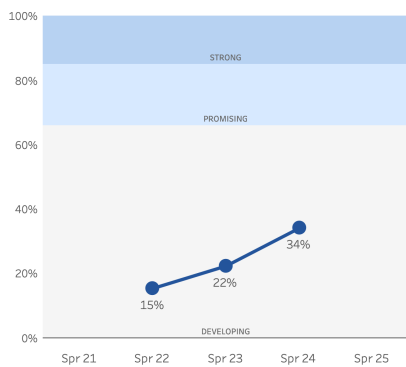


Supports for Teachers

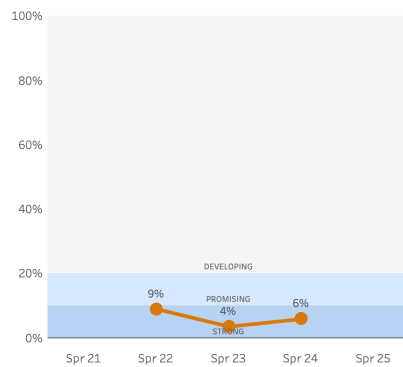
Continuous Professional Development

Do teachers receive supports for participating in professional learning activities and do those activities help them improve their professional practices?

OPTIMAL



Risk

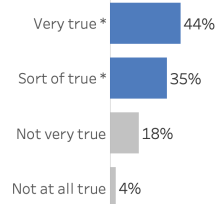


Supports for Teachers

Continuous Professional Development

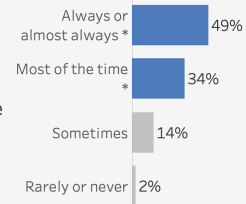
79%

I participate with my administrator to identify professional development goals and activities to improve my instruction.



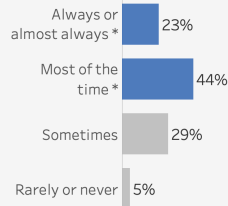
84%

The school provides the supports I need to participate in professional development.



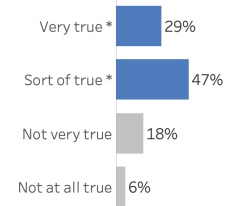
67%

The professional development activities in which I participated included follow-up support to apply my learning (e.g. coaching, dem..



76%

Overall, the professional development activities in which I participated have meaningfully improved my teaching.

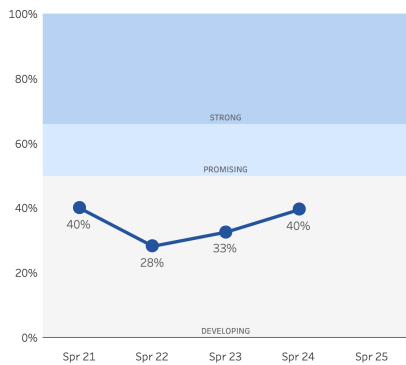


Conditions for Success

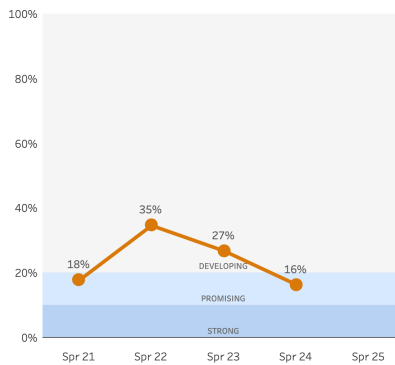
Focus: School-level

Is the school tightly focused on what is known to matter to student success?

OPTIMAL



Risk

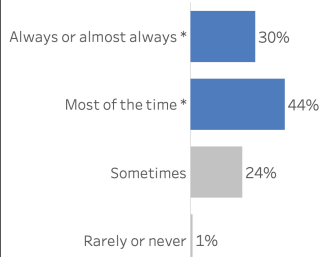


Conditions for Success

Focus: School-level

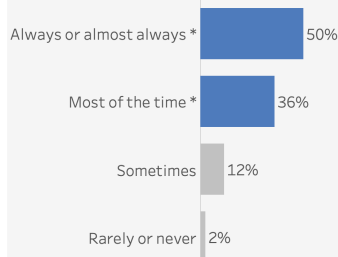
74%

Priorities for major resource investments – money, people and/or time – are clearly established in my school:



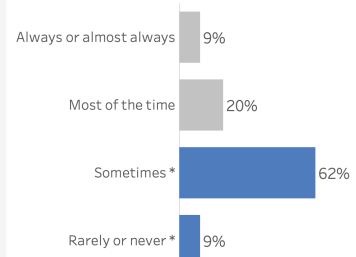
86%

Leaders' priorities are based on what is most important for student success in my school:



71%

Immediate day-to-day demands often take teachers' and campus administrators' focus off established priorities:

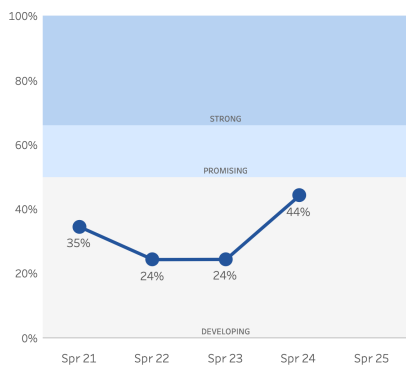


Conditions for Success

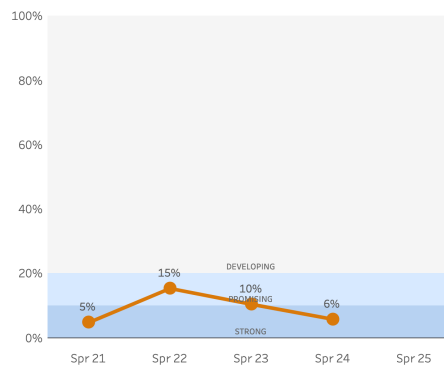
Coherence: Alignment

Does the school have clearly identified goals for student success and compelling strategies to achieve them?

OPTIMAL



Risk

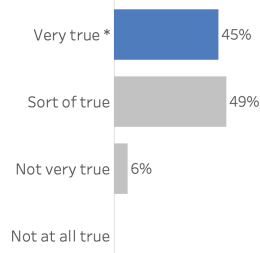


Conditions for Success

Coherence: Alignment

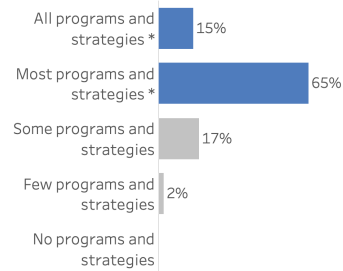
45%

Our school has clearly defined goals for student success.



80%

Our school's programs and strategies are clearly designed to achieve our goals for students' success. This is true for:



Student Survey

92%

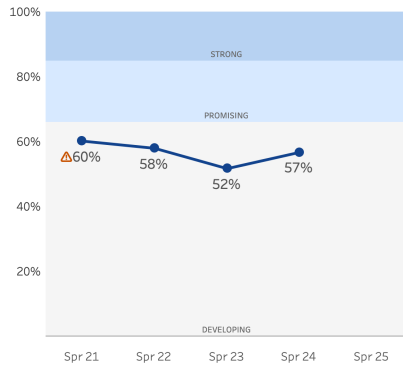
905 of 984 students
in grades 3 – 12

Interpersonal Resources

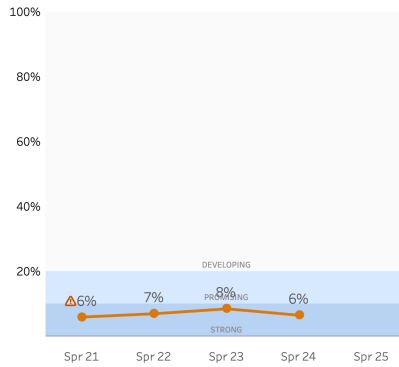
High Expectations

Do teachers communicate high expectations for learning?

OPTIMAL



Risk



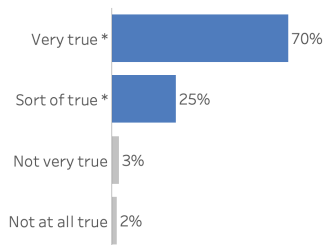
Interpersonal Resources

High Expectations

95%

Teachers expect all students to do their best work all the time.

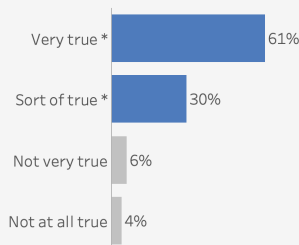
**



90%

Teachers expect all students to come to class prepared. **

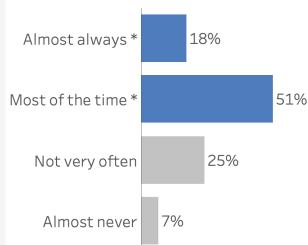
**



69%

Our classroom assignments and homework make me think hard about what I'm learning. **

**

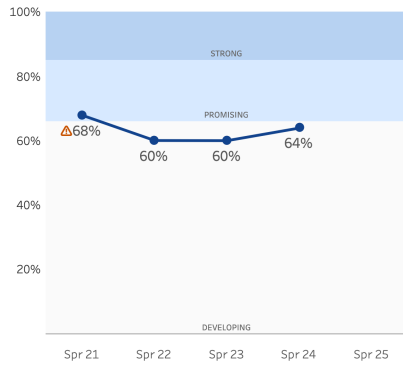


Interpersonal Resources

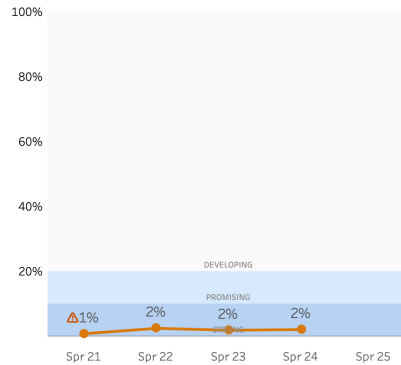
Relationships with Teachers

Do students believe their teachers like and respect them and treat them fairly?

OPTIMAL



RISK

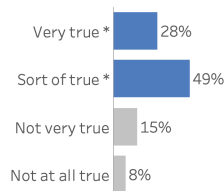


Interpersonal Resources

Relationships with Teachers

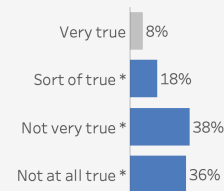
77%

My teachers like to be with me.



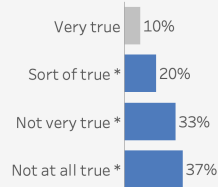
92%

My teachers interrupt me when I have something to say.



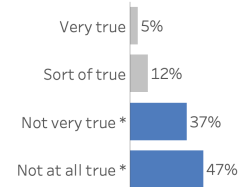
90%

My teachers like the other kids in my class better than me.



83%

My teachers are not fair with me.

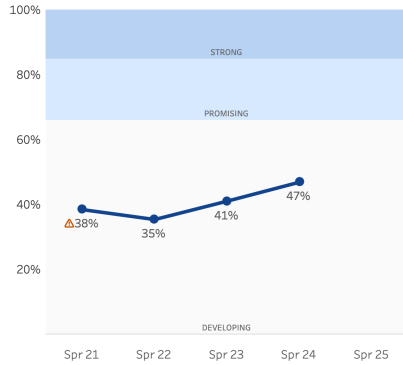


Interpersonal Resources

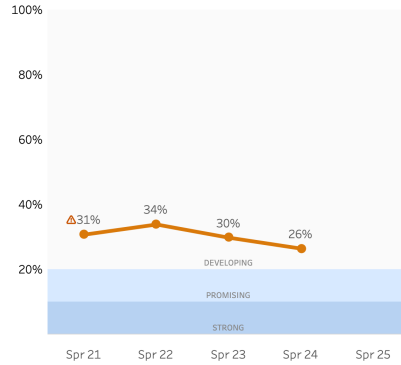
Caring Adults: Adults as Resources

How many adults are seen as resources when a student needs personal advice and support?

OPTIMAL



Risk

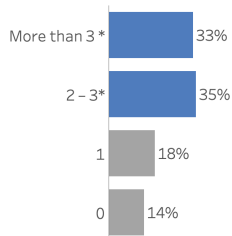


Interpersonal Resources

Caring Adults: Adults as Resources

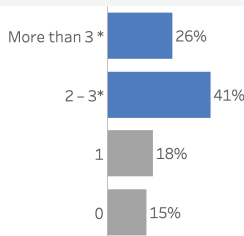
68%

How many adults at school could you go to for help in a crisis? **



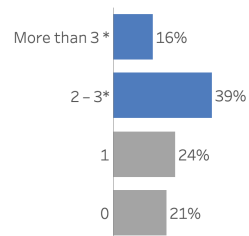
67%

How many adults at school could you talk to if you are upset or mad about something?



55%

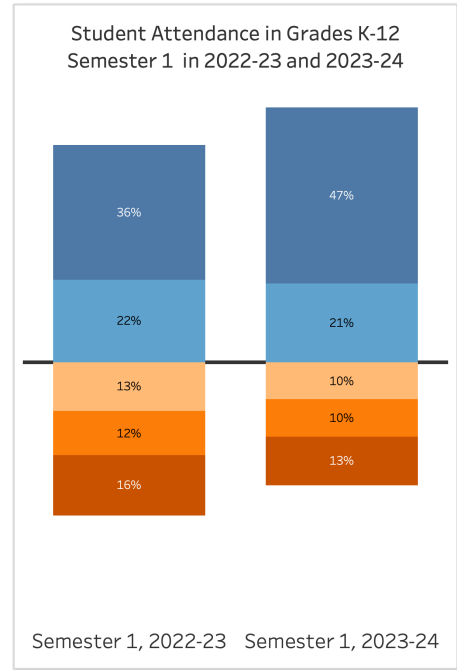
How many adults at school could you go to if you need advice about personal problems?



Student Attendance

+10%

Percentage of students with 90-100% attendance



Thank you.

Winston-Dillard School District Student Enrollment 2023-24													
Grade Level	5/5/2023	Head Ct.	9/6/2023	10/6/2023	11/3/2023	12/1/2023	1/5/2024	2/2/2024	3/8/2024	4/5/2024	5/3/2024	JUNE	
K	94		98	95	93	93	94	92	92	92			
1	112		91	89	91	91	90	89	91	91			
2	100		108	106	106	105	106	105	106	106			
3	106		92	96	95	95	99	97	99	99			
4	104		109	104	104	105	105	104	103	104			
5	92		109	106	107	110	109	108	106	106			
Elem School Total	608	588	607	596	596	599	603	595	597	598	0		
6	107		92	88	88	87	88	89	88	89			
7	91		108	105	104	107	106	106	106	106			
8	96		89	89	89	90	91	91	91	89			
Middle School Total	294	290	289	282	281	284	285	286	285	284	0		
9	122		96	96	91	89	88	87	85	85			
10	91		133	127	125	124	121	119	116	115			
11	75		74	74	74	74	73	72	73	72			
12	66		64	62	62	61	57	56	56	56			
DAS	73	51	65	67	70	66	68	71	70	73			
High School Total	427	400	432	426	422	414	407	405	400	401	0		
Total Enrollment	1329	1278	1328	1304	1299	1297	1295	1286	1282	1283	0		
4/5/2024													
Elementary Schools	PK	K	1	2	3	4	5					DAHS	
McGovern - 231	0	0	0	0	77	73	81					9	1
Brockway - 223(PK276)	53	74	72	77	0	0	0					10	8
Lookingglass -143(PK161)	18	18	19	29	22	30	25					11	14
Total	71	92	91	106	99	103	106					12	50
5/3/2024													
Elementary Schools	PK	K	1	2	3	4	5					Total	73
McGovern -233	0	0	0	0	78	74	81						
Brockway - 222(PK275)	53	74	72	76	0	0	0						
LES -143 (PK 160)	17	18	19	30	21	30	25						
Total	70	92	91	106	99	104	106						

A Passion for Food Preparation

 May 1, 2024 at 7 a.m.

Ruralite

Culinary Classes Give Students Options at Home and in the Job Market

Story and photos by Craig Reed



Douglas High School's reestablished culinary program is popular, drawing 90 students from all grade levels. During a recent class, students prepared an Asian-inspired soup.

From boiling water to filling their bread bowls with chicken fettuccine alfredo, students in Douglas High School's culinary classes are learning to fix their own meals.

Several years after discontinuing classes once labeled as home economics, Douglas High established a culinary program last September. Instructor Casey O'Toole has taught kitchen and food skills to 90 students in 5 daily classes.

Students have prepared and cooked many dishes and desserts, including giant chocolate cookies, peppermint fudge, and, most recently, an Asian-inspired soup made with shabu beef strips, vegetables, and ramen noodles. The soup began a world tour of foods. Students

prepared Asian foods for a few weeks before moving on to European cuisine.

“I want kids to gain a passion for food and preparing food for themselves or their families,” says Casey, a 1995 Douglas High graduate who returned to the school to teach after years in the food and beverage industry as a bartender, barista, cook, and restaurant owner. “I want them to see they can make healthy food and make it tasty.”

Casey hopes his students realize the kitchen and food skills they learn in high school can lead to entry into a culinary program or secondary education degree, followed by a food or hospitality job.

“The job opportunities are unlimited,” Casey says. “The food and hospitality industries are huge. These classes are teaching them how to cook for themselves but are also some beginning steps if they’re interested in these industries.”

Longtime teacher Vi Jobb previously taught home ec classes at Douglas High. After Vi retired, so did the classes.

“I think it’s great for kids to have options,” says Winston-Dillard School District Superintendent Kim Kellison. “We’re trying to create programs that provide skills for the workplace. It’s also a real economic advantage to be able to cook for yourself. We’re super excited to have that program. I think it’s important for the kids and the community.”

There are 6 workstations in the kitchen classroom, limiting each class to 18 students. Each of the 5 classes is full.

“I wanted to take this class because I want to cook on my own when I live by myself,” says senior Brooklyn Wilson. “I want to make good meals that are not microwaved.”

Brooklyn says she has learned how to cook foods at the right temperature to kill any bacteria, how to substitute ingredients when something isn’t available, how to safely store foods and leftovers, and how to fix nutritious foods.

“I’ve learned stuff I didn’t think I would need to know,” she says. “It’s fun to cook in a group, seeing how others do it, seeing trial and error, and trying not to make the same mistakes.”

Colby O'Toole, a senior and Casey's son, says he learns something new in the class every day.

"We've learned how to use mixers, ovens, even down to boiling water," Colby says. "The program opens up new opportunities for students that hadn't been available earlier. We'll be getting food-handler cards in the next few weeks so students can get jobs in some kitchens, opening up more work opportunities."

Niel Kelley, a Douglas sophomore, recently earned his food handler card and got a job at Seven Feathers Casino Resort in Canyonville.

"Everybody has been so excited to share what they know," Casey says. "They're never too busy. It's been cool to see the community help this program out as much as it has."

Looking ahead, Casey hopes to create a food-for-athletes class and coordinate with the school's greenhouse and livestock projects to "go from farm to table right here on campus," he says.

Plans are also being discussed to take students to France and Italy in 2026.

"The culinary classes have been wildly popular," Kim says. "I think they've been fun, engaging classes for the students. It's giving them a really important skill base."

Winston-Dillard School District 116

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The following symbol is used on some policies:

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

Winston-Dillard School District 116

Code: KAB
Adopted: 5/25/11
Revised/Readopted: 9/13/17
Orig. Code(s): KAB

*all 10/15/17
ESSA
changes*

Parental Rights

The Board recognizes the importance of promoting parental input in decision making related to their student's health and general well-being; in determining district and student needs for educational services; and in program development and district operations. To assist the district in this effort, and in accordance with law, ~~the Every Student Succeeds Act of 2015 (ESSA), the district~~ affirms the right of parents, upon request, to inspect:

1. A survey created by a third party before the survey is administered or distributed by the district to a student, including any district survey containing "covered survey items"¹ ~~as defined by ESSA~~;
2. Any instructional material used by the district as part of the educational curriculum for the student;
3. Any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.

As provided by law, parents of district students will also, upon request, be permitted to excuse their student from "covered activities"² ~~as defined by ESSA~~. The rights provided to parents under this policy, transfer to the student when the student turns 18 years of age, or is an emancipated minor under applicable state law.

The superintendent will ensure that activities requiring parental notification are provided as required by law and that reasonable notice of the adoption or continued use of this policy is provided to parents of students enrolled in district schools. The input of parents will be encouraged in the development, adoption and any subsequent revision of this policy.

The superintendent shall develop administrative regulations to implement this policy, including provisions as may be necessary to ensure appropriate notification to parents of their rights under federal law and district procedures to request review of covered materials, excuse a student from participating in covered activities and protect student privacy in the event of administration or distribution of a survey to a student.

END OF POLICY

¹ "Covered survey items" ~~under ESSA~~ include one or more of the following items: political affiliations or beliefs of the student or the student's family; mental and psychological problems of the student or the student's family; sex behavior or attitudes; illegal, antisocial, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

² "Covered activities," requiring notification, ~~under ESSA~~ include activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; the administration of any survey containing one or more of covered survey items; and any nonemergency, invasive physical examination or screening that is required as a condition of attendance and administered and scheduled by the school in advance. See the administrative regulation for additional definitions.

Legal Reference(s):

ORS 332.107

Every Student Succeeds Act of 2015, 20 U.S.C. § 7928 (2012).

Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2017).

Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2012).

Winston-Dillard School District 116

Code: KAB-AR
Revised/Reviewed: 4/8/09; 5/25/11; 9/13/17
Orig. Code: KAB-AR

Parental Rights

The following definitions and procedures will be used to implement the parental rights requirements of ~~the Every Student Succeeds Act of 2015 (ESSA)~~:

Definitions

1. "Survey," as defined by federal law and as used in Board policy and this regulation, includes an evaluation. It does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA);
2. "Covered survey items" means one or more of the following items: political affiliations or beliefs of the student or the student's family; mental and psychological problems of the student or the student's family; sex behavior or attitudes; illegal, antisocial, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program;
3. "Covered activities," requiring notification, ~~under ESSA~~ means those activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; the administration of any survey containing one or more covered survey items; and any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, or of other students. This provision does not apply to physical examinations or screenings that are permitted or required by law, including physical examinations or screenings permitted without parental notification;
4. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control;
5. "Instructional material" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments;
6. "Personal information" means individually identifiable information including a student or parent's first and last name; a home or other physical address (including a street name and the name of the city or town); telephone number; or a social security identification number;

7. "Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body. It does not include a hearing, vision or scoliosis screening and does not apply to any physical examination or screening that is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification.

Requests to Inspect Materials

Parents may inspect surveys, instructional materials or instruments used to collect personal student information for marketing purposes before such items are administered or distributed by a school to a student as follows:

1. Requests may be directed to the school office by phone or in person;
2. Requests must be received by the district no later than ~~five~~¹⁰ working days following receipt of notification by the district of its intent to administer or distribute such items;
3. Materials may be reviewed at the school office or mailed by the district;
4. Requests to mail materials must be accompanied by a self-addressed, stamped envelope.

Requests to Excuse Student from Covered Activities

A parent may request that their ~~his/her~~ student be excused from participation in any of the following covered activities:

1. The collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information to others;
2. Any district or third party survey;
3. The administration of nonemergency, invasive physical examinations or screenings.

All such requests must be:

1. Directed to the principal in writing;
2. Received by the district no later than ~~five~~¹⁰ working days following receipt of notification by the district of its intent to administer or distribute such items.

Student Privacy

The district recognizes its responsibility to protect student privacy in the event of administration or distribution of a survey to a student containing one or more covered survey items.

A student's personal information that may be collected as a result of such surveys will be released only with prior, written parental permission. 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.

Notification

Each principal shall be responsible for ensuring appropriate notification to parents of their rights under federal law, Board policy and this regulation. Accordingly, notification will:

1. Be made at least annually at the beginning of the school year or at other times during the school year when enrolling students for the first time in school;
2. Include the specific or approximate dates during the school year when covered activities are scheduled or expected to be scheduled.

Winston-Dillard School District 116

Code: KBA
Adopted: 9/10/08
Revised/Readopted: 5/25/11; 12/13/11; 1/15/14;
12/13/17
Orig. Code: KBA

Public Records**

~~“Public record” means any information that:~~

- ~~1. Is prepared, owned, used or retained by the district;~~
- ~~2. Is related to an activity, transaction or function of the district; and~~
- ~~3. Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the district.~~

~~Public record does not include messages on voice mail or on other telephone message storage and retrieval systems, or spoken communication that is not recorded.~~

A request to inspect or receive a copy of a public record shall be in writing and will be presented to the [superintendent’s] [district] office.

A “public record” includes any writing that contains information relating to the conduct of the public’s business, prepared, owned, used or retained by the district regardless of physical form or characteristics, unless otherwise exempted by law.¹ “Writing” means handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols or combination thereof and all papers, maps, files, facsimiles or electronic recordings. Public record does not include any writing that does not relate to the conduct of the public’s business and that is contained on a privately owned computer.²

~~Board meetings and records will be matters of public information subject to such restrictions as are set by federal law or regulation, by state statute or by pertinent court rulings.~~

~~The Board’s official minutes, its written policies and its financial records will be available at the superintendent’s office for inspection by any citizen desiring to examine them during hours when the superintendent’s office is open. All such information will be made available to individuals with disabilities in an accessible~~any appropriate~~ format, upon request and with appropriate advanced notice. Auxiliary aids and services available to ensure equally effective communications to qualified persons with disabilities~~

¹ There are multiple definitions for “public record” in ORS 192. This definition comes from ORS 192.311 and applies to the inspection of records.

² In accordance with *Bialostosky v. Cummings*, 319 Or. App. 352 (2022), an individual board member may be considered a public body for public record purposes. Consequently, records created and retained solely by individual board members may be considered public records.

may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.

The Board supports the right of the people to know about programs and services of their schools and will make reasonable efforts ~~every effort~~ to disseminate information. Each principal is authorized to use ~~all means~~ available means to keep parents and others in the ~~of his/her~~ particular school's community informed about the school's program and activities.

~~No records will be released for inspection by the public or any unauthorized persons — either by the superintendent or any other person designated as custodian for district records — if such disclosure would be contrary to the public interest, as described in state law.~~

The Board reserves the right to establish a fee schedule which will reasonably reimburse the district for the actual cost of making public records available pursuant to law. The district will not be obligated to complete a request for which the requester has not paid the fee as permitted by state law. There will be no additional charge for auxiliary aids and services provided for ~~qualified~~ persons with disabilities.

Employee and volunteer personal residential addresses, personal electronic mail addresses, ~~(other than district electronic mail addresses assigned by the district to district employees)~~, social security numbers, dates of birth and personal telephone or cellular numbers, and other information listed in Oregon Revised Statute (ORS) 192.355 as exempt, contained in personnel records maintained by the district are exempt from public disclosure pursuant to ~~Oregon Revised Statute (ORS) 192.363 - 368445~~ and ORS 192.355502(3). ~~Such information may be released only upon the written request of the employee or volunteer or as otherwise provided by law.~~ This exemption does not apply to a substitute teacher, as defined in ORS 342.815, when requested by a professional education association of which the substitute teacher may be a member. District electronic mail addresses assigned by the district to district employees are not exempt.

The district will not disclose the identification badge or card of an employee without the employee's written consent if the badge or card contains the employee's photograph and the badge or card was prepared solely for internal use by the district to identify district employees. A duplicate of the photograph used on the badge or card shall not be disclosed.

The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

The district shall retain and maintain its public records in accordance with Oregon Administrative Rule (OAR) 166-005-0010 and Chapter 166, Division 400 and ORS Chapter 192.

END OF POLICY

Legal Reference(s):

[ORS 180.805](#)

[ORS Chapter 192](#)

[OAR 137-004-0800\(1\)](#)

[OAR 166-005-0010](#)

[OAR 166-400](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2021); 28 C.F.R. Part 35 (2021).

OREGON DEP'T OF JUSTICE, OREGON ATTORNEY GENERAL, *Public Records and Meetings Manual*.

Winston-Dillard School District 116

Code: KBA-AR
Revised/Reviewed: 7/10/02; 5/25/11; 12/13/17;
4/11/18
Orig. Code: KBA-AR

Public Records

In compliance with Oregon law the following guidelines apply to the dissemination, inspection and examination of the public records of the district:

1. A public records request shall be submitted in writing through the ~~superintendent's~~ ~~district~~ office at 620 NW Elwood, Winston, Oregon 97496.
2. Upon receipt of a written request, the district shall respond within five business days¹ acknowledging receipt of the request or completing² the district's response to the request. If the district provides an acknowledgment of the request, it must:
 - a. Confirm that the district is the custodian of the requested record;
 - b. Inform the requester that the district is not the custodian of the requested record; or
 - c. Notify the requester that the district is uncertain whether the district is the custodian of the requested record.
3. If the district is the custodian of the requested record, as soon as reasonably possible but not later than 10 business days after the date the district is required to acknowledge receipt of the request as described above, the district shall:
 - a. Complete its response to the public records request in accordance with ORS 192.329(2). If the district determines that a record is exempt from public disclosure, the district will include a statement to that effect and that the requester may appeal the decision pursuant to state law; or
 - b. Provide a written statement that the district is still processing the request and a reasonable estimated date by which the district expects to complete its response based on the information currently available.
4. The time periods, established by Oregon law and identified above in Section 2 or 3, will not apply to the district if compliance would be impracticable because:
 - a. The staff or volunteers³ necessary to complete a response to the public records request are unavailable;

¹ "Business day" means a day other than Saturday, Sunday or a legal holiday, and on which at least one paid employee of the district is scheduled to and does report to work. Business day does not include any day on which the central administration offices of the district are closed.

² The district response to a public records request will be considered complete ~~when it complies with~~ ~~pursuant to~~ criteria in Oregon law (ORS 192.329).

³ Staff member or volunteers who are on leave or are not scheduled to work are considered to be unavailable.

- b. Compliance would demonstrably impede the district's ability to perform other necessary services; or
- c. Of the volume of the public records request being simultaneously processed by the district.

In these situations, ~~the~~ The district shall, as soon as practicable and without unreasonable delay, acknowledge a public records request and complete the response to the request.

- 5. The district may request additional information or clarification from the requester for the purpose of expediting the district's response to the request as permitted by law. If the district requests additional information or clarification, in good faith, the obligation to complete the request is suspended until the requester provides the requested information or clarification or affirmatively declines to provide the information or clarification. If the requester fails to respond within 60 days to a good faith request from the district for information or clarification, the district shall close the request.
- 6. If a copy of a public record is requested, the district will provide a single copy. If a request to inspect a public record is made and the record is maintained in a machine readable or electronic form, the custodian shall provide the record in the form requested, if available. If the public record is not available in the form requested, it will be made available~~provided~~ in the form the record is maintained. If a person who is a party to a civil judicial proceeding to which the district is a party or who has filed notice under Oregon Revised Statute (ORS) 30.275(5)(a) asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the individual must submit the request in writing to the designated custodian of district records and at the same time to the district's attorney.
- 7. Information will be made available to individuals with disabilities in an accessible~~appropriate~~ format upon request and advance notice. Auxiliary aids and services available to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.
- 8. Where the labor effort exceeds 30 minutes, labor, material and out-of-pocket charges will be reimbursed to the district. Labor will be calculated at the hourly rate of the employee affected. Materials and out-of-pocket charges will be reimbursed at the established rate of \$0.25 per page. Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge.

If the district has informed the requester of a permitted fee, the obligation of the district to complete its response to the request is suspended until the fee has been received by the district. If the requester fails to pay the fee within 60 days of the date they were~~he/she was~~ informed of the fee or fails to pay the fee within 60 days of the date on which the district informed them of the denial of the fee waiver, the district shall close the request.

- 9. ~~The district reserves the right to restrict the inspection of some public records to the district's facilities.~~

Winston-Dillard School District 116

Code: KBCA
Adopted: 7/10/02
Revised/Readopted: 5/25/11
Orig. Code: KBCA

*OK
w/ OSBA
changes*

News Releases

Information about district ~~school~~ activities and issues will ~~shall~~ be provided to the community in a way which will ~~shall~~ create and maintain a dignified and professionally responsible image for the district.

The procedures listed below will ~~shall~~ be followed in giving official information to the news media:

1. The Board chair will ~~shall~~ be the official spokesperson ~~spokesman~~ for the Board, unless this duty is delegated;
2. News releases that are of districtwide interest or that pertain to established district policy will ~~shall~~ be the responsibility of the superintendent;
3. The superintendent will establish procedures for the dissemination of news releases pertaining to the district.

END OF POLICY

Legal Reference(s):

[ORS 192.640](#)

[ORS 332.107](#)

Winston-Dillard School District 116

Add

Code: KC
Adopted: 5/25/11
Orig. Code(s): KC

Community Involvement in Decision Making

Optional.

The Board endorses the concept that community participation in school affairs is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the community's desires and to be responsive, through its actions, to those desires.

All district ~~citizens~~ community members will be encouraged to express their ideas, concerns and judgments about the schools through such means as:

1. Written suggestion(s) or proposal(s);
2. Presentations at public hearings;
3. Responses to surveys made through interviews, written instruments or other means;
4. Comments when public comment times are provided at Board meetings; and
5. Service on ~~citizens'~~ board advisory committees, school improvement teams and/or ~~21st Century Schools~~ site councils.

~~The public advice will be given careful consideration. In evaluating such advice, the first concern will be for the educational program as it affects students. The Board's final decisions may depart from public advice comments when, in the judgment of staff and the Board, such advice comments are not consistent with goals adopted by the Board or with good educational practice or within available financial resources.~~

END OF POLICY

Legal Reference(s):

[ORS 329.125](#)

[ORS 332.107](#)

Winston-Dillard School District 116

Code: KG
Adopted: 7/10/02
Revised/Readopted: 5/25/11; 5/21/14
Orig. Code: KG

Community Use of District Facilities

(Any changes need made to the categories below? Is there an electronic option to make such requests? If yes, may want to add something in the first paragraph below #7. Has the process changed? See second para under #7.)

The Board supports the community education concept, which encourages the use of district facilities by community members for recreation, education and service activities. The following categories have been determined in order of priority for building and grounds usage:

1. Activities directly related to the required K-12 school program, including graduation;
2. Activities related to the extracurricular K-12 school program such as sports and seasonal programs;
3. Community school-sponsored programs such as classes and workshops;
4. Local¹ youth-related nonschool activities;
5. Outside youth-related nonschool activities;
6. Local adult-related nonschool activities;
7. Outside adult-related nonschool activities.

The Board expects the users to treat the facilities with respect. A Building Use Request form must be submitted by the person or group to the school office in coordination with administrators of the involved facility. The users must agree to all guidelines on the Building Use Request form. The original copy of the agreement will remain in the school office, with copies distributed to the appropriate administrator, building custodial staff and facility user.

Approval for using the facilities will be granted for a period not to exceed three months. Requests must be resubmitted if the user desires to continue usage. The building principal will set the registration periods for their facility. The first week of each period will be reserved for local sign-up. After the first week approval for using facilities is first-come, first-served.

Use of school facilities by district employees will be in accordance with Oregon Ethics laws.

The superintendent will encourage the involvement of staff, parents and the community in the development of specific building-use regulations.

¹ The term Local refers to youth or adults that reside within the Winston-Dillard School District attendance boundaries and/or attend Winston-Dillard Schools. A group is considered local if at least half of its members meet the above criteria.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)
[ORS 260.432](#)

[ORS 332.107](#)
[ORS 332.172](#)

Winston-Dillard School District 116

Code: KGAA
Adopted: 6/18/08
Readopted: 5/25/11
Orig. Code: KGAA

Keep
w/ addition

Interscholastic Summer Facility Use

(Any changes to make for procedure in this policy? Need to keep it?)

It is the intent of the district to encourage the use of district buildings and facilities for the purpose of providing school-related activities for district students year-round. Coaches and advisors who wish to engage students in these types of activities must first secure the approval of their principal. Activities must adhere to the guidelines established under the district's Interscholastic Activities Program as outlined in Board policy IGDJ. District students who are involved in these summertime activities are subject to the district discipline, drug, alcohol and tobacco policies and district and all Oregon School Activities Association (OSAA) standards. Students who were eligible during the prior school year will remain eligible during the summer months until the annually established OSAA fall first practice date.

Coaches, advisors and principals will administrate the activity programs as outlined in the *Winston-Dillard School District Athletics Handbook* and school handbooks.

It is fundamentally understood that coaches, advisors and administrators, which become volunteers, would not be compensated monetarily for time spent supervising, coaching or advising these summertime activities. All volunteers, however, must comply with requirements of Board policy ICC - Volunteers and Board policy GCDA/GDDA and its accompanying administrative regulation. OK to add

Extended School Year, Title and instructional programs will be given priority for summer vehicle use.

Estimated fuel costs for trips in excess of a 60 mile radius from the district will be paid for in advance by the school activity trip advisor, club or activity program.

Commercial camps, contact camps or activities that involve students other than district students must be approved by the principal and may be required to meet all of the conditions of the private, for profit use of facility provisions as outlined in Board policies KG - Community Use of Facilities and KGF/EDC - Authorized Use of District Equipment and Materials.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Winston-Dillard School District 116

Code: KGB
Adopted: 2/22/06
Revised/Readopted: 5/25/11; 8/12/15; 10/12/16
Orig. Code: KGB

*OK
w/ OSTA
changes*

Public Conduct on District Property

No person on district property or any district grounds, including parking lots, shall:

1. Haze, harass, intimidate, bully or menace another, or engage in behavior deemed by the district to endanger the safety of students, employees, self or others;
2. Use or engage in abusive verbal expression or physical conduct that interferes with the performance of students, event officials or sponsors of approved activities;
3. Damage the property of another or of the district;
4. Initiate or circulate a report, one knows to be false, concerning an alleged hazardous substance, impending fire, explosion, catastrophe or other emergency that will take place in or upon a school;
5. Construct or transport to district property for temporary or permanent purposes any structure not approved for construction on, or transportation to, district property;
6. Uproot, pick, cut, mutilate or remove plant life or other natural resources of any kind. Roots, tubers, flowers and stems may not be collected. Soil or rock may not be dug up or removed;
7. Dump or spill any sewage, waste water or other fluids from any vehicle;
8. Use district waste containers or other district property for the deposit of waste or refuse generated from household, commercial, industrial, construction or other uses not related to approved use on district property;
9. Block, obstruct or interfere with vehicular or pedestrian traffic on any district road, parking area, walkway, pathway or common area. Occupying or impeding access to any district facility in a manner that interferes with the approved use of such facility by district employees, students or other authorized users is prohibited;
10. Fly, launch or otherwise operate motorized model airplanes/helicopters/rockets or other similar propulsion devices unless approved in advance by the district;
11. Operate an unmanned aircraft system (UAS) or drone unless granted permission from the superintendent or designee;
12. Distribute or post circulars, notices, leaflets, pamphlets or other written or printed material in violation of Board policy KJA - Materials Distribution;
13. Operate a concession, solicit, sell or offer for sale any goods, wares, merchandise, food, beverages or services without prior district approval. Public sales and solicitation on district property will be

governed by Board policies KGA - Public Sales on District Property, KI - Public Solicitation in District Facilities and KJ - Advertising in District Facilities;

14. Operate a motor vehicle in an area other than on roads and in parking areas constructed or designated for motor vehicle use. Vehicles shall be driven in a safe manner, at posted speeds and will only be appropriately parked in areas designated by the district. Motorized vehicles such as minibikes, scooters, go-carts, all-terrain-vehicles, snowmobiles and other similar devices are prohibited on district grounds. Bicyclists must comply with motor vehicle and bike regulatory signs;
15. Use a skateboard, rollerblades, scooter or similar device;
16. Bring an animal into a district building without prior administrator approval and, where appropriate, only when proof of current rabies vaccination has been provided. Dogs are permitted on district grounds only when confined to a vehicle or on a leash and when kept under the physical control of the individual at all times. The owner is responsible for the animal's behavior and containment and for the removal of the animal's wastes while on district property. All other animals on district property are permitted with prior district approval only. Animals serving the disabled are permitted as provided by law;
17. Camp overnight, loiter or otherwise be present on district property after the conclusion of approved activities or as otherwise posted or authorized by the district. Individuals are prohibited from entering any portion of district premises at any other time for purposes other than those which are lawful and authorized by district officials;
18. Use or operate any noise-producing machine, vehicle, device or instrument in a manner that, in the judgment of district officials, is disturbing to, or interferes with, the orderly conduct of district programs or approved activities;
19. Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on district property which has been authorized by the district;
20. Bring, possess, conceal or use a weapon as prohibited by ~~Board policy JFCJ - Weapons in the Schools and~~ state and federal law;
21. Possess, consume, sell, give or deliver unlawful drugs and/or alcoholic beverages. Possess, sell, give or deliver drug paraphernalia;
22. Use, distribute or sell tobacco products or inhalant delivery systems, in any form ~~(Pro Children Act of 1994; ORS 433.835 to 433.990; OAR 581-021-0110);~~
23. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that is evidence of membership or affiliation with any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance or language including hand signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;
24. Violate posted regulatory signs;

25. Willfully violate other district policies, administrative regulations or school rules designed to maintain public order on school property.

Persons having no legitimate purpose or business on district property, or those violating or threatening to violate the above rules, may be issued a trespass citation, ejected from the premises, excluded from district-approved activities temporarily or permanently and/or referred to law enforcement officials.

The superintendent will ensure that appropriate notice of these rules is provided.

END OF POLICY

Legal Reference(s):

[ORS 161.015](#)

[ORS 164.245](#)

[ORS 164.255](#)

[ORS 166.025](#)

[ORS 166.155 to -166.165](#)

[ORS 166.210 to -166.370](#)

[ORS 332.172](#)

[ORS 336.109](#)

[ORS 339.883](#)

[ORS 431.840](#)

[ORS 433.835 to -433.990](#)

[ORS 806.060 to -806.080](#)

[OAR 333-015-0025 to -0090](#)

[OAR 581-021-0110](#)

[OAR 584-020-0040\(4\)\(e\),\(g\)](#)

Gun-Free Schools Act, 20 U.S.C. § 7961 (2012).

Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2012).

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2012).

Winston-Dillard School District 116

Code: KGBB
Adopted:

Firearms Prohibited

{Oregon law has allowed members of the public possessing a concealed carry license to carry firearms on district property in accordance with ORS 166.370(3)(g). Senate Bill (SB) 554 (2021) allows districts to now prohibit even those with concealed carry licenses from carrying firearms by adopting a policy and posting notice at entry points.

OSBA considers this policy to be conditionally required because if the district wants to prohibit concealed carry licensees from carrying firearms on district property, the district must adopt a policy. If the district does not want to limit concealed carry licensees, the district does not need to adopt this policy.

No person on grounds of the schools controlled by the Board (including in school buildings), will possess any firearm¹, except when said firearm is possessed by a person who is not otherwise prohibited from possessing the firearm, and is unloaded and locked in a motor vehicle. The exception provided in Oregon Revised Statute (ORS) 166.370(3)(g) for concealed carry licensees (see ORS 166.291 and 166.292) does not apply to the possession of firearms on grounds of the schools controlled by the Board.² Firearms under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities when in compliance with law and board policy.

Any person violating or threatening to violate the above rules, as determined by the district, may be issued a trespass citation, ejected from the premises and referred to law enforcement officials³.

[The district will post clearly visible sign(s) at all normal points of entry to the school grounds subject to this policy indicating that the affirmative defense described in ORS 166.370(3)(g) does not apply. The district will post on the district's web pages designated for school board operations, identifying designated school grounds that are subject to this policy.]

END OF POLICY

Legal Reference(s):

[ORS 161.015](#)
[ORS 164.245](#)
[ORS 164.255](#)

[ORS 166.210 - 166.370](#)
[ORS 297.405](#)
[ORS 332.107](#)

[ORS 332.172](#)
[ORS 339.315](#)

¹ "Firearm" has the meaning given that term in ORS 166.210, except that it does not include a firearm that has been rendered permanently inoperable.

² See Senate Bill 554 (2021).

³ ORS 339.315 requires any district employee with reasonable cause to believe that a person is in possession of a firearm within a school or has possessed a firearm within a school in violation of Oregon law in the previous 120 days report such information to an administrator or law enforcement. A district employee with reasonable cause to believe that a person is in possession of a firearm within a school or has possessed a firearm within a school in the previous 120 days in violation of Oregon law, may report such information to law enforcement.

Gun-Free Schools Act, 20 U.S.C. § 7961 (2018).
Senate Bill 554 (2021).

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Winston-Dillard School District 116

Code: KGC/GBK
Adopted: 4/20/11
Revised/Readopted: 8/12/15; 4/11/18
Orig. Code(s): KGC/GBK

OK w/
Proposed
Updates

Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems

The Board establishes a school and working environment that is free of smoke, aerosols and vapors containing inhalants. The use, distribution or sale of tobacco products or inhalant delivery systems by staff on district property, including parking lots, at district-sponsored events, in district-owned, rented or leased vehicles or otherwise while on duty on or off district premises is prohibited. Use, distribution or sale of tobacco products or inhalant delivery systems by all others on district property, in district vehicles or at district-sponsored events, on or off district premises, on all district grounds, including parking lots, is prohibited. Staff and/or all others authorized to use any private vehicle to transport district students to school-sponsored activities are prohibited from using tobacco products or inhalant delivery systems in those vehicles while students are under their care.

For the purpose of this policy, "tobacco products" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product~~products~~ or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

For the purpose of this policy, "inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device; or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product~~products~~ or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

Clothing, bags, hats and other personal items used by staff to display, promote or advertise tobacco products or inhalant delivery systems are prohibited on all district grounds, including parking lots, at school-sponsored activities or in district vehicles. Advertising is prohibited in all school-sponsored publications, in all school buildings, on district grounds, including parking lots, and at all school-sponsored events. District acceptance of gifts or funds from the tobacco products and inhalant delivery system industries is similarly prohibited.

~~Staff~~ Violations of this policy by staff ~~[may]~~ ~~[will]~~ ~~lead to~~ result in disciplinary action up to and including dismissal.

Violations by all others will result in appropriate sanctions as determined and imposed by the superintendent or the Board.

Information about community resources and/or cessation programs to help staff may be provided.

The superintendent shall consult with local officials to promote enforcement of law that prohibits the use or possession of tobacco products or inhalant delivery systems by persons under 21 years of age on or off district grounds or at district-sponsored activities.

This policy shall be enforced at all times. The superintendent will develop guidelines as necessary to implement this policy, including provisions for notification of the district’s policy, through such means as staff handbooks, newsletters, inclusion on school event programs, signs at appropriate locations; disciplinary consequences; and procedures for filing and handling complaints about violations of the district’s policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 336.227](#)
[ORS 339.883](#)
[ORS 431A.175](#)

[ORS 433.835 to -433.990](#)
[OAR 581-021-0110](#)
[OAR 581-053-0230\(9\)\(s\)](#)

[OAR 581-053-0330\(1\)\(m\)](#)
[OAR 581-053-0430\(12\)](#)
[OAR 581-053-0531\(11\)](#)

Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2012).

Winston-Dillard School District 116

Code: KGE
Adopted: 7/10/02
Readopted: 5/25/11
Orig. Code: KGE

Delete

Public Responsibility for Facility Usage

(This is already covered by policy KG.)

The Board supports the community education concept, which encourages the use of district facilities by community members for recreation, education, and service activities. A Building Use Request must be submitted by the person or group to the school office three or more days prior to the use date. Approval or denial shall be granted by the school office in coordination with facility administrators. The original copy of the agreement shall remain in the school office. Other copies shall be distributed to the custodial staff and facility user.

Approval for using facilities shall be granted for a period not to exceed three months. Requests must be resubmitted if the person or group desires to continue using the facility.

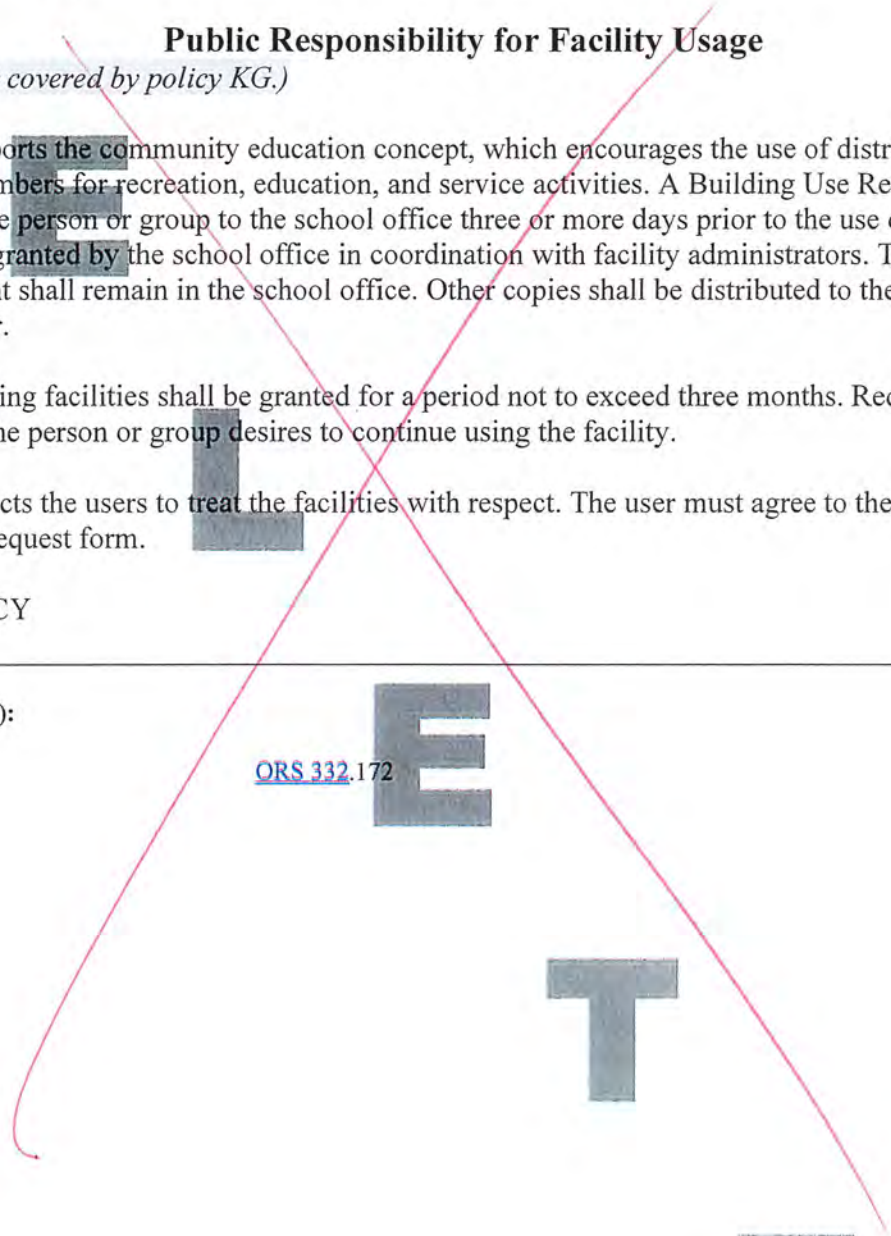
The Board expects the users to treat the facilities with respect. The user must agree to the guidelines on the Building Use Request form.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)



Winston-Dillard School District 116

*OK
w/ proposed
updates*

Code: KGF/EDC
Adopted: 7/10/02
Readopted: 4/20/11
Orig. Code(s): KGF/EDC

Authorized Use of District Equipment and Materials *

District materials and equipment will ~~shall~~ be used only for school purposes by district personnel on district properties.

Exceptions to this policy must be approved by the ~~superintendent~~ ~~and/or Board~~ and authorized use shall be consistent with Oregon Revised Statute (ORS) Chapter 244.

In all cases of public use, equipment shall not be used for private financial gain. An equipment use form must be submitted and approved, and all conditions outlined on the attached district equipment list must be adhered to. ~~[There are no equipment use fees.]~~ In the event of excessive damage, a fee will be determined according to repair or replacement costs. Transportation of borrowed equipment will be the user's responsibility. ~~[No equipment may be transported off district property unless used for a district-sponsored activity.]~~

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)

[ORS 332.107](#)

[OAR 584-020-0040](#)

OREGON GOVERNMENT ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

Winston-Dillard School District 116

Code: KH
Adopted: 7/10/02
Readopted: 5/25/11
Orig. Code: KH

all w/ updates

Public Gifts to the District

All gifts to the district shall become the property of the district and shall be used for the purpose for which they were donated.

~~The superintendent is authorized to accept gifts to the district for particular schools on behalf of the Board. The donor shall be officially thanked in the Board's name and all major gifts shall be reported to the Board and publicly announced.~~

1. Tangible property contributed to the schools becomes the property of the district and is subject to the same controls and regulations that govern the use of other district-owned property.
2. Contributions of property or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from district funds, will be presented by the superintendent for Board consideration and approval.
3. Any groups planning to raise money for a gift to a school or the educational system will first consult with the principal and superintendent regarding what kind of gift should be made. The superintendent will develop guidelines for accepting gifts. Such guidelines will include a concern for fairness and equity among schools.
4. All gifts will be subject to the provisions of Board policy.

In instances where the superintendent doubts the appropriateness or usefulness of an offered gift, the gift may be declined or the matter may be referred to the Board.

The Board welcomes gifts of books and other materials to district libraries provided that they meet the same standards of selection as those applied to the purchase of library materials.

~~Any gifts to libraries shall only be disposed of following Board policy DN – Disposal of School Property.~~

In accepting gifts, the Board will be aware of the requirement that there should not be significant differences among the various school facilities.

END OF POLICY

Legal Reference(s):

[ORS 294.338](#)
[ORS 332.075](#)

[ORS 332.107](#)
[ORS 332.3](#)

Winston-Dillard School District 116

Code: KI
Adopted: 7/10/02
Revised/Readopted: 5/25/11; 9/13/17; 9/12/18
Orig. Code: KI

Public Solicitation in District Facilities**

Fund raising and solicitation by non-school agencies or for non-school activities during school hours will not be permitted without prior approval of the superintendent and/or principal.

Demonstrations of services or materials and canvassing of students or employees for the purpose of selling products or services shall not be permitted in either the district's schools or grounds, unless authorized by the superintendent and/or principal.

No non-school-sponsored organization or individual may solicit funds or sell tickets within the district without first securing permission through the superintendent and/or principal.

Whenever possible, solicitation should occur during non-classroom time.

The administration of surveys, questionnaires and requests for information by non-school-connected organizations are prohibited. Exceptions may be approved by the superintendent. In the event an exception is granted for the administration or distribution of a survey created by a third party, the district will provide an opportunity for the student's parent to inspect such survey upon request, before the survey is administered or distributed by a school to a student. Any district survey containing any "covered survey items"¹ may also be inspected by parents.

Parents may also request that their student be excused from participation in such surveys. Requests may be submitted in accordance with the provisions of Board policy KAB - Parental Rights and accompanying administrative regulation.

As required by law, the superintendent shall ensure that notification is provided to parents of students at least annually at the beginning of the school year or when enrolling students for the first time in school, of the specific or approximate dates during the school year when such surveys are scheduled or expected to be scheduled. The rights provided to parents under this policy transfer to the student when the student turns 18 years of age or is an emancipated minor under applicable state law.

The district recognizes its responsibility to protect student privacy. Personal information that may be collected as a result of such surveys will be released only with prior, written parental permission, unless as

¹ "Covered survey items" ~~under the ESSA~~ include one or more of the following items: political affiliations or beliefs of the student or the student's family; mental and psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

otherwise provided by law and/or the provisions of Board policy JOB - Personally Identifiable Information.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 339.880](#)

32 OR. ATTY. GEN. OP. 209 (1965)

46 OR. ATTY. GEN. OP 239 (1989)

Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2017).

Every Student Succeeds Act, 20 U.S.C. § 7928 (2012).

Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2012).

Winston-Dillard School District 116

Code: KJ
Adopted: 7/10/02
Readopted: 5/25/11; 9/12/18
Orig. Code: KJ

*OK
See updates
P. 2*

Commercial Advertising

The Board recognizes that district-sponsored commercial advertising may provide an important source of revenue for its programs and activities. Such sales may be permitted as approved by the superintendent or designee and by this policy.

“Commercial advertising” as used in this policy means, use by any person, company, business or corporation, for personal or private gain, of any district media, including, but not limited to, school newspaper, yearbook or other printed material, flyer or circular, radio, television, video or any other electronic technology or indoor or outdoor signage designed to:

1. Transmit a message offering any goods or services;
2. Cause or induce any other person to purchase any goods or services;
3. Increase demand for any goods or services.

Commercial advertising approved by the district must be consistent with district mission, goals, Board policies and administrative regulations; promote positive values for district students through proactive educational messages that encourage student achievement and high standards of personal conduct.

The superintendent may consider for approval revenue-enhancing activities that include, but are not limited to, contracts or agreements for:

1. Exclusive advertising of any product or service throughout the district or at specified locations or times to a person, business or corporation in exchange for goods or services (e.g., scoreboards, electronic message boards, athletic gear, exclusive right to sell beverages, bottled water, snacks, meals, etc.);
2. Products or services that require the dissemination of advertising to staff, students, parents or others or allow any person, business or corporation to obtain information from staff, students, parents or others for the purposes of market research;
3. The use of district facilities or grounds in exchange for products, services or financial considerations (e.g., cell phone towers, etc.);
4. Technology hardware, software, satellite hook-up and/or access in exchange for free or reduced prices and/or fees and/or advertising rights, or agreement to use equipment a certain number of hours of the day, month, etc.;
5. Naming rights to district property in exchange for goods, services or monetary considerations.

Contracts shall include a provision allowing the district to terminate the contract if it is determined by the district to have an adverse impact on district programs, services or activities. Revenue derived shall be used for programs, services and/or activities *(Choose one of the following bracketed options for the end of this sentence:)* ~~[designed to enhance student achievement, assist in the maintenance of existing district programs, services or activities and/or to provide scholarships for students who demonstrate financial need and merit]~~ [as determined by the district].

All contracts considered for approval are subject to the competitive procurement requirements of Board policies DJ - District Purchasing, DJC - Bidding Requirements and the local contract review board's public contracting rules. Competitive procurement as used in this policy includes monetary as well as in-kind contributions (i.e., scoreboards, computers, other equipment or materials).

The superintendent will develop administrative regulations as needed for implementation of this policy.

END OF POLICY

Legal Reference(s):

[ORS 279B.055](#)
[ORS 279C.335](#)

[ORS 332.107](#)
[ORS 339.880](#)

Winston-Dillard School District 116

Code: KJ-AR
Revised/Reviewed: 9/12/18
Orig. Code(s): KJ-AR



Commercial Advertising

Commercial advertising in district schools may be permitted by the superintendent or designee subject to the following. Schools, with prior approval, may:

1. Publish advertising in any school newspaper, other school periodical, school or district publication, web page or yearbook;
2. Distribute advertising or market research as part of a district-approved curriculum on advertising, marketing or media literacy, etc.;
3. Post signs of school, district or public appreciation for financial or other support from any person, business or corporation for the educational program in any school in the district;
4. Use free educational materials with incidental advertisements;
5. Permit demonstrations of educational materials and equipment;
6. Cooperate with nonprofit community organizations in making or posting announcements or distributing program materials that supplement the school program provided that such cooperation does not interfere with the school program and is consistent with the mission, goals and policies of the district;
7. Utilize films or other educational materials and instructional aids, including newspapers and magazines in either print or electronic form furnished by private sources, when the advertising content is reasonable in the judgment of the superintendent or designee;
8. Permit participation, on a student-option basis, in essay, art, science and similar contests sponsored by outside interests when such activities parallel the curriculum and contribute to the educational program;
9. Release promotional material for nonschool athletic and cultural events through appropriate school departments;
10. Accept limited advertising on extracurricular activity schedules and programs.

Other exceptions may be approved when, in the judgment of the superintendent or designee, students of the district will benefit.

There may be no obligation on the part of students or staff to sell products, make purchases or distribute information.

The use of any advertising for alcohol or tobacco products in district publications or for any other purpose inconsistent with Board policies and administrative regulations is prohibited.

No activity which requires staff or students to assist in promoting campaigns (financial, charitable, educational or otherwise) will be permitted without the express permission of the superintendent.

Winston-Dillard School District 116

OK w/ updates

Code: KJA
Adopted: 7/10/02
Revised/Readopted: 5/25/11
Orig. Code: KJA

Materials Distribution**

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home shall be submitted to the ~~[school administration]~~ ~~[superintendent or designee]~~. Materials and the proposed method of distribution shall be subject to review.

Materials shall be reviewed based on legitimate educational concerns. Such concerns include: the material is or may be defamatory; the material is inappropriate based on the age, grade level, and/or maturity of the reading audience; the material is poorly written, inadequately researched, biased, or prejudiced; the material contains information that is not factual; the material is not free of racial, ethnic, religious or sexual bias; or the material contains advertising that violates public school laws, rules and/or policy, is deemed inappropriate for students or that the public might reasonably perceive to bear the sanction or approval of the district.

The ~~[administration]~~ ~~[superintendent or designee]~~ shall determine distribution procedures. Such procedures may include:

1. Distribution to each student before or after class if materials are not directly related to the instructional goals;
2. Notification to students or parents of the availability of the materials in a specified location if this procedure is deemed less disruptive to the educational process;
3. Solicitation of school-related groups such as parent organizations to distribute materials; or
4. Students may not be used as agents for distributing nonschool materials to the homes without the superintendent's or designee's approval.

The practice of distributing pamphlets, booklets, flyers, brochures and other similar materials shall be periodically reviewed to ensure that the mere volume of requests has not become an interruption to the educational process.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

46 OR. ATTY. GEN. OP. 239 (1989).

Winston-Dillard School District 116

OK w/ updates

Code: KJB
Adopted:

Signs and Banners

Signs and banners in and on all district facilities, owned or leased, shall be subject to the district's provisions which shall consider the health, safety and welfare of staff and students.

Signs and banners will be allowed in or upon buildings and other district facilities only with the prior written approval of the superintendent ~~for designee~~.

The following shall be applied in considering requests to display signs or banners:

1. Signs and banners on ~~sticks~~ require special authorization of the superintendent ~~for designee~~;
2. Signs and banners fastened to any structure of a building or structures immediately adjacent to an open space shall not be allowed without specific prior written permission;
3. Signs and banner presenting recognizable health or safety hazards are prohibited;
4. Signs and banners presenting false information shall be prohibited.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Winston-Dillard School District 116

OK
w/updates

Code: KK
Adopted: 7/10/02
Revised/Readopted: 5/25/11
Orig. Code: KK

Visitors to District Facilities**

The Board believes that a better understanding of its educational program and improved relationship between the schools and community can be developed through school and classroom visitations of parents and patrons. Such visitations should be encouraged, arranged and permitted within considerations of the requirements of the educational program, the orderly administration of the school, school grounds and classrooms and the safety and welfare of students and staff. ✓

The district is responsible for the schools' supervision and administration. To ensure that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors to district facilities must report to the school office upon entering school property. ✓

~~The Board encourages parents and other citizens of the district to visit the district and classrooms at any time to observe the work of students, teachers and other employees.~~

~~In order to assure that no unauthorized persons enter the district, all visitors shall report to the school office when entering and shall receive authorization to visit elsewhere in the building. Permission may be revoked at any time.~~

1. Students shall not be permitted to bring visitors to school without prior approval of the principal.
2. To protect the rights of student members of a class, visitors may not use recording devices during visitations to classrooms without prior superintendent or designee approval.
3. Teachers' work must not be impeded by interruption of visitors or by unreasonable demands on their time.
4. Visitors must not contact individual students except as authorized by the principal and/or teachers.
5. When in the interest of orderly educational programs and the safety of students it is determined by the principal that some specific visitor or visitors shall not be permitted to enter the school facilities, the principal shall do the following:
 - a. Advise the person that admission is refused and give that person an explanation for the refusal;
 - b. If possible and appropriate, attempt to arrange alternative visitation of school facilities.
6. A visitor with permission to visit may be directed to leave when any teacher or administrator reasonably believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, violation of a posted school rule or illegal conduct.

A visitor may also be directed to leave by the staff member administratively in charge of the building if the visit would be disruptive to the educational program or school order; would impede the work of teachers through visitor's interruptions or unreasonable demands on teacher time; or if

the visitors' course of conduct would conflict with Board policies, district or building regulations or would violate the law.

7. A direction to leave revokes any permission to visit or license to enter. Whenever possible, the direction should be given in writing or followed by written notice which identifies the issuer and gives a brief statement of the reason for the direction to leave. The principal's office should be notified of any direction to leave and given a copy of any written notice.
8. Those who insist on remaining despite a principal's request to leave and who thereby create a disruption of the carrying on of school business are subject to citizen's arrest and a report made to law enforcement. Failure to leave will render a visitor liable for criminal trespass pursuant to Oregon law.
9. Any visitor who believes that they have had a visit unfairly limited, may request a meeting with the superintendent. The superintendent shall meet with the visitor, investigate the dispute and render a written decision. The superintendent's decision may be appealed to the Board.
10. Any visitor who commits a violent act or threatens to commit a violent act toward a student or staff member while on school grounds, at a school-sponsored event or on the way to and from school, shall be reported immediately to the principal and the superintendent. The superintendent shall immediately contact any student or staff member involved.

Any unauthorized person on district property shall be reported to the principal or superintendent. The person may be asked to leave. ~~Police~~ Law enforcement may be called if the situation warrants such measures.

END OF POLICY

Legal Reference(s):

[ORS 164.245](#)
[ORS 164.255](#)

[ORS 166.025](#)
[ORS 166.155 to -166.165](#)

[ORS 332.107](#)
[ORS 339.327](#)

Winston-Dillard School District 116

Code: KL
Adopted: 5/25/11
Revised/Readopted: 1/14/15; 8/12/15; 12/09/15;
4/13/16; 12/13/17; 10/09/19;
3/11/20; 7/12/23; 9/13/23
Orig. Code(s): KL

Public Complaints**

(Considering this new updated, adopted version of policy KL - Public Complaints includes a complaint procedure, the attached KL-AR is no longer needed; this is a stand-alone policy which includes procedures.)

Board members recognize that complaints about schools may be voiced by employees, students, parents of students who attend a school in the district, and persons who reside in the district. When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.

A complaint of retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation, should be made to the superintendent.

A person may initiate a complaint by filing a written complaint with the principal. That principal shall attempt to resolve the complaint within 10 working days of initiation of the complaint with the principal. If the complainant is dissatisfied, the complainant may file a written complaint with the superintendent within 10 working days of the decision from the principal. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved after 10 working days of receipt of the complaint by the superintendent, the complainant may appeal to the Board. A written complaint referred to the Board may be considered at the next regularly scheduled or special Board meeting. A final written decision regarding the complaint shall be made by the Board within 20 days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's decision is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The timelines may be extended upon written agreement between the district the complainant.[‡]

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Complaints against the principal should be filed in writing with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of

[‡]For district information. The district's timeline established by each step of the district's complaint procedure for alleging a violation found in OAR 581-002-0003 must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. However, the district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)

receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the request to place the complaint on a Board meeting agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair in writing on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred in writing to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair should be made in writing directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

A complainant must file a complaint within the later of either time limit set below, in accordance with State law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district

The district's final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and the complaint is not

resolved through the complaint process above, the complainant may file an appeal² to the Deputy Superintendent of Public Instruction under OAR 581-002-0001 – 581-002-0023 (~~See KL AR(2) Appeal to the Deputy Superintendent of Public Instruction.~~

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.107](#)

[ORS 659.852](#)
[OAR 581-002-0001 - 002-0005](#)

[OAR 581-022-2370](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

² An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Winston-Dillard School District 116

Code: KL-AR
Adopted: 9/13/23
Orig. Code(s): KL-AR

*OK
as updated*

Public Complaint Procedure Form

A parent or guardian of a student attending a school in the district, a person who resides in the district, a staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved.

The Administrator: Step One

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator within ten working days of the employee's response. The administrator shall evaluate the complaint and render a decision within ten working days after receiving the complaint. (A form is available, but is not required.)

The Superintendent: Step Two

If Step One does not resolve the complaint, within 10 working days of the written response from the administrator, the complainant may file a written, signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy.

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of their findings and conclusion, and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

The Board: Step Three

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within ten working days of receiving the superintendent's decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues.

If the Board chooses not to hear the complaint, the superintendent's decision in Step Two is final.

The complainant shall be informed in writing or in electronic form of the Board's decision within 30 days from the receipt of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

The timelines may be extended upon written agreement between the district and the complainant.

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285—339.303 or OAR 581-021-0550—581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant, who is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal[†] the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-002-0001—581-002-0023.

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda[at the next regularly scheduled or special Board meeting]. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the request to place the complaint on the Board agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. The Board may use executive session if the subject matter qualifies under Oregon law. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair may be referred directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 20 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

[†] An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Winston-Dillard School District

COMPLAINT FORM

(Keep this as KL-AR)

To: Employee* Administrator/Supervisor* Superintendent Board chair Board vice chair
* Form available but is not required.

Person Making Complaint _____

Phone Number _____ Email _____

Nature of Complaint _____

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

Signature of Complainant: _____ Date: _____

.....

Office Use

Disposition of Complaint: _____

Signature: _____ Date: _____

cc: District Office

Winston-Dillard School District 116



Code: KN
Adopted: 5/25/11
Orig. Code(s): KN

Relations with Law Enforcement Agencies

The Board recognizes that districtwide cooperation with law enforcement agencies is essential for the protection of staff and students, for maintaining a safe environment in district schools and for safeguarding district property.

Programs and activities designed to enrich district curriculum and to develop and promote good citizenship and a healthy attitude toward law enforcement agencies and officials will be encouraged by the district. Law enforcement participation in such programs and activities is encouraged.

Law enforcement officials may enter school facilities if a crime has been committed on district property or to investigate matters concerning staff and students upon request initiated by either agency officials or by district administrators.

The superintendent will develop administrative regulations to implement this policy, including procedures for handling investigations, administrator requests for assistance and required referrals to law enforcement agencies.

END OF POLICY

Legal Reference(s):

[ORS 329.150](#)

[ORS 419B.015](#)

[ORS 419B.045](#)

Letter Opinion, Office of the Attorney General (August 18, 1986).

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

Winston-Dillard School District 116

Code: KN-AR(1)
Revised/Reviewed: 5/25/11; 12/13/17; 10/27/23
Orig. Code(s): KN-AR(1)

Relations with Law Enforcement Agencies**

Request to Interview a Student or to Conduct an Investigation by Law Enforcement (Other Investigations)

1. Interviews or investigations by law enforcement officials **not** based on allegations of abuse of a child, a warrant for an arrest or search or probable cause that an illegal act or crime is occurring or has been committed on district property, may be permitted upon request and with administrator approval.
2. The law enforcement official shall contact the administrator, provide adequate identification, inform the administrator of the nature of the investigation and provide the name of the student to be interviewed.
3. The administrator shall verify and record the identity of the law enforcement official or other authority.
4. Requests to interview a student during school hours should be, in the opinion of the administrator important and urgent to justify interrupting school activities.
5. The administrator will attempt to notify the student's parent(s) prior to granting the interview. If the parent(s) does not give consent to have their child interviewed, then the interview should not take place.
6. If the parent(s) cannot be contacted, the administrator may grant permission for the questioning to proceed if the student agrees to be interviewed or in the event of compelling emergency circumstances.
7. If the administrator has been unable to contact the parent(s) then the administrator shall make a reasonable attempt to notify the parent(s) as soon as possible after the interview.
8. All such interviews shall be conducted in privacy, out of the view of staff, students and others.
9. An administrator shall be present at all times during the interview unless the student's parent(s) is present and asks the administrator not to participate or the district official is otherwise prohibited from being present by law.
10. The administrator shall maintain a written record of all such interviews conducted.

Questioning of a Student Suspected of a Crime, Arrest of a Student or Taking a Student into Custody

1. When a student is a suspect in a criminal act and is to be questioned by a law enforcement official for the purpose of establishing involvement in the act, questioning will be allowed on district property only with parental consent. Normally, such questioning should occur outside school hours, off district property.
2. At no time will a student be released to a law enforcement officer without one of the following:
 - a. A warrant;
 - b. A court order;
 - c. Arrest;
 - d. Protective custody resulting from abuse of a child investigation. If the student is in imminent danger, DHS or law enforcement may take the student into custody with approval by the superintendent and notification to the School Resource Officer. Office personnel will record the DHS agent's name and confirm identity by requesting the investigating official fill out the appropriate form (See JHFE/GBNAB-AR(2)).
 - e. Permission of the parent.
3. In all cases, **other than** abuse of a child cases, where a student is to be taken from the building by a law enforcement official, the administrator will verify the official's identity and make a reasonable effort to notify the student's parent(s). Law enforcement officials have the primary responsibility for notifying the parent(s) in such instances. Administrators must request law enforcement officials to complete the appropriate form provided by the district. (See KN-AR(2) - Investigations Conducted on District Premises)

Abuse of a Child Investigations

Any investigation of abuse of a child will be directed by the Oregon Department of Human Services (DHS) or law enforcement officials as required by law. The DHS or law enforcement agency will first notify the administrator of the investigation, unless the administrator is a subject of the investigation. The administrator must request the investigating official fill out the appropriate form (See JHFE/GBNAB-AR(2) – Abuse of a Child Investigations Conducted on District Premises). If the investigating official refuses to fill out or sign the form, the administrator may complete the form but should not deny the official's request to interview the student on school property. If the investigating official does not have adequate identification the administrator shall refuse access to the student. The administrator or designee may be present at the interview of the student at the discretion of the investigating official. When the subject matter of the interview or investigation involves abuse of a child, administrators and school employees shall not notify the parents.

Administrator-Initiated Requests

On occasion, administrators may need, or be required to seek law enforcement assistance. Any student violation of the district's weapons policy shall be reported to the appropriate law enforcement agency. Abuse of a child also requires immediate referral to the DHS or law enforcement officials. Additionally, administrators and/or designee(s) may report to law enforcement officials, other violations of law occurring on district property or at school-sponsored activities, as deemed appropriate.

Winston-Dillard School District 116

CP
Revised/Reviewed: KN-AR(2)

Investigations Conducted on District Premises

When an administrator is notified that law enforcement would like to interview a student at school for the purpose of an investigation **that is not related to abuse of a child**, the administrator must request that the investigating official provide the information below. Failure to meet one of the five criteria may result in the administrator's refusal to allow the student interview on district property.

I, _____ (Name) of _____ (Agency) declare that I have the authority to conduct this student interview based on the following:

1. Warrant (attach copy)
2. Court order (attach copy)
3. Exigent circumstances (briefly describe): _____

4. Parental consent
Parent or guardian's name: _____
Date consent granted: _____
5. This interview is not considered a "seizure" pursuant to state and federal law.

Signature of interviewer

Date

Name of student to be interviewed

Date of interview

- Student not available for interview
- Student refused to be interviewed

Name of school official (administrator/
designee) receiving this form

This form should be placed in a separate file and not in student's educational record file.

Winston-Dillard School District 116



Code: LBE
Adopted: 5/23/12
Revised/Readopted: 7/11/12; 1/14/15; 9/13/17;
5/15/19; 2/10/21
Orig. Code(s): LBE

Public Charter Schools**

Public charter schools may be established as a new public school or a virtual public school, from one or more existing public schools in the district or a portion of the school, or from an existing alternative education program. A public charter school may not convert an existing tuition-based private school into a charter school, affiliate itself with a nonpublic sectarian school or religious institution, or encompass all the schools in the district unless the district is composed of only one school.

Public charter schools shall demonstrate a commitment to the mission and diversity of public education while adhering to the following goals:

1. Increase student learning and achievement;
2. Increase choices of learning opportunities for students;
3. Better meet individual student academic needs and interests;
4. Build stronger working relationships among educators, parents and other community members;
5. Encourage the use of different and innovative learning methods;
6. Provide opportunities in small learning environments for flexibility and innovation;
7. Create new professional opportunities for teachers;
8. Establish additional forms of accountability for schools; and
9. Create innovative measurement tools.

An applicant must submit a complete public charter school proposal that meets the requirements of Oregon law, and includes other information required by the district in the application process.

The public charter school will be located and operated within the sponsoring district except where authorized by law.

The public charter school employer will be determined with each proposal. If the district is the employer, the terms of the current collective bargaining agreement will be examined to determine which parts of the agreement apply. If the district is not the sponsor of the public charter school, the district shall not be the employer and will not collectively bargain with public charter school employees.

The district will determine if it has any vacant or unused buildings and make a list of such buildings; buildings may be made available for public charter school use, subject to Board approval and Board policy.

Public charter school students may, upon request, be allowed to participate in district programs such as physical education, instrumental and vocal music offerings, or other selected options if space and materials are available.¹ Students must adhere to state law, Board policies, regulations, and rules concerning student conduct and discipline.

Public charter school students in grades K-8 may participate in their resident district's activities that are offered before or after regular school hours. Public charter school students in grades 9-12 may participate in their resident district's available activities that are sanctioned by the Oregon School Activities Association (OSAA) when the requirements found in Oregon law are met.

The district will not provide instructional materials, lesson plans, or curriculum guides for use in a public charter school.

The superintendent will develop administrative regulations to include, but not limited to, the proposal process, review, and appeal procedures, and program evaluation, renewal, and termination.

END OF POLICY

Legal Reference(s):

[ORS 327.077](#)
[ORS 327.109](#)
[ORS 332.107](#)

[ORS 338](#)
[ORS 339.141](#)
[ORS 339.147](#)

[ORS 339.450](#)
[ORS 339.460](#)
[OAR 581-026-0005 - 0710](#)

Every Student Succeeds Act, 20 U.S.C. §§ 6311-6322 (2018).
[Senate Bill 767](#) (2023).

¹ This does not apply to the Oregon law related to OSAA-sanctioned activity participation.

Winston-Dillard School District 116

Code: LBE-AR
Revised/Reviewed: 5/23/12; 7/11/12; 1/15/14; 7/13/14;
1/14/15; 8/12/15; 12/09/15; 4/13/16;
9/13/17; 2/10/21
Orig. Code(s): LBE-AR

*old
w/ updates*

Public Charter Schools

1. Definitions

- a. "Applicant" means any person or group that develops and submits a written proposal for a public charter school to the district.
- b. "Public charter school" means an elementary or secondary school offering a comprehensive instructional program operating under a written agreement entered into between the district and an applicant.
- c. "Virtual public charter school" means a public charter school that provides online courses, but does not primarily serve students in a physical location as described in Oregon Administrative Rule (OAR) 581-026-0300.
- d. "Remote and necessary school district" means a school district that offers kindergarten through grade 12 and has: (a) an average daily membership (ADM), as defined in Oregon Revised Statute (ORS) 327.006, in the prior fiscal year of less than 110; and (b) a school that is located, by the nearest traveled road, more than 20 miles from the nearest school or from a city with a population of more than 5,000.
- e. "Sponsor" means the district or Board.

2. Proposal Process

- a. An applicant will issue a written statement of its intent to submit a proposal not less than 30 days prior to the submission date outlined below.
- b. An applicant shall submit a complete proposal for sponsorship of a public charter school by the Board, including items outlined in ORS 338.045 and any additional requirements as are required in the Board's application for sponsorship to the district office ¹no less than 180 days prior to the proposed starting date of the proposed public charter school during the hours the district office is open to the public for a start date in a subsequent school year. The applicant shall also submit a copy of the same proposal to the State Board of Education.
- c. The district will complete the review process as outlined in Section 3 below.
- d. As part of the proposal, each member of the proposed public charter school's governing body must provide an acknowledgment of understanding of the standards of conduct and the liabilities of a director of a nonprofit organization, as described in ORS Chapter 65, if the public charter school is organized as required by ORS 338.035(2)(a)(B) and (C).

¹ The date shall be at least 180 days prior to the date that the public charter school would begin operating and give a reasonable period of time for the school district board to complete the approval process and the public charter school to begin operating by the beginning of the desired school year. Choose one of the proposed options or make other edits.

3. Proposal Review Process

- a. Within 30 business days of receipt of a proposal, the district will notify the applicant as to the completeness of the proposal.
 - (1) If the Board determines the proposal is incomplete, the district will identify the specific elements of the proposal that are not complete and provide the applicant with a reasonable opportunity, as determined by the Board, to complete the proposal.
 - (2) If after given a reasonable opportunity the applicant does not complete the required elements, the Board may disapprove² the proposal.
 - (3) An applicant, that has had a proposal disapproved pursuant to section (2) may appeal the Board's decision to the State Board of Education within 30 days of the disapproval.
 - (4) A good faith disapproval is not a denial for purposes of requesting a review by the State Board of Education under ORS 338.075.
- b. Within 60 days after the receipt of a completed proposal, or a final order issued by the Superintendent of Public Instruction remanding the proposal to the Board for consideration following a decision on an appeal, the Board shall hold a public hearing on the provisions of the public charter school proposal.
- c. The Board must evaluate a proposal in good faith using the following criteria:
 - (1) The demonstrated sustainable support for the proposed charter school by teachers, parents, students and other community members, including comments received at the public hearing;
 - (2) The demonstrated financial stability of the proposed public charter school including the demonstrated ability of the school to have a sound financial management system that
 - (3) is in place at the time the school begins operating and meets requirements of ORS 338.095(1);
 - (4) The capability of the applicant, in terms of support and planning, to provide comprehensive instructional programs;
 - (5) The capability of the applicant, in terms of support and planning, to provide comprehensive instructional programs to students identified as academically low achieving;
 - (6) The adequacy of the information provided as required in the proposal criteria;
 - (7) Whether the value of the public charter school is outweighed by any directly identifiable, significant and adverse impact³ on the quality of the public education of students residing in the district in which the public charter school will be located.
 - (8) Whether there are arrangements for any necessary special education and related services for students with disabilities;
 - (9) Whether there are alternative arrangements for students, teachers and other school employees who choose not to attend or who choose not to be employed by the public charter school; and

² The term "disapprove" is used for a proposal that is rejected due to being incomplete. See ORS 338.055(1)(c).

³ A determination of whether an impact is directly identifiable, significant and adverse may include, but is not limited to student enrollment, student-teacher ratios, staff with requisite licensure or endorsement, student learning and performance, specialty programs, financial considerations, and maintenance capabilities.

- (10) The prior history, if any, of the applicant in operating a public charter school or in providing educational services.
- d. The Board must either approve or deny the proposal within 30 days of the public hearing. Written notice of the Board's action shall be sent to the applicant by the district.
 - (1) If approved, the applicant shall also submit a copy of the approval to the State Board of Education.
 - (2) If denied, the notice must include the reasons for the denial with suggested remedial measures. The Board shall provide a reasonable opportunity for the applicant to amend and resubmit the proposal. The Board must either approve or deny the resubmitted proposal within 30 days of receipt. The Board may, with good cause, request an extension in the approval process timelines from the State Board of Education.
- e. If the Board denies the resubmitted proposal, the process ends. An applicant whose resubmitted proposal is not approved by the Board may request a review of that decision to the State Board of Education within 30 days of the disapproval.

4. Terms of the Charter Agreement

- a. Upon the approval of a proposal by the Board, the applicant, in cooperation with the district, must prepare and execute a written charter agreement, subject to Board approval, which shall act as the legal authorization for the establishment of the public charter school.
- b. The charter agreement shall be legally binding and must be in effect for a period of not more than five years but may be renewed by the Board.
- c. The Board and the public charter school may amend a charter agreement through joint agreement.
- d. The agreement shall incorporate the elements of the approved proposal, will address the requirements outlined in OAR 581-026-0100(2) and any additional requirements that may apply to the public charter school including, but not limited to, the following:
 - (1) Pregnant and parenting students (ORS 336.640);
 - (2) English language learners (ORS 336.079);
 - (3) Student conduct (ORS 339.250);
 - (4) Alcohol and drug abuse policy and plan (ORS 336.222);
 - (5) Oregon Report Card (ORS 329.115);
 - (6) Employment status of public charter school employees pursuant to ORS 338.135;
 - (7) Student enrollment, application procedures and whether the public charter school will admit nonresident students and on what basis pursuant to ORS 338.125⁴;
 - (8) Transportation of students shall comply with ORS 338.145;

⁴ Student enrollment shall be voluntary. A public charter school may not limit student enrollment based on ethnicity, national origin, race, religion, disability, sex, sexual orientation, gender identity,⁴ income level, the terms of an individualized education program, proficiency in the English language or athletic ability but may limit admission within a given age group or grade level. A public charter school must select students through ~~and may implement~~ an equitable lottery selection process if the number of student applicants exceeds ~~applications for enrollment exceed~~ the capacity of a program, class, grade level or building. A public charter school may implement a weighted lottery that favors historically underserved students and may give priority for admission ~~pursuant~~ to students when in accordance with ORS 338.125(3)(c) (as amended by HB 2954 (2021)).

- (9) The plan for performance bonding or insuring the public charter school sufficient to protect the public charter school and the district from loss and liability and comply with Oregon law. Documentation shall be submitted prior to agreement approval.
- e. If the district and the public charter school enter a cooperative agreement with other school districts for the purpose of forming a partnership to provide educational services, then the agreement must be incorporated into the charter of the public charter school.

5. Public Charter School Operation

- a. The public charter school shall operate at all times in accordance with the laws and rules governing public charter school operation in the state of Oregon, including but not limited to ORS Chapter 338 and applicable OAR Chapter 581 Division 22, and the charter agreement.
- b. Upon application by the public charter school, the State Board of Education may grant a waiver of certain public charter school law provisions if the waiver promotes the development of programs by providers, enhances the equitable access by underserved families to the public education of their choice, extends the equitable access to public support by all students or permits high quality programs of unusual cost. This waiver request must specify the reasons the public charter school is seeking the waiver and further requires the public charter school to notify the sponsor if a waiver is being considered.

6. Virtual Public Charter School Operation

In addition to the other requirements for a public charter school, a virtual public charter school must comply with additional requirements pursuant to ORS 338.120.

7. Charter Agreement Review

- a. The public charter school shall report at least annually on the performance of the school and its students to ODE and the district.
- b. The public charter school shall be audited annually in accordance with the Municipal Audit Law. After the audit, the public charter school shall forward a copy of the annual audit to ODE and the following to the sponsoring district:
 - (1) A copy of the annual audit;
 - (2) Any statements from the public charter school that show the results of operations and transactions affecting the financial status of the public charter school during the preceding annual audit period for the school; and
 - (3) A balance sheet containing a summary of the assets and liabilities of the public charter school as of the closing date of the preceding annual audit period for the school.
- c. The district may request at any time an acknowledgment from each member of the public charter school board that the member understands the standards of conduct and liabilities of a director of a nonprofit organization, as those standards and liabilities are described in ORS Chapter 65.
- d. The public charter school shall submit to the district [quarterly] financial statements that reflect the school's financial operations. The report shall include, but not be limited to, revenues, expenditures, loans and investments.

8. Authorizing Duties

- a. The district shall designate a liaison to the public charter school for ease of communication between the district and the public charter school.
- b. The district shall ensure at all times that both the public charter school and the district are in compliance with the charter agreement, as per ORS 338.065(2).
- c. The district shall conduct:
 - (1) A comprehensive annual visit to the public charter school and written evaluation of the charter school's program, which should include an audit of the public charter school's academic, financial, and operational performance.
 - (2) A review of public charter school staff credentials to ensure that public charter school staff are properly licensed and/or registered with TSPC.
 - (3) A collection and review of all deliverables specified in the agreement.
 - (4) A review of data to ensure the public charter school is making progress on reasonable, measurable written goals for academic, financial, and operational performance.
 - (5) A review to ensure the public charter school is providing appropriate services to students who qualify, e.g., English learner supports.

9. Complaints Heard by the Charter School Board

A final decision reached by the public charter school board for a complaint that alleges a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - OAR 581-021-0570 (Restraint or Seclusion), ORS 659.850 (Discrimination), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards), is recognized as the final decision regarding this complaint⁵ by the Board of ~~insert full name of district~~ Winston-Dillard School District. A final decision may be appealed to the Oregon Department of Education under OAR 581-002-0003 - 581-002-0005.

10. Charter School Renewal

- a. The first renewal of a charter agreement shall be for the same time period as the initial charter. Subsequent renewals of a charter agreement shall be for a minimum of five years but may not exceed 10 years.
- b. The Board and the public charter school shall follow the timeline listed below, unless a different timeline has been agreed upon by the Board and the public charter school:
 - (1) The public charter school board shall submit a written renewal request to the Board for consideration at least 180 days prior to the expiration of the charter agreement;
 - (2) Within 45 days after receiving a written renewal request from a public charter school, the Board shall hold a public hearing regarding the renewal request;
 - (3) Within 30 days after the public hearing, the Board shall approve the charter renewal or state in writing the reasons for denying charter renewal;
 - (4) If the Board approves the charter renewal, the district and the public charter school shall negotiate a new charter agreement within 90 days unless the district and the public charter school agree to an extension of the time period. Notwithstanding the time period

⁵ The public charter school board is given this authority by the district Board as established by ~~the charter agreement~~ [Board policy] ~~resolution~~.

specified in the charter agreement, an expiring charter agreement shall remain in effect until a new charter agreement is negotiated;

- (5) If the Board does not renew the charter agreement, the public charter school board may address the reasons stated for denial of the renewal and any remedial measures suggested by the district and submit a revised request for renewal to the Board;
- (6) If the Board does not renew the charter agreement based on the revised request for renewal the public charter school may appeal the Board's decision to the State Board of Education for a review of whether the Board used the process required by Oregon law in denying the charter agreement renewal pursuant to ORS 338.065(6).
- (7) The Board shall base the charter agreement renewal decision on a good faith evaluation pursuant to ORS 338.065(8) and shall base the renewal evaluation described primarily on a review of the public charter school's annual performance reports, annual audit of accounts and annual site visit and review as required by ORS 338.095 and any other information mutually agreed upon by the public charter school board and the Board.

For purposes of this section, the phrase "good faith evaluation" means an evaluation of all criteria required by ORS 338.065 resulting in a conclusion that a reasonable person would come to who is informed of the law and the facts before that person.

11. Charter School Termination

- a. The public charter school may be terminated by the Board for any of the following reasons:
 - (1) Failure to meet the terms of an approved charter agreement or any requirement of ORS Chapter 338 unless waived by the State Board of Education.
 - (2) Failure to meet the requirements for student performance as outlined in the charter agreement.
 - (3) Failure to correct a violation of federal or state law that is described in ORS 338.115.
 - (4) Failure to maintain insurance as described in the charter.
 - (5) Failure to maintain financial stability.
 - (6) Failure to maintain, for one or more consecutive years, a sound financial management system described in the proposal submitted under ORS 338.045 and incorporated into the written charter under ORS 338.065.
 - (7) Failure to maintain the health and safety of the students.
- b. If a public charter school is terminated by the Board for any reason listed in sections a.(1) through a.(6) above, the following shall occur:
 - (1) The Board shall give the public charter school board, at least 60 days prior to the proposed effective date of termination, written notification of its decision which shall state the grounds for termination.
 - (2) If the grounds for termination include failure to maintain financial stability or failure to maintain a sound financial management system, the Board and the public charter school may agree to develop a plan to correct deficiencies. The plan to correct deficiencies will follow a process outlined in ORS 338.105.
 - (3) The public charter school may request a hearing with the Board in relation to a termination or a plan to correct deficiencies. The request must be made in writing and delivered to the business address of the district.
 - (4) Following a hearing, a decision reached by the Board to terminate may be appealed by the public charter school to the State Board of Education.

- c. The Board may terminate a charter immediately and close the public charter school for endangering the health or safety of the students enrolled in the public charter school under ORS 338.105(4):
- (1) A public charter school board may request, in writing and delivered to the business address of the district, a hearing with the Board.
 - (2) Within 10 days of receiving the request for a hearing, the Board must hold a hearing on the termination.
 - (3) If the Board acts to terminate the charter following the hearing, the public charter school may appeal the decision reached by the Board to the State Board of Education.
 - (4) The public charter school will remain closed during the appeal process at the discretion of the Board unless the State Board of Education orders the Board not to terminate and to re-open the public charter school.

If the charter agreement is terminated or a public charter school is closed or dissolved by the governing body of the public charter school, it shall be done only at the end of a semester and the public charter school board shall notify the district at least 180 days' prior to the proposed effective date of the termination, closure or dissolution.

- d. If a charter agreement is terminated or a public charter school is dissolved, assets that were obtained with grant funds will be dispersed according to the terms of the grant. If the grant is absent any reference to ownership or distribution of assets of a terminated, closed or dissolved public charter school, all assets will be given to the State Board of Education for disposal.

Winston-Dillard School District 116

*OK
w/ changes*

Code: LBEA
Adopted:

Resident Student Denial for Virtual Public Charter School Attendance**

{Conditionally Required. This policy is required if the district plans to deny enrollment of a student to attend a virtual public charter school. OAR 581-026-0007}

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 established percentage is more than three percent, the district will not approve additional students enrollment to such a virtual public charter school.

A parent must give notice to the district 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 district is not approving the enrollment, the district must respond with a decision to not give approval within 10 calendar days of receipt of the notice of intent from the parent. Such decision must include:

1. The percentage of students in the district that attend virtual public charter schools that are not sponsored by the district, based on recent calculations;
2. The right to appeal the decision to the State Board of Education;
3. A list of two or more other online options available to the student; and
4. A copy of OAR 581-026-0305 and OAR 581-026-0310.

The district is only required to use data that is reasonably available to the district, including but not limited to the following for such calculation:

1. The number of students residing in the district enrolled in the schools within the district;
2. The number of students residing in the district enrolled in public charter schools located in the district;
3. The number of students residing in the district enrolled in virtual public charter schools;
4. The number of home-schooled students who reside in the district and who have registered with the educational service district; and
5. The number of students who reside in the district enrolled in private schools located within the school district.

A parent may appeal 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.

P
END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 338.125](#)

R

[OAR 581-026-0305](#)
[OAR 581-026-0310](#)

[House Bill 3204](#) (2023).

**O
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Hey Kids and Teens!



Join us for Nutritious Summer Meals!

Choice of hot or cold meal, fruit, vegetable and milk!

FREE for All Ages through 18.

Look for the yellow LunchBox Express van.

(One breakfast and one lunch per day, per child. No duplicates allowed, per Oregon Department of Education).

Grab-n-Go Breakfast and Lunch

06/17/2024 - 08/08/2024

Monday-Thursday (Closed Thursday, 07/04/2024)

McGovern Elementary (600 Elwood, Winston)	8:15 am - 8:25 am
Douglas High (1381 NW Douglas Blvd, Winston)	8:30 am - 8:40 am
Brockway Elem (2520 Brockway Rd, Winston)	8:45 am - 8:55 am
Lookingglass Elem (7421 Lookingglass Rd, Roseburg)	9:10 am - 9:20 am
Dillard Alternative High (165 Dyke Rd, Dillard)	9:35 pm - 9:45 am
Winston Middle (330 Thompson Ave, Winston)	9:55 am - 10:15 am
Civic Wayside Park (By Grocery Outlet)	11:35 am - 11:55 am
Community Park (440 SE Grape St, Winston)	12:00 pm - 12:15 pm

This summer food program is part of USDA Food and Nutrition Service and is administered by the Oregon Department of Education Child Nutrition Programs.

"This institution is an equal opportunity provider."

FIELD TRIP REQUESTS

May 8, 2024

DATE	SCHOOL	CLASS/GROUP	TRAVELING TO
4/24/2024	WMS	BAND	SOUTH UMPQUA HIGH SCHOOL
4/25/2024	WMS	WEB	BES - SERVICE PROJECT: BIKE SAFETY DAY
4/30/2024	DHS	UAV CLASS (DRONE)	AERIAL PHOTO OF DISTRICT
4/30/2024	DHS	FORESTRY	ROSEBURG FOREST PRODUCTS - EWP RIDDLE INDUSTRY TOUR
5/1/2024	DHS	STUDENTS OF COLOR AFFINITY	OSU - CAMPUS TOUR
5/1/2024	DHS	UAV CLASS (DRONE)	AERIAL PHOTO OF DISTRICT
5/2/2024	DHS	RESONANCE CHOIR	STATE COMPETITION IN CORVALLIS
5/2/2024	DHS	UAV CLASS (DRONE)	AERIAL PHOTO OF DISTRICT
5/6/2024	MES	DLC SPED CLASS	WILDLIFE SAFARI - DAYS OF DISCOVERY
5/6/2024	DHS	FFA	STATE COMPETITION IN CORVALLIS
5/7/2024	BES	2ND GR - COOK/TAYLOR CLASS	SAVING GRACE
5/7/2024	BES	2ND GR - DAVIS/BUCKINGHAM	SAVING GRACE
5/7/2024	DHS	FFA	STATE MILK COMPETITION AT LINN CO FAIRGROUNDS IN ALBANY
5/9/2024	DHS	CTE	UCC - TRADES & CAREER FAIR
5/9/2024	DHS	SYMPHONIC BAND	TO STATE COMPETITION IN CORVALLIS
5/23/2024	LES	1ST & 2ND GRADE	WILDLIFE SAFARI - ANIMAL RESEARCH PROJECT
5/23/2024	WMS	WEB	BES - SERVICE PROJECT: FIELD DAY
5/24/2024	BES	ALL STUDENTS	DHS FIELD DAY
5/28/2024	DHS	SOCIAL STUDIES	DFPA/ROCK CREEK BLM PAVILION
5/29/2024	DHS	ELA, WR 122 SENIORS (16)	ASHLAND TO SHAKESPEARE FESTIVAL
5/30/2024	BES	2ND GR	UCC - CAMPUS TOUR
5/30/2024	DHS	INTEGRATED SCIENCE	IVERSON PARK/N MYRTLE - ECOLOGY STUDY
6/4/2024	DHS	DRONE CLASS	PSI EXAM CTR EUGENE - DRONE LICENSE CERTIFICATION
6/10/2024	WMS	6TH GR	ROSEBURG CINEMAS
6/11/2024	WMS	6TH GR	ROSEBURG YMCA

**Winston-Dillard School District #116
2023-2024**

	<u>23/24 BUDGET</u>	<u>Estimate through 04/30/2024</u>	<u>23/24 PROJECTED</u>
REVENUES			
Property Taxes - Current	\$ 3,700,000	\$ 3,472,191	\$ 3,600,000
Property Taxes - Prior Years	200,000	54,105	100,000
County Sales Back Taxes	15,000	-	15,000
HERT (Heavy Equip) & HB5006 (Wildfire) - New	10,000	2,937	10,000
Back Property Tax Interest Earnings	8,000	9,695	10,000
Interest on Investments - Current Rate of 5.2%	125,000	330,122	380,000
Admissions from Other Schools	10,000	-	10,000
Student Fees	10,000	-	10,000
Rentals/Lease Income	-	-	-
Contributions/Donations	-	-	-
Textbook Sales and Rentals	-	-	-
Recovery of Prior Year Expenditure	42,000	-	42,000
Miscellaneous	10,000	16,410	16,500
County School Fund	150,000	-	150,000
ESD Apportionment	115,000	78,623	114,697
State School Fund 23/24	12,350,000	11,452,726	12,350,000
State School Fund 23/24 Adj Estimate	-	-	(11,199)
SSF High Cost Disability 23/24	-	-	148,261
SSF Small HS Grant 23/24	-	-	-
State School Fund Prior Year 22/23 Adj	-	-	304,802
SSF High Cost Disability Prior Year 22/23 Adj	-	-	119,281
SSF Small HS Grant Prior Year 22/23 Adj	-	-	-
SSF NSLP Match	-	-	-
Common School Fund (State Owned Rangelands)	180,693	87,574	180,693
Federal Forest Fees	-	-	-
Transfer In (From Fund 200 - ODOE)	32,000	-	32,000
Sale/Loss of Fixed Assets	10,000	-	10,000
SUB TOTAL REVENUES	\$ 16,967,693	\$ 15,504,383	\$ 17,592,035
Beginning Fund Balance	4,538,150	5,205,959	5,205,959
TOTAL REVENUES	<u>\$ 21,505,843</u>	<u>\$ 20,710,342</u>	<u>\$ 22,797,994</u>
EXPENDITURES			
Salaries	\$ 8,845,397	\$ 6,057,620	\$ 8,500,000
Payroll Costs	5,483,796	3,250,014	4,600,000
Purchased Services	3,503,650	2,309,130	3,450,000
Supplies & Materials	1,779,450	1,059,104	1,650,000
Capital Outlay	220,000	43,780	150,000
Other Objects	278,550	295,413	300,000
Transfer/NSLP Food Service Program	-	-	-
Transfer to Capital Project - SSF - Supplemental	-	-	-
Transfer to QSCB Fund 300	45,200	-	45,200
Transfer to Capital Project Fund 400	194,800	-	194,800
SUB TOTAL EXPENDITURES	\$ 20,350,843	\$ 13,015,061	\$ 18,890,000
Contingency	455,000	-	-
Unappropriated, Reserved for Next Year	700,000	-	-
TOTAL EXPENDITURES	<u>\$ 21,505,843</u>	<u>\$ 13,015,061</u>	<u>\$ 18,890,000</u>
TOTAL ESTIMATED REVENUES			22,797,994
TOTAL ESTIMATED EXPENDITURES			18,890,000
<i>Estimated Ending Fund Balance</i>			<u>\$ 3,907,994</u>
<i>(Of the \$21,505,843 budget the estimated the ending fund balance is 18%)</i>			

Fund 200 and 250

Fund 200 - Grants and Projects Fund	23/24 BUDGET	Estimate through 04/30/2024	23/24 PROJECTED
EXPENDITURES			
Salaries	\$ 1,892,633	\$ 1,222,728	\$ 1,892,633
Payroll Costs	1,078,542	733,458	1,078,542
Purchased Services	459,700	263,983	459,700
Supplies & Materials	353,688	303,543	353,688
Capital Outlay	3,588,613	90,486	3,588,613
Other Objects	-	3,516	-
Transfers to Other Funds	32,000	-	32,000
TOTAL EXPENDITURES	\$ 7,405,175	\$ 2,617,714	\$ 7,405,175

Fund 250 - Food Service Fund	23/24 BUDGET	Estimate through 04/30/2024	23/24 PROJECTED
EXPENDITURES			
Salaries	\$ 241,342	\$ 146,157	\$ 241,342
Payroll Costs	173,012	93,522	173,012
Purchased Services	102,000	108,812	120,000
Supplies & Materials	725,000	232,966	707,000
Capital Outlay	150,000	93,807	150,000
Other Objects	5,000	2,015	5,000
Contingency	-	-	-
TOTAL EXPENDITURES	\$ 1,396,354	\$ 677,279	\$ 1,396,354

Fund 300 and 400

Fund 300 - Debt Service Fund	23/24 BUDGET	Estimate through 04/30/2024	23/24 PROJECTED
EXPENDITURES			
Principal and Interest	\$ 2,735,000	\$ 1,796,007	\$ 2,735,000
Contingency	1,697,600	-	-
TOTAL EXPENDITURES	\$ 4,432,600	\$ 1,796,007	\$ 2,735,000

*PERS Side Acct pmts for 23/24 are \$1,576,988.50 and will escalate to \$1,813,608 with final pmt in 2028.
GO Bond Series 2019 (DHS) payment for 23/24 is \$1,078,200. Final pmt 2039.
QSCB payment for 23/24 is \$54,090 and remains consistent through 2027.*

Fund 400 - Capital Project Fund	23/24 BUDGET	Estimate through 04/30/2024	23/24 PROJECTED
EXPENDITURES			
Purchased Services	\$ -	\$ -	\$ -
Supplies & Material	-	111,119	111,119
Capital Outlay	1,239,200	332,799	1,128,081
Other Objects	-	-	-
Contingency	-	-	-
TOTAL EXPENDITURES	\$ 1,239,200	\$ 443,918	\$ 1,239,200



WINSTON-DILLARD SCHOOL DISTRICT BOARD OF DIRECTORS

Board Room

620 NW Elwood Dr Winston OR 97496

April 10, 2024 at 7:00 PM – MINUTES

REGULAR SESSION

Present: Jasmine Geyer Lorna Quimby Bob Shigley Curt Stookey
 Kimberly Kellison Kim Shigley

1. **Call To Order:** 7:00 pm

2. **Pledge of Allegiance:** Led by Bob Shigley.

3. **Roll Call** - Establishment of a Quorum: Four board members in attendance.
(Jasmine Geyer, Lorna Quimby, Bob Shigley, Curt Stookey)

4. **Superintendent Academic Awards - Elementary**

4.A. *Brockway Elementary - Callum Uribe*

4.B. *Lookingglass Elementary - Lola Leir*

4.C. *McGovern Elementary - Shyla Armstrong*

5. **Douglas High School Student Representative**

Colby O'Toole, ASB President shared that over spring break some students traveled to 7 countries in 10 days led by advisor Samantha Parks. Baseball is off to a great start as well as the softball team. Track participant, Kambria Lee became the 4th DHS Trojan to be assigned a Collegiate Athlete this year. Several students earned their FFA degree at the 96th annual state convention. DHS just hosted the 2nd blood drive of the year and was a great success.

6. **INTERMISSION**

7. **SUPERINTENDENT REPORT**

Mrs. Kellison took a few moments to recognize employees of the 1st semester. Recipients were nominated by their colleagues. For the admin team award winners were: Craig Anderson, DHS Principal, Janna Norton, MES Dean of Students and Katrina Scott, BES Dean of Students. For the certified staff the recipients were: Brian Hobbs, MES 5th Grade Teacher, Shilo Hester MES Counselor, Kim Mincher, DAHS Teacher and Angela Winters, LES Counselor. The award winners for the classified staff were: Ashley Farley BES IA, John Heffner WMS IA, Ervin Lund DHS custodian and Michael Young LES IA.

Attachments: (1)

- [Superintendent's Report April 2024](#)

7.A. **Enrollment**

Enrollment numbers are hanging in there but still low. Mrs. Kellison shared the Fall Membership data from ODE which shows 128 out of 209 (does include a few ESD's) school districts in the state that are also down in enrollment. This is a statewide trend. The district is looking at ways to encourage new enrollments.

Attachments: (2)

- [April 2024](#)
- [Fall Membership State & District Data 2324](#)

7.B. CTE Update

Mrs. Kellison shared a brochure of all the different CTE programs the high school is offering to our students. Mr. Anderson said the students are really engaged in those programs and earning many degrees in the various fields of study. Many students are requesting to become part of the culinary program and Mr. O'Toole has decided to partner up with the ESD and offer a 3-day summer program. Superintendent Kellison shared that UCC was just awarded a \$549,000 grant funded by the Ford Family Foundation. This grant will be used to give a stipend to area high school teachers that would be willing to teach dual credit courses.

Attachments: (1)

- [DHS CTE Opportunities](#)

8. **Directors Report:** None at this time.

9. ITEMS OF DISCUSSION

9.A. Ninth Grade on Track

Mr. Craig Anderson, Principal, Mr. Holveck, DHS Assistant Principal and Mr. Jeff Jones, Athletic Director/AP presented an overview to the board regarding 9th Grade on Track data. They shared the high school partnered up with Centers for High School Success which gives a network of outside coaching. One major issue they found was how they managed discipline. The focus then became more of “in-school” suspensions rather than “out of school” and students are attending in the building more and completing more homework assignments. In athletics, they configured a no “F” grade policy in order to practice and participate in competitions which has also made a huge impact and enforcing academic success. The data is showing that at the end of the 22-23 school year, Freshman On Track was 63% and that same group of students now sophomores are sitting at 82%. For the 23-24 school year, 9th graders are showing 79% on track for 3rd quarter.

Attachments: (1)

- [Douglas 10th Grade Success and Beyond](#)

9.B. Douglas High School Planned Course: Success Academy 1st Reading

The high school is requesting to add a new planned course for the upcoming 24-25 school year. This course is designed for freshman only and would be required toward their elective graduation credits and will work synergistically with Freshman On Track improvement and high school success.

Attachments: (2)

- [WDSO PCS Frosh Success](#)
- [WDSO PCS Frosh Success B](#)

9.C. Enrollment Caps for the 2024-25 School Year

District policy JECB requires that board decide whether or not to place enrollment caps for inter-district transfers by May 1st of every year. Current cap size is 25 for BES, LES and MES. The board did not wish to make any changes for inter-district transfers for the 2024-24 school year.

Attachments: (1)

- [JECB G1 Admission of Nonresident Students](#)

9.D. Field Trip Requests

Attachments: (3)

- [FT Requests for April 2024](#)
- [05.06.24 6th GR to Outdoor School Camp Gray](#)

- [05.13.24 5th Gr to Camp Baker](#)

10. ADOPTION OF CONSENT AGENDA

10.A. Financial Statement

Attachments: (2)

- [GF - Financial Statements 03.31.24](#)
- [Other Funds - Financial Statements 03.31.24](#)

10.B. Minutes

10.B.1. Regular Session March 13, 2024

Attachments: (1)

- [March 13, 2024 Reg Sess Minutes](#)

10.C. Memorandum of Understanding: OSEA & WSDS

Attachments: (1)

- [MOU - OSEA and WSDS 03.13.24 Classified Extra Duty](#)

10.D. Memorandum of Understanding

10.E. Personnel

10.E.1. Accept resignation from Justin Braman, BES PE Teacher effective June 14, 2024.

10.E.2. Accept resignation from Janna Norton, MES Dean of Students effective June 30, 2024.

10.E.3. Accept employment for Janna Norton, MES Principal effective July 1, 2024.

10.F. Student Transfers Recommended for the 2023-24 School Year

10.G. Adoption of Consent Agenda Motion

Curt Stookey made the motion for the Winston-Dillard School District Board of Directors approve the Consent Agenda as presented. Lorna Quimby seconded the motion and all approved.

(Jasmine Geyer, Lorna Quimby, Bob Shigley, Curt Stookey)

11. ACTION ITEMS

11.A. Policy DJFA, DJFA-AR(1) and DJFA-AR(2) 2nd Reading

Curt Stookey made the motion to approve Winston-Dillard School District policy DJFA, DJFA-AR(1) and DJFA-AR-(2) as presented. Lorna Quimby seconded the motion and all approved.

(Jasmine Geyer, Lorna Quimby, Bob Shigley, Curt Stookey)

Attachments: (3)

- [DJFA](#)
- [DJFA R G1](#)
- [DJFA R G2](#)

11.B. Budget Committee Open Position

Lorna Quimby made the motion for the Winston-Dillard School District Board of Directors approve Treva Hunter's application to fill the vacant budget board committee position that concludes on June 30, 2027. Curt Stookey seconded the motion and all approved.

(Jasmine Geyer, Lorna Quimby, Bob Shigley, Curt Stookey)

Attachments: (1)

- [T Hunter Budget Committee](#)

11.C. District Wide Crisis Management - COPS Grant

Lorna Quimby made the motion for the Winston-Dillard School District Board of Directors to approve the Crisis Management System for a total amount of \$113,316.90 payable to Raptor Technologies. Curt Stookey seconded the motion and all approved.

(Jasmine Geyer, Lorna Quimby, Bob Shigley, Curt Stookey)

Attachments: (3)

- [Raptor Technologies](#)
- [ICU CrisisAlert WDSO Presentation \(002\)](#)
- [Help Alert Quote - Winston-Dillard SD 116 10.18.2023 Final update](#)

11.D. Juniper Tree Counseling - Title I Funds & General Funds

Curt Stookey made the motion for the Winston-Dillard School District Board of Directors approve the partnership with Juniper Tree Counseling for an amount not to exceed \$10,000. Lorna Quimby seconded the motion and all approved.

(Jasmine Geyer, Lorna Quimby, Bob Shigley, Curt Stookey)

Attachments: (1)

- [Juniper Tree Counseling, LLC](#)

11.E. Early Literacy Coach - TOSA: HB 3198 Literacy Grant

Curt Stookey made the motion for the Winston-Dillard School District Board of Directors approve Early Literacy Coach - TOSA using HB 3198 Early Literacy grant funds for the 2024-25 school year. Lorna Quimby seconded the motion and all approved.

(Jasmine Geyer, Lorna Quimby, Bob Shigley, Curt Stookey)

Attachments: (1)

- [Early Literacy Coach - TOSA](#)

12. COMMUNICATIONS: None at this time.

13. FOR THE GOOD OF THE ORDER

Mr. Kerry Dwight, BES Principal reported the students finished up the annual “One School, One Book” project and enjoyed early literacy night before spring break. The students participated in the Healthy Heart Challenge – Jump Rope for Heart and raised about \$6,000. Mr. Craig Anderson, DHS Principal said the staff that were able to attend the European trip came back excited about how well the students behaved and represented the school. He also gave a shout out to all the volunteers putting in their time at prepping the baseball and softball fields.

Mr. Dave Welker, WMS Principal shared how excited the students are participating in the track events this year. Outdoor school for 6th graders will be taking place soon and all but 10 students will be attending along with all the 6th grade staff.

Mrs. Emily Ledbetter, LES Principal said the students were treated to an ice cream party at the grange recently and was enjoyed by all. The Lookingglass Volunteer Fire department will be putting on an event to teach the students Fire Prevention and safety tips. She also shared that Thursday, April 11th all students would be going to the theatre to watch a movie. The PE classes have been enjoying their classes outside playing disc golf.

Mr. Kevin Wilson, MES Principal reported that last week the 3rd and 4th graders traveled to UCC to watch the baseball team up against South Western Community College. They were also allowed to run around all the bases on the field. McGovern students also recently participated in Healthy Kids Challenge and also raised some funds. The 5th graders will be heading to Camp Baker south of Florence next month for Outdoor School.

14. ADJOURNMENT: 8:22 pm

15. UPCOMING

15.A. Budget Committee meeting at Winston-Dillard School District Office Board Room
May 8, 2024 at 6:00 pm

15.B. Regular Session at Winston-Dillard School District Office Board Room May 8, 2024 at
7:00 pm.

15.C. Budget Committee meeting at Winston-Dillard School District Board Room May 22,
2024 at 6:00 pm.



WINSTON-DILLARD SCHOOL DISTRICT #116 PLANNED COURSE STATEMENT

School Name: Douglas High School

Grade Level(s): 7 8 9 10 11 12

Department: Elective

Status: Required Elective

Course Title: Success Academy A

Credit: 0.5 1.0 1.5 N/A

Length of Course: Semester Full Year

College/Dual Credit: Yes No

Prerequisite(s): NA

Revision Date: [Click here to enter a date.](#)

Textbook(s): Digital College and Career Competency

CTE Course: Yes No

Course Overview:

This course is designed to assist Douglas Freshmen in making the transition to high school. Course competencies will focus on Oregon CRLS, academic and personal skills from the College and Career Competency Framework and organizational, planning, notetaking and test taking skills.

Course to be taught by the core 9th grade teachers. This will also provide time to give additional academic support to students in need and extension activities for students on track.

Success Academy A will be a required 9th grade class, semester one to help 9th graders make the cultural and academic transition to DHS.

General Course Content:

High School expectations for behavior and academics – review graduation requirements.

Develop Cognitive skills: Organization, Time Management, Problem Solving, Content/Technical, Learning Schema.

Interpersonal Skills: Adaptability, Teamwork, Networking, Social Awareness, Conflict Management, Communication (verbal, written, nonverbal)

Intrapersonal Skills: Self-Regulation, Perseverance, Goal Setting, Self Awareness, Initiative



Common Core Standards Addressed:

Oregon State Standards: CRLS and State 9th grade on tract metric.

Assessment Strategies:

Student performance in other classes and ability to utilize the tools and skills taught in this course.

Strategies for Differentiated Instruction (TAG, SPED, etc.):

This course will be scheduled so all 9th grade students are simultaneously in class. 9th grade core subject teachers will staff these classes. Students will be grouped and regrouped with these teachers as they need academic support. Additionally, our Media center staff will be assigned to assist with extension activities for students at grade level.

Specific Learning Activities:

Attached is an example of a skill unit from the College and Career Competency Framework. This is a curriculum used in the Center for High School Successes efforts to improve education.



WINSTON-DILLARD SCHOOL DISTRICT #116 PLANNED COURSE STATEMENT

School Name: Douglas High School

Grade Level(s): 7 8 9 10 11 12

Department: Elective

Status: Required Elective

Course Title: Success Academy B

Credit: 0.5 1.0 1.5 N/A

Length of Course: Semester Full Year

College/Dual Credit: Yes No

Prerequisite(s): NA

Revision Date: [Click here to enter a date.](#)

Textbook(s): Digital College and Career Competency

CTE Course: Yes No

Course Overview:

This course is designed to assist Douglas Freshmen in making the transition to high school.

Section B is designed as a Teir 2/3 support. There will be an increased emphasis on academic skills and filling in learning gaps. Competencies from semester one will be reinforced.

Course competencies will focus on Oregon CRLS, academic and personal skills from the College and Career Competency Framework and organizational, planning, notetaking and test taking skills.

General Course Content:

High School expectations for behavior and academics – assist in filling gaps in academic knowledge.

Develop Cognitive skills: Organization, Time Management, Problem Solving, Content/Technical, Learning Schema.

Interpersonal Skills: Adaptability, Teamwork, Networking, Social Awareness, Conflict Management, Communication (verbal, written, nonverbal)

Intrapersonal Skills: Self-Regulation, Perseverance, Goal Setting, Self Awareness, Initiative



Common Core Standards Addressed:

Oregon State Standards: CRLS and State 9th grade on tract metric.

Assessment Strategies:

Student performance in other classes and ability to utilize the tools and skills taught in this course.

Strategies for Differentiated Instruction (TAG, SPED, etc.):

This course is designed to support those students not on an IEP and are struggling academically. Students on track and those with IEP's will not be enrolled in this section

Specific Learning Activities:

Attached is an example of a skill unit from the College and Career Competency Framework. This is a curriculum used in the Center for High School Successes efforts to improve education.

NW Roofing & Siding Pros CCB#210265

32568 Deberry Rd Creswell, Oregon 97426

Phone: 541-968-0412 ajonesnwrspros@hotmail.com



Name: Douglas High School / Attn: Shelby Beard

Date: 04-12-2024

Address: 1381 NW Douglas HWY 42, Winston, OR 97496

Contact Preference: 541-671-6331 / beards@wdsd.org

We hereby propose to furnish all the material & labor necessary for the completion of:

Repair roof on build located at the property address above.

Work to be completed as follows:

Clean & prep surface, vent membrane per manufacture requirements, install 1/2" EPS fanfold, install GAF EverGuard 60 Mil PVC Membrane mechanically fastened up to 3100 sq/ft. INCLUDES: Cricket build up, termination bar, custom gravel stop flashing & deleting up to 5 unneeded penetrations (power & plumbing to be disconnected prior to NWRS arrival).

Metal platforms will need to be billed time (prevailing wage) plus material, with a minimum of \$1,000

Any unforeseen damages that require more manual labor may result in an increase of price disclosed.

All debris will be hauled away from job site at the expense of NW Roofing & Siding Pros. Manufacturer assumes all warranties on material used by the contractor. Workmanship is guaranteed for a period of eight-years, starting from the date of completion. All materials are guaranteed as specified and the above work is to be performed in accordance with the estimate disclosed.

Estimated Amount: \$34,986

Color Choice: Charcoal/Grey

This bid proposal is valid for 30 days from the time sent. Any dry rot replacement is charged at \$95/HR plus material cost. All bid proposals are subject to the Oregon CAT Tax of .0057%.

Payments to be made as follows: 50% of estimated amount to be received prior to start of work, remaining balance to be received upon full completion of the job. Pay by Credit Card add 3.5%

In the event it becomes necessary to employ an attorney or initiate a lawsuit to collect payment due, NW Roofing & Siding Pros under this agreement or any modifications to this agreement shall be entitled to recover its attorney fees, costs, and disbursements incurred. A late payment charge of 2% per month will be added to the account if not paid within 15 days after billing unless otherwise noted. A rebilling charge of \$25 may concur and be added to any past due accounts. Any altercations or deviations from the above specifications involving additional costs will be executed only upon written orders, and will become an extra balance on top of any previously estimated amounts. All agreements contingent upon strikes, accidents, or delays beyond NW Roofing & Siding Pros control. Contractor will carry essential liability, bond, and workers compensation insurances as required by the state of Oregon before proceeding to job site. NW Roofing & Siding pros is not responsible for the debris that may accumulate in the attic due to jobs being performed, including damage due to vibrations resulting in broken &/or damaged siding.

AGREEMENT TO PROPOSAL & DISCLAIMERS:

The above pricing, specifications & conditions are satisfactory and hereby accepted. NW Roofing and Siding Pros are authorized to the work as specified in accordance with our agreement. Payments will be made as outlined above.

DATE ACCEPTED: _____ **SIGNATURE:** _____

NW Roofing & Siding Pros CCB#210265

32568 Deberry Rd Creswell, Oregon 97426

Phone: 541-968-0412 ajonesnwrspros@hotmail.com



I have received a copy of the *Information Notice To Owner About Construction Liens* (ORS 87.093), *Consumer Protection Notice* (ORS 701.330(1)), & *Notice of Procedure* (ORS 701.330)

DATE ACCEPTED: _____ **SIGNATURE:** _____



Pressure Point Roofing, Inc.
 5235 Rainbow Dr.
 Central Point, OR 97502
 Phone: 541-772-1945

Fax: 541-664-1772

Company Representative
 Darron Scott
 Phone: (541) 772-1945
 darrons@pressurepointroofing.com

04/05/2024
Claim Information

Shelby Beard
Winston Dillard School District
 1381 Northwest Douglas Boulevard
 Winston, OR 97496
 (541) 671-6331

Job: Douglas County School Re-Roof Winston Dillard

Commercial Roofing Section

- Prevailing wage applied
- Review Safety Plan and implement with crew daily according to PPR and OSHA regulations.
- Tear off existing roofing system to roof deck and haul away.
- Inspect existing roof system. Clean and repair if needed according to material and labor contract agreement.
- Install 1/2" Fan Fold over existing roofing system to act as a separation barrier between the old and new systems.
- Install LIGHT GRAY 50mil Duro-Tuff PVC roofing membrane to roof deck according to manufacturer specifications using cleat plates and #14 screws.
- Install LIGHT GRAY 50mil Duro-Tuff PVC to parapet walls per manufacturer specifications. either adhered or mechanically attached per job requirements.
- Install all needed pre-fabricated and field fabricated comers, stacks, curbs and flashing where needed according to manufacturer specifications.
- Install membrane to drains. Install scuppers, and termination bar to roof as needed per manufacturer specifications.
- Install any and all custom metals, and or 2pc compression base and cover metal as needed according to manufacturer specifications.
- Install two way vents to roof deck per manufacturer specifications. One vent per 1,000 square feet.
- install new counter flashing along wall in preparation for new metal siding.
- Install Walk pad to HVAC Units or according to plans if applicable.
- Clean jobsite area on a daily basis and at completion of job of all materials and debris and haul away.
- Register 15 year NDL warranty with Duro-Last Roofing, Inc. and schedule certified inspector to inspect roofing system and details.

TOTAL	\$60,514.00
--------------	--------------------

CCB #80247 Understructure, (if necessary) is additional at Time (\$95 per man hour) and Materials (plus 10%). We will notify owner if additional work is needed before proceeding. Payment terms: 25% Down, Balance upon project completion. Payment to be made within 10 days receipt of invoice.

By signing below, customer acknowledges receipt of State required notices (when applicable.)

All checks should be payable to Pressure Point Roofing, Inc. A finance charge of 1.5% per month (18% per annum) will be assessed on all accounts

past due.

WARRANTY AND RIGHT OF RESCISSION: Customer acknowledges that they understand the right of rescission and warranties set forth on the reverse side of this agreement. You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right.

Disputes to be Arbitrated. Any dispute between the parties concerning the interpretation, application, enforcement or validity of this agreement shall be arbitrated under Chapter 13 of the Uniform Trial Court Rules effective August 1, 1990 or as amended thereafter. All arbitration hearings shall take place in Jackson County, Oregon. The cost of arbitration shall be shared equally between the parties; however, the prevailing party shall be entitled to recover the attorney's fees incurred concerning the arbitration and/or any appeal thereof. In the event Owner or Contractor shall take any action, judicial or otherwise, concerning this agreement, including but not limited to enforcement or interpretation of any terms of the agreement, the prevailing party shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including but not limited to costs incurred in searching records, the cost of title reports, taking and transcribing of depositions, surveyor reports and foreclosure reports and attorney fees, whether incurred in a suit or action or appeal from a judgment or decree therein or in connection with non-judicial action, including the giving by Contractor to Owner of any notice necessitated by Owner's failure to comply with any terms of this contract.

LIMITED WARRANTY

LIMITED WARRANTY

UNLESS NOTED ON THE ESTIMATE, PRESSURE POINT ROOFING WILL WARRANTY FOR 2 YEARS, THAT THE SERVICE PERFORMED BY PRESSURE POINT ROOFING WILL BE FREE FROM DEFECTS IN WORKMANSHIP.

LABOR AND MATERIALS NECESSARY TO REPAIR ANY WORKMANSHIP PROBLEMS WILL BE SUPPLIED BY PRESSURE POINT ROOFING, INC. AT NO ADDITIONAL COST TO THE CUSTOMER.

THIS WARRANTY IS TRANSFERABLE ONE TIME. THE TRANSFERRED WARRANTY IS VALID FOR A PERIOD OF 2 YEARS FROM THE DATE OF OWNERSHIP CHANGE (OR WHATEVER TIME IS REMAINING). TRANSFERRED WARRANTIES ARE HONORED ONLY IF PRESSURE POINT, INC. IS NOTIFIED (IN WRITING) WITHIN 30 DAYS OF THE PROPERTY SALE.

Limitations:

This warranty does not cover damages caused by acts of God, such as fire, excessive wind, trees, branches, or other heavy foreign objects falling on or through the roof system. Note: Wind damage limit is determined by the manufacturer's warranty coverage.

This warranty does not cover damages caused by foot traffic, improper maintenance, lack of maintenance, negligence or abuse.

This warranty does not cover any defects in or failure of materials. Please refer to the manufacturer's warranty, where applicable, for terms and limitations on material warranties.

This warranty does not cover damages resulting from leaks or other causes.

This warranty becomes null and void if any workmanship is performed on the project or any of its components other than that of Pressure Point Roofing, Inc.

THIS WARRANTY IS IN EFFECT AS OF THE DATE OF COMPLETION AND ONCE INVOICE HAS BEEN PAID IN FULL.

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date

Since 1955



Roseburg Roofing
PO Box 762,
Roseburg, OR 97470
Phone: (541) 673-0880

04/09/2024

Company Representative
Justin Buffington
Phone: (541) 430-0398
Justin.rsbgroofing@hotmail.com

This estimate covers the following services:

- Removal of the existing PVC membrane.
- Installation of a new gray 60 mil PVC membrane over the current underlayment.

Please note the following exclusions:

- Roseburg Roofing will not be responsible for relocating or installing any additional drainage systems.
- Roseburg Roofing is not responsible for installing counter flashing where the membrane terminates at the wall.

Additionally, this estimate includes the construction of a cricket system in the valley located on the north end of the roof to ensure proper water drainage.

Shelby Beard
Winston Dillard School District #116
1381 Northwest Douglas Boulevard
Winston, OR 97496
(541) 671-6331

Job: Shelby Beard

Single Ply Section


Carlisle Sure-Flex Reinforced PVC Membrane - .060 - 5'x100'
Carlisle Sure-Flex Reinforced PVC Membrane - .060 - 10'x100'
Carlisle Sure-Flex PVC Outside Corner - White/Gray
Carlisle SureFlex PVC T-Joint Cover
Carlisle Sure-Flex PVC KEE Membrane Cleaner (5 Gal)
Carlisle Sure-Flex PVC Molded Pipe Flashing - 3/4"-8"
Carlisle Cav-Grip Low-VOC Un-Tack Adhesive Remover and Cleaner (8 lb)
Carlisle Sure-Seal Termination Bar - 1" (10')
Carlisle Water Cut-Off Mastic (10 oz)
Carlisle HP-X Fastener - 7" (500 Cnt)
Carlisle HP-Xtra Piranha Fastening Plate - 2 3/8" (1000/BX)
Carlisle Steel Insulation Fastening Plate - 3" (1000 Cnt)
Low Slope - Labor (Bid Item)
Carlisle Cav-Grip III #40 Low-VOC Adhesive/Primer (40 lb)
Carlisle Sure-Flex PVC Flashing - .060 - 12"x50' - White/Gray
PVC Coated Gravel Stop - 2 1/2"x2" (10') - 3/8" Rise - White
Atlas Tapered ACFoam-II Polyiso Roof Insulation - X - 4'x4'
Atlas Tapered ACFoam-II Polyiso Roof Insulation - Y - 4'x4'
Versico VersiCore Tapered Polyiso Insulation - Grade 2 - Q - 4'x4'
Other - Dump Fees

Cap metal fab custom

\$72,433.80

TOTAL

\$72,433.80

Starting at \$723/month with  Acorn FINANCE • APPLY

-If Roseburg Roofing finds any rotten or damaged sheathing we will notify the homeowner immediately. The cost to replace the rotten or damaged sheathing would be an additional \$115.00 per man hour plus materials.

-The homeowner is responsible to notify Roseburg Roofing of any gas lines, electrical conduit, electrical lines, or plumbing in the attic that runs next to the roof deck or sheathing. Roseburg Roofing Company is not responsible for damaging any of the above unless we have been notified.

Acceptance of Proposal/Contract: A deposit of 1/3 is due upon acceptance of contract, 1/3 is due upon start of job, and 1/3 is due upon completion. All prices are based upon cash or check payment, any other method of payment will receive a 3% charge at payment.

The prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. By signing contract, I hereby acknowledge receiving a Consumer Protection Notice, a Notice of Procedure and an Information Notice About Construction Liens.

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date

ZERBACH CONSTRUCTION, INC

License No. 184484
288 NE Ward Avenue
Roseburg, OR 97470
(541) 957-9307

PROPOSAL

Proposal No. 2
Sheet No. 1
Date: April, 23, 2024

Name: Winston Dillard School District
Job Address: 330 SE Thompson Ave.
City: Winston State: OR Zip Code: 97496
Phone: 541-671-6331 (Shelby)

This Proposal is for the Remodel at Winston Dillard Middle School for the Security Vestibule.

PLANS AND PERMITS		\$	1,362.18
DEMO/HAUL OFF/DUMP FEES		\$	3,435.05
FRAMING/MATERIALS		\$	4,720.61
ELECTRICAL		\$	8,735.69
HVAC		\$	6,344.18
DRYWALL/SOUND INSULATION		\$	6,140.15
PAINTING		\$	4,408.12
TRIM MATERIALS/TRIM LABOR		\$	1,362.18
RUBBER BASE		\$	704.78
NEW DOORS AND HARWARE FOR NEW ENTRANCE AND CAFETERIA		\$	27,903.27
BULLET RISISTANT GLASS WINDOW/STANDARD GLASS WINDOW		\$	13,698.74
CUT WINDOW IN EXISTING OFFICE DOOR		\$	414.58
REMOVE A LUNCH TABLE AND REINSTALL/ FRAMING/PATCHING		\$	2,369.00
	TOTAL	\$	81,598.51

THIS PROJECT WAS FIGURED AT PREVAILING WAGE RATES.

All pricing of materials on Proposal are only being held for 5 days from supplier. We will have to reprice as we get closer to ordering some of the above items.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the Bid.

ALL TERMS AND CONDITIONS ON THE REVERSE SIDE ARE INCORPORATED BY REFERENCE AND MADE A PART OF THIS CONTRACT. WARRANTIES: CONTRACTOR HEREBY WARRANTS ONLY TO CUSTOMER FOR A PERIOD OF ONE YEAR ITS WORKMANSHIP. CONTRACTOR DOES NOT WARRANT ANY MATERIALS. THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE OR THE WARRANTY OF MERCHANT ABILITY, EXCEPT AS SPECIFICALLY SET FORTH HEREIN.

Acceptance of Proposal- Acceptance makes binding contract

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above. Customer acknowledges receipt of following forms attached to this proposal: Consumer Protection Notice, Notice of Procedure Information, and Notice to Owner about

Construction Liens (if not attached, do not sign). All terms and conditions on the reverse side are incorporated by reference and made part of this contract.

Signature:

Printed Name:

Signature:

Printed Name:

Date:

Title:

Attach: Consumer Protection Notice, Notice of Procedure, and Notice to Owner about Construction Lien

Z Terrell & Son
 220 breezy lane
 Roseburg Oregon 97470
 (541) 670-6341
 CCB # 211892

QUOTE

Shelby Beard
 beards@wdsd.org 541-671-6331

Quote # 0000397

Quote Date 04/24/2024

Item	Description	Unit Price	Quantity	Amount	
	mini split	5360.00	1.00	5,360.00	
	electric	7375.00	1.00	7,375.00	
	Bell hardware 60x70 with side lites to cover a opening of 9'11 same as hallway.with removeable mullion and all necessary hardware	22086.00	1.00	22,086.00	
	.bell hardware 60x70 wood doors frame and hardware	11748.00	1.00	11,748.00	
	door light kit	350.00	1.00	350.00	
	teller window and labor	9438.00	1.00	9,438.00	
	office window and labor	600.00	1.00	600.00	
	framming materials	2500.00	1.00	2,500.00	
	drywall,insulation and paint	6500.00	1.00	6,500.00	
	labor	100.00	80.00	8,000.00	
	GCS	100.00	5.00	500.00	
	bonding and insurance	3717.85	1.00	3,717.85	
	overhead and profit	15614.97	1.00	15,614.97	
				Subtotal	93,789.82
				Total	93,789.82
				Amount Paid	0.00
				Quote	\$93,789.82

Winner



**ROSEBURG
FENCE**

Setting The Standard For Excellence

This evaluation was prepared for:

Lookingglass Elementary

7421 Lookingglass Rd.

Roseburg, OR 97471

541-679-3006 | beards@wdsd.org

Evaluated on:

Thursday, April 18, 2024

Evaluated by:

Rick Randleman

Cell: 541-802-6056 | rick@roseburgfence.com

Roseburg Fence

753 SE Main St Suite 204

Roseburg, OR 97470

Office: 541-238-2550

(Secure Mailing): 1224 N.E. Walnut Street #332 Roseburg, OR 97470

www.roseburgfence.com

Client Details

Lookingglass Elementary
 541-679-3006
beards@wdsd.org
 7421 Lookingglass Rd.
 Roseburg, Douglas , OR 97471

Sales Representative

Rick Randleman
 Cell: 541-802-6056
rick@roseburgfence.com

We propose to provide and install the following:

Description	Quantity
72" High Galvanized Chain Link Fence 2 3/8" Diameter 16 Gauge terminal posts and 1 7/8" diameter line posts, set in approximately 24" deep concrete footings. 1 5/8" Diameter top rail assembly. 11 Gauge – 2" Diamond – Barb x Knuckle chain link fabric. 9 Gauge continuous bottom tension wire. All fittings to be pressed steel. Core drill when mounting to concrete.	1,082
Custom Fabricated Gate Assembly - 6'H x 12'W Double Swing Constructed of 1 5/8" Diameter framework, galvanized. Gate is to be supported by: 2 3/8" Diameter SCH40 support posts, set in approximately 30" deep concrete footings with drop rod assembly, for latching.	1
Custom Fabricated Gate Assembly - 6'H x 3'W Single Swing Constructed of 1 5/8" Diameter framework, galvanized. Gate is to be supported by: 2 3/8" Diameter support posts, set in approximately 30" deep concrete footings with fork latch assembly. Each gate is to include the following: Over head support, with outdoor rated door closer, free exit panic bar, expanded metal middle security panel, Liftmaster Elite power hinges and custom fabricated preparation work for customer supplied lockset. Note: Full assembly to be powder coated silver to avoid rust.	6
Removal and Disposal of existing chain link fence included	200
Total Price	\$45,327.28
Deposit Amount	\$22,663.64
Payment Balance	\$22,663.64



Terms and conditions:

purchase of materials, mobilization of its workforce, labor, and other efforts. Accordingly, if you terminate this Agreement any time after signing it, but before substantial completion of the project, Roseburg Fence will be entitled to retain either 10% of the quoted price or the price of material and labor that has already been provided, whichever is more, and which may be taken from any deposit. You agree that in most cases, actual damages would be difficult to calculate with reasonable certainty. Therefore, if Roseburg Fence chooses, within its sole discretion, to retain 10% of the quoted price, you agree that that amount will constitute liquidated damages, not a penalty.

Property lines. You are solely responsible for identifying property lines and fence line locations. Roseburg Fence and its installers assume no responsibility for location of property lines. Unless otherwise directed by you, the fence will be installed inside the property line you have designated.

Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

The above prices, specifications and conditions are satisfactory and are hereby accepted. Roseburg Fence is authorized to do the work as specified. Payments will be made as outlined above.

It is industry standard for our installers to spread the dirt excavated from post hole footings, along the fence line. If you would like Roseburg Fence to either haul away or move the dirt to a different location on your property, an additional fee would apply.

Access to water and electricity may be required. You agree to allow us access to any electrical outlet or water spigot at no cost to Roseburg Fence. If for any reason, your electricity or water fails during our use, Roseburg Fence is not to be held responsible for any damages that may result in the malfunction of the utility.

Roseburg Fence will have all public utilities located by Oregon 811 prior to installation.

Private utilities, including but not limited to sprinkler systems are not able to be properly located by Roseburg Fence and is the property owners responsibility to know and explain the location to our installation team. Although we will make a strong effort to avoid damaging these private utilities, if damage occurs, Roseburg Fence will not be held responsible for repair or replacement fees associated to the private utility damage.

You are solely responsible for bringing any HOA (Home Owners Association) regulations to Roseburg Fence attention. Roseburg Fence will assume that there are no HOA regulations in place, unless otherwise notified in writing. Roseburg Fence will help seek approval for the design, but can not be held responsible for the knowledge of any HOA regulations without written notification from home owner.

Roseburg Fence retains the right to employ subcontractors of their choice.

Limited Warranty. Roseburg Fence guarantees its installation and workmanship for a period of Five (5) years from the date of the completion of the project under normal conditions. Manufacturers' warranties for material carry a minimum of One (1) year warranty and shall pass to you to the extent permitted by law. Roseburg Fence will use reasonable efforts to assist you in claiming any warranties on materials. Roseburg Fence is not responsible for any

failure or defect in materials, and nothing shall be construed as rendering Roseburg Fence as your agent.

In the matter of automated gate systems, Roseburg Fence commits to a well crafted installation and design of the automated gate systems, but in no way am responsible for servicing/repairing manufacturers equipment after the final installation date. Additional service fees will apply, if you wish to hire Roseburg Fence to service or repair the equipment, seperate from this contract.

Lumber/wood products are guarenteed to crack, splinter, shrink and expand. This is the naturaul process of lumber exposed to the elements.

This Limited Warranty does not include an damage due to acts of God; wind damage; using the fence or gate in a manner other than how it was designed, installed and intended for use; or damage resulting from your alteration of the fence or gate. Any job that has been installed on retaining walls will also be excluded from the extended warranty, as Roseburg Fence can not warranty the integrity long term. This Limited Warranty is non-transferable and is applicable only to you, the original Customer. This Limited Warranty is void and does not take effect until the project is paid in full. If you have a warranty claim, you must submit it in writing to Roseburg Fence by sending an email to rick@roseburgfence.com

THE EXPRESS LIMITED WARRANTY SET FORTH IN THIS PARAGRAPH IS EXCLUSIVE AND NO OTHER WARRANTIES OF ANY KIND, WHETHER STATUTORY, ORAL, WRITTEN, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, SHALL APPLY.

Payment. Prior to Roseburg Fence scheduling your project, you must pay a minimum deposit of 50% of the quoted amount. The balance will be due IMMEDIATELY upon substantial completion of the project. Substantial completion is defined as the stage when the owner can use the project for its inteded purpose. If the project is missing something (e.g. one or more parts or pieces of material) but is nevertheless substantially complete, you are still responsible to pay the full contract amount in accordance with this Agreement, and Roseburg Fence will attempt to install the missing item within one week after substantial completion of the project.

Card payments are subject to a 3.5% convenience charge. Any amounts not paid within 2 weeks of completion will accrue interest at the rate of 18% per year from the substantial completion date until paid in full. If Roseburg Fence has not recieved payment in full after two weeks, it will forward the contract to its attorney for collection action. Customers who do not pay in full within the timeframe stated above shall be responsible for all outstanding amounts, in addition to reasonable attorney fees and costs that Roseburg Fence has incurred.

This agreement and its exhibits, if any, represent the entire understanding, intent, and agreement amond the Parties, and supersede all prior oral or written representations pertaining to the subject matter of this Agreement.

By signing below, you, the Customer, acknowledge that you have read, understand, and agree to the above Terms and Conditions.

Customer Signature

Date

Authorized Rep. Signature

Date

Pacific Northwest Fence Co.

4-2124

Winston/Dillard School Dist.
620 NW Elwood Dr.
Winston, OR 97496

Job Site: Lookingglass Elementary School

Installation of approx. 863' of 6' galvanized finish chain link fence.
Installation of five approx. 6' x 3' single swing walk gates with panic bars and self closers.
Installation of one approx. 6' x 3' single swing walk gate.
Installation of one approx. 6' x 12' single swing drive gate.
Installation of one approx. 6' x 10' single swing drive gate supplied by school dist.

Panic bar gates to have 4" square frame built around and over top of gate. Gate to have adjustable hinges.

Chain Link Materials

1. 11 gauge chain link wire
2. 1 5/8" diameter top rail
3. 2 3/8" diameter line post set 10' on center or less apart
4. 2 7/8" diameter terminal post
5. 4" diameter drive gate post
6. 4" square posts (Panic Bar)
7. 1 1/2" square gate frame and frame header (Panic Bar)
8. 9 gauge bottom tension wire
9. All post set in concrete
10. All welded gate construction
11. All posts commercial 40 weight
12. Lockeye 36" panic bar V-40 grade
13. Lockeye 24" tall shield
14. Keyed cylinder
15. Self closer
16. Adjustable hinges

A contract and all required state forms will be delivered before start of any work.

Price include all materials and labor.

Payment to be made upon completion.

Price-----\$48,593.00

Please call with any questions.

John Heselius
P.O. Box 179
Roseburg, Oregon 97470
office: (541)672-0482
fax: (541)464-8671
john@pacificnorthwestfence.com

Pacific Northwest Fence Co.

Best Regards,

Brett Heselius

John Heselius
P.O. Box 179
Roseburg, Oregon 97470
office: (541)672-0482
fax: (541)464-8671
john@pacificnorthwestfence.com

Quincy Says...



...NO JOB TOO LARGE
...NO JOB TOO SMALL

PROPOSAL QUALITY FENCE COMPANY

CCB # 8936
2077 NE Diamond Lake Blvd
Roseburg, OR 97470

(541) 673-8055
Fax: (541) 672-8892

Find us also at:
180 McDonald Lane
Grants Pass, OR 97527

114 W. Pine Street
Central Point, OR 97502

PROPOSAL SUBMITTED TO Winston-Dillard School District	PHONE 541-671-6331	DATE April 17, 2024
STREET 620 NW Elwood	JOB NAME Lookingglass Elemetary	
CITY, STATE AND ZIP CODE Winston, Oregon 97496	JOB LOCATION 7421 Lookingglass Road	
ATTENTION Shelby Beard	EMAIL beards@wdsd.org	CELL PHONE

We hereby submit specifications and estimate for:

PHASE 1 - FENCING

Install total of 998 linear feet of 6ft high galvanized chain link fence. Includes openings for (5) 3ft wide gates, (1) 4ft wide gate, (1) 12ft wide double gate and (1) 10ft wide existing gate:

\$26,850.00
+ 42,075.00

68,925

*All gates to be included in "phase 2"

**Price does not include prevailing wage rates

Specs:

- Terminal Posts: 2-3/8" schedule 20 galvanized steel.
- Line Posts: 1-7/8" schedule 20 galvanized steel, 10' max spacing
- All posts set in concrete except posts over concrete to be core drilled
- Top Rail: 1-5/8" schedule 20 galvanized steel
- Mesh: 11 gauge, 2" diamond galvanized chain link fabric
- Bottom Tension Wire: 9 gauge, galvanized

**** DUE TO CURRENT MARKET INFLATION, PROPOSAL IS SUBJECT TO REVIEW AFTER 14 DAYS FROM PROPOSAL DATE ****

We Propose hereby to furnish materials and labor--complete in accordance with above specifications, for the sum of:

Payment to be made as follows:

DEPOSIT 1/2 DOWN, BALANCE ON COMPLETION

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance. This proposal is also subject to all terms and conditions contained on the reverse side hereof.

Authorized
Signature Gary Branch

Note: This proposal may be withdrawn if not accepted within 14 days

Acceptance of Proposal--All prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I have read the entire contract and agree to its content. conten content.

Signature _____

Note: Quality Fence Co. not responsible for any damage to anything in or below the ground or concrete. This includes private water line, electrical line, sprinkler systems, etc. Your signature indicates that you fully understand the limits of Quality Fence Co.

Signature _____

Date of acceptance: _____

Quincy Says...



...NO JOB TOO LARGE
...NO JOB TOO SMALL

PROPOSAL QUALITY FENCE COMPANY

CCB # 8936
2077 NE Diamond Lake Blvd (541) 673-8055
Roseburg, OR 97470 Fax: (541) 672-8892

Find us also at:
180 McDonald Lane
Grants Pass, OR 97527

114 W. Pine Street
Central Point, OR 97502

PROPOSAL SUBMITTED TO Winston-Dillard School District	PHONE 541-671-6331	DATE April 17, 2024
STREET 620 NW Elwood	JOB NAME Lookingglass Elemetary	
CITY, STATE AND ZIP CODE Winston, Oregon 97496	JOB LOCATION 7421 Lookingglass Road	
ATTENTION Shelby Beard	EMAIL beards@wdsd.org	CELL PHONE

We hereby submit specifications and estimate for:

PHASE 2 - GATES

Within existing openings in fencing, install 6ft high galvanized chain link gates. Includes (5) 3ft wide, (1) 4ft wide with panic hardware. Also includes (1) 12ft wide double swing gate and (1) 10ft wide existing single swing gate:

\$42,075.00

****Price does not include prevailing wage rates**

Specs:

Panic Hardware Gates: 1-5/8" OD schedule 20 galvanized steel frame, welded construction, 11ga galvanized chain link fill, heavy duty "Elite" weld on block hinges, Von Duprin 99 series panic exit bar with keyed entry passage lever, LCN model 4040xp gate closer mounted to header welded between gate posts
12ft Wide Double Gate: 1-5/8" OD schedule 20 galvanized steel frame, welded construction, 11ga galvanized chain link fill, standard clamp on hinges and industrial center drop latch

**** DUE TO CURRENT MARKET INFLATION, PROPOSAL IS SUBJECT TO REVIEW AFTER 14 DAYS FROM PROPOSAL DATE ****

We Propose hereby to furnish materials and labor--complete in accordance with above specifications, for the sum of:

Payment to be made as follows:

DEPOSIT 1/2 DOWN, BALANCE ON COMPLETION

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance. This proposal is also subject to all terms and conditions contained on the reverse side hereof.

Authorized
Signature Gary Branch

Note: This proposal may be withdrawn if not accepted within 14 days

Acceptance of Proposal--All prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I have read the entire contract and agree to its content. conten content.

Signature _____

Note: Quality Fence Co. not responsible for any damage to anything in or below the ground or concrete. This includes private water line, electrical line, sprinkler systems, etc. Your signature indicates that you fully understand the limits of Quality Fence Co.

Signature _____

Date of acceptance: _____



Winston-Dillard School District No. 116
 620 NW Elwood, Winston OR 97496
 Telephone (541)-679-3000/Fax (541)-679-4819

RESOLUTION 2023-24-5
Authorizing Budget Appropriation of Transfers

WHEREAS, the Board of the Winston-Dillard School District No. 116 has a need for a greater transfer from the General Fund to the Debt Service Fund and to authorize additional appropriations than originally budgeted for in 2023-24 and;

WHEREAS, Oregon Local Budget Law, under ORS 294.463, allows for transfers between funds after budget adoption by Resolution of the Board;

BE IT RESOLVED that the Board of Directors of Winston-Dillard School District No. 116, hereby authorizes the additional transfer from General Fund to Debt Service Fund as follows:

<u>100 - General Fund Additional Appropriation of Transfer</u>	
5000 Transfers	\$60,000
<u>300 – Debt Service Fund Resource</u>	
0000-5000 Transfers	(\$60,000)
<u>300 – Debt Service Fund Additional Appropriation</u>	
6100 Debt Service Fund Principal	\$60,000

ADOPTED by the Board of Directors of Winston-Dillard School District No. 116, Douglas County, Oregon this 8th day of May 2024.

 Jeremy Mitchell, Board Chair

ATTEST:

By _____
 Kim Kellison, Superintendent