

Fern Ridge School District Board of Directors

Monday, February 23, 2026 The doors will open at 6:15pm

District Administration Office, 88834 Territorial Road, Elmira, Oregon 97437

1. Call to Order: Public - 6:30 pm

We have a shared vision in the Fern Ridge School District: Provide excellence for every student so that each will reach their greatest potential.

Thank you to the members of the public who have joined us. As a reminder, School Board meetings and work sessions are meetings of the Board held in public, providing an opportunity to observe the Board's discussion and actions.

In an effort to conduct official Board business, we ask that the audience be respectful and refrain from questions, comments, and unnecessary noise while the Board conducts the meeting.

There is an opportunity for citizen comment tonight, and the Board looks forward to hearing from those who signed up. I will share some reminders when we get to that portion of the meeting.

Also, please note that all Board meetings are live-streamed and posted on the School Board area of the website.

2. Citizenship Award

3. Flag Salute led by Citizenship Award Winner

4. Public Comment: None at this time.

5. Monthly Items:

5.A. Approval of Minutes - Board Action

6. Business Office

Presenter: Business Manager, Quanah Bennett

6.A. Enrollment Report

6.B. General Fund Revenue and Expenditure Report - Board Action

6.C. Resolution 25-26/03 - Approve 2024-2025 Audit Report & GASB 54 - Board Action

6.D. First Student, Inc. Contract Renewal

7. Reports:

7.A. West Lane Charter School Presentation

Presenter: Director Darci Stuller

7.B. Outdoor School Committee Planning

Presenter: Angie Pebworth and Rebecca

7.C. Fern Ridge Education Association

7.D. Student Representative(s) to the School Board Report

Presenter: Rylee Rice and Jake VanDamme

7.E. Director of K-12 Programs

7.F. Superintendent's Report

8. Discussion Items

8.A. District Athletic Director Update

8.B. K-2 / 3-5 Reconfiguration Update

8.C. First Reading of Proposed Policy Updates: **DBEA**

(1) update Budget Committee, CB update

Superintendent, **EBC NEW** Emergency Plan and First Aid, **EBC/EBCA R delete** Emergency Procedures and Disaster Plans, **EBCB update** Emergency Procedure Drills and Instruction, **JECA update** Admission of Resident Students, **JGA update** Corporal Punishment, and **LBEA update** Denial for Virtual Public Charter School Student Enrollment.

8.D. Second Reading of Proposed Policy

Updates: **JHFE/GBNAB** replace-Suspected Abuse of a Child Reporting Requirements**, **JHFE/GBNAB-AR (1)** replace-Reporting of Suspected Abuse of a Child, **JHFF/GBNAA** update-Suspected Sexual Conduct with Students and Reporting Requirements, **GBNAA/JHFF** update-Suspected Sexual Conduct with Students and Reporting Requirements, **JOA** update-Directory Information**, **IGBAB/JO-AR** update-Education Records/Records of Students with Disabilities, **JO/IGBAB-AR** update-Education Records/Records of Students with Disabilities, **GBNAB/JHFE** update-Suspected Abuse of a Child Reporting Requirements**, **GBNAB/JHFE-AR(1)** update-Reporting of Suspected Abuse of a Child, **GBNAB/JHFE-AR(2)** update-Abuse of a Child Investigations Conducted on District Premises, **JHCC** delete-Communicable Diseases - Students, **JHCC-AR** delete-Communicable Diseases - Students.

9. Personnel

9.A. Licensed Employees Resignations/New Hires/Transfers/Other

9.A.1. **Resignation of Teri Moen-Gay, Special Education Teacher at Elmira High School, effective June 12th, 2026.**

9.A.2. Resolution 25-26-04 Administrator Three-Year Contract Extension- **Board Action Required**

9.A.3. Resolution 25-26/05 Retired/Temporary Terminal Contract- **Board Action Required**

9.A.4. Resolution 25-26/06 Probationary
Administrator's Contract Renewal- **Board Action
Required**

9.A.5. Resolution 25-26/07 Probationary Teacher
Contract Renewal- **Board Action Required**

9.A.6. Resolution 25-26/08 Teacher Contract
Extension- **Board Action Required**

9.A.7. Resolution 25-26/09 Administrator
Contract Extension- **Board Action Required**

9.B. Non-Licensed Personnel Report

9.B.1. Renew District Office Group for 2026-
2027: Quanah Bennett, Leiisa Boytz, Amy Hand,
Paul Lambert, Dan Prutzman, and Brie Scriber -
Board Action Required

10. **Late Items/Closing Comments/Board Community
Involvement**

11. **Upcoming Events**

February 17: 100th Day of School !

March 20: NO SCHOOL

March 23-27: Spring Break

Elmira Elementary:

March 5: 5:30pm Kindergarten Information Night

March 17: 6pm PTA

Veneta Elementary:

March 4: 5:30pm Kindergarten Information Night

March 9: 5:30pm PALS

March 11: 6pm Heart of the Community

Fern Ridge Middle School:

March 19: Parent Teacher Conferences-evening only

Elmira High School:

March 19: Parent Teacher Conferences-evening only

12. **Executive Session under ORS 192.660(2)(i): to
review and evaluate the performance of the chief
executive officer or any other public officer,
employee or staff member, unless the person whose
performance is being reviewed and evaluated
requests an open hearing.**

13. **Adjournment**



FERN RIDGE SCHOOL DISTRICT 28J
School Board Meeting Minutes

REGULAR MEETING of the FERN RIDGE SCHOOL BOARD

January 26, 2026

Zoom Webinar & In-Person Meeting
88834 Territorial Rd.
Elmira, Or 97437

CALL TO ORDER (Agenda Item 1): The regular meeting was called to order at 6:30 pm.

In attendance were Directors Kathleen Pizzola, Brian Kirkpatrick, Lisa McCann and Superintendent Gary Carpenter. Mark Gent attend via Zoom and conference call.

We have a shared vision in the Fern Ridge School District: Provide excellence for every student so that each will reach their greatest potential.

Thank you to the members of the public who have joined us. As a reminder, School Board meetings and work sessions are meetings of the Board held in public, providing an opportunity to observe the Board's discussion and actions.

In an effort to conduct official Board business, we ask that the audience be respectful and refrain from questions, comments, and unnecessary noise while the Board conducts the meeting. There is an opportunity for citizen comment tonight, and the Board looks forward to hearing from those who signed up. I will share some reminders when we get to that portion of the meeting.

Also, please note that all Board meetings are live streamed and posted on the School Board area of the website.

CITIZENSHIP AWARD (Agenda Item 2): The January Citizenship Award was presented to Elmira Elementary School student Anthony Ramirez.

FLAG SALUTE (Agenda Item 3): Elmira Elementary School student Anthony Ramirez led the flag salute.

PUBLIC COMMENT (Agenda Item 4): None at this time.

LANE EDUCATION SERVICE DISTRICT 2025-27

LOCAL SERVICE PLAN YEAR TWO (Agenda Item 5): Lane Education Service District Superintendent Tony Scurto gave an explanation and answered questions about the Local Service Plan Year Two as presented for approval.

Director Kirkpatrick moved to approve the Lane ESD 2025-27 Local Service Plan Year Two, seconded by Director McCann. There was no discussion. The motion carried with Directors Kirkpatrick, Pizzola, McCann and Gent voting yes. 4-0.

MONTHLY ITEMS (Agenda Item 6):

6. A. Approval of Minutes: The minutes from the work session and regular school board meeting on December 15th, 2025 were presented for approval.

Director McCann moved to approve the minutes from the work session on December 15th, 2025, seconded by Director Kirkpatrick. There was no discussion. The motion carried with Directors Kirkpatrick, Pizzola, McCann and Gent voting yes. 4-0.

Director Kirkpatrick moved to approve the minutes from the regular meeting on December 15th, 2025, seconded by Director McCann. There was no discussion. The motion carried with Directors Kirkpatrick, Pizzola, McCann and Gent voting yes. 4-0.

BUSINESS OFFICE (Agenda Item 7):

7. A. Enrollment Report: Business Manager Quanah Bennett reviewed the enrollment report as of January 1st, 2026. Elmira Elementary has an average class size of 24.2 and Veneta Elementary is at 22.21. Total elementary enrollment is at 578. The middle school has 315 students enrolled. The high school has 371. Overall our in-district enrollment is 1,264 which is 20 below our budgeted number.

7. B. General Fund Revenue and Expenditure Report: Business Manager Quanah Bennett reviewed the general fund revenue and expenditure report as of December 31st, 2025. The district has received 70% of our budgeted revenue and has spent 35% of our budgeted expenses, which is the exact same at this time last year. Quanah explained that the district will be receiving the audit this week and will present next month. There was a time of discussion of some future plans of budget in general.

Director McCann moved to approve the general fund and expenditure report for December 31st, 2025, seconded by Director Kirkpatrick. There was no discussion. The motion carried with Directors Kirkpatrick, Pizzola, McCann and Gent voting yes. 4-0.

REPORTS (Agenda Item 8):

8. A. Elmira High School Presentation: Principal Cydney Vandercar presented slides to highlight Elmira High School's programs and initiatives.

8. B. Fern Ridge Education Association: Certified Union President, Jennifer Snider began the presentation by expressing appreciation to the Board for their continued support of the students and district. She then presented appreciations for each school building and their activities. Then DesiRae Wright-Rendon announced the Oregon Education Association (OEA) PAC convention. DesiRae also described how money is raised and how pro-education candidates are supported.

8. C. Student Representatives: Student representatives Riley Rice and Jake VanDamme gave the updates on all three winter sports current records. They requested that more students and community members attend the games. Jake gave the update on Outdoor School and the application process and interviews are underway. He also spoke about fundraisers for

Valentine's Day, the plan for video morning announcements, and a project targeted toward new students that is a quick reference to all Elmira High School information.

8. D. Director of K-12 Programs: Director Marshall offered words of gratitude and appreciation to the Board members. With budget concerns and the work load for teachers, Director Marshall discussed the reasons proposed to postpone adoption and merge the K-5 Social Studies into existing curriculum.

Director Kirkpatrick moved to postpone the K-5 Social Studies adoption, seconded by Director McCann. There was no discussion. The motion carried with Directors Kirkpatrick, Pizzola, McCann and Gent voting yes. 4-0.

8. E. Superintendent's Report

- Superintendent Carpenter gave recognition to the School Board for the volunteer work that they do.
- Superintendent Carpenter gave a Bond update on the wrap up of past projects and the planning of upcoming projects.
- Superintendent Carpenter explained that Chair Grover charged him with investigating what it would look like having a district wide athletic director and to expect a report on that in the February meeting and a decision at the March meeting.
- Superintendent Carpenter reported we are on track to get the Superintendent Evaluation survey questions out.
- Oregon State Assessments are under way.
- Superintendent Carpenter explained that the K-2 / 3-5 Configuration has been pushed out to the Fall of 2027.

DISCUSSION ITEMS (Agenda Item 9):

9. A. First Reading of Proposed Policy Updates: A first reading was held on the following proposed administrative rule and policy updates:

JHFE/GBNAB replace-Suspected Abuse of a Child Reporting Requirements**,
JHFE/GBNAB-AR (1) replace-Reporting of Suspected Abuse of a Child,
JHFE/GBNAB-AR (2) replace- Abuse of a Child Investigations Conducted on District Premises,
JHFF/GBNAA update-Suspected Sexual Conduct with Students and Reporting Requirements,
GBNAA/JHFF update-Suspected Sexual Conduct with Students and Reporting Requirements,
JOA update-Directory Information**,
IGBAB/JO-AR update-Education Records/Records of Students with Disabilities,
JO/IGBAB-AR update-Education Records/Records of Students with Disabilities,
GBNAB/JHFE update-Suspected Abuse of a Child Reporting Requirements**,
GBNAB/JHFE-AR(1) update-Reporting of Suspected Abuse of a Child,
GBNAB/JHFE-AR(2) update-Abuse of a Child Investigations Conducted on District Premises,
JHCC delete-Communicable Diseases - Students,
JHCC-AR delete-Communicable Diseases - Students,
JHCCA delete-Students - HIV, HBV and AIDS**, and
GBEBA delete-Staff – HIV, AIDS, and HBV.

9. B. Second Reading of Proposed Policy Updates: A second reading was held on the following proposed administrative rule and policy updates:

Director McCann moved to approve policy CBG Evaluation of the Superintendent, seconded by Director Kirkpatrick. There was no discussion. The motion carried with Directors Kirkpatrick, Pizzola, McCann and Gent voting yes. 4-0.

Director Kirkpatrick moved to approve policy CCG Evaluation of Administrators, seconded by Director McCann. There was no discussion. The motion carried with Directors Kirkpatrick, Pizzola, McCann and Gent voting yes. 4-0.

Director Kirkpatrick moved to approve policy DBEA Budget Committee, seconded by Director McCann.

Director McCann asked a couple clarifying questions about the policy.

The motion carried with Directors Kirkpatrick, Pizzola, McCann and Gent voting yes. 4-0.

Director Kirkpatrick moved to approve policy EBCA Safety Threats, seconded by Director McCann.

Director McCann clarified which policy this policy was.

The motion carried with Directors Kirkpatrick, Pizzola, McCann and Gent voting yes. 4-0.

Director Kirkpatrick moved to approve policy IKF Graduation Requirements, seconded by Director McCann. There was no discussion. The motion carried with Directors Kirkpatrick, Pizzola, McCann and Gent voting yes. 4-0.

Director Kirkpatrick moved to approve policy JEA Compulsory Attendance, seconded by Director McCann. There was no discussion. The motion carried with Directors Kirkpatrick, Pizzola, McCann and Gent voting yes. 4-0.

PERSONNEL (Agenda Item 10):

10. A. Licensed Employees Resignations/New hires/Transfers/Other:

10. A.1 None at this time.

10. B Non-Licensed Personnel Report: The non-licensed personnel report was presented for review:

Resignations/Retirements

1. None at this time.

New Hires/Transfers

1. Hiring of Christy Crow, 7.0 Bridges K-2 Behavior Instructional Assistant at Elmira Elementary School, effective January 5th, 2026.

Other

1. Hiring of Lauri Rice, Temporary Childcare Provider for Parenting Education Class, effective February 5th, 2026.

Coaches

1. Hiring of Katy Miller, Track and Field Assistant Sprints Coach at Elmira High School, effective February 23rd, 2026.
2. Hiring of Pete Frazee, Track and Field Assistant Distance Coach at Elmira High School, effective February 23rd, 2026.
3. Hiring of Tessa Slager, Track and Field Assistant Throws Coach at Elmira High School, effective February 23rd, 2026.
4. Resignation of Karson Laing, Head Boys Soccer Coach at Elmira High School, effective January 13th, 2026.
5. Resignation of Maddy Laing, Head Girls Soccer Coach at Elmira High School, effective January 13th, 2026.

LATE ITEMS/CLOSING COMMENTS/BOARD COMMUNITY INVOLVEMENT (Agenda Item 11):

- Director Kirkpatrick brought attention to ParentSquare posts coming from separate numbers in the notification and that it can make that overwhelming.
- Director Kirkpatrick brought attention to not scheduling events and sports at the same time.
- Director Kirkpatrick brought attention to the cost of admission to sporting events and trying to incentivize more attendance.

UPCOMING EVENTS (Agenda Item 12):

February 16: No School-Presidents Day

Elmira Elementary:

February 11: Bottle Drop

February 17: 6pm PTA

Veneta Elementary:

February 9: 5:30pm PALS

Fern Ridge Middle School:

February 17: Rock, Paper, Scissors Schoolwide Competition Begins

Elmira High School:

February 19: 9am-12pm CTE Tour

ADJOURNMENT (Agenda Item 13): Vice Chair Pizzola adjourned the meeting at 8:11 pm.

Attest: _____
School Board Representative

Gary E. Carpenter, Jr., Superintendent



FERN RIDGE SCHOOL DISTRICT 28J
ENROLLMENT REPORT

February 1, 2026

Avg.
Class
Size

	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
EES Teacher 1	28													28
EES Teacher 2		19												19
EES Teacher 3		10	12											22
EES Teacher 4			24											24
EES Teacher 5				23										23
EES Teacher 6				10	13									23
EES Teacher 7					25									25
EES Teacher 8					25									25
EES Teacher 9						24								24
EES Teacher 10						23								23
Elmira Elementary	28	29	36	33	63	47								236
VES Teacher 1	17													17
VES Teacher 2	21													21
VES Teacher 3	9	12												21
VES Teacher 4		21												21
VES Teacher 5		22												22
VES Teacher 6			19											19
VES Teacher 7			20											20
VES Teacher 8				20										20
VES Teacher 9				20										20
VES Teacher 10				23										23
VES Teacher 11					23									23
VES Teacher 12					24									24
VES Teacher 13						29								29
VES Teacher 14						30								30
Veneta Elementary	47	55	39	63	47	59								310
Total Elementary	75	84	75	96	110	106								546
Fern Ridge Middle School							103	95	108					306
FRMS Options														-
Elmira High School										99	77	95	79	350
EHS Options												9		9
EE Bridges (K-2)	2	2	3	1										8
EE Bridges (3-5)				5	3									8
VES (Structured Learning)	1		3	1	3	2								10
Home Tutor														-
FRMS Bridges (6-8)							1	1	4					6
Total In-District Enrollment	78	86	81	103	116	108	104	96	112	99	77	95	88	1,243
<i>Change from Adopted Budget (based on ADMr of 1,284)</i>														(41)
Out of District Placements			2	2		2	1	1	1	2	2		4	17
<i>Change from Adopted Budget (based on ADMr of 22)</i>														(5)
Total West Lane Charter										12	28	31	27	98
FRSD Attending WLC										5	18	15	14	52
<i>Change from Adopted Budget (based on ADMr of 70)</i>														28
Total District/ Out of District /Charter School Enrollment														1,358

23.60

22.14



FERN RIDGE SCHOOL DISTRICT 28J
ENROLLMENT REPORT

February 1, 2026

K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
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Change from Adopted Budget (based on ADMr of 1376)

(18)

Avg.
Class
Size


FERN RIDGE SCHOOL DISTRICT 28J

General Fund Revenue and Expenditures

January 31, 2026	ADOPTED 25-26 BUDGET	2025-2026							TOTAL YTD	REMAINING BALANCE
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN		
Beginning Fund Balance	3,342,741	-	-						-	3,342,741
OPERATING REVENUE:										
PROPERTY TAXES	5,750,283	9,846	13,713	9,744	10,239	3,976,087	1,355,868	78,233	5,453,730	296,553
TRANSPORTATION FEES	2,100	-	-	-	-	-	-	-	-	2,100
EARNINGS ON INVESTMENTS	342,641	34,045	30,812	30,343	29,620	26,389	39,656	39,008	229,873	112,768
EXTRACURRICULAR ACTIVITIES	4,626	-	-	-	-	-	-	-	-	4,626
RENTALS/DONATIONS/LEASES / PY REV / GRANT FEES / MISC	147,154	6,348	4,861	(1,644)	12,373	5,287	6,240	5,491	38,957	108,197
COUNTY SCHOOL FUND / ESD	188,000	-	-	-	-	-	136,869	-	136,869	51,131
OTHER INTERMEDIATE SOURCES	5,500	-	1,725	-	-	2,223	-	-	3,948	1,552
STATE SCHOOL FUND	12,751,881	2,272,642	1,096,497	1,102,540	1,087,631	1,093,109	1,071,724	1,098,395	8,822,536	3,929,345
COMMON SCHOOL FUND	199,740	-	-	-	-	-	-	-	-	199,740
STATE MANAGED COUNTY TIMBER	-	-	37,030	-	-	10,033	-	-	47,063	(47,063)
RESTRICTED GRANTS-IN-AID	-	-	-	-	-	-	-	-	-	-
RESTRICTED FR FED/GOV ST	-	-	-	-	-	-	-	-	-	-
FEDERAL FOREST FEES	58,620	-	-	-	-	106,950	-	-	106,950	(48,330)
INTERFUND TRANSFERS	7,360	-	7,360	-	-	-	-	-	7,360	-
SALE OF FIXED ASSETS	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING REVENUE	19,457,905	2,322,880	1,191,998	1,140,982	1,139,864	5,220,079	2,610,358	1,221,127	14,847,287	4,610,618

76%

**TOTAL BUDGETED REVENUE (INCLUDES
BEGINNING FUND BALANCE)**

22,800,646

14,847,287

OPERATING EXPENDITURES:										
SALARIES	8,442,595	159,578	181,552	661,573	678,257	684,051	663,968	668,805	3,697,784	4,744,811
BENEFITS	6,558,782	107,516	125,623	486,372	481,372	493,871	474,651	479,082	2,648,486	3,910,296
PURCHASED SERVICES	4,343,999	151,940	99,074	58,725	385,239	341,971	297,923	485,978	1,820,851	2,523,148
SUPPLIES & MATERIALS	477,310	52,532	64,401	32,362	19,104	14,250	14,585	61,191	258,424	218,886
CAPITAL OUTLAY	-	-	-	-	-	-	-	-	-	-
OTHER	292,515	280,772	11,860	(95)	2,551	2,343	935	628	298,993	(6,478)
TOTAL OPERATING EXPENDITURES	20,115,201	752,338	482,510	1,238,937	1,566,521	1,536,486	1,452,062	1,695,684	8,724,538	11,390,663

43%

NON-OPERATING EXPENDITURES										
INTERFUND TRANSFERS	533,500	-	525,000	-	-	-	-	-	525,000	8,500
CONTINGENCY	2,151,945	-	-	-	-	-	-	-	-	2,151,945
TOTAL NON-OPERATING EXPENDITURES	2,685,445	-	525,000	-	-	-	-	-	525,000	2,160,445

TOTAL BUDGETED EXPENDITURES

22,800,646

9,249,538

FERN RIDGE SCHOOL DISTRICT 28J
RESOLUTION NO. 25-26/03

ESTABLISH POLICIES FOR FUND BALANCE
ACCEPT AUDIT REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2025
DESIGNATE COMMITTED ENDING FUND BALANCES

WHEREAS, the Government Accounting and Standards Board (GASB) issued Statement No. 54 effective for the fiscal year ending June 30, 2011 requiring fund balances to be reported in classifications that “comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.”

WHEREAS, the ending balance for all funds must be designated per the following categories set forth by GASB 54:

- **Nonspendable Fund Balance** – funds which cannot be spent
- **Restricted Fund Balance** – funds subject to externally enforceable legal restrictions (imposed by creditors, grantors, contributors, governmental regulations, etc.)
- **Committed Fund Balance** – funds constrained by limitations that a government imposes upon itself
- **Assigned Fund Balance** – funds intended for use as established by the governing body itself, or by an official or officers to which authority is delegated by the governing body
- **Unassigned Fund Balance** – funds available for any purpose

WHEREAS, the District will comply with GASB 54 to protect the District from unnecessary borrowing in order to meet cash-flow needs, provide prudent reserves to meet unexpected emergencies and protect against catastrophic events, and to meet the uncertainties of state and federal funding.

WHEREAS, per Board Policy DA, the District has established a targeted minimum for the General Fund Ending Fund balance of 5% of annual operating revenues.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF FERN RIDGE SCHOOL DISTRICT 28J HEREBY RESOLVES:

1. The Board accepts the audit for the fiscal year ended June 30, 2025 as submitted by the firm of Pauly, Rogers, and Co., P.C.
2. Authority to classify portions of unassigned fund balance as assigned is hereby granted to the Superintendent and the Business Manager.
3. For purposes for fund balance classification, expenditures are to be spent from restricted fund balance first, followed in order by committed fund balance, assigned fund balance, and lastly, unassigned fund balance.
4. The Board makes the following designations of 2024-2025 ending fund balances and revenues for specific uses in 2025-2026:

Committed Fund Balances

• Outdoor School Fund <i>(funds are committed to support the outdoor school program)</i>	\$7,360
• Textbook Fund <i>(funds are committed to support textbook adoption)</i>	\$236,702
• Yarg Foundation <i>(funds are committed to support family/community programs)</i>	\$26,624
• EHS Athletics Fund <i>(funds are committed to support EHS athletics programs)</i>	\$139,727
• Technology Reserve Fund <i>(funds are committed for technology upgrades and improvements)</i>	\$884,905
• Maintenance Reserve Fund <i>(funds are committed for capital improvements)</i>	\$3,269,169
• Construction Excise Tax Fund <i>(funds are committed for capital improvements)</i>	\$341,866
• District Retirement Fund <i>(funds are committed for costs associated with early retirement program)</i>	\$2,099,394
• Wellness Fund <i>(funds are committed for costs associated with employee wellness program)</i>	\$7,100
• LETRS <i>(funds are committed for costs associated with literacy training)</i>	\$9,808
• Debt Service Fund <i>(funds are committed for debt service on pension obligation bonds)</i>	\$4,804

Total Committed Fund Balance **\$7,027,459**

ADOPTED by the Board of Directors of Fern Ridge School District 28J this 23rd, day of February, 2026 by a vote of _____ for and _____ against.

ATTEST:

WC Grover, Chairperson
Board of Directors

Gary Carpenter, Superintendent

**AMENDMENT AND EXTENSION OF TRANSPORTATION AGREEMENT BETWEEN FERN
RIDGE SCHOOL DISTRICT NO. 28J
AND FIRST STUDENT, INC.**

THIS AMENDMENT is made and entered into as of the 9th day of February 2026 by and between Fern Ridge School District No. 28J with principle offices at 8883.4 Territorial Road, Elmira, OR 97437 (“District”) and First Student, Inc. with its national headquarters at 191 Rosa Parks Street, 8th Floor, Cincinnati, OH 45202 and local business offices for purposes of this Agreement located at 8860 Territorial Road, Elmira, OR 97437 (“Contractor” and, collectively, the “Parties”).

WHEREAS, the parties entered into that certain Transportation Agreement dated June 14, 2016 (hereinafter the “Agreement”); and

WHEREAS, the parties desire to further extend the term of the Agreement and amend certain portions thereof;

NOW, THEREFORE, the parties mutually agree as follows:

1. **TERM.** The term of the Agreement shall extend for one (5) additional years commencing July 1, 2026 and continuing through June 30, 2031; thereafter this agreement may be extended on a year to year basis by mutual agreement of the parties. Either party may terminate this agreement for convenience upon not less than 180 days’ notice as of the end of the then current contract year.
2. **COMPENSATION** Commencing July 1, 2026, the rates of compensation payable hereunder during the ensuing Contract Year shall be set forth in Exhibit “A” and are based on current number of routes.

Contractor will submit to District a monthly invoice for its services rendered during the prior month. District shall pay all undisputed amounts due to the Contractor on or before the 10th business day following the date on which the invoice has been submitted.

If any portion of the billed service in the invoice is disputed by District or the District seeks a revised invoice, District shall deliver written notice specifying the disputed amount or requested revisions to the Contractor within five (5) business days of receipt of the statement by District. In the absence of District timely providing said written notice, District waives any right to dispute said invoice or reject the invoice in the future. All disputes shall be resolved pursuant to the Dispute Resolution clause of this Agreement.

3. **VIDEO FOOTAGE** First Student will supply the district with videos they are in possession of when requested, and the district will in turn comply with FERPA regulations on this issue when parents make a request to view them. First Student will not share the videos directly with anyone other than the District.

FERPA permits parents to inspect educational records, and education records are defined as those both (1) directly related to a student, and (2) maintained by the school OR A PARTY acting for the school. See [34 CFR 99.3\(a\)\(2\)](#)

4. **NOTICE TO PARTIES** All notices to be given by the parties to this Agreement shall be in writing and serviced by depositing same in the United States Mail, certified mail.

Notices to District shall be addressed to:

Gary Carpenter
88834 Territorial Road
Elmira, OR 97437

Notices to CONTRACTOR shall be addressed to:

Kim Worster
First Student, Inc.
201 NE Park Plaza Drive
Suite 246
Vancouver, WA 98684

With a copy to:

General Counsel
First Student, Inc.
191 Rosa Parks Street
8th Floor
Cincinnati, OH 45202

Except as amended herein, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, this Agreement has been signed and executed in duplicate on behalf of the parties hereto by persons duly authorized on the day and year first written above.

FOR THE DISTRICT

By: _____

Title: _____

ATTEST:

By: _____

FIRST STUDENT, INC.

By: _____

Title: _____

ATTEST:

By: _____

EXHIBIT A

Rates

FERN RIDGE SCHOOL DISTRICT #28J					
Transportation Rates					
July 1, 2026 - June 30, 2031					
<i>2026-2031 Extension</i>					
School Year	26/27	27/28	28/29	29/30	30/31
Rate Increase %	3.90%	3.90%	3.20%	3.20%	3.20%
HOME-TO-SCHOOL					
60-78 Passenger					
65 Mile Base Rate (per route, per day)	424.88	441.45	455.58	470.16	485.21
Excess Mileage Rate (per Mile)	2.45	2.55	2.63	2.71	2.80
SPED ROUTES					
10-30 Passenger With Lift					
65 Mile Base Rate (per route, per day)	424.88	441.45	455.58	470.16	485.21
Excess Mileage Rate (per Mile)	1.52	1.58	1.63	1.68	1.73
Bus Monitor Rates Per Hour	24.34	25.29	26.10	26.94	27.80
10-30 Passenger Without Lift					
65 Mile Base Rate (per route, per day)	424.88	441.45	455.58	470.16	485.21
Excess Mileage Rate (per Mile)	1.52	1.58	1.63	1.68	1.73
Bus Monitor Rates Per Hour	24.34	25.29	26.10	26.94	27.80
VAN ROUTES					
Type 10 Vans					
65 Mile Base Rate (per route, per day)	347.23	360.77	372.31	384.22	396.52
Excess Mileage Rate (per Mile)	1.56	1.62	1.67	1.72	1.78
NON HOME-TO-SCHOOL					
Activity Trips					
Driving Rate per Hour	30.28	31.46	32.47	33.51	34.58
Standby Rate per Hour	30.28	31.46	32.47	33.51	34.58
Weekend Rate (per hour)	45.40	47.17	48.68	50.24	51.85
Other					
Mechanic Rate Per Hour	63.76	66.25	68.37	70.56	72.82
Parts, Markup Over Cost	10%	10%	10%	10%	10%
District Bus Driver Training Fee - Per 2 Hour session	57.23	59.46	61.36	63.32	65.35
Classroom per 2 hour session	57.23	59.46	61.36	63.32	65.35
Behind the Wheel - Per 2 hour session	57.23	59.46	61.36	63.32	65.35
Min Transportation Days					
Per bus per day for each day less than 175	247.43	257.08	265.31	273.80	282.56
Per bus per day for each route less than 16	189.39	196.78	203.08	209.58	216.29

West Lane Charter School Annual Update

2025-2026 School Year

Who We Serve

Total students served this school year (to date): 140
(high mobility)

Current enrollment: 93

Students from Fern Ridge School District: 55%

Students from outside the district: 45%

Enrollment & Student Need

- Students who enrolled credit deficient (not on track to graduate): **56%**
- Students with IEPs or 504 plans: **35%**
- Students enrolled in GED program (at least one full year behind cohort peers): **7%**

Things You Might Not Know About West Lane

- Many students are balancing school with work, caregiving, or health needs
- Students may move between on-site and remote learning week to week
- Success at WLCS often means re-engagement before credit completion
- WLCS staff regularly coordinate with families, counselors, and outside agencies
- WLCS does a 2 X 6 schedule to help students focus on 2 classes at a time

Academic Outcomes - Growth Over Time

Four Year Graduation:

Five Year Completion:

2022-23

13%

48%

2023-24

30%

31%

2024-25

32%

40%

Student Progress & Outcomes

2025–26 School Year to Date

Credentials Earned

- **5 students earned a high school diploma**
- **3 students earned a GED**

Attendance:

Average Daily Attendance: 53.5 %

Change compared to same time last year: 57%

Attendance goal: 95%

Tiered Supports & Interventions

Tier 1 – Universal Supports

- Incentives, weekly contact, instructional support

Tier 2 – Targeted Supports

- Parent/student meetings, advisor check-ins, on-site work time

Tier 3 – Intensive Supports

- Required in-person support, daily check-ins, individualized plans

Career & Technical Education & Dual Credit Courses:

CTE pathways currently offered:

- Informational Technology
- Culinary

Dual Credit:

- Political Science
- More to come soon

9th Grade On-Track: Early Indicators

Ninth grade students enrolled this school year: 15 (total)

Ninth grade currently enrolled: 11

Only 2 of the current 11 have been with us all year, the remaining 9 all came deficient in credit.

9th Grade On-Track: Interventions

- Weeks 1–6: Weekly check-ins with Educational Assistant focused on progress, barriers, and connection to teachers
- After 6 weeks (if off track): Counselor contacts families and offers early support
- End of first semester (if still behind): Required weekly synchronous check-ins with classroom teachers to reset systems and change trajectory

Empowered Futures Program

- Preparing Students for Life Beyond High School

The Empowered Futures Program supports students in building practical, real-world skills for independence and adulthood.

Through classroom instruction and community-based learning, students:

- Navigate public transportation and community spaces safely
- Shop for groceries and make healthy, budget-conscious choices
- Develop work readiness skills and explore career pathways
- Practice money management and daily living skills
- Participate in civic engagement, including voter registration
- Strengthen communication, problem-solving, and self-advocacy

Students participate in structured outings in Veneta, Eugene, and Springfield throughout the year.

The Role of Staff in Student Success

Total staff members: 8.5 FTE. This includes 4 classroom teachers

Staff roles supporting students: teachers, counselor, educational assistant

Emphasis on relationships and individualized support

Looking Ahead

Focus areas:

- Attendance
- Credit Completion
- Continued Growth with capacity in mind

Thank You

Appreciation for Fern Ridge School District's continued support

Value of strong collaboration with the board and district leadership

Shared commitment to serving students whose needs look different

Questions?

Fern Ridge Outdoor School

May 18 - 21, 2026



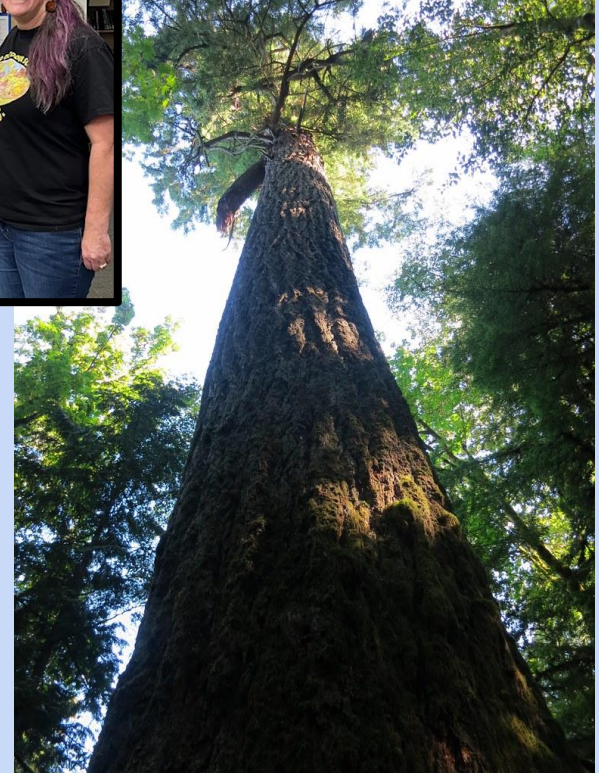
The History

We have history.

- Started in 1988
- Independently run since 1994
- Long term directors

We are unique.

- Self contained in our district
- Counselors from EHS run the lessons
- Most other districts in Oregon contract out with independent organizations that run ODS for them.
- Fern Ridge Outdoor school has been studied and praised from Outdoor School state directors for our exceptional camp, especially the way we use high school counselors.



Outdoor School Funding



- **Funding**

- Comes from the state and is managed through the OSU extension office.
- Outdoor School has 100% inclusion. The state aims to have Outdoor School available to all Oregon 5th or 6th grade students across the state.
- The state cut the Outdoor School budget this year. We are doing some fundraising and PTA & PALS are supporting us to reduce the impact. We will run a great camp!
- **You're Invited: Thursday, March 19th - Outdoor School Fundraising concert at Sweet Cheeks.** Jen Sennett is performing an evening of songs and some former ODS students will share the impact that Outdoor School had on them.

The Numbers

- About 100 campers - 5th graders from both schools
- 40 counselors - EHS juniors and seniors
 - 10 weeks of training before camp, 5 days of work
- 4 days of camp at Sky Camp
- 5 directors (and several other adults)
- 6 student chalets with 3 bunk rooms each.



Policies & Logistics

Note: we are always improving our policies and logistics.

- All 5th graders are encouraged to attend and we make a strong effort to support families as needed. Full inclusion is the goal.
- Counselors apply, are interviewed, teacher input and admin approval is required. Then they train for 10 weeks before camp. Ongoing check-ins with EHS staff happen weekly before camp.
- Directors work with teachers and administration to ensure all FRSD students are successful at camp.
- Directors have first aid cards and are trained to give meds.
- An EMT developed an emergency plan for Sky Camp for us.



New Policies & Logistics - Gender Expansive Students

- A committee was formed that had representatives from all schools to update and improve our policies about privacy and gender-expansive students.
- Members included: Angie Pebworth, Becca Moeller, Cyd Vandercar, DesiRae Wright-Rendon, Clare Fowler (EES parent), Katherine Rice (VES & EHS parent), Jake VanDamme (EHS student rep)



New Policies & Logistics - Gender Expansive Students

- Updated Outdoor School Information Packet for parents -
 - New and improved informational packet to support parent communication and clarify all things camp related.
- Privacy Policies
 - Rule of 3 (always 3 or more campers or counselors together)
 - Swimsuits required in showers. Counselors shower separately.
 - Changing in changing tents will be required. Every bunk room will have 2 changing pods.
- All-Gender Bunk rooms available
 - All gender bunk rooms could support cousins, siblings, best friends and/or gender expansive students.
 - New form in parent packet will include options for parents to check what they feel comfortable with. They can check girls, boys or all-gender bunk room.
 - Parents would choose preferences.



Questions?

“OUTDOOR SCHOOL, AND SPECIFICALLY OUR OUTDOOR SCHOOL, IS A FANTASTIC PROGRAM THAT IS MEANINGFUL AND IMPACTFUL FOR THE CAMPERS AND COUNSELORS ALIKE. THE WORLD IS BETTER PLACE WITH THIS PROGRAM IN IT.”

“I LOVED SKY CAMP!!! LOVE REC TIME, CABIN TIME, FIELD STUDY, FOOD WAS REALLY GOOD.”

“I LOVED OUTDOOR SCHOOL. THE FOOD, THE THINGS WE DID, THE COUNSELORS, AND THE NEW PEOPLE I MET. I LOVE HOW WE ALL GOT THE CHANCE TO MEET NEW FRIENDS.”



“I WILL BE A COUNSELOR WHEN I'M OLDER.”

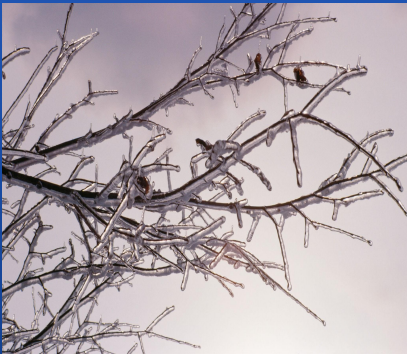
“I HAD THE BEST EXPERIENCE THIS YEAR AND I'M SAD IT'S OVER.”

“I WANT TO DO JAVELIN THROW BECAUSE OF PENGUIN”

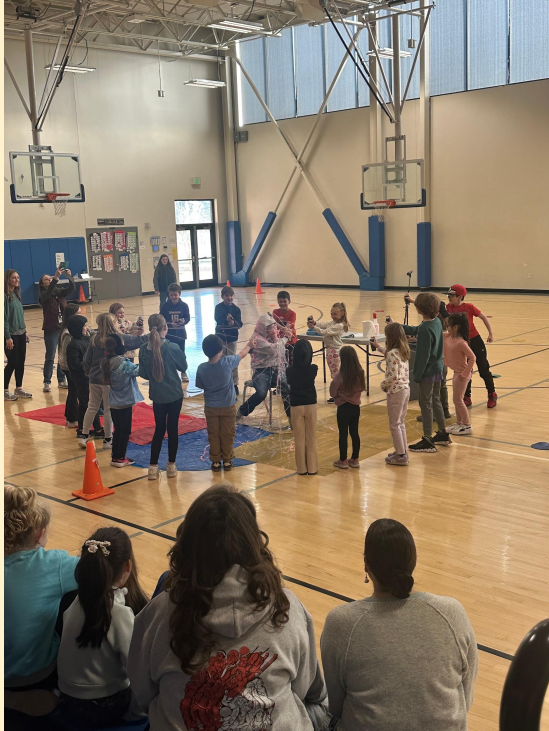
Anonymous student quotes from OSU feedback form survey from 2025.

Fern Ridge Education Association (FREA)

School Board Meeting
February 23, 2026

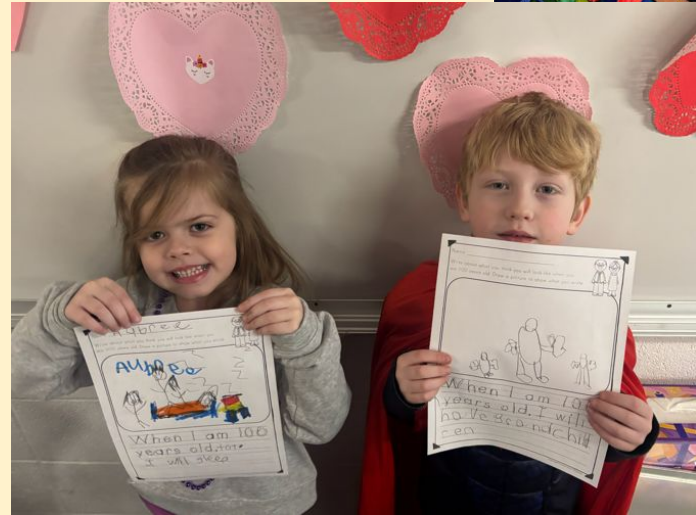


FREA's Appreciations



EES

VES



FREA's Appreciations

FRMS



EHS



Papa's Pizza Fundraiser

OSEA and FREA collaboration

Working together to raise money for student scholarships!

All day on Wednesday, March 18th!

Bring the flyer, or mention it!

Please help spread the word, and we hope to see you there!

[Papa's Pizza Fundraiser March 18th.pdf](#)



Mid-Legislative Session Update

- OEA PAC works to lobby in Salem for bills that would help students, educators, and the public school system.
- HB 4011 – includes class sizes and caseloads as mandatory items for bargaining contracts (in Labor Committee)
- SB 1507 – OR disconnect from federal tax code.
 - OR's tax brackets and code currently mirror the federal tax code and with changes to taxes in the last couple years, this has cut OR revenue by \$311 million. This trickles down to school districts because the state has had to make cuts overall.
 - Feb. 5th OEA held a rally in support of this bill.



Athletic Director 26-27 Scenarios

Scenario	Additional Cost to 26-27 Budget	Notes
A. Stay with current model: Teacher that is .64 Teacher, .36 A.D. + a supervision Stipend and 10 days in summer	NOTHING ADDITIONAL. CURRENT COST IS .36 FTE + \$5497 FOR SUPERVISION, AND 10 EXTRA DAYS (SUMMER)	EHS Admin are also assigned to support (admin from all buildings for football). In particular in the Fall as we often have weeks with 4/5 nights of supervision
B. Move to a full-time A.D. at EHS for programs 9-12	80-110 k (APPROX, - extra days cost above) Additional cost of a 1.0 teacher. Fully loaded, this includes salary, insurance, PERS and other payroll costs. Extra days would go away, supervision stipend stays	Either: Emmy would return to the classroom and we would post/hire the AD job, or Emmy would move to the AD job, and we would post hire a 1.0 ELA job at EHS. This would not only add AD time, but would add .36 FTE (2 classes a semester) to EHS master schedule.
C. Move to full-time A.D. at EHS for programs 9-12 but include in the job description the requirement of supporting and assisting all outside district athletic programs in grades 7-8, or 6-8.	SAME AS ABOVE	Will be some challenges, but I think this model is “do-able” if we are moving it to full-time. It is also not an un-common model used in other districts.
D. District wide K-12 Athletic Director	SAME AS ABOVE	I see challenges with this model. Not only in terms of workload, but in terms of what oversight they would actually have, trying to manage and direct various programs that all have their own ideas and philosophies (that are very different), while managing coaches and a budget that we have no authority or oversight of.
E. Create a M.S. and an Elementary school A.D. Stipend	6-10K (Depending on salary of each)	Would need to work with FREA to get this position in the contract. Would offer some level of support to act as a liaison between outside athletic organizations, and FRSD. Would be a “go-to” person to help problem solve.

OVERALL THOUGHTS:

1. While our overall budget is looking good, there is no plan to add any personnel in 26-27. If directed to add this position, the board would be saying that when looking at all the “needs” of the district, more time for an A.D. is the most important.
2. If Option B,C or D above is the route the board wants to go, there will also be an add of .36 to the staffing level at EHS. So, AD would increase by .64, and core instruction would increase by .34
3. If I were to rank the options above, I would recommend/prefer we stay with our current level of staffing, while continuing to work on ways to improve the experience for our student athletes. In ranking the other options, I would say if the board wants a change, I would next recommend Option C, and that my least desirable model would be option D.

Fern Ridge School District 28J

Code: DBEA
Adopted: 2/24/97
Revised/Readopted: 5/23/05; 1/26/26
Orig. Code: 6130

Budget Committee

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

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

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

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

1. The budget committee consists of five members appointed by the Board plus the elected Board members of the district. To be eligible for appointment, the appointive member must:
 - a. Live and be registered to vote in the district;
 - b. Not be an officer, agent or employee of the district.
2. At least one member of the budget committee must be a member of the district's educational equity advisory committee;
3. No budget committee member may receive any type of compensation ~~from the district~~ for their service as a member of the budget committee;
4. At its first meeting in July, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons through the month of September. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate;
5. At the first regular Board meeting in October, the Board will review the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed. At the first regular meeting in October, the Board will appoint persons to fill the vacant positions;
6. The appointive committee members of a budget committee in a district that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as

practicable, one-third of the appointive members' terms end each year;

7. If any appointive member is unable to complete the term for which the member was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting.

Budget Committee Responsibilities

The following items explain the budget committee responsibilities:

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

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)
[ORS 192.610 - 192.695](#)
[ORS 294.305 - 294.565](#)

[ORS 328.542](#)
[ORS 329.711](#)

[ORS 433.835 - 433.875](#)
[OAR 581-022-2307](#)

Cross Reference(s):

BDE - Public Hearings
DBD - Budget Priorities
DBG - Budget Hearing

OSBA Model Sample Policy

Code: CB
Adopted:

Superintendent {Highly recommended policy.}

The superintendent¹ is designated as the district’s chief executive officer. Under the Board’s direction, the superintendent exercises general supervision of all district schools, personnel and departments. The superintendent is responsible for managing the schools under the Board’s policies and is accountable to the Board for that management. The Board may not direct the superintendent to take any action that conflicts with a local, state or federal law² that applies to school districts³.

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

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)
[ORS 332.515](#)

[OAR 581-022-2405](#)
[OAR 584-005-0005\(51\)](#)

¹ The term “superintendent” includes an interim superintendent.

² “Local, state or federal law” means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

~~³ Also includes taking any action that conflicts with law that applies to education service districts.~~

OSBA Model Sample Policy

Code: EBC
Adopted:

Emergency Plan and First Aid**

{Highly recommended policy. This policy informs districts about requirement for an emergency procedures plan (OAR 581-022-2225), and other minimum standards for providing emergency care to students. }

The district will maintain a comprehensive safety program for all employees and students. This program will include a plan for responding to emergency situations. The superintendent will consult with community and county agencies while developing this plan. The district's emergency plan will meet any requirements of the State Board of Education.

Copies of the emergency plan will be available in every school office and other strategic locations throughout the district. Parents or guardians will be informed of the district's plan.

In each district facility, procedures for handling health emergencies will be established and made known to staff. Each district facility and district vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Each school in the district shall have, at a minimum, at least one staff member with a current first-aid/CPR/AED card for every 60 students enrolled and who are trained annually on the district and building emergency plans. Emergency planning will include the presence of at least one staff member with a current first-aid/CPR/AED card for every 60 students for school-sponsored activities where students are present.

The district shall provide instruction to staff and students in the emergency plan and safety program.

END OF POLICY

Legal Reference(s):

[ORS 30.800](#)

[ORS 192.660\(2\)\(k\)](#)

[ORS 332.107](#)

[ORS 433.260](#)

[ORS 433.441](#)

[OAR 437-002-0042](#)

[OAR 437-002-0120 - 0139](#)

[OAR 437-002-0161](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2030\(3\)\(c\)](#)

[OAR 581-022-2220](#)

[OAR 581-022-2225](#)

[OAR 581-053-0003\(40\)](#)

[OAR 581-053-0220\(3\)\(e\)\(B\)\(iii\)](#)

[OAR 581-053-0320\(5\)\(b\)](#)

[OAR 581-053-0420\(2\)\(f\)\(B\)](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

Emergency Procedures - Bomb Threat

1. Objective

To outline the process for addressing bomb threats, so as to ensure student and staff safety in the event of such a threat.

2. Definitions

Command Centre refers to an area designed by the Superintendent or the Superintendent's agent (Principal or Dean of Students) to be used as the source for all communications under this procedure.

3. Responsibility

The responsibility for addressing a bomb threat(s), as presented in this guideline, lies with the Superintendent or the Superintendent's designee (Principal, manager, other Fern Ridge School District 28J employee) in charge of a Fern Ridge School District facility.

4. Procedure

- a. Every bomb threat is to be taken seriously.
- b. As part of their daily routine, building staff should survey their respective workplace(s) and become familiar with the location of items, so as to remove some of the uncertainty when threats are received. In this way, if something is out of place, the object should become easier to spot.
- c. The Superintendent and the District's Principals and Safety Coordinator are responsible for organizing a detailed but uncomplicated Bomb Threat Action Plan (see Attachment 1), and for ensuring that all staff are aware of the plan. This Bomb Threat Plan will be the plan used at all times in the respective schools. While this procedure and the generic checklist in Attachment 1 can serve as the plan's basis, each school should document specifics for their specific site. Site specific information may include, but shall not be limited to:
 - (1) Pre-arranged signals/that inform staff of a threat;
 - (2) Important phone numbers;
 - (3) Location where staff and students should congregate if/when an evacuation occurs (evacuation to a specific spot due to bomb threat(s) should change periodically);
 - (4) Alternate site(s)/school(s) and or churches that will accommodate students if necessary.
- d. An annual checklist for overall preparation is advised (see Attachment 2).

- e. After a careful evaluation of all pertinent factual information, the Superintendent and/or Principal or designee must take action. If the conclusion is that the threat may be a hoax, a quiet inspection of the premises will be made. Such an inspection will be organized by the Superintendent or the Superintendent's designee and is to be carried out by other administrators/managers or volunteer staff. No fire drill or dismissal of personnel is contemplated under these circumstances. Law enforcement will be notified. Consideration shall be given to previous evacuation location.
- f. When a threat is received via phone:
- (1) The recipient of the telephone call should obtain as much precise information as possible using the Bomb Threat Report Form (Attachment 3) during the call. Forms should be located at or near any telephone in the building and District Office which can receive incoming calls. After the caller has disconnected, immediately dial Star69(*69) which initiates a call trace. This call trace telephone number can be received at a later date within the context of a police investigation.
 - (2) Notify an assistant or Principal to call 9-911. You may want to develop a pre-arranged signal which alerts a colleague to notify the Sheriff's dispatch from another line while the caller is held on the line as long as possible.
 - (3) The Principal/Manager, or designee must be informed immediately.
 - (4) The Principal/Manager, or designee then immediately informs the Superintendent or District Office and declares where the command centre might best be located.
 - (5) The Superintendent informs the other Principals/Manager(s) and or if the Superintendent is not available the Superintendent's Administrative Assistant informs the other Principals/Manager(s) where to assemble.
 - (6) During night hours, summer school, the employee in charge will inform the Superintendent and the Facilities Manager on his/her cell phone.
 - (7) During rental use, or other times not specifically covered, the employee in charge or the designated supervisor on the facility use form shall contact the Superintendent and the Facilities Manager.
 - (8) Any release of information to the media with respect to the bomb threat should be handled only by the designated administrator.
 - (9) A staff person or designated administrator should also be at the Command Centre to assist with directives to the District Office or work in concert with the Superintendent or Superintendent's designee in charge of the Command Centre.
 - (10) Unless ordered to evacuate, movement of large groups within the building, campus should be strictly controlled.
- g. Search Procedure – In Class
- (1) The Principal, manager, and/or Superintendent or Superintendent's designee will initiate a search. Each teacher and teacher's aide is best qualified to carry out a search of their respective work area by reason of his/her familiarity with what should be in the area. That being said, participation is voluntary for line staff. The Administration/manager/designee may want to pre-establish a signal that alerts staff to participate in a search. Police and other responding agencies may assist in the search.
 - (2) The following guidelines are to be adhered to in conducting a search:

- (a) Do not alarm students and staff. Maintain a calm authority;
- (b) The decision to evacuate at this time, during the course of the search, will be made by the Superintendent or the Superintendent's designee and the Principal or Principal's designee, in consultation with law enforcement if appropriate;
- (c) If possible use the buddy system – send two people per team to search an area;
- (d) Warn searchers that should an unidentified package or object be found, they are NOT TO TOUCH IT and a safe method for identifying the object will be utilized;
- (e) Search areas should not be larger than that which would take more than 20-30 minutes to search;
- (f) The focus of the search is to “look and see” in general areas, and does not include the cupboards, drawers, closets, etc. Search personnel are to look for an unusual object in a usual place and are not expected to search through items which may endanger their own safety. Items to look for may include, but are not limited to the following:
 - (i) Unrecognizable packages;
 - (ii) Ceiling panels which are clearly out of alignment;
 - (iii) Packages from which there are methodical or strange noises;
 - (iv) Packages that smell of gasoline, chemicals, or other noxious odors;
- (g) Special attention should be given to hallways, washrooms, behind plants, bushes, unlocked student lockers, chemistry laboratory, and areas used by teachers;
- (h) Staff/student lockers should not be opened. If a locker search is necessary, it may be undertaken after consultation with law enforcement;
- (i) The outside of the building and parking lot are to be included in the search plan.

Note: Search procedures other than during in-class situations, for example prior to the start of class or after school. Are outlined in Attachment 3.

h. If a suspicious object/package **is not found**:

- (1) Communicate all-clear to staff and that no further action is required. If the building was evacuated, re-enter the building in an orderly fashion. If law enforcement was involved, follow their consultation.
- (2) Inform the Superintendent and if evacuation was undertaken in consultation with Superintendent or designee prepare news release.
- (3) Decide whether or not to use phone-dialer.

i. If suspicious object **is found**:

- (1) If a suspicious object is found, the finder must not attempt to move or handle the package. Instead, the person designated to stay in the Command Centre must be contacted and the following information given:
 - (a) Location of object;
 - (b) Description of object; and
 - (c) Reason object is suspicious.

- (2) If room or location is occupied, the area the device is found is to be evacuated and quietly leave the building/area to designated area.
- (3) The Principal/manager/designee must then establish perimeter control of the area and ensure that no one approaches, or attempts to move the object, and will endeavor to establish ownership of the object.
- (4) Ensure that access routes have been searched prior to any evacuation and that persons are detailed to direct students along these access/exit routes. In cases where terrorist-motivated acts against evacuees is a possibility, direct supervision must be provided during evacuation and in a safe area.
- (5) There may be a need for special instructions regarding hazardous areas or evacuation routes to be avoided because of the existence of a real or suspected danger.
- (6) Rooms should be evacuated systematically, starting with the adjacent rooms and radiating to the farthest, until the whole building/wing has been evacuated. Teachers should be wearing orange vests.
- (7) Call transportation and determine availability and time that transportation will be available. With inclement weather may have to initiate emergency shelter provider(s) and commence moving toward shelter(s). Be sure to take attendance once you arrive at shelter and confirm who is missing with Command Centre.
- (8) When students/staff are evacuated the building should be relinquished to law enforcement for removal and or defusing the device. Command Centre to provide law enforcement with access to device location.

j. Return to school:

- (1) Students and staff may return to the school building on the direction of the Principal, once notified by Command Centre or designate after consultation with law enforcement if law enforcement was present.
- (2) An "After Action Report" (Attachment 4) must be completed, two copies of which are forwards to: 1) Superintendent and 2) Safety Coordinator.

BOMB THREAT ACTION PLAN

	Action Plan	Planning Notes
1.	Establish Command Centre as per item 4.f.7	
2.	When a bomb threat is received: 1. Complete a bomb threat report (attachment 3) during call. 2. Be prepare to activate *69 as soon as call is disconnected.	
3.	Call 9-911 immediately (if possible during bomb threat call on another lin, using pre-arranged signal).	
4.	Inform Superintendent of Schools	
5.	Communicable threat to staff.	
6.	Proceed with search as per procedure 4.g.	
7.	If bomb or suspicious package is found, follow Procedures 4.h-4.j. Evacuate the building immediately and quietly.	
8.	Complete Bomb Threat - After Action Report” (Attachment 4)	

CHECKLIST FOR YEAR-ROUND SAFETY

- ___ Establish Command Centre
- ___ Daily attendance record
- ___ Phone register and demographics
- ___ Daily attendance from teachers
- ___ Register all locker assignments
- ___ Lock all unassigned lockers immediately, and empty classrooms, storage rooms, etc.
- ___ Secure ladders, chairs and tables
- ___ Review all protocols re:Evacuation
 - Emergency code work: in house 912 (dedicated line)
 - Familiarize office staff
 - Care staff responsibilities
- ___ Visitor permits
- ___ Visitor's notice on doors
- ___ Locking of exterior doors except main door (wherever feasible)
- ___ Alternate site contact in August
- ___ Emergency contact number - superintendent
 - communications
 - sheriff
- ___ One page notice to supply teachers
 - internal phone numbers
 - wash rooms
 - codes, etc.
- ___ Establish safe school committee/ school climate committee
- ___ Update and maintain safety equipment and resources, e.g. CPR, CPI, First Aid Kits
- ___ Search Procedure as per Appendix ___

BOMB THREAT REPORT ~ PHONE CALL

Remain calm. Listen. Do not interrupt.

Date: _____ Time Received: _____ Duration of Call: _____

Exact wording of threat (include profanity):

Questions to ask:

1. When is the bomb going to explode? _____
2. Where is it? _____
3. What does it look like? (e.g. pipe bomb, letter bomb, etc.) _____
4. What will cause it to explode? _____
5. Did you place the bomb? _____
6. Why? _____
7. Where are you calling from? _____
8. What is your name? _____

Identifying Characteristics:

Sex _____ Age Group: _____
Accent (English, French, etc...): _____
Voice (loud, soft, et...): _____
Speech (rapid, slow, etc...): _____
Diction (nasal, lisp, stutter, etc...): _____
Emotional state (calm, excited, angry, etc...): _____
Was caller's voice familiar? _____
Was caller familiar with area? _____
Background noises (street, music, pa system, factory, etc..): _____

Threat Received by:

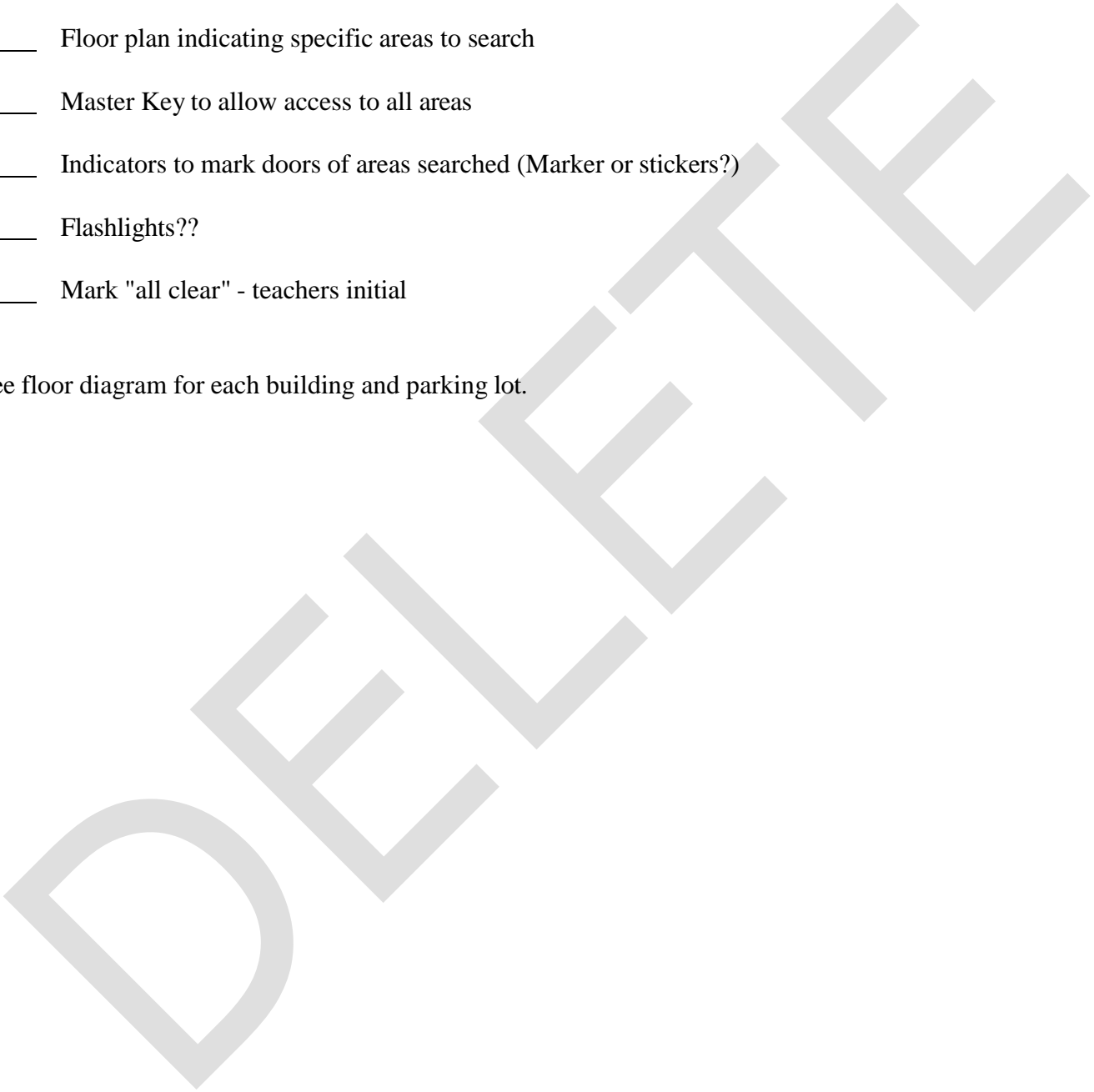
Name: _____
Remarks: _____

Bomb Plan Considerations

Sector Search Plans should be packaged and available in Command Centre:

- _____ Instructions in package to indicate procedures
- _____ Floor plan indicating specific areas to search
- _____ Master Key to allow access to all areas
- _____ Indicators to mark doors of areas searched (Marker or stickers?)
- _____ Flashlights??
- _____ Mark "all clear" - teachers initial

See floor diagram for each building and parking lot.



**Bomb Threat - Checklist
(Students in class)**

Initial Action when a bomb threat is received:

- ___ Fill in "Bomb Threat Report" - concentrate on obtaining as much detail as possible. ("Bomb Threat Reports" should be by the desk of any staff taking the immediate incoming call)
- ___ If possible (*69 to allow trace)
- ___ Notify Principal or Designate of the threat.

Move to Command Centre Location initiate action from there.

(*Command Centre - problem if area changes according to emergency - fire, bomb, intruder, etc. - be consistent and alternate location identified)

- ___ Print school attendance record for the day

Phone calls: - designate individuals to: Chart/log all calls. Time log activities.

- ___ Superintendent/assistant
- ___ Call 911
- ___ Notify Communication to be on standby

Initiate Search: (Coded message so as not to alarm students - all staff not involved in teaching come to office to aid search)

- ___ Classroom teachers search area and report anything unusual to Command Centre
- ___ Department Heads search offices - Lock office door after search
- ___ Sector Teams search assigned area - inside and outside school
- ___ Physical Education teachers outside informed

If nothing is found:

- ___ Communicate all clear to staff
- ___ Inform superintendent
- ___ Inform communications
- ___ Consult with police over follow up action
- ___ Fill in "Bomb Threat - After Action Report" - forward two copies to: 1) the appropriate Superintendent of Schools; and 2) the Chief of Social Work.

If suspicious object is found:

- Don't touch - inform Command Centre of location and description
- Superintendent and communication should be updated
- Secure area
- If in occupied area room should be evacuated calmly
- Evacuate systematically from adjacent areas (do not use fire alarm or elevators) Principal to determine extent of evacuation in consultation with the police, at least 100m away from school.
- Students who evacuate should be moved to a central area for communication purposes - in inclement weather they should move to alternate shelter area
- Secure area (evacuated area)

POLICE TAKE CHARGE OF INVESTIGATION OF OBJECT.

If police find a explosive device:

- Determine with police if the rest of the school needs to be evacuated
- Principal in consultation with the police and superintendent decide regarding:
 - a) Transportation needs (send students home or not?)
 - b) Communication plan, (e.g. Parent Advisory Chain).
- Inform Communications
- parent notification (e.g. hoax)

If police don't find a bomb:

- Announce an all clear and students return to classes
- Clarify actions and security of school with staff and students
- Inform Superintendent of Communications

Fill in "Bomb Threat - After Action Report" - file copy and forward two copies to: 1) the appropriate Superintendent of Schools; and 2) the Chief of Social Work.

Debriefing Meeting for Staff

**Bomb Threat - Checklist
(prior to start of day)**

Initial Action when a bomb threat is received:

- ___ Fill in "Bomb Threat Report" - concentrate on obtaining as much detail as possible. ("Bomb Threat Reports" should be by the desk of any staff taking the immediate incoming call)
- ___ If possible (*69 to allow trace)
- ___ Notify Principal or Designate of the threat.

Move to Command Centre Location initiate action from there.

- (*Command Centre - problem if area changes according to emergency - fire, bomb, intruder)
- ___ Print school attendance record for the day (not appropriate)

Phone calls: - designate individuals to:

- ___ Superintendent/assistant
- ___ Call 911
- ___ Notify Communication to be on standby

Initiate Search:

- ___ Ask staff in school to report to office to help
- ___ Send staff to cafeteria (or other areas where students congregate) to move students to outside and keep clear
- ___ Three person teams move to sectors - two search, one clears out students
- ___ Sector team remains at entrances to prevent re-entry of students
- ___ Call in to indicate status of sector (cleared, report if something is found)
- ___ Turn off bells

If nothing is found:

- ___ Communicate all clear to staff and students
- ___ Inform superintendent
- ___ Inform communication
- ___ Consult with police over follow-up action
- ___ Fill in "Bomb Threat - After Action Report" - forward report to Superintendent

If unidentified object is found:

- ___ Don't touch - inform Command Centre of location and description
- ___ Superintendent and communication should be updated
- ___ Secure area
- ___ Evacuate students, - should be moved to a central area for communication purposes - in inclement weather they should be moved to alternate shelter area

Police take charge of investigation of object.

If police find a bomb:

- ___ Principal in consultation with the police and superintendent decide regarding transportation needs. (send students home or not?)
- ___ inform Communications

If police don't find a bomb:

- ___ Announce an all clear and students return to classes
- ___ Clarify actions and security of school with staff and students
- ___ Inform Superintendent and Communications

Fill in "Bomb Threat - After Action Report" - file copy and forward two copies to: 1) the appropriate Superintendent of Schools; and 2) the Chief of Social Work.

Debriefing Meeting for Staff

**Bomb Threat - Checklist
(lunch)**

Initial Action when a bomb threat is received:

- ___ Fill in "Bomb Threat Report" - concentrate on obtaining as much detail as possible. ("Bomb Threat Reports" should be by the desk of any staff taking the immediate incoming call)
- ___ If possible (*69 to allow trace)

- ___ Notify Principal or Designate of the threat.

Move to Command Centre Location initiate action from there.

(*Command Centre - problem if area changes according to emergency - fire, bomb, intruder)

- ___ Print school attendance record for the day

Phone calls: - designate individuals to:

- ___ Superintendent/assistant

- ___ Call 911

- ___ Notify Communication to be on standby

Initiate Search:

- ___ Call staff room and offices to elicit help

- ___ Inform staff in cafeteria to move students to outside

- ___ Three person teams move to sectors - two search, one clears out students

- ___ Sector team remains at entrances to prevent re-entry of students

- ___ Call in to indicate status of sector (cleared, report if something is found)

- ___ Use sector control, fire alarm, if all else fails

If nothing is found:

- ___ Communicate all clear to staff and students

- ___ Inform superintendent

- ___ Inform Communications

- ___ Consult with police over follow-up action

- ___ Fill in "Bomb Threat - After Action Report" - forward report to Superintendent

If unidentified object is found:

- Don't touch - inform Command Centre of location and description
- Superintendent and communication should be updated
- Secure area
- Evacuate students, - should be moved to a central area for communication purposes - in inclement weather they should be moved to alternate shelter area

Police take charge of investigation of object.

If police find a bomb:

- Principal in consultation with the police and superintendent decide regarding transportation needs and established communication protocols. (send students home or not?)
- Inform Communications

If police don't find a bomb:

- Announce an all clear and students return to classes
- Clarify actions and security of school with staff and students
- Inform Superintendent and Communications

Fill in "Bomb Threat - After Action Report" - file copy and forward two copies to: 1) the appropriate Superintendent of Schools; and 2) the Chief of Social Work.

Debriefing Meeting for Staff

**Bomb Threat - Checklist
(after school)**

Initial Action when a bomb threat is received:

- ___ Fill in "Bomb Threat Report" - concentrate on obtaining as much detail as possible. ("Bomb Threat Reports" should be by the desk of any staff taking the immediate incoming call)
- ___ If possible (*69 to allow trace)

- ___ Notify Principal or Designate of the threat.

Move to Command Centre Location initiate action from there.

(*Command Centre - problem if area changes according to emergency - fire, bomb, intruder)

- ___ Print school attendance record for the day

Phone calls: - designate individuals to:

- ___ Superintendent/assistant

- ___ Call 911

- ___ Notify Communication to be on standby

Initiate Search:

- ___ Ask staff in school to report to office to help

- ___ Three person teams move to sectors - two search, one clears out students

- ___ Sector team remains at entrances to prevent re-entry of students

- ___ Call in to indicate status of sector (cleared, report if something is found)

If nothing is found:

- ___ Communicate all clear to staff and students

- ___ Inform superintendent

- ___ Inform Communications

- ___ Consult with police over follow-up action

- ___ Fill in "Bomb Threat - After Action Report" - forward report to Superintendent

If unidentified object is found:

___ Don't touch - inform Command Centre of location and description. Superintendent and communication should be updated

___ Secure area

___ Evacuate students, - should be moved to a central area for communication purposes - in inclement weather they should be moved to alternate shelter area

Police take charge of investigation of object.

If police find a bomb:

___ Principal in consultation with the police and superintendent decide regarding transportation needs. (send students home or not?)

___ Inform Communications

If police don't find a bomb:

___ Announce an all clear and students return to classes

___ Clarify actions and security of school with staff and students

___ Inform Superintendent and Communications

Fill in "Bomb Threat - After Action Report" - file copy and forward two copies to: 1) the appropriate Superintendent of Schools; and 2) the Chief of Social Work.

Debriefing Meeting for Staff

BOMB THREAT AFTER ACTION REPORT

Name of School: _____ Date: _____

Who received the threat? _____

Who was the threat directed to?

- School - general _____
- Students _____
- Staff _____
- Specific person _____

What were the demands? _____

What were the school activities at the time of the threat?

- Day School _____
- Exam Program _____
- Continuing Education program _____
- Rental _____
- Care Staff Supervision _____
- Other _____

Report completed by: _____ Date: _____

Note: Copies of this report are to be sent to: 1) the appropriate Superintendent; and 2) the Chief of Social Work.

OSBA Model Sample Policy

Code: EBCB
Adopted:

Emergency Procedure Drills and Instruction

{Highly recommended policy. This policy includes information about required instruction and drills on emergency procedures. See ORS 336.071}

Each administrator will conduct emergency procedure drills in accordance with the provisions of Oregon Revised Statutes (ORS) and the applicable Oregon Fire Code.

All schools are required to instruct and drill students on district emergency procedures so that students they can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, ~~which shall include~~ and safety threats. Instruction on ~~fires, earthquakes[,] [and] safety threats [and tsunami dangers[†],] and drills for students,~~ emergency procedures shall be conducted for at least 30 minutes each school month.

The first emergency evacuation drill shall be conducted within 10 days of the beginning of classes.

Fire Emergencies

~~The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year.~~ Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

Earthquake Emergencies

{²} At least two drills on earthquakes shall be conducted each year.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

Safety Threats

At least two drills on safety threats shall be conducted each year. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety, and will include explanation of the district’s communication strategy following a safety threat action (See Board policy EBCA - Safety Threats**).

~~The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.~~

[†] This is required language for a district in a tsunami hazard zone.

² {This is required action for a district not in a tsunami hazard zone.}

The district may provide additional instruction relating to other disasters such as flooding, drought, excessive snowfall or wildfires.³

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)
[ORS 336.071](#)

[ORS 339.324](#)
[ORS 476.030](#)(+)

[OAR 581-022-2225](#)

[OREGON STATE FIRE MARSHAL](#), OREGON FIRE CODE ~~(2014)~~.

³ The Oregon Department of Education has resources available at <https://www.oregon.gov/ode/schools-and-districts/grants/pages/threat-and-hazard-resources.aspx>.

OSBA Model Sample Policy

Code: JECA

Adopted:

Admission of Resident Students**

Resident students may be admitted under the following conditions:

1. A school-age student who lives within the district attendance area between the ages of 5 and 19 shall be allowed to attend school without paying tuition.
2. A student who turns 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.
3. The Board may admit an otherwise eligible student who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if the student is shown to be in need of additional education in order to receive a diploma or a modified diploma. This student may attend school without paying tuition for the remainder of the school year.
4. The Board shall admit an otherwise eligible student who has not yet attained age 21 prior to the beginning of the current school year if the student is receiving special education services and:
 - a. Has not yet received a regular high school diploma; or
 - b. Has received a modified diploma, an extended diploma or an ~~alternative~~ certificate of attendance.
5. Students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.
6. Students who are military children¹ are considered resident of the district, if the district is the district of military residence² for the military child. Parents of military students must provide proof of residency within 10 days after the date of military transfer or pending transfer indicated on the official military order.
7. The Board district may, based on district criteria, deny regular school admission to a student who has become a resident student and who is under expulsion from another district for reasons other than a weapons policy violation.

¹ "Military child" means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

² "School district of military residence" means the school district in which 1) the family of a military child intends to reside as the result of a military transfer; or 2) if the school district in which the family intends to reside is unknown, the school district in which the military installation identified in the official military order is located.

8. The ~~Board~~ district shall deny, for at least one calendar year from the date of the expulsion, regular school admission to a student who has become a resident student and who is under expulsion from another district for a weapons policy violation.
9. The ~~Board~~ district may, based on district criteria, provide alternative programs of instruction to a student ~~expelled~~ who has become a resident student and who is under expulsion from another district for a weapons policy violation.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#)
[ORS 327.006](#)
[ORS 339.115](#)

[ORS 339.133](#)
[ORS 339.134](#)
[ORS 339.139](#)

[ORS 433.26](#)

OSBA Model Sample Policy

Code: JGA
Adopted:

Corporal Punishment**

{Optional policy. While State law prohibits the use of corporal punishment, having a policy which states this is optional. }

The use of corporal punishment in any form is strictly prohibited in the district. No student will be subject to the infliction of corporal punishment.

“Corporal punishment” is defined as the willful infliction of, or willfully causing the infliction of, physical pain. Corporal punishment does not include the use of physical force authorized in ORS 161.205 (2), (4) or (5) for the reasons specified therein, or physical pain or discomfort resulting from or caused by participation in athletic competition or other such recreational activity, voluntarily engaged in by a student.

No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under their supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A parent or legal guardian of a minor child may use reasonable physical force upon the minor child when and to the extent the person reasonably believes the physical force is necessary to maintain discipline or promote the welfare of the minor child, unless the physical force constitutes abuse as defined in ORS 418.257 or 419B.005.

A staff member is authorized to employ reasonable physical force upon a student ~~when and~~ only to the extent that the application of physical force is consistent with ORS 339.285 - 339.303 and is not corporal punishment as defined in ORS 339.250(9). Physical force shall not be used to discipline or punish a student.

A staff member found in violation of this policy may be subject to discipline up to and including dismissal. A volunteer found in violation of this policy by administration may be subject to sanctions and/or prohibited from volunteer service in the district.

The superintendent shall inform all staff members and volunteers of this policy.

END OF POLICY

Legal Reference(s):

[ORS 161.205](#)
[ORS 332.107](#)
[ORS 339.240](#)

[ORS 339.250](#)

[OAR 584-020-0040](#)

[OAR 581-021-0050 – 0075](#)

OSBA Model Sample Policy

Code: LBEA
Adopted:

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

{Conditionally required. This policy is required if the district plans to deny enrollment of a student to a virtual public charter school. OAR 581-026-0305 (8)}

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~~ calculated percentage is more than three percent, the district will not approve ~~additional~~ a student's enrollment to such a virtual public charter school.

A parent¹ must give notice to the district in which the parent resides of their intent to enroll their student in a virtual public charter school ~~not sponsored by the district, before enrolling their student in such a school and notice of actual enrollment~~. If the calculated percentage is three percent or less, or the district sponsors the desired virtual public charter school, the district will issue a notice of approval or choose not to respond.

~~If the district is not approving the enrollment, the district must respond with a decision to not give approval within 10 calendar days of receipt of the notice of intent from the parent. Such decision~~ If the calculated percentage is more than three percent and the desired virtual public charter school is not sponsored by the district, the district will issue a denial notice² within 10 calendar days of receiving notice from a parent and must include:

1. The notice the student is denied for enrollment to the virtual public charter school;
2. The percentage of students in the district that attend virtual public charter schools that are not sponsored by the district, based on the most recent calculations at the time the intent to enroll was received by the district;
- ~~3. The right to appeal the decision to the State Board of Education;~~
- 4.3. A list of two or more other online options available to the student; and
- 5.4. A copy of OAR 581-026-0305 and OAR 581-026-0310.

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

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

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

1. The number of students residing in the district enrolled in the schools within the district;
2. The number of students residing in the district enrolled in virtual and non-virtual public charter schools located in the district;
3. The number of students residing in the district enrolled in virtual public charter schools not sponsored by the district;
4. The number of home-schooled students ~~who reside~~ residing in the district and who have registered with ~~the~~ an educational service district; and
5. The number of students ~~who reside~~ residing in the district enrolled in private schools located within the ~~school~~ district.

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

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

END OF POLICY

Legal Reference(s):

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

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

OSBA Model Sample Policy

Code: JHFE/GBNAB

Adopted:

Suspected Abuse of a Child Reporting Requirements**

{Required policy. ORS 339.372 requires school boards to adopt policy on reporting of suspected child abuse.}

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse¹ shall ~~orally report or cause an oral report immediately by telephone or otherwise to the local office of~~ make a report to the Oregon Department of Human Services (DHS) ~~or its designee~~ through the centralized child abuse reporting system² or to ~~the~~ a law enforcement agency within the county where the person making the report is located at the time of the contact ~~pursuant to Oregon Revised Statute (ORS) 419B.010~~. Any district employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report ~~or cause a report to be made~~ in the same manner described above ~~to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010~~.

~~If known, t~~The report shall ~~must~~ contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors⁴, agents⁵, volunteers⁶, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the Oregon Department of Human Services (DHS) or its designee~~ through its centralized child abuse reporting system or ~~the local~~ to a law enforcement agency pursuant to ORS 419B.015, and to ~~the~~ a designated licensed administrator.

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)

³ "Person" could include adult, student or other child.

⁴ "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁵ "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁶ "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

The district will designate a {⁷} licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the Director of K-12 Programs who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for making a report to ~~local~~ law enforcement ~~and~~ or the ~~local~~ centralized child abuse reporting system of DHS ~~office or its designee~~, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation JHFE/GBNAB-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, ~~or its designee~~, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-

⁷ {ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual abuse for a school building in the respective school building. A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC.}

operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

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

~~Senate Bill 51 (2021).~~

OSBA Model Sample Policy

Code: JHFE/GBNAB-AR(1)

Revised/Reviewed:

Reporting of Suspected Abuse of a Child

{Required administrative regulation. ORS 339.372 requires school boards to have procedures for reporting on, and responding to reports of, suspected abuse of a child.}

Reporting

Any district employee having reasonable cause to believe that **any child** with whom the employee comes in contact has suffered abuse¹ shall ~~orally make a report or cause an oral report~~ immediately ~~by telephone or otherwise to the local office of the~~ to the Oregon Department of Human Services (DHS) ~~or its designee~~ through the centralized child abuse reporting system² or to a law enforcement agency within the county where the person making the report is at the time of their contact. Any district employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report ~~or cause a report to be made~~ in the same manner ~~to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010.~~

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the DHS or its designee~~ through its centralized child abuse reporting system ~~or the local~~ to a law enforcement agency ~~pursuant to ORS 419B.015~~, and to ~~the~~ a designated licensed administrator or alternate licensed administrator for their school building.

~~If known, t~~The report shall ~~must~~ contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the suspected abuse and the identity of a possible perpetrator.

If the superintendent is the alleged abuser the report shall be submitted to the [insert {⁴} licensed administrator position title] who shall refer the report to the Board chair.

A written record of the abuse report shall be made by the employee reporting the suspected abuse of a student and will include: name and position of the person making the report; name of the student; name and position of any witness; description of the nature and extent of the abuse, including any information

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)

³ "Person" could include adult, student or other child.

⁴ {A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

which could be helpful in establishing cause of abuse and identity of the abuser; description of how the report was made (i.e., phone or other method); name of the agency and individual who took the report; date and time that the report was made; and name of district administrator who received a copy of the written report.

The written record of the abuse report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the designee that received the report.

When the designee receives a report of suspected abuse of a child by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave⁵ and take necessary actions to ensure the student's safety. The employee shall remain on leave until DHS or law enforcement determines that the report is substantiated and the district takes the appropriate employment action, or cannot be substantiated or is not a report of abuse and the district determines that either 1) an employment policy was violated and the district will take appropriate employment action against the employee, or 2) an employment policy has not been violated and no action is required by the district against the employee.

When the designee receives a report of suspected abuse by a contractor^{6}, agent or volunteer, the district may prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support the report of suspected abuse, the district shall prohibit the contractor agent or volunteer from providing services. The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected abuse has been investigated⁷ and a determination has been made by law enforcement or DHS that the report is unsubstantiated.

The written record of each reported incident of abuse of a child, action taken by the district and any findings as a result of the report shall be maintained by the district.

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The

⁵ The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

⁶ {The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.}

⁷ The district will investigate all reports of suspected abuse, unless otherwise requested by DHS ~~or its designee~~ or law enforcement pursuant to law.

district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

Definitions

1. Oregon law ~~recognizes these and other types of abuse~~ defines “abuse” in ORS 419B.005(1):
 - a. ~~Physical;~~
 - b. ~~Neglect;~~
 - c. ~~Mental injury;~~
 - d. ~~Threat of harm;~~
 - e. ~~Sexual abuse and sexual exploitation.~~
2. “Child” means an unmarried person who is under 18 years of age or is ~~under 21 years of age and residing in or receiving care or services at a child-caring agency~~ a child in care, as defined in ORS 418.257.
3. A “substantiated report” means a report of abuse that a law enforcement agency or DHS determines is founded.

Confidentiality of Records

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

Upon request from law enforcement or DHS the district shall immediately provide requested documents or materials to the extent allowed by state and federal law.

Failure to Comply

Any district employee who fails to report a suspected abuse of a child as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A district employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by ~~this policy~~ or this administrative regulation, the employee will be disciplined up to and including dismissal.

Cooperation with Investigator

The district staff shall make every effort in suspected abuse of a child cases to cooperate with investigating officials as follows:

1. Any investigation of abuse of a child will be directed by the DHS or law enforcement officials as required by law. DHS or law enforcement officials wishing to interview a student shall present themselves at the school office and contact the school administrator unless the school administrator is the subject of the investigation. When an administrator is notified that the DHS or law enforcement would like to interview a student at school, the administrator must request that the investigating official fill out the appropriate form (See JHFE/GBNAB-AR(2) – Abuse of a Child Investigations Conducted on District Premises). The administrator or designee should not deny the interview based on the investigator’s refusal to sign the form. If the student is to be interviewed at the school, the administrator or designee shall make a private space available. The administrator or

designee of the school may, at the discretion of the investigator, be present to facilitate the interview. If the investigating official does not have adequate identification the administrator shall refuse access to the student.

Law enforcement officials wishing to remove a student from the premises shall present themselves at the office and contact the administrator or designee. The law enforcement official shall sign the student out in accordance with district procedures;

2. When the subject matter of the interview or investigation is identified to be related to suspected abuse of a child, district employees shall not notify parents or anyone else other than DHS or law enforcement agency and any school employee necessary to enable the investigation;
3. The administrator or designee shall advise the investigator of any conditions of disability prior to any interview with the affected child;
4. District employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend their investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

OSBA Model Sample Policy

Code: JHFF/GBNAA

Adopted:

Suspected Sexual Conduct with Students and Reporting Requirements *

{Required policy. ORS 339.372 establishes the requirement for boards to adopt policy on suspected sexual conduct. }

Sexual conduct by district employees, contractors¹, agents², and volunteers³ is prohibited and will not be tolerated. All district employees, contractors, agents, ~~and~~ volunteers, and students⁴ are subject to this policy. ~~Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.~~

⁵“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within ~~90 days~~ one calendar year prior to the sexual conduct.

¹ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

³ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁴ Student conduct may only be sexual conduct if the student is also an employee, contractor, agent, or volunteer.

⁵ This definition of “sexual conduct” affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

The district will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

Any district employee {⁶}, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the {⁷}designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements.

If the superintendent is the alleged perpetrator the report shall be submitted to the Director of K-12 Programs who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When a designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district’s administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student’s safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student’s safety.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

⁶ {The following language in brackets, i.e., , contractor, agent or volunteer, is optional language for the district to consider including. If the language is kept, the district must make these groups aware of the policy and its administrative regulation and their responsibilities under both. This may also be included in contracts with agents and contractors and include reference to this policy.}

⁷ {ORS 339.372 requires the district have a policy that designates the licensed administrators and requires the district to post the names and contact information of the designees in the respective school building. A “licensed administrator” is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC. }

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 339.370 - 339.400](#)

[ORS 419B.005 - 419B.045](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

~~House Bill 2136 (2021).~~

~~Senate Bill 51 (2021).~~

House Bill 4160 (2024).

OSBA Model Sample Policy

Code: GBNAA/JHFF

Adopted:

Suspected Sexual Conduct with Students and Reporting Requirements *

{Required policy. ORS 339.372 establishes the requirement for boards to adopt policy on suspected sexual conduct. }

Sexual conduct by district employees, contractors¹, agents², and volunteers³ is prohibited and will not be tolerated. All district employees, contractors, agents, ~~and~~ volunteers, and students⁴ are subject to this policy. ~~Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.~~

⁵“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within ~~90 days~~ one calendar year prior to the sexual conduct.

¹ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

³ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁴ Student conduct may only be sexual conduct if the student is also an employee, contractor, agent, or volunteer.

⁵ This definition of “sexual conduct” affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

The district will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

Any district employee {⁶}, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the {⁷}designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

If the superintendent is the alleged perpetrator the report shall be submitted to the Director of K-12 Programs who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When a designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district’s administrative regulation GBNAA/JHFF-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student’s safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student’s safety.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

⁶ {The following language in brackets, i.e., , contractor, agent or volunteer, is optional language for the district to consider including. If the language is kept, the district must make these groups aware of the policy and its administrative regulation and their responsibilities under both. This may also be included in contracts with agents and contractors and include reference to this policy.}

⁷ {ORS 339.372 requires the district to have a policy that designates the licensed administrators and requires the district to post the names and contact information of the designees in the respective school building. A “licensed administrator” is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 339.370 - 339.400](#)

[ORS 419B.005 - 419B.045](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

~~[House Bill 2136 \(2021\).](#)~~

~~[Senate Bill 51 \(2021\).](#)~~

[House Bill 4160 \(2024\).](#)

OSBA Model Sample Policy

Code: JOA
Adopted:

Directory Information**

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

1. Student’s name;
- ~~2. Student’s address;~~
- ~~3. Student’s telephone listing;~~
- ~~4. Student’s electronic address;~~
- ~~5.2. Student’s photograph;~~
- ~~6. Date and place of birth;~~
- ~~7.3. Major field of study;~~
- ~~8.4. Participation in officially recognized ~~sports and~~ activities and sports;~~
- ~~9.5. Weight and height of ~~athletic team~~ members of athletic teams;~~
- ~~10.6. Dates of attendance; and~~
- ~~11. Grade level;~~
- ~~12.7. ~~Diploma, honors or~~ Degrees and awards received;~~
- ~~13. Most recent previous school or program attended.~~

Public Notice

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

[†] ~~[For the health, safety and welfare of students, the district may want to consider limiting this list. Consider deleting #2, 3, 4, 6, 7, 10, 11, 12 and/or 13; recommend deleting the word ‘diploma’ in #12 if kept.]~~

Exclusions

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

Directory information shall be released only with administrative direction.

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 30.864](#)

[ORS 107.154](#)

[ORS 180.805](#)

[ORS 326.565](#)

[ORS 326.575](#)

[ORS 336.187](#)

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

[OAR 581-022-2060](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (~~2012~~2024).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (~~2012~~2024); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (~~2017~~2025).

Every Student Succeeds Act, 20 U.S.C. § 7908 (~~2012~~2024).

OSBA Model Sample Administrative Regulation

Code: IGBAB/JO-AR
Adopted:

Education Records/Records of Students with Disabilities Management

1. Student Education Record

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

- a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- b. Records of the law enforcement unit of the district subject to the provisions of Oregon Administrative Rule (OAR) 581-021-0225;
- c. Records relating to an individual who is employed by the district that are made and maintained in the normal course of business, which relate exclusively to the individual in that individual's capacity as an employee and that are not available for use for any other purpose. Records relating to an individual in attendance at the district who is employed as a result of status as a student, are education records and are not excepted under this section;
- d. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:
 - (1) Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity;
 - (2) Made, maintained or used only in connection with treatment of the student; and
 - (3) Disclosed only to individuals providing the treatment. For purposes of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the district.
- e. Records that only contain information relating to activities in which an individual engaged after the individual is no longer a student at the district;
- f. Medical or nursing records which are made or maintained separately and solely by a licensed health-care professional who is not employed by the district, and which are not used for education purposes or planning.

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

- a. Name and address of educational agency or institution;
- b. Full legal name of the student;
- c. Student's birth date ~~and place of birth~~;
- d. Names of parents/guardians;
- e. Date of entry into the school;
- f. Name of school previously attended;

- g. Courses of study and marks received;
- h. Data documenting a student's progress toward achievement of state standards and must include a student's Oregon State Assessment results;
- i. Credits earned;
- j. Attendance; and
- k. Date of withdrawal from school; and
- ~~l. Such additional information as the district may prescribe.~~

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

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

2. Confidentiality of Student Records

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

3. Rights of Parents and Eligible Students

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

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

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

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

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

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

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

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

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

- a. Within a reasonable period of time and without unnecessary delay;
- b. For children with disabilities before any meeting regarding an individualized education program (IEP), or any due process hearing, or any resolution session related to a due process hearing¹;
- c. In no case more than 45 days after it has received the request.

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

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

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

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

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

While the district is not required to give an eligible student or student's parent(s) access to treatment records under the definition of "education records" in OAR 581-021-0220(6)(b)(D), the eligible

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

student or student's parent(s) may, at their expense, choose a physician or other appropriate professional and have those records reviewed.

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

The district shall not provide the eligible student or student's parent(s) with a copy of test protocols, test questions and answers and other documents described in Oregon Revised Statutes (ORS) 192.345(4) unless authorized by federal law.

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

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

5. Release of Personally Identifiable Information

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

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

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

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

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

The U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection

with an audit or evaluation of federal or state-supported education programs, or the enforcement of or compliance with federal or state-supported education programs, or the enforcement of or compliance with federal or state regulations.

- d. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
- (1) Determine eligibility for the aid;
 - (2) Determine the amount of the aid;
 - (3) Determine the conditions for the aid; or
 - (4) Enforce the terms and condition of the aid.

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

- e. The disclosure is to organizations conducting studies for, or on behalf of, the district to:
- (1) Develop, validate or administer predictive tests;
 - (2) Administer student aid programs; or
 - (3) Improve instruction.

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

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

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

- f. The district may disclose information under this section only if the disclosure is to an official listed in paragraph (c) above who is conducting an audit related to the enforcement of or compliance with federal or state legal requirements and who enters into a written agreement with the district that:
- (1) Designates the individual or entity as an authorized representative;
 - (2) Specifies the personally identifiable information being disclosed;
 - (3) Specifies the personally identifiable information being disclosed in the furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state-supported education programs;
 - (4) Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception; this must include a description of how the personally identifiable information will be used;

- (5) Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;
 - (6) Identifies the time period in which the personally identifiable information must be destroyed; and
 - (7) Establishes policies and procedures which are consistent with Family Education Rights and Privacy Act (FERPA) and other federal and state confidentiality and privacy provisions to insure the protection of the personally identifiable information from further disclosure and unauthorized use.
- g. The disclosure is to accrediting organizations to carry out their accrediting functions;
 - h. The disclosure is to comply with a judicial order or lawfully issued subpoena. The district may disclose information under this section only if the district makes a reasonable effort to notify the eligible student or student's parent(s) of the order or subpoena in advance of compliance, unless an order or subpoena of a federal court or agency prohibits notification to the parent(s) or student;
 - i. The disclosure is to comply with a judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters;
 - j. The disclosure is to the parent(s) of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
 - k. The disclosure is in connection with a health or safety emergency. The district shall disclose personally identifiable information from an education record to law enforcement, child protective services and health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. If the district determines that there is an articulable and significant threat, the district will document the information available at that time of determination and the rationale basis for the determination for the disclosure of the information from the educational records.

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

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

- p. The disclosure is to a caseworker or other representative, who has the right to access the student's case plan, of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student, provided the personally identifiable information will not be disclosed unless allowed by law.

The district will use reasonable methods to identify and authenticate the identity of the parents, students, school officials, and any other parties to whom the district discloses personally identifiable information from educational records.

6. Record-Keeping Requirements

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

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

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

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

7. Request for Amendment of Student's Education Record

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

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

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

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

8. Hearing Rights of Parents or Eligible Students

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

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

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

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

If, as a result of the hearing, the panel decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall inform the eligible student or the student's parent(s) of the right to place a statement in the record commenting on the contested information in the record or stating why there is disagreement with the decision of the panel. If a statement is placed in an education record, the district will ensure that the statement:

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

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

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

9. Duties and Responsibilities When Requesting Education Records

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

10. Duties and Responsibilities When Transferring Education Records

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

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

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

Disclosure Statement

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

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

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

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

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

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

The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training and job market trends. The information is also used for planning, research and program improvement.

State and private universities, colleges, community colleges and vocational schools use the information to find out how many students go on with their education and their level of success.

Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

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

Education Records/Records of Students with Disabilities Management

1. Student Education Record

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

- a. Records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- b. Records of the law enforcement unit of the district subject to the provisions of Oregon Administrative Rule (OAR) 581-021-0225;
- c. Records relating to an individual who is employed by the district that are made and maintained in the normal course of business, that relate exclusively to the individual in that individual's capacity as an employee and that are not available for use for any other purpose. Records relating to an individual in attendance at the district who is employed as a result of his/her status as a student are education records and are not excepted under this section;
- d. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:
 - (1) Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his/her professional capacity or assisting in a paraprofessional capacity;
 - (2) Made, maintained or used only in connection with treatment of the student; and
 - (3) Disclosed only to individuals providing the treatment. For purposes of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the district.
- e. Records that only contain information relating to activities in which an individual engaged after he/she is no longer a student at the district;
- f. Medical or nursing records which are made or maintained separately and solely by a licensed health care professional who is not employed by the district, and which are not used for education purposes or planning.

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

- a. Name and address of educational agency or institution;
- b. Full legal name of the student;
- c. Student birth date and place of birth;
- d. Name of parents/guardian;
- e. Date of entry in school;

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

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

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

2. Confidentiality of Student Records

- a. The district shall keep confidential any record maintained on a student in accordance with OAR 581-021-0220 through 581-021-430.
- b. Each district shall protect the confidentiality of personally identifiable information at collection, storage, disclosure and destruction stages.
- c. Each district shall identify one official to assume responsibility for ensuring the confidentiality of any personally identifiable information.
- d. All persons collecting or using personally identifiable information shall receive training or instruction on state policies and procedures.

3. Rights of Parents and Eligible Students

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

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

The notification shall also inform parents or eligible students that the district forwards education records requested under OAR 581-21-0255. The notification shall also indicate where copies of the district policy are located and how copies may be obtained.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. Release of Personally Identifiable Information

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

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

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

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

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

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

- d. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
- (1) Determine eligibility for the aid;
 - (2) Determine the amount of the aid;
 - (3) Determine the conditions for the aid; or
 - (4) Enforce the terms and condition of the aid.

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

- e. The disclosure is to organizations conducting studies for, or on behalf of, the district to:
- (1) Develop, validate or administer predictive tests;
 - (2) Administer student aid programs; or
 - (3) Improve instruction.

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

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

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

- f. The district may disclose information under this section only if the disclosure is to an official listed in paragraph (c) above who is conducting an audit related to the enforcement of or compliance with federal or state legal requirements and who enters into a written agreement with the district that:

- (1) Designates the individual or entity as an authorized representative;
- (2) Specifies the personally identifiable information being disclosed;
- (3) Specifies the personally identifiable information being disclosed in the furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state supported education programs;
- (4) Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception; this must include a description of how the personally identifiable information will be used;
- (5) Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;
- (6) Identifies the time period in which the personally identifiable information must be destroyed; and

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

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

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

The district will use reasonable methods to identify and authenticate the identity of the parents, students, school officials, and any other parties to whom the district discloses personally identifiable information from educational records;

- p. The disclosure is to a caseworker or other representative, who has the right to access the student's case plan, of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student, provided the personally identifiable information will not be disclosed unless allowed by law.

6. Recordkeeping Requirements

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

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

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

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

7. Request for Amendment of Student's Education Record

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

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

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

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

8. Hearing Rights of Parents or Eligible Students

If the building level principal decides not to amend the education record of a student as requested by the eligible student or the student's parent(s), the eligible student or student's parent(s) may request a formal hearing for the purpose of challenging information in the education record as inaccurate, misleading or in violation of the privacy or other rights of the student. The district shall appoint a

hearings officer to conduct the formal hearing requested by the eligible student or student's parent. The hearing may be conducted by any individual, including an official of the district, who does not have a direct interest in the outcome of the hearing. The hearings officer will establish a date, time and location for the hearing, and give the student's parent or eligible student notice of date, time and location reasonably in advance of the hearing. The hearing will be held within 10 working days of receiving the written or verbal request for the hearing.

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

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

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

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

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

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

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

9. Duties and Responsibilities When Requesting Education Records

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

10. Duties and Responsibilities When Transferring Education Records

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

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

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

Disclosure Statement

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

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

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

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

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

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

The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training and job market trends. The information is also used for planning, research and program improvement.

State and private universities, colleges, community colleges and vocational schools use the information to find out how many students go on with their education and their level of success.

Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

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

OSBA Model Sample Policy

Code: GBNAB/JHFE
Adopted:

Suspected Abuse of a Child Reporting Requirements**

{Required policy. ORS 339.372 requires school boards to adopt policy on reporting of suspected child abuse.}

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse¹ shall ~~orally report or cause an oral report~~ immediately ~~by telephone or otherwise to the local office of~~ make a report to the Oregon Department of Human Services (DHS) ~~or its designee~~ through the centralized child abuse reporting system² or to ~~the~~ a law enforcement agency within the county where the person making the report is located at the time of the contact ~~pursuant to Oregon Revised Statute (ORS) 419B.010~~. Any district employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report ~~or cause a report to be made~~ in the same manner described above ~~to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010~~.

~~If known, t~~The report shall ~~must~~ contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors⁴, agents⁵, volunteers⁶, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the Oregon Department of Human Services (DHS) or its designee~~ through its centralized child abuse reporting system or ~~the local~~ to a law enforcement agency ~~pursuant to ORS 419B.015~~, and to ~~the~~ a designated licensed administrator.

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)

³ "Person" could include adult, student or other child.

⁴ "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁵ "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁶ "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

The district will designate a {⁷} licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the [insert {⁸} licensed administrator position title] who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for making a report to ~~local~~ law enforcement ~~and~~ or the ~~local~~ centralized child abuse reporting system of DHS ~~office or its designee~~, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, ~~or its designee~~, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 -

⁷ {ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual abuse for a school building in the respective school building. A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

⁸ {A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

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

~~Senate Bill 51 (2021).~~

OSBA Model Sample Policy

Code: GBNAB/JHFE-AR(1)

Revised/Reviewed:

Reporting of Suspected Abuse of a Child

{Required administrative regulation. ORS 339.372 requires school boards to have procedures for reporting on, and responding to reports of, suspected abuse of a child.}

Reporting

Any district employee having reasonable cause to believe that **any child** with whom the employee comes in contact has suffered abuse¹ shall ~~orally make a report or cause an oral report~~ immediately ~~by telephone or otherwise to the local office of the~~ to the Oregon Department of Human Services (DHS) ~~or its designee~~ through the centralized child abuse reporting system² or to a law enforcement agency within the county where the person making the report is at the time of their contact. Any district employee who has reasonable cause to believe that **any person**³ with whom the employee is in contact has abused a child shall immediately report ~~or cause a report to be made~~ in the same manner ~~to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010.~~

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to ~~the DHS or its designee~~ through its centralized child abuse reporting system ~~or the local~~ to a law enforcement agency ~~pursuant to ORS 419B.015~~, and to ~~the~~ a designated licensed administrator or alternate licensed administrator for their school building.

~~If known, t~~The report shall ~~must~~ contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the suspected abuse and the identity of a possible perpetrator.

If the superintendent is the alleged abuser the report shall be submitted to the Director of K-12 Programs who shall refer the report to the Board chair.

A written record of the abuse report shall be made by the employee reporting the suspected abuse of a student and will include: name and position of the person making the report; name of the student; name and position of any witness; description of the nature and extent of the abuse, including any information which could be helpful in establishing cause of abuse and identity of the abuser; description of how the report was made (i.e., phone or other method); name of the agency and individual who took the report;

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)

³ "Person" could include adult, student or other child.

date and time that the report was made; and name of district administrator who received a copy of the written report.

The written record of the abuse report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the designee that received the report.

When the designee receives a report of suspected abuse of a child by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave⁴ and take necessary actions to ensure the student's safety. The employee shall remain on leave until DHS or law enforcement determines that the report is substantiated and the district takes the appropriate employment action, or cannot be substantiated or is not a report of abuse and the district determines that either 1) an employment policy was violated and the district will take appropriate employment action against the employee, or 2) an employment policy has not been violated and no action is required by the district against the employee.

When the designee receives a report of suspected abuse by a contractor^{5}, agent or volunteer, the district may prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support the report of suspected abuse, the district shall prohibit the contractor agent or volunteer from providing services. The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected abuse has been investigated⁶ and a determination has been made by law enforcement or DHS that the report is unsubstantiated.

The written record of each reported incident of abuse of a child, action taken by the district and any findings as a result of the report shall be maintained by the district.

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

⁴ The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

⁵ {The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.}

⁶ The district will investigate all reports of suspected abuse, unless otherwise requested by DHS ~~or its designee~~ or law enforcement pursuant to law.

Definitions

1. Oregon law ~~recognizes these and other types of abuse~~ defines “abuse” in ORS 419B.005(1):
 - ~~a. Physical;~~
 - ~~b. Neglect;~~
 - ~~c. Mental injury;~~
 - ~~d. Threat of harm;~~
 - ~~e. Sexual abuse and sexual exploitation.~~
2. “Child” means an unmarried person who is under 18 years of age or is ~~under 21 years of age and residing in or receiving care or services at a child-caring agency~~ a child in care, as defined in ORS 418.257.
3. A “substantiated report” means a report of abuse that a law enforcement agency or DHS determines is founded.

Confidentiality of Records

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

Upon request from law enforcement or DHS the district shall immediately provide requested documents or materials to the extent allowed by state and federal law.

Failure to Comply

Any district employee who fails to report a suspected abuse of a child as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A district employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by ~~this policy~~ or ~~this administrative regulation~~, the employee will be disciplined up to and including dismissal.

Cooperation with Investigator

The district staff shall make every effort in suspected abuse of a child cases to cooperate with investigating officials as follows:

1. Any investigation of abuse of a child will be directed by the DHS or law enforcement officials as required by law. DHS or law enforcement officials wishing to interview a student shall present themselves at the school office and contact the school administrator unless the school administrator is the subject of the investigation. When an administrator is notified that the DHS or law enforcement would like to interview a student at school, the administrator must request that the investigating official fill out the appropriate form (See GBNAB/JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises). The administrator or designee should not deny the interview based on the investigator’s refusal to sign the form. If the student is to be interviewed at the school, the administrator or designee shall make a private space available. The administrator or designee of the school may, at the discretion of the investigator, be present to facilitate the interview.

If the investigating official does not have adequate identification the administrator shall refuse access to the student.

Law enforcement officials wishing to remove a student from the premises shall present themselves at the office and contact the administrator or designee. The law enforcement official shall sign the student out in accordance with district procedures;

2. When the subject matter of the interview or investigation is identified to be related to suspected abuse of a child, district employees shall not notify parents or anyone else other than DHS or law enforcement agency and any school employee necessary to enable the investigation;
3. The administrator or designee shall advise the investigator of any conditions of disability prior to any interview with the affected child;
4. District employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend their investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

OSBA Model Sample Policy

Code: GBNAB/JHFE-AR(2)
Revised/Reviewed:

Abuse of a Child Investigations Conducted on District Premises

The Department of Human Services (DHS) or a law enforcement agency has the authority to conduct an investigation of a report of child abuse on school premises according to Oregon Revised Statute (ORS) 419B.045. The school administrator must be notified that the investigation is to take place, unless the administrator is a subject of the investigation. The investigator is not required to reveal information about the investigation to the school as a condition of conducting the investigation.

After the investigator provides adequate identification, school staff shall allow access to the child and provide a private space for conducting the interview. The investigator shall be advised by a school administrator or a school staff member of a child's relevant disabling conditions, if any, prior to any interview with the child. The school administrator or designee may, at the investigator's discretion, be present to facilitate the investigation.

School staff may only notify DHS, the law enforcement agency or school employees that are necessary to enable the investigation. School staff may not notify any other persons, including the child's parent(s) or guardian(s).

Investigator Name (Printed)

Name of Agency

Name of Worker's/Investigator's Supervisor

Supervisor Contact Information

Investigator Position and Badge or ID Number

Student Name

School

Investigator Signature

Date

Investigator refused to sign. District staff should not deny entry based on refusal to sign.

FOR COMPLETION BY DISTRICT STAFF

- Student not available for interview
- Student refused to be interviewed
- Administrator participated in interview

Name of Administrator Notified

Name of Office Staff Involved

Name of Participating Administrator

This form should be placed in a separate secure file and not in the student's file.

OSBA Model Sample Policy

Code: JHCC
Adopted:

D

Communicable Diseases - Students

(Recommend delete: the requirement for this policy was found in OAR 581-022-2220, which has since been revised and requirement removed in lieu of a new requirement for a Communicable Disease Plan. Refer to policy GBEB and GBEB-AR.)

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law. A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation JHCC-AR - Communicable Diseases - Students. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

The district may, for the protection of both the student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting.

The district will include, as a part of its emergency plan, a description of the actions to be taken by district personnel in the case of a declared public health emergency or other catastrophe that disrupts district operations.

The district shall protect the confidentiality of each student's health condition and record to the extent possible and consistent with federal and state law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

The superintendent will develop administrative regulations necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 431.150 - 431.157](#)
[ORS 433.001 - 433.526](#)
[OAR 333-018](#)

[OAR 333-019-0010](#)
[OAR 333-019-0014](#)
[OAR 437-002-0360](#)

[OAR 437-002-0377](#)
[OAR 581-022-2220](#)

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance* (2020). Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).

OSBA Model Sample Policy

Code: JHCC-AR
Adopted:

D

Communicable Diseases – Student

(Recommend delete: the requirement for this AR was found in OAR 581-022-2220, which has since been revised and requirement removed in lieu of a new requirement for a Communicable Disease Plan.)

In accordance with state law, administrative rule, the local health authority and the *Communicable Disease Guidance*, the procedures established below will be followed.

1. “Restrictable diseases” are defined by rule and include but are not limited to COVID-19¹, chickenpox, diphtheria, hepatitis A, hepatitis E, measles, mumps, pertussis, rubella, Salmonella enterica serotype Typhi infection, scabies, Shiga-toxigenic Escherichia coli (STEC) infection, shigellosis and infectious tuberculosis, and may include a communicable stage of hepatitis B infection if, in the opinion of the local health officer, the person poses an unusually high risk to others (e.g., a child that exhibits uncontrollable biting or spitting). Restrictable disease also includes any other communicable disease identified in an order issued by the Oregon Health Authority or the local public health officer as posing a danger to the public’s health. A disease is considered to be a restrictable disease if it is listed in Oregon Administrative Rule (OAR) 333-019-0010, or it has been designated to be a restrictable disease by the local public health administrator after determining that it poses a danger to the public’s health.
2. “Susceptible” for a child means lacking documentation of immunization required under OAR 333-050-0050.
3. “Reportable disease” means a disease or condition, the reporting of which enables a public health authority to take action to protect or to benefit the public health.

Restrictable Diseases

1. A student of the district will not attend a district school or facility while in a communicable stage of a restrictable disease, including a communicable stage of COVID-19², unless authorized to do so under Oregon law. When an administrator has reason to suspect any child has a restrictable disease, the administrator shall send the student home.
2. An administrator shall exclude a susceptible child from school if the administrator has reason to suspect that the student has been exposed to measles, mumps, rubella, diphtheria, pertussis, hepatitis A, or hepatitis B, unless the local health officer determines that exclusion is not necessary to protect the public’s health. The administrator may request the local health officer to make a determination as allowed by law. If the disease is reportable, the administrator will report the occurrence to the local health department.

¹ Added per OAR 333-019-1000(2).

² “Communicable stage of COVID-19” means having a positive presumptive or confirmed test of COVID-19.

3. An administrator shall exclude a student if the administrator has been notified by a local public health administrator or local public health officer that the student has had a substantial exposure to an individual with COVID-19 and exclusion is deemed necessary by same.
4. A student will be excluded in such instances until such time as the student or the parent or guardian of the student presents a certificate from a physician, a physician assistant licensed under Oregon Revised Statute (ORS) 677.505 - 677.525, a nurse practitioner licensed under ORS 678.375 - 678.390, local health department nurse or school nurse stating that the student does not have or is not a carrier of any restrictable diseases.
5. The district may, for the protection of both the student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting. A student may remain in an alternative educational setting until such time as a certificate from a physician, physician assistant, nurse practitioner, local health department nurse or school nurse states that the student does not have or is not a carrier of any restrictable disease, or until such time as a local public health administrator states that the disease is no longer communicable to others or that adequate precautions have been taken to minimize the risk of transmission. A restrictable disease exclusion for chickenpox, scabies, staphylococcal skin infections, streptococcal infections, diarrhea or vomiting may be removed by a school nurse or health care provider.
6. More stringent exclusion standards for students from school may be adopted by the local health department.
7. The district's emergency preparedness plan shall address the district's plan with respect to a declared public health emergency at the local or state level.

Reportable Diseases Notification

1. All employees shall comply with all reporting measures adopted by the district and with all rules set forth by the Oregon Health Authority, Public Health Division and the local health department.
2. An administrator may seek confirmation and assistance from the local health officer to determine the appropriate district response when the administrator is notified that a student or an employee has been exposed to a restrictable disease that is also a reportable disease.
3. An administrator shall determine other persons who may be informed of a student's communicable disease when a legitimate educational interest exists or for health and safety reasons in accordance with law.

Education

1. The administrator or designee shall seek information from the district's school nurse or other appropriate health officials regarding the health needs/hazards of all students and the impact on the educational needs of a student diagnosed with a restrictable disease or exposed to a restrictable disease.
2. The administrator or designee shall, utilizing information obtained above, determine an educational program for such a student and implement the program in an appropriate (i.e., regular or alternative) setting.

3. The administrator or designee shall review the appropriateness of the educational program and the educational setting of each individual student diagnosed with a restrictable disease.

Equipment and Training

1. The administrator or designee shall, on a case-by-case basis, determine what equipment and/or supplies are necessary in a particular classroom or other setting in order to prevent disease transmission.
2. The administrator or designee shall consult with the district's school nurse or other appropriate health officials to provide special training in the methods of protection from disease transmission.
3. All district personnel will be instructed annually to use the proper precautions pertaining to blood and body fluid exposure per the Occupational Safety and Health Administration (OSHA). [(See policy EBBAA).]

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February 23, 2026 – Resolution #25-26/04

FERN RIDGE SCHOOL DISTRICT 28J

88834 Territorial Road
Elmira, OR 97437
RESOLUTION NO. 25-26/04

RESOLUTION FOR ADMINISTRATOR’S THREE-YEAR CONTRACT EXTENSION

WHEREAS, administrators will be employed pursuant to three-year employment contracts; and

WHEREAS, the Superintendent has made a recommendation on each of the below listed administrators; and

WHEREAS, any new employment contract that extends the administrator’s employment for a new term shall replace any prior contracts;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Fern Ridge School District No. 28J, Lane County, Oregon, that the following administrators shall be issued individual employment contracts for the 2026-2027, 2027-2028, 2028-2029 school years, pursuant to ORS 342.845(5)(a):

Perrier, Billie – Principal, Elmira Elementary School
Vandercar, Cydney –Principal, Elmira High School

ADOPTED by the Board this 23rd day of February 2026, Lane County School District 28J.

Board of Directors, Chair

Superintendent

February 23, 2026 – Resolution #25-26/05

FERN RIDGE SCHOOL DISTRICT 28-J
88834 Territorial Road
Elmira, OR 97437
RESOLUTION NO. 25-26/05

RESOLUTION FOR TEACHER/ TERMINAL CONTRACT NON-RENEWAL

WHEREAS, these are terminal contracts. These temporary teaching positions are terminal predicated on a terminal contract. The contracts were issued for the 2025-2026 school year only. These employees are non-renewed in these specific positions or portion thereof.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Fern Ridge School District No. 28J, Lane County, Oregon, declares these employees are non-renewed in these specific positions or portion thereof.

Cooper, Forrest – Retired/Temporary Teaching Contract 2025-2026
Forsman, Tiffany – Terminal/Temporary Teaching Contract 2025-2026
Guldager, Jon – Retired/Temporary Teaching Contract 2025-2026
Jones, Mari – Retired/Temporary Teaching Contract 2025-2026
Kashuba, David – Terminal/Temporary Teaching Contract 2025-2026
Moen-Gay, Teri – Retired/Temporary Teaching Contract 2025-2026

ADOPTED by the Board this 23rd day of February 2026, Lane County School District 28J.

Board of Directors, Chair

Superintendent

FERN RIDGE SCHOOL DISTRICT 28-J
88834 Territorial Road
Elmira, OR 97437
RESOLUTION NO. 25-26/06

**RESOLUTION FOR PROBATIONARY ADMINISTRATOR'S CONTRACT
RENEWALS**

WHEREAS, probationary administrators will be employed pursuant to one-year employment contract; and

WHEREAS, the Superintendent has made a recommendation on each of the below listed probationary administrators; and

WHEREAS, any new employment contract that extends the probationary administrators' employment for a new term shall replace any prior contracts;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Fern Ridge School District No. 28J, Lane County, Oregon, that the following administrators shall be issued individual employment contracts for the 2026-2027 school year, pursuant to ORS 342.895:

Dean, Dawn – Principal, Elmira Elementary School (yr 3)

ADOPTED by the Board this 23rd day of February 2026, Lane County School District 28J.

Board of Directors, Chair

Superintendent

FERN RIDGE SCHOOL DISTRICT 28J

88834 Territorial Road

Elmira, OR 97437

RESOLUTION NO. 25-26/07

RESOLUTION FOR PROBATIONARY TEACHER CONTRACT RENEWALS

WHEREAS, probationary teachers will be employed pursuant to one-year employment contract; and

WHEREAS, the Superintendent has made a recommendation on each of the below listed probationary teachers; and

WHEREAS, any new employment contract that extends the probationary teacher’s employment for a new term shall replace any prior contracts;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Fern Ridge School District No. 28J, Lane County, Oregon, that the following teachers shall be issued individual employment contracts for the 2026-2027 school year, pursuant to ORS 342.895:

1st Year

2nd Year

3rd Year

Brink, Nikie
Green, Keeley
Slager, Tessa

Davis, Conrad
Frazee, Paul
Kaneft, Jack
Lux, Tami
Pomada-Correa, Heather
Raph, Brooke
Tracer, Katelyn

ADOPTED by the Board this 23rd day of February 2026, Lane County School District 28J.

Board of Directors, Chair

Superintendent

February 23, 2026 – Resolution #25-26/08

FERN RIDGE SCHOOL DISTRICT 28J

**88834 Territorial Road
Elmira, OR 97437
RESOLUTION NO. 25-26/08**

RESOLUTION FOR TEACHER CONTRACT EXTENSIONS

WHEREAS, teachers will be employed pursuant to two-year employment contracts; and

WHEREAS, the Superintendent has made a recommendation on each of the below listed teachers; and

WHEREAS, any new employment contract that extends the teachers employment for a new term shall replace any prior contracts;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Fern Ridge School District No. 28J, Lane County, Oregon, that the following teachers shall be issued individual employment contracts for the 2026-2027 and 2027-2028 school years, pursuant to ORS 342.895:

- | | | | |
|-------------------|--------------------|--------------------|---------------------------|
| Anderson, Chloe | Fuentez, Alyssa | Lewis, F. Ruth | Peirce, Reine' |
| Best, Kenneth | Godfrey, Rose | Light, Jesse | Piccolo, Garren |
| Bowden, John | Greene, Deanna | Lloyd, Debra | Prutzman-Snider, Jennifer |
| Brummett, Ryan | Greene, Jeff | Maddoux, Brittani | Purkey-Babcock, Cassandra |
| Canon, Michael | Guill, Mike | Markham, Michelle | Roberts, Courtney |
| Carey, Taylor | Harper, Gwen | McCourtney, Jeff | Sinniger, Rachel |
| Chen, Mirka | Hart, Shannon | McGuire, Erika | Skeznick, Elizabeth |
| Connolly, Gretta | Herbert, Jennie | McMillan, Brittany | Taylor, Matthew |
| Cutsforth, Kasey | Hohnstein, Heather | Metzger, Josh | Varozza, Sara |
| Davis, Bradley | Hood, Paris | Midwood, Lauren | Warren, Estin |
| Doscher, John | Humphrey, Kyle | Moeller, Kyle | Wartenbee, Sarah |
| Edmundson, Thomas | James, Nicholas | Moeller, Rebecca | White, Erin |
| Erwin, Emmy | Johnson, Alisa | Monegan, James | Wirth, Courtland |
| Fischer, Ashley | Jones, Donna | Nelson, Michelle | Wondra, Patrick |
| Foltz, Ashley | Jones, Kori | Nienhaus, Kailee | Wright-Rendon, DesiRae |
| Franklin, Aaron | Kenyon, Wendy | Oxenford, Ann | |
| Franklin, Arthur | Lee, Rob | Pebworth, Angela | |

ADOPTED by the Board this 23rd day of February 2026, Lane County School District 28J.

Board of Directors, Chair

Superintendent

February 23, 2026 – Resolution #25-26/09

FERN RIDGE SCHOOL DISTRICT 28J

88834 Territorial Road
Elmira, OR 97437
RESOLUTION NO. 25-26/09

RESOLUTION FOR ADMINISTRATOR’S CONTRACT EXTENSION

WHEREAS, administrators will be employed pursuant to three-year employment contracts; and

WHEREAS, the Superintendent has made a recommendation on each of the below listed administrators; and

WHEREAS, any new employment contract that extends the administrator’s employment for a new term shall replace any prior contracts;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Fern Ridge School District No. 28J, Lane County, Oregon, that the following administrators shall be extended an additional year through 2027-2028 pursuant to ORS 342.845(5)(a):

- Carman, Eric – Assistant Principal, Fern Ridge Middle School
- Johnson, Olivia – Principal, Fern Ridge Middle School
- Klingsporn, Rilke – Director of Special Services
- Marshall, Michelle – Director of K12 Programs
- Smith, Joel – Assistant Principal, Elmira High School

ADOPTED by the Board this 23rd day of February 2026, Lane County School District 28J.

Board of Directors, Chair

Superintendent



Fern Ridge School District 28J

Gary E. Carpenter Jr.
Superintendent

88834 Territorial Road, Elmira, OR 97437
Phone: (541) 935-2253
Fax: (541) 935-8222

Classified/Confidential/Manager/Coach Employees Resignations/New Hires/Transfers/Other Report February 23rd, 2026

Resignations/Retirements

1. Resignation of Cody Brock, YTP Coordinator/Leadership at Elmira High School, effective February 27th, 2026.

New Hires/Transfers

1. None at this time.

Other

1. None at this time.

Coaches

1. None at this time.