



**MISSION: EMPOWERING EVERY STUDENT, ENRICHING EVERY MIND, TRANSFORMING EVERY FUTURE**

**VISION: TO BE A WORLD-CLASS EDUCATIONAL COMMUNITY WHERE ALL STUDENTS ARE PREPARED FOR FUTURE SUCCESS IN COLLEGE, CAREER, AND LIFE**

**DOCKET OF BUSINESS**

**January 12, 2026**

**Klamath Falls City Schools Lucile O'Neill Education Center Boardroom**

**1336 Avalon Street**

**Klamath Falls, Oregon 97603**

**REGULAR MONTHLY MEETING OF THE KFCS BOARD OF EDUCATION**

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*The board welcomes you to its monthly meeting. Public input is welcome and encouraged during the Public Comment segment of this meeting. All those wishing to address the board have previously submitted their comments which have been added into the official record.*

1. **PRELIMINARY BUSINESS**

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Public Welcome & Public Comment
4. Superintendent's Comments
5. Gifts to the District

2. **CONSENT AGENDA**

1. Approval of Previous Month's Meeting Minutes (12-8-25)

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# Minutes of Regular and Executive Board Meeting Klamath Falls City Schools Board of Education

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A Regular and Executive Board Meeting of the Board of Education of the Klamath Falls City Schools was held Monday, December 8, 2025, at 6:00 PM in the LOEC Boardroom and via a public digital Zoom meeting.

## **1. PRELIMINARY BUSINESS**

### **1.1. Call to Order and Pledge of Allegiance – 6:00 PM** **Presenter: Trina Perez, Board Vice Chair**

### **1.2. Roll Call** **Presenter: Trina Perez, Board Vice Chair**

Board Members Present: Trina Perez, Nicole Trejo, Kathy Hewitt and Vanessa Bennett, Kelsey Bitzer and Andrea Jensen, Andrew Biggs (via Zoom)

Cabinet Members Present: Keith Brown, Renee Clark, Fred Bartels, Daymond Monteith, and Dena Haudenschild

Others: Rod Heyen, Maureen Lundy, Brett Lemieux, Terry Bennett, Mindi Waggoner, Talan Chancellor, Lisa Danskin, Aiden Jimenez, Terra Whitlock, Patrick Fenner

Zoom: Andrew Biggs, Gretchen Knutson, Jane Cole, Jared McCleve, Sara Johnson, Wendy Glidden, Robin Sundseth, and Toby Flackus

### **1.3. Welcome & Public Comment** **Presenter: Trina Perez, Board Vice Chair**

*The board welcomes you to its monthly meeting. Public input is welcome and encouraged during the Public Comment segment of this meeting. All those wishing to address the board have previously submitted their comments electronically or submitted their requests to speak prior to the start of this meeting which will be read into the official record.*

**No public comment**

### **1.4. Superintendent's Comments** **Presenter: Keith Brown, Superintendent**

#### **Summary:**

The superintendent reported that the inaugural meeting of the Superintendent's District Equity Committee was successful. The committee was formed to align district practices with state educational equity laws and to support equitable access and outcomes for all students. At its

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first meeting, the committee reviewed current data and set initial priorities grounded in the goal of providing high-quality education for every student.

The committee will meet monthly to continue reviewing data and implementing strategies aimed at promoting equity and eliminating disparities across the district, aligning with Oregon's educational equity goals. The superintendent will provide a monthly update on the committee's work during the Superintendent's Comments portion of future board agendas.

## 1.5. Gifts to the District

**Presenter: Trina Perez, Board Vice Chair**

1. Heather Wisener donated \$50 worth of rawhide cuts for making rattles, a project the 4th grade at Conger plans to complete as part of their Native studies lessons.
2. Ponderosa received a \$450 donation from an anonymous donor for the counseling department to provide a gift for students in need.

The Board expressed appreciation for the time, dedication, and talents of district staff, emphasizing gratitude for all they do to support students and families.

## 2. CONSENT AGENDA

**Presenter: Andrew Biggs, Board Chair**

The Board reviewed the consent agenda, which included approval of the previous meeting minutes (11/10/25 and 11/17/25), approval of the current agenda, and approval of the amended 2025–26 board meeting calendar. Members were reminded that any item needing correction or separate discussion must be pulled from the consent agenda before action is taken. A question arose regarding whether the 11/10/25 minutes had been included, and the board vice chair confirmed she had reviewed them at home.

- 2.1. Approval of Previous Months Regular Board Meeting Minutes (11-10-25)
- 2.2. Approval of Work Session Minutes (11-17-25)
- 2.3. Approval of Current Agenda
- 2.4. Approval of Personnel Agenda
- 2.5. Approval of amended 2025-2026 Board meeting calendar

**MOTION:** Kelsey Bitzer made a motion to approve the consent agenda as presented, Nicole Trejo seconded the motion.

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**DISCUSSION:** Trina Perez recognizing the motion and second called for discussion, seeing none she called for the vote.

**VOTE:** Nicole Trejo, Kelsey Bitzer, Andrea Jensen, Vanessa Bennett, Kathy Hewitt, Andrew Biggs and Trina Perez voted in the affirmative. There were no dissentions. **The motion carried.**

## **3. REPORTS**

**Presenter: Trina Perez, Board Vice Chair**

### **3.1. Klamath Union High School Student Report**

**Presenter: Eleanor Rodriguez and Talan Chancellor, KUHS students**

#### **Student Presentation – Talan and Eleanor**

- Talan and Eleanor presented on behalf of the student representatives (noting that Leona was unable to attend due to work).
- Grade checks were sent out to all students last Friday, and on-track teams continue monitoring academic progress for all grade levels.
- Congratulations to Mrs. Thiss, who was married over Thanksgiving break.
- Work is underway to update the course catalog and course offerings for the next school year, which will support improved forecasting in February.

#### **Career & Technical Education (CTE)**

- A group of Mazama/Klamath County School District staff toured the district's CTE programs earlier that day.
- Our veteran health occupations students toured OIT's health related schools last Wednesday.

#### **Counseling Department**

- YouScience testing for KU students will take place the first week of February.
- Transcript reviews for all grades will begin in late January as first semester concludes.

#### **Athletics**

- Winter sports: basketball, swimming, and wrestling are underway, with all teams competing on the road last weekend.
- The Pels will host five basketball games tomorrow beginning at 4:15 p.m.
- Varsity basketball will travel to Madras and Sisters for weekend games.
- The swim team will travel to North Bend for an overnight invitational on Friday and Saturday.
- Wrestling will compete in a two-day tournament in Alturas this weekend.
- Students closed with, "Go Pels!"

### **3.2. Eagle Ridge New Tech High School Student Report**

**Presenter: Aiden Jimenez; ERNTHS student**

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#### Summary of Student Presentation – Eagle Ridge

Aiden presented a comprehensive update on student activities, academic programs, CTE progress, attendance achievements, upcoming events, and college/career readiness initiatives at Eagle Ridge. Highlights included community service projects, CTE construction and ag-mechanics accomplishments, leadership projects such as the Snowflake Parade float, strong attendance data, progress in business and marketing courses, and the launch of new counseling tools to support graduation planning. The presentation concluded with celebrations of student achievements, updates from the Plant Learning Center, and a preview of upcoming events such as Spirit Week and Student of the Month recognitions.

#### Internships, Leadership, and Community Service

- Eagle Ridge students volunteered at the Klamath Basin Senior Center, serving lunch to guests; they will return in December for Christmas lunch.
- Leadership class collected food for 51 food boxes and distributed them to Eagle Ridge and Klamath Learning Center families.
- Leadership and construction students collaborated on the Snowflake Parade float, themed *Arctic Adventures* (design: an ice tunnel).
- Nearly 20 students volunteered for the U.S. Marine Corps 250th birthday celebration event.

#### School Spirit, Activities, and Student Recognition

- Spirit Week before winter break will include themed dress-up days such as Switch Day, where students dress as teachers and vice versa.
- The Eagles Nest drink shop will have its grand opening, offering holiday beverages.
- Student of the Month, Academic Athlete, and Rising Star awards will be announced before break.

#### Attendance Updates

- 42% of students achieved 100% attendance in November.
- 65% of students had zero tardies for the month.
- These improvements reflect strong student engagement and family support.

#### CTE – Business & Marketing

- The FBLA team is registered for District competitions (February 2026), competing in events such as business concepts, public speaking, job interview, customer service, and sales.
- 8th-grade marketing/business students created products from recycled materials (e.g., tables from road signs, pallet benches, dresser-front key holders, jewelry from soda bottles).
- Students practiced sales pitches and presented marketing plans to Renea Woods, Klamath Falls Farmers Market Board member.
- Students will present to the full Farmers Market Board on December 9, 2025.
- A new logo design for their marketing project was well received.

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### Board of Education

#### CTE – Construction Program

- December marked a major transition from planning to active construction across all class levels.
- Students helped design and build the Snowflake Parade float.
- Concrete forms and gravel bases are complete for a 500 sq. ft. sidewalk at the ERNTHS campus.
- The 8x16 student-built cottage is nearing completion (trim, paint, interior work).
- Students began constructing a fence for the Ponderosa greenhouse area.
- Skill II students are building heavy-duty picnic tables for expanding outdoor seating.
- Preparations began for a large outdoor pavilion project (truss construction starting after winter break).
- Students are preparing for Build My Future (Jan. 15), with sponsorship from JNP Wholesale.
- December marks the start of major project execution that benefits the district and provides real-world experience.

#### CTE – Agricultural Science & Mechanics

- Students designed and fabricated five custom snow diverters for KFCS Maintenance using the plasma CNC machine.
- FFA ag sales teams performed strongly:
  - Advanced team – 5th place
  - Beginning team – 3rd place
- FFA students placed fifth overall at the State Food Science CDE in La Grande, with multiple top-10 individual finishes.
- Students are gaining experience in CAD modeling, engineering problem solving, and precision fabrication.

#### College & Career Counseling

- The Eagle Ridge Counseling Center website is nearly complete and will centralize graduation planning tools, course information, and post-secondary resources.
- A redesigned on-track graduation system and updated course catalog are near completion.
- On December 17, the school will host the Legacy Success Project, which introduces civic engagement, advocacy, and college/career exploration opportunities.
- Students will learn how laws are made, study school-related issues, and may travel to Salem to speak to education committees.
- Students will also receive support with:
  - Community college pathways
  - Financial aid
  - The Common App
  - Extracurricular planning and leadership opportunities

#### Klamath Learning Center

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### Board of Education

- One student completed their GED and graduated on November 21, 2025, despite significant personal challenges, removing a significant layer of stress for them.
- Another GED student (childbirth due date Dec. 27) aims to complete their math requirement before break and is on track to do so.

#### Upcoming Events

- Spirit Week: December 15–19
  - Monday – Favorite Christmas Character
  - Tuesday – Pajama Day
  - Wednesday – Switch Day
  - Thursday – Ugly Sweater Day
  - Friday – Red & White (Candy Cane Day)
- End-of-semester assembly featuring:
  - Student of the Month
  - Academic Athlete
  - Rising Star recognitions

#### 3.3. Ponderosa Middle School Student Report

**Presenter: Olivia Fenner and Ashlynn Lemieux, Pondo 8<sup>th</sup> grade students**

- Two Ponderosa student representatives presented an update on school activities and shared highlights from recent events.
- Light moment noted: They helped a board member learn how to adjust the drink machine flavor settings.

#### Athletics

- Girls' basketball season is underway.
  - Four teams total: Blue Team and Gold Team at both grade levels.
  - Coaches report steady improvement and strong effort from players.

#### Events & Activities

- PTO hosted Bingo night with strong turnout and smooth operations.
- Thanksgiving food boxes were prepared for 13 families for each including traditional sides and a selection of meat.
- Holiday/Christmas Store will be open Dec. 16–18, where students may shop using “Bobcat Bucks” earned throughout the year.
  - Families may donate new or gently used items to support the store.

#### Academics & Student Recognition

- Progress reports were sent home on December 5.
- 190 students earned Quarter 2 Gold Cards, requiring:
  - 3.25 GPA or higher
  - No major referrals
  - 90% attendance or better

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- Gold Cards are awarded quarterly to recognize consistent effort and achievement.

## Student Support & Services

- Clothing Giveaway:
  - First event before Thanksgiving was a major success.
  - A second giveaway is scheduled for Tuesday, December 9, 3:30–6:00 p.m.
- Konnect Dental will be on campus this month, offering free dental screenings, fluoride, and sealants (with parent approval).
- Vision Screening:
  - Scheduled for December 16.
  - Lions Club volunteers will screen all students using specialized cameras.
  - Families will be notified if follow-up care is recommended.

## Additional Notes

- Thanksgiving dinner preparation was done by a student leadership group with volunteers from the WEB-style leadership program.
- Presenters thanked the Board for its continued support and shared that they look forward to presenting again in January.

## 3.4. Monthly Financial

**Presenter: Daymond Monteith, Director of Operations**

### General Overview

- The monthly financial report includes all transactions through November 30, 2025.
- Overall, the budget is performing well and tracking as expected.

### Local Revenue (Property Taxes)

- Local revenue appears slightly lower than anticipated, but this is likely due to timing:
  - Property tax statements were recently mailed and payments have only just been received.
  - Because this month's board meeting is earlier than usual, those payments were not yet posted when the report was generated.
- Mr. Monteith does not have concerns about a revenue shortfall.
- Historically, the district receives about 97% of property tax obligations (not 100%), which is consistent year to year.
- Only in a significant economic downturn (e.g., 2008) would nonpayment trends pose a risk.

### Federal Revenue – Large One-Time Increase

- Board member Kathy asked about the notably high federal revenue reported.
- Mr. Monteith explained this is due to a one-time correction connected to Secure Rural Schools (SRS) funding:
  - SRS funds compensate counties for federally owned land that does not generate property tax revenue.

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- In 2018, federal rule changes prohibited states from counting SRS as an offset to reduce state school fund allocations.
- Oregon had been allocating these funds incorrectly, and a neighboring district challenged the allocation.
- The state acknowledged the error, and the district received a one-time correction payment of approximately \$1 million.

#### Future SRS Funding

- The SRS legislation expired in 2023.
- A renewal has passed the U.S. Senate and is headed to the House floor this week.
- If reauthorized, the district may receive SRS funds again (unless future rules allow the state to treat them as offsets).

#### Closing

- No further questions were raised.
- The Board thanked Mr. Monteith for his report.

### 3.5. Updated AR-s for Transfers

**Presenter: Daymond Monteith, Director of Operations**

#### Overview

- Mr. Monteith presented the updated Administrative Regulations (ARs) for student transfers.
- The update was brought for information only, not for board action.

#### Key Update

- The only change made to the ARs was an update to the dates, aligning the document with the current school year rather than the previous one.

#### Policy Context

- During the district's broader policy rewrite, staff learned that district policy requires the Board to be informed of AR updates.
- Although ARs do not require Board approval, they will be shared moving forward to keep the Board fully informed.

#### Board Discussion

- The Board acknowledged the update and had no additional questions.

## 4. NEW BUSINESS/ACTION ITEMS

**Presenter: Trina Perez, Board Vice Chair**

### 4.1. First Reading of Policy Rewrite Sections C and E

**Presenter: Daymond Monteith, Director of Operations**

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### Board of Education

#### Overview

- The Board reviewed Sections C and E of the ongoing full policy rewrite.
- Although not every policy is being rewritten, many are being updated where required by law or best practice.
- The Board had the option to approve the first reading or table it for additional review.

#### Source of Policy Updates

- Policies are drafted in partnership with the Oregon School Boards Association (OSBA).
- OSBA provides legally vetted model templates based on federal and state laws.
- District policy committee reviews these templates, may adjust language, and forwards recommendations to the Board.

#### Nature of Policy Changes

- Most policies (90%+) reflect legislative requirements and must align with statute.
- The Board has limited discretion on policies tied directly to law.
- For other policies, the Board may:
  - Strengthen requirements beyond legal minimums
  - Request additional clarifying language
  - Suggest revisions, which staff can evaluate for feasibility and compliance

#### Board Concerns & Questions:

##### Volume of Material

- Board members expressed that the number of policies was substantial and required more time to review.
- Members preferred to postpone the first reading to allow additional reading and follow-up questions.

##### Ability to Amend Policies

- Board member Andrea asked whether they could recommend edits.
- Daymond clarified:
  - The Board can add requirements or clarify areas beyond legal minimums.
  - The Board cannot weaken policies required by law.
  - Suggestions should be sent to Daymond or Tara for review and inclusion where possible.

#### Examples of Policy Clarification Requests:

##### Integrated Pest Management (IPM) Manual

- Board member, Andrea asked who is responsible for adopting and monitoring the IPM plan.
- Daymond confirmed:
  - The maintenance supervisor manages the plan.

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- The Board may request more precise language (e.g., specifying monitoring frequency).

#### Student Health Services Policy

- Concern: Who tracks CPR/AED requirements for staff?
- Daymond explained:
  - The nursing team tracks compliance and ensures staffing meets requirements.

#### Wellness Policy (EFA)

- A prior version included a Wellness Advisory Committee, now crossed out.
- Daymond explained:
  - The committee is optional, not required.
  - Participation was historically difficult to maintain.
  - The Board may reinstate it if desired.

#### Smart Snack & Wellness Compliance

- Question about selling energy drinks and snacks through student stores and concessions.
- Daymond clarified:
  - Items sold during the school day must meet Smart Snack nutritional standards.
  - Energy drinks sold are sugar-free, which is compliant; caffeine is not restricted.
  - Concession sales after school do not fall under wellness regulations.

#### Communication Outside Board Meetings

- A question arose about policy language related to board communication outside meetings.
- Daymond noted that governance and ethics requirements (e.g., public meeting law) regulate these interactions, and they will locate the specific policy in question.

#### Administrative Regulations (ARs) vs. Policies

- The Board sets policy expectations (big picture).
- The superintendent develops Administrative Regulations detailing implementation.
- ARs allow the district to tailor requirements to district size and staffing.

#### Next Steps

- Board consensus: Table the first reading of policy Sections C & E until the next meeting to allow more review time.

#### Follow-Up

- Board members encouraged to submit questions directly to Daymond or Tara before the next meeting.

**MOTION:** Kathy Hewitt made a motion to table the reading of policies until the next board meeting in January, Andrea Jensen seconded the motion.

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**DISCUSSION:** Trina Perez recognizing the motion and second called for discussion, seeing none she called for the vote.

**VOTE:** Nicole Trejo, Kelsey Bitzer, Andrea Jensen, Vanessa Bennett, Kathy Hewitt, Andrew Biggs and Trina Perez voted in the affirmative. There were no dissensions. **The motion carried.**

## 4.2. Approval of the 2025-2026 SIA and M98 Grant Agreements Presenter: Fred Bartels, Director of School Improvement

### Overview

- Mr. Bartels presented the required 2025–27 SIA grant agreements and the 2025–26 Measure 98 grant agreements for board approval.
- House Bill 3427 (Student Success Act) requires board approval for all SIA-related grant agreements.
- Although not required, the district also seeks board approval for all Measure 98 (High School Success) grant agreements.

### Student Investment Account (SIA) – Grant Allocations:

#### Juvenile Detention Education Program (JDEP) – 2025–27

- Year 1: \$40,636.00
- Year 2: \$42,295.50
- Quarter 1 of 2027–28: \$10,856.22
- Total: \$93,788.57

#### Klamath Falls City Schools – 2025–27

- Year 1: \$2,081,474.79
- Year 2: \$2,903,982.26
- Quarter 1 of 2027–28: \$745,381.20
- Total: \$5,730,838.25

### Allowable Uses

- Funds must be used to expand mental and behavioral health supports and improve academic outcomes for students.
- Mr. Bartels confirmed that KFCS is using the funds precisely as required.

### Measure 98 (High School Success) – 2025–26 Allocations:

#### JDEP Allocation

- \$3,580.78

#### Klamath Falls City Schools Allocation

- \$809,152.18

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## Allowable Uses

Measure 98 funds must support:

- Graduation rate improvement
- CTE (Career & Technical Education) program expansion
- College and career readiness programming
- High school completion pathways

## Examples of Funded Programs (as requested by board members)

- SIA funds support:
  - School nurses
  - Secondary deans and some elementary dean positions
  - Child Development Specialists
  - School Resource Officer (SRO)
  - Other positions supporting student wellness and achievement
- Measure 98 funds support:
  - CTE positions (e.g., Health Occupations teacher, Digital Media teacher)
  - Graduation support roles at Eagle Ridge
  - High school programs aimed at increasing engagement and on-time graduation

## Grant Stability

- Funding amounts are based on enrollment and fluctuate accordingly.
- SIA funding is written into law and expected annually unless legislation changes.
- M98 Year 2 funding is TBD.

## Board Discussion

- Board members requested a cover sheet summarizing the funded programs; Mr. Bartels agreed to provide it.
- Clarifying questions centered on:
  - What specific positions or programs these grants fund
  - How graduation-focused funds benefit students
  - Whether funding increases each year (depends on enrollment)

**MOTION:** Kathy Hewitt made a motion to approve the 2025-2027 Student Investment Account (SIA grant agreement) and the 2025-2026 Measure 98 grant agreement as presented, Kelsey Bitzer seconded the motion.

**DISCUSSION:** Trina Perez recognizing the motion and second called for discussion, seeing none she called for the vote.

**VOTE:** Nicole Trejo, Kelsey Bitzer, Andrea Jensen, Vanessa Bennett, Kathy Hewitt, Andrew Biggs and Trina Perez voted in the affirmative. There were no dissensions. **The motion carried.**

### 4.3. Non-Represented Agreement 2025-2028

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**Presenter: Renee Clark, Director of Human Resources**

## Overview

- Renee Clark presented the 2025–2028 Non-Represented Agreement for board approval.

## Key Components of the Agreement

- Salary Increases:
  - 4% increase in Year 25-26
  - 4% increase in Year 26-27
  - 3% increase in Year 27-28
- District Contribution Increase:
  - District retirement match increased from \$100 to \$200 (based on employee years of service).
  - Insurance premium cap increased up to 5% for OEBB aggregate
  - Intended to strengthen retention and benefits for non-represented staff.

**MOTION:** Andrea Jensen made a motion to approve the Non-Represented Agreement for 2025-2028 as presented, Nicole Trejo seconded the motion.

**DISCUSSION:** Trina Perez recognizing the motion and second called for discussion, seeing none she called for the vote.

**VOTE:** Nicole Trejo, Kelsey Bitzer, Andrea Jensen, Vanessa Bennett, Kathy Hewitt, Andrew Biggs and Trina Perez voted in the affirmative. There were no dissensions. **The motion carried.**

## 4.4. Confidential Group Agreement 2025-2028

**Presenter: Renee Clark, Director of Human Resources**

### Overview

- Renee Clark presented the 2025–2028 Confidential Group Agreement for board approval.

### Key Components of the Agreement

- Three-year agreement covering (4) confidential staff.
- Year 1 adjustments:
  - Employees to receive a .5% between steps to 2.5% aligned to their step placement, with additional steps added to the wage scale (up to Step 10).
- Cost-of-Living Adjustments (COLAs):
  - 3% COLA in Years 1, 2, and 3.
- Retirement Contribution Increase:
  - District retirement match increased from \$100 to \$200 (based on employee years of service).
  - Insurance premium cap increased up to 5% for OEBB aggregate

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- New Contract Language:
  - Addition of a cell phone stipend for the Board Secretary.

**MOTION:** Kelsey Bitzer made a motion to approve the Confidential group agreement 2025-2028 as presented, Vanessa Bennett seconded the motion.

**DISCUSSION:** Trina Perez recognizing the motion and second called for discussion, seeing none she called for the vote.

**VOTE:** Nicole Trejo, Kelsey Bitzer, Andrea Jensen, Vanessa Bennett, Kathy Hewitt, Andrew Biggs and Trina Perez voted in the affirmative. There were no dissentions. **The motion carried.**

## 4.5. Administrator Agreement 2025-2029

**Presenter: Renee Clark, Director of Human Resources**

### Overview

- Renee Clark presented the 2025–2029 Administrator Agreement for board approval.
- This agreement covers a four-year contract period.

### Key Components of the Agreement

- Cost-of-Living Adjustments (COLAs):
  - 5% COLA in Year 1
  - 3% COLA in Year 2
  - Years 3 & 4: COLAs will mirror the KFEA contract (which was scheduled for discussion immediately following this item)

**MOTION:** Vanessa Bennett made a motion to approve the Administrator Agreement for 2025-2029 as presented, Nicole Trejo seconded the motion.

**DISCUSSION:** Trina Perez recognizing the motion and second called for discussion, seeing none she called for the vote.

**VOTE:** Nicole Trejo, Kelsey Bitzer, Andrea Jensen, Vanessa Bennett, Kathy Hewitt, Andrew Biggs and Trina Perez voted in the affirmative. There were no dissentions. **The motion carried.**

## 4.6. KFEA Agreement 2025-2029

**Presenter: Renee Clark, Director of Human Resources**

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## Overview

- Renee Clark presented the four-year collective bargaining agreement between KFCS and KFEA for approval.

## Key Contract Components:

### Cost-of-Living Adjustments (COLAs)

- Year 1: 5%
- Year 2: 3%
- Years 3 & 4: Contract includes reopeners to negotiate COLAs for those years.

### Attendance Incentive (New)

- Added to encourage staff to retain sick leave.
- Staff must maintain a minimum of 40 hours of sick leave and can be paid up to 80 hours of sick leave per year.
- This incentive will run as a two-year pilot program, with reopener language for future adjustments.

### Retirement (403b) Match Revision

- Transition from a flat contribution based on years of service
- Updated to a match of up to 4% of the base rate, regardless of years of service.

### Athletic Coaches List

- Athletic coaches will now be moved to a separate compensation list, rather than being included within the general extra-duty stipend schedule.

**MOTION:** Kelsey Bitzer made a motion to approve the KFEA 2025-2029 Agreement as presented, Vanessa Bennett seconded the motion.

**DISCUSSION:** Trina Perez recognizing the motion and second called for discussion, seeing none she called for the vote.

**VOTE:** Nicole Trejo, Kelsey Bitzer, Andrea Jensen, Vanessa Bennett, Kathy Hewitt, Andrew Biggs and Trina Perez voted in the affirmative. There were no dissensions. **The motion carried.**

## **5. OLD BUSINESS/ACTION ITEMS**

**Presenter: Trina Perez, Board Vice Chair**

### **5.1. Second Reading of Policy Rewrite Sections A, B and D**

**Presenter: Daymond Monteith, Director of Operations**

#### Overview

- The Board held the second reading of the rewritten policies in Sections A, B, and D as part of the district's comprehensive policy update.

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## Klamath Falls City Schools

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- Mr. Monteith facilitated the discussion and noted that since Renee Clark presented the first reading, he would defer detailed questions to her as needed.

#### General Discussion:

#### Policy Rewrite Context

- This rewrite is an exhaustive update of the district's policy manual, the first major revision since 2017.
- There is no strict deadline for adoption; policies can be pulled, revised, and brought back as needed.
- Policies are aligned to OSBA model language, most of which is based on state statute.

#### Board Questions & Clarifications

- **Duplicate Policy Language:**
  - Board members noted repeated language in multiple sections.
  - Administration explained this sometimes occurs when policies apply to both staff and students, or when triple-coded policies appear in multiple sections.
  - Some areas may also reflect accidental repetition and will be reviewed.
- **Highlighted Policy AE – District Goals:**
  - The Board discussed whether goals should remain embedded in policy.
  - Administration noted that embedding detailed goals requires a formal policy revision each time goals change.
  - An alternative is referencing the strategic plan or Portrait of a Graduate, allowing goals to evolve without policy changes.

#### Specific Policy Questions Raised:

#### BG – Board-Staff Communications

#### Board Member Authority & School Visits

- Board members asked how policies apply when visiting schools.
- Administration clarified:
  - Official board visits (as a board member) should be coordinated through the superintendent, who notifies the principal and teacher(s).
  - This is considered a professional courtesy, not asking “permission.”
  - Public events (concerts, family nights, athletic events) do not require notification.
  - Visits as a parent are separate from visits in an official capacity, but clarification is important to avoid confusion.

#### BD/BDA –Board Meetings

#### Communication Outside of Board Meetings

- Board members raised concerns about unclear language around communication outside official meetings.
- Questions centered on whether restrictions apply only when a quorum is involved (as per public meetings law).

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### Board of Education

- Clarification is needed from OSBA to ensure the policy aligns with state requirements.
- The Board agreed this policy needs additional review before adoption.

#### **BBB – Board Elections**

- Board member Andrea Jensen suggested adding language ensuring that at-large board positions (Zones 2, 6, and 7) explicitly state the residency requirement within city school boundaries.
- Daymond agreed this is a reasonable clarification and will adjust the draft language.

#### **Ongoing Review and Updates**

- OSBA is currently revising multiple policies statewide.
- As new versions are released, especially due to upcoming Oregon Government Ethics changes, district policies may need updating.
- Administration confirmed they will ensure all policies presented are the most current versions available.

#### **Board Action**

- Based on the number of questions and the need for clarification, the Board agreed to table the second reading for further revision.

**MOTION:** Kathy Hewitt made a motion to postpone action on the second reading of Sections A, B, and D and bring them back for a third reading at the next regular board meeting, Nicole Trejo seconded the motion.

**DISCUSSION:** Trina Perez recognizing the motion and second called for discussion, seeing none she called for the vote.

**VOTE:** Nicole Trejo, Kelsey Bitzer, Andrea Jensen, Vanessa Bennett, Kathy Hewitt, Andrew Biggs and Trina Perez voted in the affirmative. There were no dissensions. **The motion carried.**

## **5.2. Second Reading of Policy GBCA**

**Presenter: Daymond Monteith, Director of Operations**

#### **Overview**

- Mr. Monteith presented the second reading of the revised GBCA – Staff Religious Dress and Grooming policy.
- The policy was originally brought to the Board in November, but action was tabled until this meeting.

#### **Purpose of the Revision**

- The revision updates an existing policy to include additional language regarding staff dress and grooming expectations.
- OSBA provided optional versions of the policy.
  - The district previously adopted Version 1.

# Minutes of Regular and Executive Board Meeting Klamath Falls City Schools Board of Education

- The Board requested review of Version 2, which includes more detailed and descriptive language.

## Board Questions & Clarifications:

### Source of Added Language

- The “green” highlighted sections represent OSBA’s language, not a legal requirement.
- These additions were brought forward at the Board’s request for greater clarity.

### Principal / Administrator Feedback

- No concerns or specific feedback had been received from principals.
- Superintendent Brown indicated support for the updated wording.

### Need for Consistency Across Schools

- A concern raised in November involved consistency in how professionalism is interpreted at different school levels.
- The policy states that the superintendent will develop an Administrative Regulation (AR) to define expectations in more specific, practical terms.

### Administrative Regulation (AR) to Follow

- The AR will provide clear, detailed guidance on appropriate dress standards.
- The AR may allow for differences between grade levels (e.g., kindergarten vs. high school environments).
- This ensures:
  - Consistency across the district
  - Clear expectations for staff
  - Flexibility where appropriate

**MOTION:** Kelsey Bitzer made a motion to approve the second reading of revised policy GBCA-Staff Religious Dress and Grooming as presented, Vanessa Bennett seconded the motion.

**DISCUSSION:** Trina Perez recognizing the motion and second called for discussion, seeing none she called for the vote.

**VOTE:** Nicole Trejo, Kelsey Bitzer, Andrea Jensen, Vanessa Bennett, Kathy Hewitt, Andrew Biggs and Trina Perez voted in the affirmative. There were no dissensions. **The motion carried.**

## 6. BOARD MEMBER COMMENTS

**Presenters: 2025-2026 Board Members**

### Board Member Kelsey’s Comment

- Kelsey thanked and praised the district’s social media team for consistently sharing positive updates from schools.

# Minutes of Regular and Executive Board Meeting

## Klamath Falls City Schools

### Board of Education

- She noted that seeing daily posts helps highlight how much is happening across the district and shows students thriving.
- She expressed pride in the schools and staff, saying the positivity and momentum this year are noticeable and beneficial for the community.
- She appreciated that the district's social media presence offers uplifting content in contrast to the negativity often found online.

#### Board Member Vanessa's Comment

"I just wanted to say, Happy Holidays and see you next year"

#### Board Member Kathy's Comment

- Kathy expressed appreciation for all the student presentations, noting they were impressive and informative.
- She highlighted Eagle Ridge's attendance data as particularly remarkable:
  - 42% of students achieved perfect attendance.
  - 65% of students had zero tardies, which she found especially noteworthy.
- She praised Eagle Ridge's focus on civic engagement and advocacy, noting how well it aligns with the district's strategic plan.
- Kathy also commended KU and Ponderosa for the positive work happening at their schools, and gave special recognition to Ponderosa's PTO/PTA for their strong support.
- She concluded by wishing everyone a Merry Christmas and Happy New Year.

#### Board Chair Andrew's Comment

- Andrew apologized for not being able to attend the meeting in person due to work-related travel.
- He thanked the Vice Chair for leading the meeting effectively in his absence.
- He expressed appreciation for being able to participate virtually.
- He concluded by wishing everyone happy holidays.

## **7. CLOSING COMMENTS FROM THE VICE CHAIR**

### **Presenter: Trina Perez, Board Vice Chair**

- Trina thanked Andrew for participating virtually and was glad the technology worked smoothly.
- She expressed appreciation for student presentations, noting that hearing directly from students is like seeing the district's social media come to life; providing real, meaningful insight into school activities.
- She emphasized the value of students having opportunities to lead, share their experiences, and showcase the wide variety of programs now taking place across the district.
- Trina observed that the district has expanded beyond its previous limitations and is now offering more diverse experiences that support students' strengths, gifts, and talents.
- She thanked staff for their hard work on the multiple contracts approved during the meeting, acknowledging the collaboration required to support employees across the district.

# Minutes of Regular and Executive Board Meeting Klamath Falls City Schools Board of Education

- Trina also expressed appreciation for the extensive work being done on the policy rewrite, recognizing the significant time and effort involved.
- She noted that she and Kathy were absent from the previous meeting but expressed gratitude for the ongoing work of all staff and board members.
- Trina reflected on the challenges of serving students and families with diverse needs and backgrounds, expressing gratitude for the dedication of those who choose to do this work.
- She referenced the district's motto— *“Every student, every day, whatever it takes”*— and affirmed her belief in its importance.
- She concluded by wishing everyone a Merry Christmas and a Happy New Year, expressing hope for exciting things ahead.

## **8. ANNOUNCE EXECUTIVE SESSION AND RECESS PUBLIC MEETING**

**Presenter: Trina Perez, Board Vice Chair**

The Klamath Falls City Schools Board of Education will meet in Executive Session which is being held pursuant to ORS 192.660(2)(b) To hear a complaint against a public official who has not requested an open session.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room.

Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced.

No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

Trina recessed at 7:32 pm for a brief bathroom break.

## **9. EXECUTIVE SESSION**

**Presenter: Trina Perez, Board Vice Chair**

### **9.1. Level III Complaint**

**Presenter: Trina Perez, Board Vice Chair**

ORS 192.660(2)(b) To hear a complaint against a public official who has not requested an open session.

Attendees: Trina Perez, Andrea Jensen, Nicole Trejo, Kelsey Bitzer, Kathy Hewitt, Vanessa Bennett, and Keith Brown. OSBA legal counsel, Kara Parker via Zoom for a few minutes.

The Board entered Executive Session to deliberate on a Level Three complaint involving the conduct of a board member. Members reviewed the complaint, discussed relevant board

# Minutes of Regular and Executive Board Meeting Klamath Falls City Schools Board of Education

policies, and considered how best to resolve the matter in a manner consistent with Board expectations and responsibilities.

Andrew Biggs briefly joined the meeting via Zoom but subsequently determined that it was in the board's best interest for him not to participate.

OSBA Legal counsel, Kara Parker provided guidance regarding the Board's authority and the appropriate resolution process.

The Board discussed several formats for training and expressed preference for an informal work session that would allow for candid, in-depth discussion of board roles, responsibilities, and limitations. Members emphasized the value of understanding policy expectations clearly and uniformly.

Counsel provided suggested motion wording for use in the public meeting, including resolving the complaint in accordance with the Executive Session deliberations and authorizing Vice Chair, Trina Perez to prepare the conclusion letter.

The Board collectively agreed on the corrective actions to be taken and prepared to return to public session to formally adopt the decision, as no votes may be taken in Executive Session.

## **10. ADJOURNMENT OF EXECUTIVE SESSION AND RETURN TO PUBLIC MEETING**

**Presenter: Trina Perez, Board Vice Chair**

Trina adjourned the executive session at 8:18 PM and returned to open session.

## **11. NEW BUSINESS/ACTION ITEMS**

**Presenter: Trina Perez, Board Vice Chair**

### **11.1. Board Decision regarding Level III Complaint**

**Presenter: Trina Perez, Board Vice Chair**

**MOTION:** Nicole Trejo made a motion to resolve the complaint. We have deliberated in the Executive Session, and as requested, we will have explicit conversation in a formal work session training for our Board members, and we will also have Trina write a conclusion letter, Vanessa Bennett seconded the motion.

The Board vice chair restated the motion as follows for the record:

We move to resolve the complaint that was presented in Executive Session, and as per requested after deliberations, we will have a work session on explicit discussion for all board members and to have myself, Trina Perez, Vice Chair, write a concluding letter.

**DISCUSSION:** Trina Perez recognizing the motion and second called for discussion, seeing none she called for the vote.

**Minutes of Regular and Executive Board Meeting  
Klamath Falls City Schools  
Board of Education**

**VOTE:** Nicole Trejo, Kelsey Bitzer, Andrea Jensen, Vanessa Bennett, Kathy Hewitt, and Trina Perez voted in the affirmative. There were no dissensions. **The motion carried.**

Board proceeded with a roll-call vote:

- Kelsey Bitzer – Yes
- Nicole Trejo – Yes
- Andrea Jensen – Aye
- Vanessa Bennett – Aye
- Kathy Hewitt – Aye
- Trina Perez – Aye

**12. ADJOURNMENT**

**Presenter: Trina Perez, Board Vice Chair**

Adjournment Time: 8:20 PM

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

2. Approval of Executive Session Minutes (12-8-25)
3. Approval of Current Agenda

25



**MISSION: EMPOWERING EVERY STUDENT, ENRICHING EVERY MIND, TRANSFORMING EVERY FUTURE**  
**VISION: TO BE A WORLD-CLASS EDUCATIONAL COMMUNITY WHERE ALL STUDENTS ARE PREPARED FOR FUTURE SUCCESS IN COLLEGE, CAREER, AND LIFE**

**DOCKET OF BUSINESS**  
**January 12, 2026**  
**Klamath Falls City Schools Lucile O'Neill Education Center Boardroom**  
**1336 Avalon Street**  
**Klamath Falls, Oregon 97603**  
**REGULAR MONTHLY MEETING OF THE KFCS BOARD OF EDUCATION**

For questions about accessibility or accommodations for persons with disabilities, or to request a translator, interpreter, or other communication aids, please contact Tara Bosse at (541) 883-4700 ext. 7123 or [bosset@kfalls.k12.or.us](mailto:bosset@kfalls.k12.or.us)

*The board welcomes you to its monthly meeting. Public input is welcome and encouraged during the Public Comment segment of this meeting. All those wishing to address the board have previously submitted their comments which have been added into the official record.*

1. **PRELIMINARY BUSINESS**
  1. Call to Order and Pledge of Allegiance
  2. Roll Call
  3. Public Welcome & Public Comment
  4. Superintendent's Comments
  5. Gifts to the District
2. **CONSENT AGENDA**
  1. Approval of Previous Month's Meeting Minutes (12-8-25)
  2. Approval of Executive Session Minutes (12-8-25)
  3. Approval of Current Agenda
  4. Approval of Personnel Agenda
3. **REPORTS**
  1. Klamath Union High School Student Report
  2. Eagle Ridge New Tech High School Student Report
  3. Ponderosa Middle School Student Report
  4. Monthly Financial Report
  5. Budget Calendar (2026)
  6. Review new policy GBCA-AR
4. **NEW BUSINESS/ACTION ITEMS**
5. **OLD BUSINESS/ACTION ITEMS**
  1. Third reading of Policy Rewrite Sections A, B and D

2. Second reading of Policy Rewrite Sections C and E
6. **BOARD MEMBER COMMENTS**
7. **CLOSING COMMENTS FROM THE CHAIR**
8. **ADJOURNMENT**





# Personnel

Month: 1/12/2026

Administration recommends approval of the following Certified hires for the 2025-2026 School Year

Name	School	FTE	Hire Date	Contract	Position
					28

Administration recommends approval of the following resignations/retirement of Certified Staff for the 2025-2026 School Year

Name	School	FTE	Resignation Date	Position
Bethany Jensen	Roosevelt	1	6/12/2026	Teacher

3. **REPORTS**

1. Klamath Union High School Student Report

30

## **KU Board Report January 12, 2026**

### **KU Highlights presented by Talan Chancellor and Leona Higgins**

- We are working hard in the last three weeks of the term to finish strong.
- The Student Government is working on a weekly video announcement. We hope to grow into daily video announcements by the end of next semester.
- Mr. Stearns has been working hard to continue to submit grants, stay tuned.

#### **CTE:**

- The Regional CTE Center at Sky Lakes has finalized its expanded offerings for the 25-26 school year. Students from KU will be able to take courses in:
  - First Aid and Beyond (Dual credit at KCC)
  - Patient Care (Dual Credit at OIT)
  - Medical Terminology I and II (KCC Dual Credit)
  - KU students were be able to earn professional certifications that lead to employment in these capstone programs:
    - Certified Nursing Assistant
    - Medical Assistant
    - Community Health Worker
- KUHS Robotics is in its first year competing in tournaments across the state

- Three KU teams placed in the top 10 at the Mazama Icebreaker Tournament last December.
- KU had its first team ever qualify for the state robotics tournament in April
- KU Robotics teams will be traveling to compete in Salem and Gladstone in the coming months providing an excellent opportunity for our students to see the rest of the state while doing something they love
- Robotics students must pass the same attendance and grade eligibility requirements as athletes

### **Counseling:**

- All hands on deck to finish the semester and limit the number of F's.
- We are working hard to adjust schedules as needed for the second semester.

### **Athletics:**

- Nonleague competition has wrapped up and we have moved into the all-important conference play.
- KU Basketball hosts Hidden Valley tomorrow on historic Pel Court with their sights set on becoming this year's League Champs.
- KU Swim crushed it at the Henley Freeze at Ella Redkey this past Saturday. Our athletes are looking strong as they

prepare for the Skyline Conference meeting at Rogue X in Medford on January 24th!

- Wrestling has hosted two meets at KU so far with one final Senior Night wrestling meet scheduled for January 21 at 5pm. Come and check out our incredible venue for some wrestling action.
- Finally - A reminder that all Klamath Falls City School employees can attend any athletic event for free with their badge. Hope to see you there!



# Eagle Ridge New Tech High School



## Board Meeting Student Report - January 12, 2026

### Leadership Events and Activities

Is starting the New Year off strong by working on the weekly updates that are produced in the Broadcasting class. The leadership team seeks to keep the students informed as well as building school spirit with humorous segments.

Planning has started for the coming events of the new semester. February's Valentine Spirit Week, March's Annual PI Day Celebration, April's Prom and Earth Day Acknowledgement and more.

### Student of the Month and Academic Athlete

We would like to acknowledge the most recent Student of the Month student. Grace Sarabia is an eleventh grader and has demonstrated great character in her time at Eagle Ridge. She has a strong respect for work and for those she works with.



Eagle Ridge also gives acknowledgement to the student who demonstrated excellence in their academic work, as well as, how they maintained high character. The most recent Academic Athlete Zaydin Wilson.

### Perfect Attendance - No absences or Tardies (excused/unexcused)

In December, attendance data reflected several positive trends. 16% of our students achieved 100% attendance, demonstrating strong consistency throughout the month. Additionally, 43% of our students were identified as regular attenders, maintaining attendance rates of 92% or higher despite the seasonal challenges that often impact school attendance.

Punctuality remained a notable strength during the month of December. 50% of our students recorded zero tardies, indicating positive progress in timely arrival to school and reinforcing the importance of constant daily routines.

In December, our 4th Period Attendance Challenge helped promote consistent attendance and friendly competition among classes. During the first week of December, Mr. Houser's class earned the top spot with an impressive 92.5% attendance rate for the week. Mr. Houser's class continued their momentum the following week, winning again with a 90% weekly attendance rate. In the third week of the challenge, leading into winter break, Ms. Whitlock's senior class finished strong, achieving the highest attendance of the challenge with an outstanding 95%

# Eagle Ridge New Tech High School



attendance rate for the week. Overall, the challenge has been an effective motivator and has contributed positively to student engagement and attendance awareness.

## Career Technical Education (CTE)

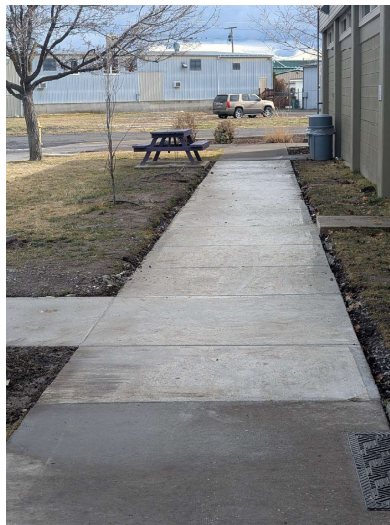
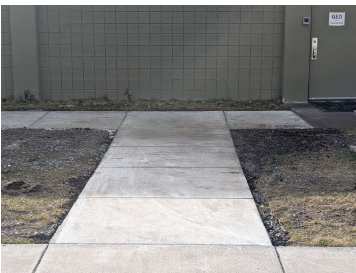
### Business

Eagle Ridge’s reinstated FBLA chapter will be participating in the District Leadership Conference which will be held at OIT. Chapter members have taken objective tests for a variety of events and will compete in Job Interview and public speaking.

Representatives of the State FBLA Officer team joined Eagle Ridge’s FBLA chapter meeting. They help our students better prepare for our chapter’s success.

### Construction Program

January continued the program’s momentum of active construction across all class levels, with several projects reaching key milestones and others transitioning into the next phase of execution. The new campus sidewalks have been successfully poured. A huge thank you to Modoc Contracting for volunteering experienced concrete finishers who worked alongside students during the pour, providing hands-on instruction in concrete placement and finishing.



# Eagle Ridge New Tech High School

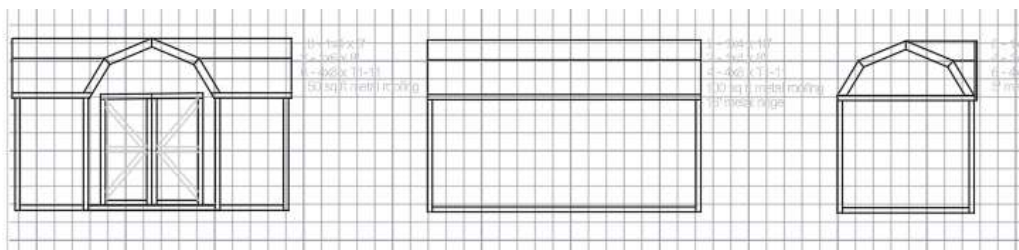


The 8' × 16' student-built cottage continues to progress steadily and is on track to be dried in by the end of the semester.



Construction of heavy-duty picnic tables has been transitioned to a Skills 1 class, allowing Skills 2 students to focus on Build My Future preparation, the outdoor pavilion project, and upcoming large-scale builds.

Students are actively preparing for participation in Build My Future, taking place next week. This is of their design and will be up for sale after completion.



# Eagle Ridge New Tech High School



The 8th-grade exploratory wheel is constructing an 8' × 10' barn-roof shed that students fully designed themselves.

Over winter break, a group of advanced students completed construction of a 16' × 24' deck roof and installed polycarbonate roofing panels.



Storage areas under the stairs are nearing completion and will be fully usable by the end of the semester.

Overall, January reflects continued build execution, increased student responsibility, and strategic project alignment as the CTE Construction program advances toward larger and more complex projects.

## **Agriculture Science**

The FFA Chapter is preparing for our District Conduct of Meeting, Parliamentary Procedure, Job Interview, and Creed Speaking events that will take place at the end of this month and the middle of February.

# Eagle Ridge New Tech High School



The Introduction to Agriculture and Animal Science Classes will be taking a field trip to a sheep ranch, a dairy goat farm, and a beef cattle ranch on January 20, 2026

The Horticulture class is in the process of designing a native plant interpretive garden for Eagle Ridge.

The Fish and Wildlife class is closing out the term completing a fish habitat passage project.

The Animal Science class is continuing on their journey of learning the systems of the animal body and are loving being able to participate in dissections with each system.

## **Manufacturing & Ag Mechanics**

Manufacturing and Design students are completing the final design work for new signage at the KLC/KHLA side entrances. CNC cutting will begin as soon as the material arrives. These classes have also been using the CNC equipment to produce welding practice assignments for Ag Mechanics students.

Ag Mechanics students have begun stick welding practice using the CNC-cut materials. In addition, Ag Mechanics classes will be attending the *Build My Future* career exploration trip next week, where students will be exposed to a wide range of skilled trades. Participating organizations include Western Welding Academy, recognized as one of the top welding schools in the nation.

## **College and Career Counseling**

All Eagle Ridge New Tech students (8-12) completed their YouScience.



**Ponderosa Board Report**  
**January**  
**01/12/2026**

**Student 1**

Good evening, Board members. Thank you for your time.

I will share an update on girls basketball. The girls basketball season wrapped up before Winter Break. All teams showed growth and strong effort throughout the season. Coaches reported clear improvement in skills and teamwork.

**Student 2**

Boys basketball started on Monday, December 5. There was a high level of interest from students. Tryouts were held due to the large number of participants. Final teams were decided on Friday, December 9. We are looking forward to an exciting season for our students.

**Student 1**

Wrestling also started on Monday, December 5. The program is open to both boys and girls. There are no tryouts. Our wrestling program continues to have a lot of students wanting to participate! Practices are going well and our athletes are working hard!

**Student 2**

Let's talk about the Ponderosa Boutique. Before Winter Break, families attended two Boutique events. Students and parents selected donated clothing. Many families used this resource. Feedback from families was very positive. The school plans to offer more events like this in the future.

**Student 1**

Staff and community partners prepared 13 holiday boxes for families. Local businesses donated meat and potatoes. The PTO helped fund the boxes. Families shared appreciation for this support.

**Student 2:**

Our annual Holiday Store for our students was a great success. Students were able to purchase gifts for their family or friends using Bobcat Bucks. Students earn Bobcat Bucks by following expectations. We had so many amazing donations we were able to open the store an additional day and provide more opportunities for our students to buy gifts.

**Student 1:**

Holiday music is always a treat at Ponderosa. Band, choir, and orchestra performed before Winter Break. Students worked hard and performed well. Family attendance and support were strong.

**Student 2:**

We have some exciting news about Glee Club. Our newly formed Glee Club received a large donation. On December 17, the new Glee Club received an anonymous donation of 739 dollars. The donor shared a letter about the impact of music on their life. They wanted to support students and music education. The

funds were used to purchase music books, Glee Club shirts, and a Pyle wireless Bluetooth PA speaker. These items support rehearsals and performances.

**Student 1:**

Ponderosa had their annual Winter Dance which took place on December 12. Student attendance was strong. The event was well supervised. Students reported a positive experience..

**Student 2:**

I will share an update on Math Night. Ponderosa is hosting a Math Night tomorrow, January 13. The event is led by the math team. Families will play math games together. Students will receive math supplies for home use. Food will be provided at Math Night and there is no cost to families. Pizza will be from Abby's Pizza. Snacks and drinks will also be available.

**Student 1:**

Thank you for supporting Ponderosa Middle School. We are proud to share our progress and what lies ahead.

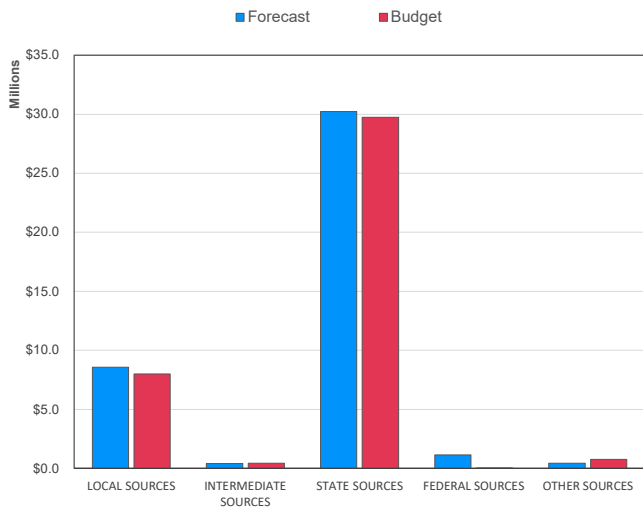


# 100 General fund | Financial Projection by Object

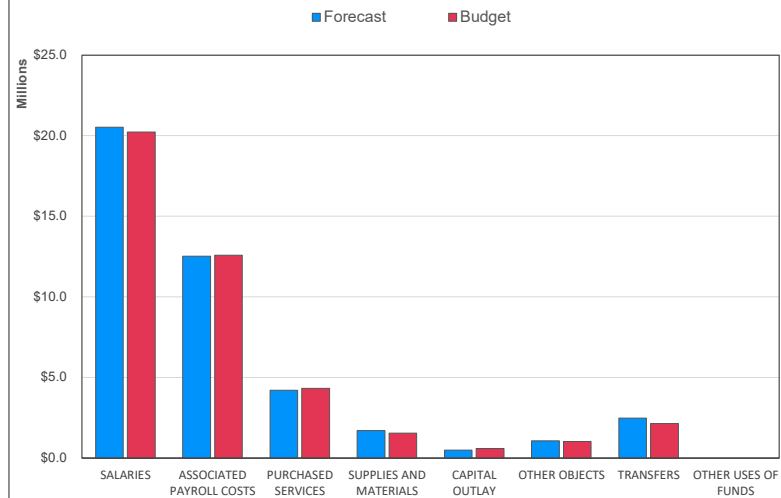
For the Period Ending December 31, 2025

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
<b>Beginning Fund Balance</b>	\$ 6,090,248	\$ 4,460,983	\$ -	\$ 4,460,983	\$ 3,437,402	\$ 1,023,581
<b>REVENUES</b>						
Local Sources	7,755,232	7,511,972	1,071,585	8,583,557	8,002,200	581,357
Intermediate Sources	281,668	32,636	389,647	422,283	435,000	(12,717)
State Sources	16,040,309	17,392,463	12,829,362	30,221,825	29,746,375	475,450
Federal Sources	31,886	1,101,296	35,000	1,136,296	35,000	1,101,296
Other Sources	125	-	441,662	441,662	752,500	(310,838)
<b>TOTAL REVENUE</b>	<b>\$ 24,109,221</b>	<b>\$ 26,038,366</b>	<b>\$ 14,767,256</b>	<b>\$ 40,805,623</b>	<b>\$ 38,971,075</b>	<b>\$ 1,834,548</b>
<b>EXPENDITURES</b>						
Salaries	\$ 7,429,676	\$ 8,618,982	\$ 11,910,183	\$ 20,529,165	\$ 20,232,010	\$ (297,155)
Associated Payroll Costs	4,513,013	5,144,222	7,384,231	12,528,453	12,578,086	49,633
Purchased Services	1,565,838	1,799,680	2,404,611	4,204,291	4,323,562	119,271
Supplies and Materials	701,888	957,127	732,689	1,689,815	1,536,271	(153,544)
Capital Outlay	471,635	195,113	297,344	492,457	581,634	89,177
Other Objects	793,243	976,236	78,936	1,055,172	1,031,160	(24,012)
Transfers	-	350,000	2,125,754	2,475,754	2,125,754	(350,000)
Other Uses of Funds	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,475,294</b>	<b>\$ 18,041,360</b>	<b>\$ 24,933,748</b>	<b>\$ 42,975,108</b>	<b>\$ 42,408,477</b>	<b>\$ (566,631)</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 8,633,927</b>	<b>\$ 7,997,007</b>	<b>\$ (10,166,492)</b>	<b>\$ (2,169,485)</b>	<b>\$ (3,437,402)</b>	
<b>ENDING FUND BALANCE</b>				<b>\$ 2,291,497</b>		

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget





2025-2026 Klamath Falls City Schools  
General Fund  
YTD Overview - Revenue December 2025

YTD Local Sources

93.87% of Budget

Prior Year YTD: 83.42% of Actuals

YTD State Sources

58.47% of Budget

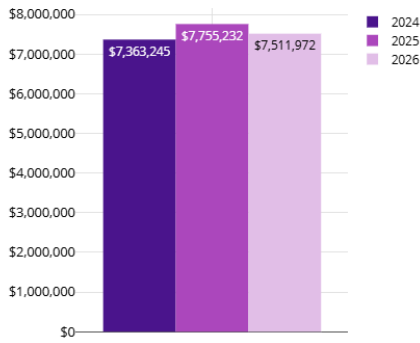
Prior Year YTD: 56.91% of Actuals

YTD All Sources (except 5400s)

66.81% of Budget

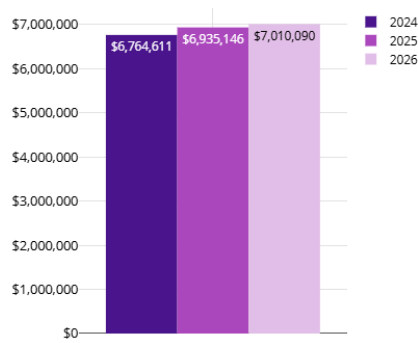
Prior Year YTD: 62.24% of Actuals

Local Sources (1000s)



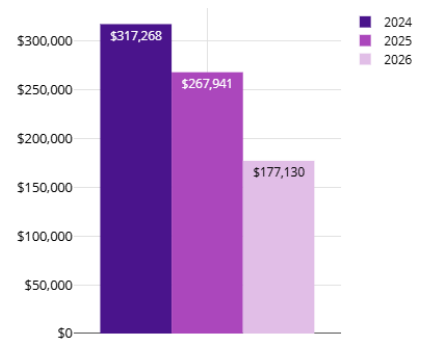
For the Period JUL - DEC

Property Taxes (1100s)



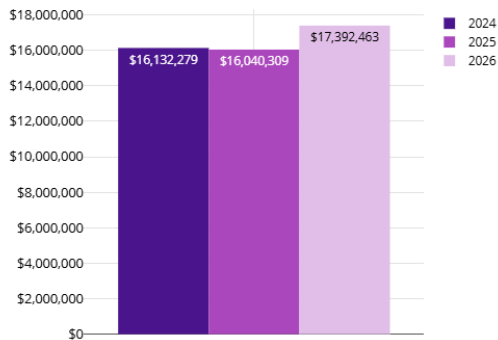
For the Period JUL - DEC

Interest Earnings (1500s)



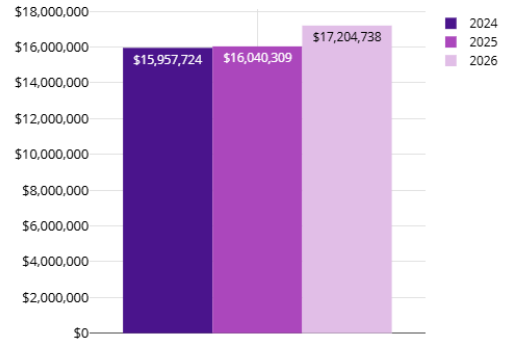
For the Period JUL - DEC

State Sources (3000s)



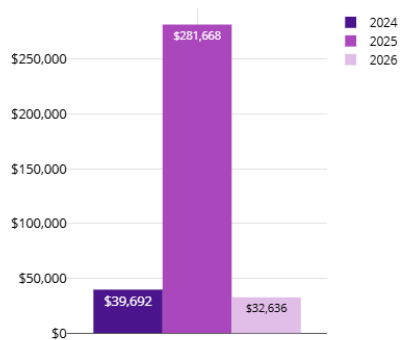
For the Period JUL - DEC

State School Fund (3101)



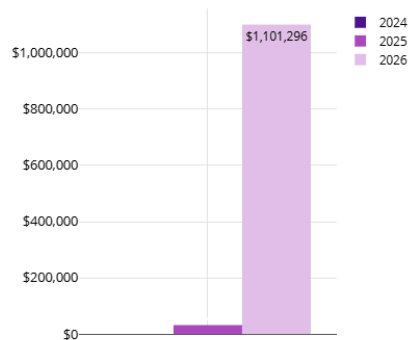
For the Period JUL - DEC

Intermediate Sources (2000s)



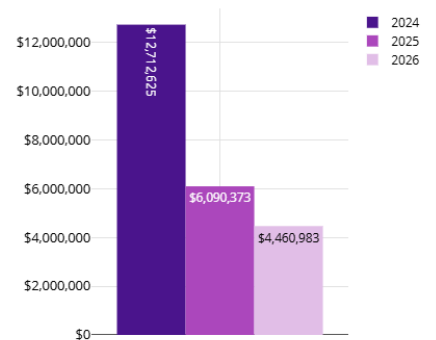
For the Period JUL - DEC

Federal Sources (4000s)



For the Period JUL - DEC

Other Sources (5000s)



For the Period JUL - DEC



2025-2026 Klamath Falls City Schools  
General Fund  
YTD Overview - Expense December 2025

YTD Salary and Benefits

**41.95%** of Budget

Prior Year YTD: 38.25% of Actuals

YTD Purchased Services

**41.62%** of Budget

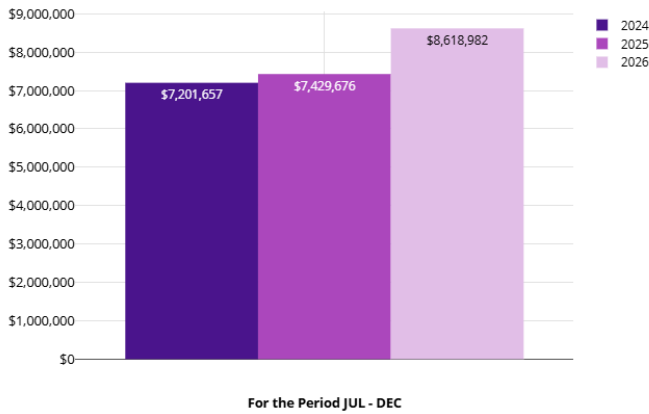
Prior Year YTD: 43.36% of Actuals

YTD Other Expenses

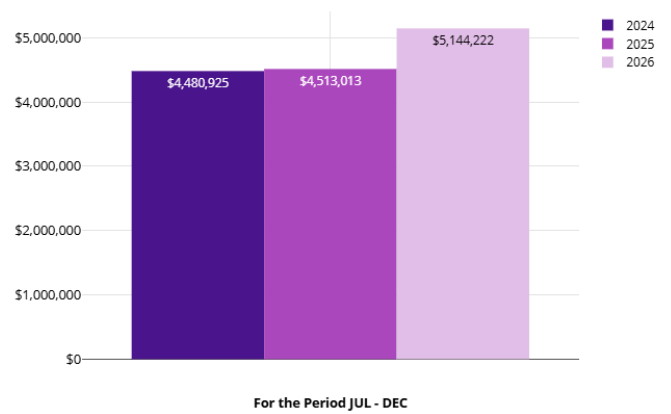
**46.99%** of Budget

Prior Year YTD: 61.49% of Actuals

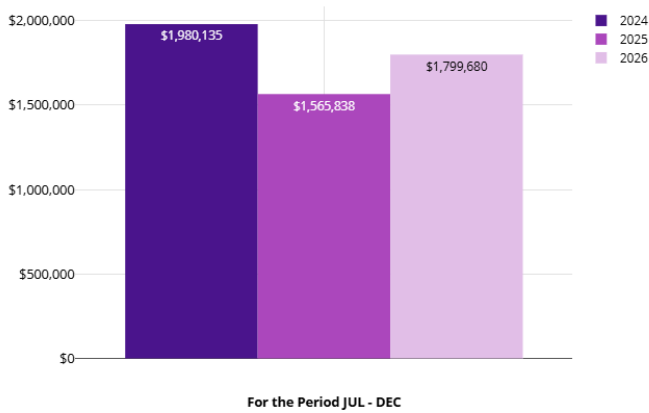
Salaries (100s)



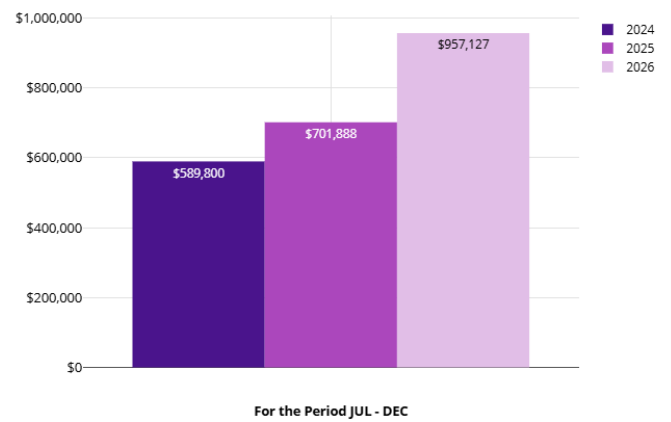
Benefits (200s)



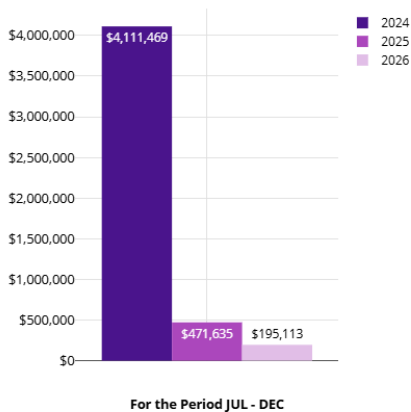
Purchased Services (300s)



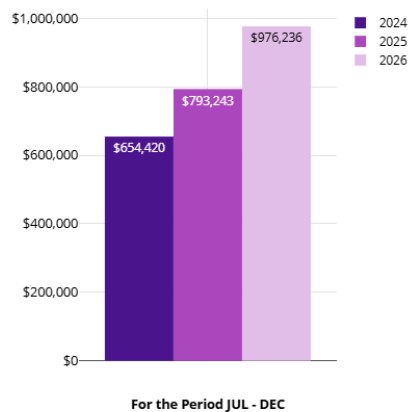
Supplies (400s)



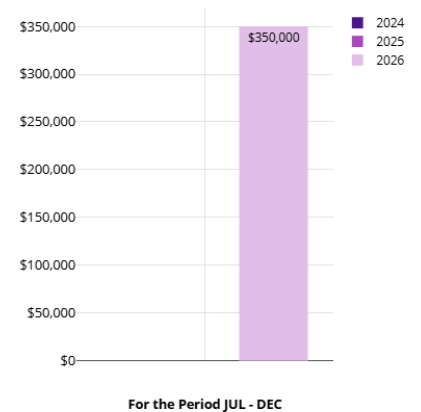
Capital Outlay (500s)



Other Objects (600s)



Transfers (700s)



**100 General fund | Revenue & Expense Summary  
Fiscal Year 2025 - 2026**

	Period 1 Actual Jul '25	Period 2 Actual Aug '25	Period 3 Actual Sept '25	Period 4 Actual Oct '25	Period 5 Actual Nov '25	Period 6 Actual Dec '25	Period 7 Projected Jan '26	Period 8 Projected Feb '26	Period 9 Projected Mar '26	Period 10 Projected Apr '26	Period 11 Projected May '26	Period 12 Projected Jun '26	Projected 2025-26 Totals	Adopted 2025-26 BUDGET
<b>REVENUES</b>														
<b>STATE SCHOOL FUND FORMULA:</b>														
Local Taxes	69,117	46,868	35,519	21,208	5,020,466	1,816,913	100,438	65,558	102,602	58,152	40,119	163,100	7,540,059	7,100,000
County School Funds	-	13,042	19,594	-	-	-	-	9,712	4,666	256	758	15,959	63,987	35,000
State School Fund	4,918,173	2,458,598	2,458,766	2,457,274	2,456,364	2,455,563	1,372,127	2,445,831	3,433,970	2,342,106	2,964,581	104,966	29,868,319	29,361,993
Common School Fund	184,725	-	-	-	-	-	17,963	32,019	44,955	30,661	38,810	1,374	350,506	384,382
State Managed Timber	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>SSF Formula Total</b>	<b>5,172,015</b>	<b>2,518,507</b>	<b>2,513,879</b>	<b>2,478,482</b>	<b>7,476,830</b>	<b>4,272,476</b>	<b>1,490,528</b>	<b>2,553,119</b>	<b>3,586,193</b>	<b>2,431,176</b>	<b>3,044,267</b>	<b>285,399</b>	<b>37,822,870</b>	<b>36,881,375</b>
Local Sources (1000)	44,691	42,632	112,763	66,852	60,991	173,953	57,215	52,878	126,971	57,886	72,733	173,933	1,043,498	902,200
Intermediate Sources (2000)	-	-	-	-	-	-	-	110,993	53,327	2,928	8,660	182,389	358,296	400,000
State Sources (3000)	-	-	-	-	-	3,000	-	-	-	-	-	-	3,000	-
Federal Sources (4000)	-	-	-	2,414	1,092,593	6,289	-	-	-	17,176	17,824	-	1,136,296	35,000
Other Sources (5000)	-	-	-	-	-	-	-	-	-	439	1,080	440,144	441,662	752,500
<b>Total Operating Revenue</b>	<b>5,216,706</b>	<b>2,561,139</b>	<b>2,626,642</b>	<b>2,547,748</b>	<b>8,630,414</b>	<b>4,455,718</b>	<b>1,547,744</b>	<b>2,716,989</b>	<b>3,766,491</b>	<b>2,509,604</b>	<b>3,144,563</b>	<b>1,081,865</b>	<b>40,805,623</b>	<b>38,971,075</b>
Beginning Fund Balance (5400)	4,460,983	-	-	-	-	-	-	-	-	-	-	-	4,460,983	3,437,402
<b>Total Monthly Revenues</b>	<b>9,677,689</b>	<b>2,561,139</b>	<b>2,626,642</b>	<b>2,547,748</b>	<b>8,630,414</b>	<b>4,455,718</b>	<b>1,547,744</b>	<b>2,716,989</b>	<b>3,766,491</b>	<b>2,509,604</b>	<b>3,144,563</b>	<b>1,081,865</b>	<b>45,266,605</b>	<b>42,408,477</b>
<b>CUMULATIVE RESOURCES</b>	<b>9,677,689</b>	<b>12,238,828</b>	<b>14,865,469</b>	<b>17,413,218</b>	<b>26,043,632</b>	<b>30,499,349</b>	<b>32,047,093</b>	<b>34,764,082</b>	<b>38,530,573</b>	<b>41,040,177</b>	<b>44,184,740</b>	<b>45,266,605</b>		
<b>EXPENDITURES BY OBJECT</b>														
Salaries (100)	555,116	621,230	1,849,804	1,771,431	1,742,106	2,079,295	1,862,337	1,332,462	1,752,707	1,720,736	1,848,294	3,393,647	20,529,165	20,232,010
Employee Benefits (200)	345,448	388,131	1,081,792	1,051,009	1,087,965	1,189,876	1,135,014	828,360	1,058,549	1,065,313	1,133,363	2,163,631	12,528,453	12,578,086
Purchased Services (300)	284,051	215,017	253,807	350,411	318,800	377,595	361,276	380,664	424,087	336,183	414,891	487,511	4,204,291	4,323,562
Supplies & Materials (400)	303,038	138,240	225,267	143,438	80,399	66,745	95,665	124,021	113,049	129,972	163,758	106,223	1,689,815	1,536,271
Capital Outlay (500)	-	52,381	42,849	51,801	43,731	4,350	10,507	62,560	14,340	435,581	73,923	(299,567)	492,457	581,634
Insurance/Other (600)	86,905	713,124	73,759	30,053	21,795	50,600	10,241	1,683	16,791	9,436	31,089	9,696	1,055,172	1,031,160
Interfund Transfers (700)	350,000	-	-	-	-	-	-	-	-	2,106	4,102	2,119,546	2,475,754	2,125,754
<b>Total Operating Expenditures</b>	<b>1,924,558</b>	<b>2,128,123</b>	<b>3,527,277</b>	<b>3,398,144</b>	<b>3,294,796</b>	<b>3,768,461</b>	<b>3,475,040</b>	<b>2,729,750</b>	<b>3,379,524</b>	<b>3,699,328</b>	<b>3,669,419</b>	<b>7,980,687</b>	<b>42,975,108</b>	<b>42,408,477</b>
Contingency (810)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Unapprop. Ending Fund (820)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Monthly Expenditures</b>	<b>1,924,558</b>	<b>2,128,123</b>	<b>3,527,277</b>	<b>3,398,144</b>	<b>3,294,796</b>	<b>3,768,461</b>	<b>3,475,040</b>	<b>2,729,750</b>	<b>3,379,524</b>	<b>3,699,328</b>	<b>3,669,419</b>	<b>7,980,687</b>	<b>42,975,108</b>	<b>42,408,477</b>
<b>CUMULATIVE EXPENDITURES</b>	<b>1,924,558</b>	<b>4,052,682</b>	<b>7,579,959</b>	<b>10,978,103</b>	<b>14,272,899</b>	<b>18,041,360</b>	<b>21,516,400</b>	<b>24,246,150</b>	<b>27,625,674</b>	<b>31,325,002</b>	<b>34,994,421</b>	<b>42,975,108</b>		
<b>Month-end Fund Balance</b>	<b>7,753,130</b>	<b>8,186,146</b>	<b>7,285,511</b>	<b>6,435,115</b>	<b>11,770,733</b>	<b>12,457,989</b>	<b>10,530,693</b>	<b>10,517,932</b>	<b>10,904,899</b>	<b>9,715,176</b>	<b>9,190,320</b>	<b>2,291,497</b>		



# 2026-2027 BUDGET CALENDAR

<b>Early March 2026</b>	State Revenue projections due to districts
<b>(Friday)</b> <b>February 27, 2026</b>	Per-student allocations distributed to sites
<b>(Monday - Friday)</b> <b>March 23, 2025-March 27, 2026</b>	Spring Break
<b>(Friday)</b> <b>March 20, 2026</b>	Site budget documents to Business Office
<b>(Friday)</b> <b>March 27, 2026</b>	Personnel budget to Business Office
<b>(Thursday)</b> <b>April 2, 2026</b>	Budget review with administrators @ LTM
<b>(Wednesday)</b> <b>April 22, 2026</b>	Budget Committee Training Work Session
<b>(Monday)-(Friday)</b> <b>April 6, 2026-April 29, 2026</b>	Budget preparation
<b>(Wednesday)</b> <b>**April 29, 2026</b>	<b>**Budget Message/Public Input (6:00 p.m.)</b> Determine if add or cut list is required <b>*All Administrators expected to attend this meeting</b>
<b>(Wednesday to Wednesday)</b> <b>April 29, 2026-May 20, 2026</b>	Add and/or Cut List Prepared
<b>(Wednesday)</b> <b>**May 20, 2025</b>	<b>**Budget Committee Meeting &amp; Budget Committee Approval (6:00 p.m.)</b> <b>*All administrators expected to attend</b>
<b>(Monday)</b> <b>June 8, 2026</b>	Budget Adoption (6:00 p.m.) at Board Meeting
<b>** Meetings which Administrators are asked to attend</b>	
<i>Revised 11/7/2025 CR</i>	

## 2020-2021 BUDGET CALENDAR

<b>Early March 2020</b>	State Revenue projections due to districts
<b>(Thursday)</b> <b>March 19, 2020</b>	Per-student allocations distributed to sites
<b>(Thursday)</b> <b>March 19, 2020</b>	Budget review with administrators @ LTM
<b>(Monday - Friday)</b> <b>March 23-27, 2020</b>	Spring Break
<b>(Wednesday)</b> <b>April 1, 2020</b>	Personnel budget to Business Office
<b>(Friday)</b> <b>April 3, 2020</b>	Site budget documents to Jeanne
<b>(Monday)</b> <b>April 13, 2020</b>	Budget prepared
<b>(Wednesday)</b> <b>**April 15, 2020</b>	**Budget Message/Public Input (6:00 p.m.) Determine if add or cut list is required <b>*All Administrators expected to attend this meeting</b>
<b>(Wednesday to Wednesday)</b> <b>April 22 - 29, 2020</b>	Add and/or Cut List Prepared
<b>(Wednesday)</b> <b>**May 13, 2020</b>	** Budget Committee Meeting & Budget Committee Approval (6:00 p.m.) <b>*All administrators expected to attend</b>
<b>(Monday)</b> <b>June 8, 2020</b>	Budget Adoption (6:00 p.m.)

**\*\* Meetings which Administrators are asked to attend**

Revised 12/03/2019













































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# Klamath Falls City Schools

Code: GBCA-AR  
Adopted: 1/12/25

## Staff Dress and Grooming

### Purpose

This administrative rule implements Board Policy GBCA – *Staff Dress and Grooming*. It provides guidance regarding staff attire, grooming, and the use of personal protective equipment (PPE) to support professionalism, safety, and an effective educational environment.

### General Expectations

Staff members project an image of professionalism to students and the community. While on duty, employees shall adhere to professional or business casual attire unless otherwise required by job assignment. All clothing shall be clean, in good repair, and appropriately fitted. Hair, facial hair, jewelry, and accessories are permitted unless they pose a safety risk or interfere with job duties.

Dress and grooming must not disrupt the educational process or create a health or safety concern. Clothing, accessories, or body adornments that display profane, vulgar, sexually suggestive, discriminatory, illegal, or disruptive content are prohibited.

### Job-Specific Attire

Licensed and office-based staff are expected to dress in business casual attire appropriate to their role. Classified staff not assigned uniforms shall dress in business casual or job-appropriate attire that allows for the safe performance of duties.

Food service, maintenance, custodial, and other designated positions are required to wear district-provided uniforms or attire while on duty. Uniforms shall be worn as issued and maintained in a clean and professional condition.

### Personal Protective Equipment (PPE)

Job-appropriate PPE shall be worn when required by task, location, or safety regulations. PPE may include safety glasses, gloves, hearing protection, high-visibility apparel, protective footwear, respirators, or masks.

Failure to use required PPE may result in corrective or disciplinary action.

### Unacceptable Attire

The following are examples of clothing that may be considered disruptive to the educational environment or unsafe and are therefore not acceptable in district buildings, on district grounds, or at district-sponsored activities when staff are on duty; this list is not exhaustive, and other items may also be subject to these expectations;

1. Shorts, dresses, skirts, or similar clothing shorter than mid-thigh length;
2. Sunglasses or hats worn inside buildings unless job-related or approved;

3. Inappropriate garments that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breast;
4. No halter tops or shirts with spaghetti straps;
5. No pajama pants;
6. Employees may not wear clothing, accessories, or items that display QR codes, scannable links, or other digital access features that direct to external content, as such items may present privacy, safety, or disruption concerns in the school environment; or
7. Clothing, paraphernalia, grooming, jewelry, accessories, hair coloring, or body adornments that display or promote:
  - a. Drugs, tobacco, alcohol, or weapons;
  - b. Sexual content;
  - c. Gang affiliation;
  - d. Obscene, profane, vulgar, lewd, or libelous material;
  - e. Threats to the safety or welfare of any person;
  - f. Activities prohibited by the student code of conduct; or
  - g. Any material that otherwise disrupts the teaching and learning process.

### **Religious and Cultural Accommodations**

Religious and cultural attire shall be permitted in accordance with state and federal law unless it creates an undue hardship or safety concern. Religious clothing includes attire worn in accordance with an employee's sincerely held beliefs, including head coverings, jewelry, emblems, or symbols.

In assessing whether restrictions are appropriate, the district may consider whether the attire disrupts the educational process, interferes with the rights of others, or could reasonably be perceived as district endorsement of a particular belief.

Requests for accommodations should be directed to the employee's supervisor.

### **Special Circumstances and Exceptions**

Administrators may approve temporary deviations from this rule for spirit days, special events, field trips, athletic instruction, extreme weather conditions, emergency situations, or temporary assignments when appropriate.

### **Enforcement**

Supervisors are responsible for consistent and respectful enforcement of this rule. Employees will be provided an opportunity to correct concerns. Continued non-compliance may result in disciplinary action consistent with district policy, collective bargaining agreements, and applicable law.

### **Administration**

The Superintendent or designee shall interpret and implement this administrative rule. The rule shall be reviewed periodically and updated as necessary to remain consistent with Board policy and legal requirements.

4. **NEW BUSINESS/ACTION ITEMS**

5. **OLD BUSINESS/ACTION ITEMS**

1. Third reading of Policy Rewrite Sections A, B and D

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Klamath Falls City Schools

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The following symbol is used on some policies:

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

# Klamath Falls City Schools

Code: AC  
Adopted: 12/13/21  
Revised/Readopted: 7/08/24; 5/12/25  
Orig. Code(s): AC

## Nondiscrimination and Civil Rights

The district does not discriminate on any basis listed below and prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race<sup>1</sup>, color, religion, sex<sup>2</sup>, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

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<sup>1</sup> Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. "Race" also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001.

<sup>2</sup> 34 CFR § 106.10 provides "discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity."

Any complaint alleging discrimination may be made to any civil rights coordinator and will be processed in accordance with administrative regulation AC-AR(1) - Discrimination or Civil Rights Complaint Procedure. Depending on the nature of the complaint, additional requirements may apply.

The district will document and track:

1. All reports of discrimination received by the district and all responses to those reports issued by the district, including any investigations completed and remedies provided; and
2. The training completed by each civil rights coordinator.

### **Civil Rights Coordinator**

The human resources director is the district's civil rights coordinator.

The civil rights coordinator(s) will:

1. Be knowledgeable of the requirements in OARs 581-021-0038, 581-021-0045, 581-021-0046, and 581-021-0660;
2. Have the independence and authority necessary to carry out the provisions of OAR 581-021-0660;
3. Monitor, coordinate, and oversee district compliance with state and federal laws prohibiting discrimination in education, including ensuring the availability of, and providing to students and staff:
  - a. The notice of nondiscrimination<sup>3</sup> required by OAR 581-021-0045; and
  - b. The district written complaint process for making reports of discrimination.
4. Oversee and ensure the resolution of district investigations of complaints alleging and substantiating discrimination, including the provision of remedies designed to restore or preserve equal access to an education program or activity;
5. Provide guidance to district staff on civil rights issues in the district;
6. Respond to questions and concerns about civil rights in the district;
7. Coordinate efforts to prevent civil rights violations from occurring in the district; and
8. ~~Satisfy the training requirements in OAR 581-021-0660 (2) (3)~~ Satisfy the following training requirements:
  - a. Upon initial designation, a civil rights coordinator must receive the following training in accordance with a schedule established by the Oregon Department of Education (ODE):
    - (1) The meaning of discrimination under state and federal nondiscrimination law, including ORS 659.850, Title VI of the Civil Rights Act of 1964 Title IX of Education

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<sup>3</sup> The notice of nondiscrimination will include the name or title, work address, email address, and phone number of each civil rights coordinator.

Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990;

- (2) The duties of districts under state and federal nondiscrimination law, including ORS 342.700 to 342.708, ORS 659.850 and 659.855, Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American’s with Disabilities Act of 1990, those statutes’ implementing rules and regulations, and determinations made by the Oregon Department of Education and the United States Department of Education’s Office for Civil Rights;
  - (3) The coordinators required by Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and those coordinators’ duties;
  - (4) Identifying discrimination and reports of discrimination;
  - (5) Responding to reports of discrimination;
  - (6) Conducting civil rights investigations, including identifying conflicts of interest, and using strategies to mitigate conflicts of interest;
  - (7) Preventing discrimination in public school programs and activities;
  - (8) Identifying retaliation taken in response to reports of discrimination, responding to reports of such retaliation, and preventing such retaliation in public school programs and activities;
  - (9) Tracking and documenting reports of discrimination.
- b. In years subsequent to being designated a civil rights coordinator, a civil rights coordinator must annually receive the following training in accordance with a schedule established by ODE:
- (1) The meaning of discrimination under state and federal nondiscrimination law, including ORS 659.850, Title VI of the Civil Rights Act of 1964 Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990;
  - (2) The duties of districts under state and federal nondiscrimination law, including ORS 342.700 to 342.708, ORS 659.850 and 659.855, Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American’s with Disabilities Act of 1990, those statutes’ implementing rules and regulations, and determinations made by the Oregon Department of Education and the United States Department of Education’s Office for Civil Rights;
  - (3) The coordinators required by Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and those coordinators’ duties;
  - (4) Reporting discrimination, and responding to reports of discrimination, including through complaint processes and investigations.<sup>4</sup>

END OF POLICY

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<sup>4</sup> Training must first be completed by June 30, 2025.

**Legal Reference(s):**

<a href="#">ORS 174.100</a>	<a href="#">ORS 659A.006</a>	<a href="#">OAR 581-021-0045</a>
<a href="#">ORS 192.630</a>	<a href="#">ORS 659A.009</a>	<a href="#">OAR 581-021-0046</a>
<a href="#">ORS 326.051(1)(e)</a>	<a href="#">ORS 659A.029</a>	<a href="#">OAR 581-021-0047</a>
<a href="#">ORS 332.505</a>	<a href="#">ORS 659A.030</a>	<a href="#">OAR 581-021-0650 - 0665</a>
<a href="#">ORS 408.230</a>	<a href="#">ORS 659A.040</a>	<a href="#">OAR 581-022-2310</a>
<a href="#">ORS 659.805</a>	<a href="#">ORS 659A.103 - 659A.145</a>	<a href="#">OAR 581-022-2370</a>
<a href="#">ORS 659.815</a>	<a href="#">ORS 659A.230 - 659A.233</a>	<a href="#">OAR 581-075-0001 - 075-0005</a>
<a href="#">ORS 659.850 - 659.860</a>	<a href="#">ORS 659A.236</a>	<a href="#">OAR 581-075-0901</a>
<a href="#">ORS 659.865</a>	<a href="#">ORS 659A.309</a>	<a href="#">OAR 839-003</a>
<a href="#">ORS 659A.001</a>	<a href="#">ORS 659A.321</a>	
<a href="#">ORS 659A.003</a>	<a href="#">ORS 659A.409</a>	

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R Part 1626 (2019).

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).

Corrected 5/20/25; Corrected 8/11/25

# Klamath Falls City Schools

Code: AC-AR  
Adopted: 12/13/21  
Revised/Readopted: 7/10/23  
Orig. Code(s): AC-AR

## Discrimination Complaint Procedure

Any person, including students, staff, visitors and third parties, may file a complaint.

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1: <sup>1</sup>Complaints may be oral or in writing and must be filed with the principal or direct supervisor. Any staff member that receives an oral or written complaint shall report the complaint to the principal or direct supervisor.

The principal or direct supervisor shall investigate and determine the action to be taken, if any, and reply, in writing, to the complainant within ~~ten (10)~~ school days of receipt of the complaint.

Step 2: If the complainant wishes to appeal the decision of the principal or direct supervisor, the complainant may submit a written appeal to the personnel director of human resources within five school days after receipt of the principal's or supervisor's response to the complaint.

The ~~personnel director~~ director of human resources shall review the principal's decision in the previous step within ~~five~~ 10 (5) school days and may meet with all parties involved. The personnel director of human resources will review the merits of the complaint and the principal's decision. The personnel director of human resources will respond, in writing, to the complainant within ~~ten (10)~~ 5 school days.

Step 3: If the complainant wishes to appeal the decision of the director of human resources, the complainant may submit a written appeal to the superintendent within five school days after receipt of the response to the complaint from Step 2.

The superintendent shall review the decision from Step 2 within 10 school days and may meet with all parties involved. The superintendent will review the merits of the complaint and the decision. The superintendent will respond in writing to the complainant within 5 school days.

Step 3<sup>4</sup>: If the complainant is not satisfied with the decision of the superintendent, personnel director, a written appeal may be filed with the Board within ~~five (5)~~ school days of receipt of the personnel director's response to Step 2. The Board may decide to hear or deny the request

<sup>1</sup> ~~{For district information. The district's timeline established by each step of the district's complaint procedure must be within 30 days 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. The district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)}.~~

for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within ~~thirty~~ (30) days of receipt of the appeal by the Board.

If the principal is the subject of the complaint, the ~~individual complainant~~ may start at Step 2 and should file a complaint with the ~~personnel~~ director of human resources.

If the superintendent is the subject of the complaint, the complainant may start at Step ~~4~~ 3 and should be referred to the Board chair. The Board may refer the investigation to a third party. ~~The Board may refer the investigation to a third party.~~

Complaints against the Board as a whole or against an individual Board member, may start at Step ~~4~~ 3 and should be submitted to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at Step ~~3~~ 4 and be referred directly to the Board vice chair.

The timelines established in each step of this procedure may be extended ~~based~~ upon mutual consent of the district and the complainant in writing, but will not be longer than 30 days from the date of the submission of the complaint at any step. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and complainant.

The complainant, if a person who resides in the district, ~~or~~ a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal<sup>2</sup> the district's final decision ~~in writing~~ to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules ~~Rule~~ (OAR) 581-002075-0001 - 581-002075-002345.

### **Charter Schools of which the District Board is a Sponsor**

The district Board, through this administrative regulation, will not review an appeal of a decision reached by the Board of EagleRidge High School on a complaint alleging a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or 581-021-0046 (Discrimination), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of EagleRidge High School as the district Board's final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002075-0001 - 581-002075-00230045.

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

**DISCRIMINATION COMPLAINT FORM**

*Any person, including students, staff, visitors and third parties, may file a complaint.*

Name of Person Filing Complaint	Date	School or Activity
Student/Parent <input type="checkbox"/> Employee <input type="checkbox"/> Job applicant <input type="checkbox"/> Other <input type="checkbox"/> _____		

Type of discrimination:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Race                      | <input type="checkbox"/> Mental or physical disability | <input type="checkbox"/> Age  |
| <input type="checkbox"/> Color                     | <input type="checkbox"/> Marital status                | <input type="checkbox"/> Sexual orientation                             |
| <input type="checkbox"/> Religion                  | <input type="checkbox"/> Familial status               | <input type="checkbox"/> Pregnancy                                      |
| <input type="checkbox"/> Sex                       | <input type="checkbox"/> Economic status               | <input type="checkbox"/> Discriminatory use of a Native American mascot |
| <input type="checkbox"/> National or ethnic origin | <input type="checkbox"/> Veterans' status              |   |
| <input type="checkbox"/> Gender identity           |  |   |
| <input type="checkbox"/> Other _____               |  |   |

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of the discussion.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who should we talk to and what evidence should we consider? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggested solution/resolution/outcome: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This complaint form should be mailed or submitted to the principal.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Corrected 8/11/25

# Klamath Falls City Schools

Code: ACA  
Adopted: 12/06/10  
Readopted: 3/06/17  
Orig. Code(s): ACA

## Americans with Disabilities Act

The district, in compliance with the Americans with Disabilities Act (~~ADA~~) and the Americans with Disabilities Act Amendments Act (~~ADAAA~~), is committed to maintaining employment practices, services, programs and activities that provide equity to qualified individuals with disabilities.

The district will provide reasonable accommodations for the known disabilities of all applicants and current employees in all employment application procedures; hiring, advancement or discharge; employee compensation; job training; other terms, conditions and privileges of employment upon request and ~~with appropriate~~ advance notice.

A reasonable accommodation must not present an undue hardship for the district; be unduly costly, extensive or disruptive; nor present a direct threat to the health ~~and~~ safety of the individual or others in the workplace.

District services, programs and activities will be accessible and usable by qualified individuals with disabilities, consistent with Section 504 of the Rehabilitation Act of ~~1973~~ and the ADA. Accessibility may be achieved through nonstructural as well as structural methods.

In order to achieve equal access, the district will make available appropriate auxiliary aids and services that promote effective communications. Primary consideration will be given to the request of individuals with disabilities in the selection of appropriate aids and services. Final determination will be made by the Board. Auxiliary aids and services determinations will be based on availability, effectiveness and financial or administrative burden to the district.

The Board directs the superintendent to develop and implement an appropriate plan that provides for district compliance with the ~~ADA and ADAAA~~, including the appointment of an ADA compliance officer and the establishment of a process for the investigation and prompt ~~and~~ equitable resolution of any complaint regarding noncompliance.

Retaliation is prohibited against anyone who files a complaint of discrimination, participates in an Office of Federal Contract Compliance Program proceeding or otherwise opposes discrimination under federal or state laws.

END OF POLICY

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### Legal Reference(s):

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2010).  
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2010).  
Chevron U.S.A. Inc. v. Echazabal, 536 U.S. 73 (2002).  
Americans with Disabilities Act Amendments Act of 2008.



# Klamath Falls City Schools

Code: ACA-AR  
Revised/Reviewed: 3/06/17  
Orig. Code(s): ACA-AR

## ADA Complaint Procedure

The compliance officer is responsible for coordinating the district's efforts to comply with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA). The compliance officer shall be a neutral party having had no involvement in the complaint presented.

- Step 1 Any complaint shall be presented in writing to the compliance officer within 180 days from date of alleged discrimination. It must include the following:
- Name and address of the individual or the representative filing the complaint;
  - Description of the alleged discriminatory action in sufficient detail to inform the district of the nature and date of the alleged violation;
  - Signature by the complainant or by someone authorized to do so on their/his/her behalf;
  - Identification (by name, if possible) of the alleged victims of the discrimination for any complaint filed on behalf of classes or third parties.
- Step 2 The compliance officer shall thoroughly investigate the complaint, notify the person who has been accused of discriminating, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of the written complaint, if deemed necessary. The compliance officer shall give a written answer to the complainant within 15 working days after receipt of the written complaint.
- Step 3 If the complainant is not satisfied with the answer of the compliance officer, they/he/she may submit a written appeal to the superintendent or designee indicating with particularity the nature and underlying reason of disagreement with the answer and reason underlying such disagreement received in Step 2. Such appeal must be filed within 10 working days after receipt of the compliance officer's answer. The superintendent or designee shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The superintendent or designee shall give a written answer to the complainant's appeal within 10 working days.
- Step 4 If the complainant is not satisfied with the answer, an appeal to the Board may be filed within 10 working days after receipt of the Step 3 answer. The Board shall, within 20 working days, conduct a hearing at which the complainant shall be given an opportunity to present the complaint. The Board shall give a written answer to the complainant within 10 working days following completion of the hearing.
- Step 5 If the complainant is not satisfied with the decision of the Board, a complaint may be filed with the Coordination and Review Section, Civil Rights Division, U.S. Department of Justice (student complaints) or the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries (employment complaints).

Individuals may initiate complaint procedures and/or civil actions with or without first complying with local complaint procedures.

Corrected 8/11/25

# Klamath Falls City Schools

Code:                   ACB  
Adopted:               12/14/20  
Orig. Code(s):        ACB

## ~~All Students Belong~~ Every Student Belongs

**Equity Statement:** The Klamath Falls City Schools Board of Education firmly believes that being anti-racist, and eliminating racial inequities, discrimination, and institutional bias will increase achievement and graduation rates for our students while closing achievement and opportunity gaps. We are committed to providing an environment for our students where dreams and goals are nurtured, history and cultural heritage are celebrated, love of learning is fostered, and educational, physical, emotional, and social needs are met.

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin<sup>1</sup>.

All visitors are entitled to participate in a school or educational~~an~~ environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin<sup>2</sup>.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior ~~directed at or about any of the preceding demographic groups.~~

“Symbol of hate” means nooses, symbols of neo-Nazi ideology or the battle flag of the Confederacy. “Symbol of hate” ~~may also include~~ means a symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin, ~~including, the noose, swastika, or confederate flag<sup>3</sup>,~~ and whose display:

1. Is reasonably likely to cause a substantial disruption of or material interference with school activities; or
2. Is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.

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<sup>1</sup> OAR 581-022-2312 does not include this list of classes for employees (only for students), but it can be added.

<sup>2</sup> OAR 581-022-2312 does not include this list of classes for visitors (only for students), but it can be added.

<sup>3</sup> While commonly referred to as the “confederate flag,” the official name of the prohibited flag is the Battle Flag of the Armies of Northern Virginia.

The district prohibits the use or display of any symbols of hate on district and/or school property<sup>4</sup> grounds or in any district or school sponsored or in an education program<sup>5</sup>, service, school or activity that is funded in whole or in part by monies appropriated by the Oregon Legislative Assembly, except where used in teaching curriculum that is aligned with state standards of education for public schools to the Oregon State Standards.

In responding to the use of any symbols of hate or bias incidents, the district will use non-disciplinary remedial action whenever appropriate.

The district prohibits retaliation against an individual because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and individual has in good faith reported information that the individual believes is evidence of a violation of a state or federal law, rule or regulation.

Nothing in this policy is intended to interfere with the lawful use of district facilities pursuant to a lease or license.

The district will use administrative regulation ACB-AR - Bias Incident Complaint Procedure to process reports or complaints of bias incidents.

END OF POLICY

**Legal Reference(s):**

[ORS 174.100](#)  
[ORS 339.347](#)  
[ORS 659.850](#)

[ORS 659.852](#)  
[OAR 581-002-0005](#)  
[OAR 581-022-2312](#)

[OAR 581-022-2370](#)

*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969).  
*Dariano v. Morgan Hill Unified Sch. Dist.*, 767 F.3d 764 (9th Cir. 2014).  
*State v. Robertson*, 293 Or. 402 (1982).

Corrected 8/11/25

<sup>4</sup> “School property” means any property under the control of the district.

<sup>5</sup> “Education program” includes any program, service, school or activity sponsored by the district.

# Klamath Falls City Schools

Code: ACB-AR  
Adopted: 12/14/20  
Orig. Code(s): ACB-AR

## Bias Incident Complaint Procedure

The term “bias incident” and “symbols of hate” are defined in policy. Persons impacted by a bias incident or display of a symbol of hate shall be defined broadly to include persons directly targeted by individuals at whom an act, incident was directed as well as students in the larger school community of students as a whole who are likely to be impacted by the act, incident.<sup>1</sup>

Step 1<sup>2</sup>: When a staff member learns of a potential bias incident or display of a symbol of hate, the staff member will prioritize the safety and well-being of all persons impacted and promptly report the incident to the building or program administrator.

Step 2: The administrator or designee shall acknowledge receipt of the complaint, reduce the complaint to writing, and investigate any complaint of a bias incident. Responding staff will recognize the experience of all persons impacted, acknowledge the impact, commit to taking immediate action, and commit to preventing further harm against those persons impacted from taking place. Educational components and redirection procedures, if any, will include:

- Address educational components that address the history and impact of bias and hate;
- Advance procedural components to ensure the safety and, healing, and agency of those impacted by bias and hate;
- Promote accountability and transformation for people who cause harm; and
- Promote transformation of the conditions that perpetuated the harm.<sup>3</sup>

The administrator or designee must consider whether the behavior implicates other district policies or civil rights laws, and if so, respond accordingly<sup>4</sup>.

The administrator or designee will make a decision within 10 (ten) days of receiving the complaint.

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<sup>1</sup> The term “complainant” in this administrative regulation includes persons filing formal complaints and persons reporting bias incidents, regardless of whether the complainant is a victim. Similarly, the term “complaint” includes any report, information or complaint.

<sup>2</sup> ~~These specific procedures are not required. The procedures must include all of the requirements listed in OAR 581-022-2312(6)(e).~~

<sup>3</sup> ~~ODE will be releasing additional guidance to support administrators in these situations.~~

<sup>4</sup> The nature of the behavior or act must determine the process used to respond; what rights and protections are available to the person(s) impacted by the behavior or act; and an individual’s right to appeal to the Oregon Department of Education or the U.S. Department of Education.

All persons impacted by the act will be provided with information<sup>5</sup> relating to the investigation and the outcome of the investigation, including. ~~At a minimum, the information provided must include:~~

- ~~Notice that~~ an investigation has been initiated;
- ~~Notice when an~~ ~~When the~~ investigation has been completed;
- ~~Findings~~ ~~The findings~~ of the investigation and the final determination based on those findings; ~~and~~
- Actions taken ~~with the person or persons who committed the harassing behavior to~~ remedy a person's behavior and prevent reoccurrence; ~~and when the actions relate directly to a person impacted by the event.~~
- ~~When applicable, the legal~~ ~~If any of the above information cannot be shared,~~ a citation of ~~any~~ ~~to the~~ law prohibiting disclosure of any information described above, ~~release~~ and an explanation of how that law applies to the current situation, ~~will be provided.~~<sup>6</sup>

Step 3: If complainant or a respondent wishes to appeal the decision of the administrator or designee, the complainant or respondent may submit a written appeal to the superintendent within five school days after receipt of the administrator or designee's response to the complaint.

The superintendent or designee shall acknowledge receipt of the appeal and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the administrator or designee's decision. The superintendent or designee will respond in writing to the complainant within 10 school days.

The superintendent or designee will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 3, as appropriate.

Step 4: If the complainant or respondent is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent or designee's response to Step 3. The Board may decide to hear or deny the request for appeal at a Board meeting. The Board may use an executive session if the subject matter qualifies under Oregon law. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at a Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing within 10 days of this meeting.

The Board will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 4, as appropriate.

Complaints can be filed with or communicated directly to the administrator or designee, in which case Step 1 will be skipped. Complaints against the administrator can be directed to the superintendent or designee and will begin at Step 3. Complaints against the superintendent or a Board member(s) can be

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<sup>5</sup> For additional information regarding required notices, see OAR 581-022-2312(4)(e)(E).

<sup>6</sup> Refer to policies GBL – Personnel Records, JOA – Directory Information and JOB – Personally Identifiable Information and district legal counsel for guidance in these situations. Possible laws include, but are not limited to, Title 34 C.F.R. § 99.31 and ORS 342.850.

directed to the Board and will begin at Step 4. If complaints begin later than Step 1, the individuals reviewing the complaint will ensure that all requirements are met.

The complainant, if a person who resides in the district, or a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal<sup>7</sup> the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002075-0001 – 581-002075-00230045.

Complaints may also be filed directly with the U.S. Department of Education Office for Civil Rights.<sup>8</sup>

District administration will develop and implement instructional materials to ensure that all school employees, and staff and students are made aware of the policy, this administrative regulation procedure and related practices. The materials will include reporting procedures, educational processes, and possible consequences.

When necessary, timelines may be adjusted by the district by communicating to all parties in writing. This communication must include a new timeline and an explanation of why the timeline must be adjusted.

Corrected 8/11/25

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<sup>7</sup> An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

<sup>8</sup> Complaints must meet criteria as established by law. For more information, visit <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

# Klamath Falls City Schools

Code: AE  
Adopted: 12/12/11  
Readopted: 3/06/17  
Orig. Code(s): AE

## District Goals

The district shall maintain a coordinated valid and reliable data-driven K-12 program that supports the physical and cognitive growth and development of students, is designed to improve student achievement, support students' academic growth beyond proficiency supports students becoming proficient in the knowledge and skills of the student's current grade level, encourage their and encourages the attainment of individual goals and- successfully prepare students to function effectively in a rapidly changing world and for the futures they choose to pursue.

The district will work with staff, parents and community members to develop district goals that support the physical and cognitive growth and development of students. Goals will be adopted by the Board consistent with the goals adopted by the State Board of Education, and will be reviewed and revised as needed. Goals will utilize valid and reliable data for evaluating the success of curriculum, instruction, resource allocation and school improvement.

*[(Does the board want to keep this list? Consider whether this is needed in policy.)]* The district will develop a partnership with staff, parents and community members to identify and revise goals consistent with the goals adopted by the State Board of Education. To successfully prepare students to function effectively in a rapidly changing world and for the futures they choose to pursue, goals adopted by the district will:

1. Ensure that all students, regardless of linguistic background, culture, race, sex, sexual orientation, capability or geographic location, have access to a quality education in a safe, motivating environment;
2. Hold all students to rigorous academic standards and expect them to succeed;
3. Provide students with opportunities to demonstrate their achievement in knowledge and skills;
4. Encourage parental and community involvement in their student's education;
5. Develop in students lifelong academic skills to prepare them for an ever-changing world;
6. Develop in students the core ethical values that our diverse society shares and holds important, including but not limited to: respect, responsibility, caring, trustworthiness, justice, fairness, civic virtue and citizenship;
7. Equip students with the knowledge and skills necessary to pursue the future of their choice and to prepare students to function effectively in various life roles; and

8. Utilizes valid and reliable data for evaluating the success of curriculum, instruction, resource allocation and school improvement.]

END OF POLICY

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**Legal Reference(s):**

[ORS 174.100](#)  
[ORS 192.630](#)  
[ORS 329.015](#)  
[ORS 329.025](#)

[ORS 329.485](#)  
[ORS 332.107](#)  
[ORS 659.850](#)  
[ORS 659A.003](#)

[ORS 659A.006](#)  
[ORS 659A.030](#)  
[OAR 839-003](#)

Corrected 8/11/25

# Klamath Falls City Schools

Code: BA  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BA

## Board Goals

The Board is responsible to the people for whose benefit the district has been established. Further, the Board's current decisions will influence the future course of education in the district's schools. By virtue of this responsibility, the Board and each of its members must look to the future and to the needs of all district patrons/citizens. This requires a comprehensive perspective and long-range plan in addition to addressing immediate problems.

The Board's primary responsibility is to establish policies, purposes and programs which will best produce educational achievement. The Board is charged with accomplishing this while also being responsible for wise management of available resources. The Board must fulfill these responsibilities by functioning primarily as a legislative body, which formulates and adopts policy, by selecting a chief executive officer to implement policy and by evaluating the results. Further, it must carry out its functions openly and seek the involvement of students, staff and the public during its decision-making processes.

In accordance with these principles, the Board, through its operations, will review and vote to adopt Board goals that align with the following:

1. Concentrate the Board's collective effort on policy-making and planning responsibilities;
2. Formulate Board policies that best serve each student's educational interests;
3. Provide the superintendent with sufficient and adequate guidelines for implementing Board policies;
4. Maintain effective communication with staff, students and the public to maintain awareness of attitudes, opinions, desires and ideas;
5. Conduct Board business openly, soliciting and encouraging broad-based involvement of the students, staff and the public in the Board's decision-making processes.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

Corrected 8/11/25

# Klamath Falls City Schools

Code: BB  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BB

## Board Legal Status

The Constitution of the state of Oregon charges the Legislature with providing – by statute – for a uniform and general system of common schools. The Legislature enacts laws to delegate the immediate control of the schools to locally elected boards~~board~~ of directors; thus, the Board is the governing body of ~~the~~ Klamath Falls City Schools~~-school district~~.

Federal and state statutes and the State Board of Education rules define and outline the general powers and duties of the Board. The Oregon statutes authorize the Board to transact all business within the jurisdiction of the district, control the district schools and educate the children residing in the district. Oregon Administrative Rules establish further requirements and guidelines for the district. The Board’s duty is to carry out those statutes and rules that are mandatory, e.g., “The Board shall...,” where the laws are permissive, e.g., “The Board may...,” the Board is empowered to exercise judgment and discretion.

This district will be known as the Klamath Falls City Schools.

The regular term of office for Board members will be four years. The terms of office will commence on the first day of July following regular district elections. The term of office for members appointed to fill a vacancy will be until June 30 following the next regular district election. The term of office for members elected~~appointed~~ to fill a vacancy will be the time remaining in the vacated Board position.

END OF POLICY

### Legal Reference(s):

[ORS 255.335](#)  
[ORS 332.018\(1\)](#)  
[ORS 332.030\(4\)](#)

[ORS 332.072](#)  
[ORS 332.075](#)  
[ORS 332.105](#)

[ORS 332.107](#)  
[ORS 335.505](#)

OR. CONST., art. VIII, § 3.

Corrected 8/11/25

# Klamath Falls City Schools

Code: BBA  
Adopted: 5/21/12  
Readopted: 3/06/17  
Orig. Code(s): BBA

## Board Powers and Duties

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of programs and services in the district. The general powers granted to the Board are:

### 1. Legislative or Rule-Making Authority

In regular or special public meetings, after open discussion and after members' votes are recorded, the Board will establish rules or policy to govern the conduct of its members and the proceedings of the Board.

The Board shall establish policies~~policy~~ for governing the programs and services of the district consistent with State Board of Education rules and with local, state and federal laws.

The Board is responsible for providing adequate and direct means for keeping informed about the needs and wishes of the public and for keeping local community patrons~~citizens~~ informed about the schools.

### 2. Judicial Authority

As provided by law, policy or contract, the Board acts as a fact-finding body or a court of appeal for staff members, students and the public when issues involve Board policies or agreements and their implementation, and when the Board must determine the rights, duties or obligations of those who address the Board.

### 3. Executive/Administrative Authority

The Board will appoint a superintendent delegated to establish administrative regulations to implement Board policy and goals. The Board will evaluate the superintendent's performance.

The Board may establish academic and financial goals for the district and evaluate the superintendent's implementation of those goals.

The Board will oversee the district's financial affairs by authorizing, appropriating and adopting budgets and by proposing local option or bond elections, when appropriate and as allowed by law, to provide for program operation and maintenance or acquisition of district property.

The Board will authorize the superintendent to approve payment on all contracts and business transactions of the district in accordance with Board policies on purchasing and budget requirements. The Board will provide for an annual audit of the district's assets.

The Board will employ the staff necessary to carry out the educational program and will provide for regular evaluation of staff.

The Board will direct the collective bargaining process to establish collective bargaining agreements with the district's personnel. The Board will establish, through the collective bargaining process where appropriate, salaries and salary schedules, other terms and conditions of employment, and personnel policies for districtwide application.

The Board will establish the days of the year and the hours of the day when school will be in session.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.630](#)

[ORS 243.656](#)

[ORS Chapters 279A, 279B](#) and [279C](#)

[ORS 294.305 to -294.565](#)

[ORS 328.205 to -328.304](#)

[ORS 332.072](#)

[ORS 332.075](#)

[ORS 332.105](#)

[ORS 332.107](#)

[ORS Chapter 339](#)

[ORS 342.805 to -342.937](#)

[ORS Chapter 343](#)

Corrected 8/11/25

# Klamath Falls City Schools

Code: BBAA  
Adopted: 6/10/19  
Revised/Readopted: 3/14/22  
Orig. Code(s): BBAA

## Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of ~~their~~his/her position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

When expressing personal opinions in public, the Board member ~~should~~must clearly identify the opinions as their own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

Members of the Board will adhere to the following ~~procedures~~in carrying out the responsibilities of membership:

### 1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which require additional expense to the district, must be submitted to the Board for consideration.

### 2. Requests for Legal Opinions

A request for a legal advice or opinions by a Board member, that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g. advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. Legal counsel is responsible to the Board.

### 3. Action on Complaints or Requests Made to Board Members

When a Board member receives complaints or requests for action from a staff member, student or member of the public, the Board member will direct the staff, student or member of the public to the ~~appropriate~~complaint policy Board policy KL – Public Complaints. Such information ~~will~~is to be conveyed to the superintendent.

4. Board Member’s Relationship to Administration

Individual Board members will be informed about the district’s educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. No individual Board member may direct the superintendent to action without Board authorization. Board members will not intervene in the administration of the district or its schools.

5. Contracts or Agreements

All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.045](#)  
[ORS 332.055](#)

[ORS 332.057](#)  
[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)  
S. Benton Educ. Ass’n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Corrected 8/11/25

# Klamath Falls City Schools

Code: BBB  
Adopted: 1/13/14  
Readopted: 3/06/17  
Orig. Code(s): BBB

## Board Elections

### 1. Number of Directors

The Board will consist of seven members elected by zone and at-large, and will be known as the district school board. ~~District School Board~~. The term of office for each position shall be four years. Board members representing Zones No. 1, 3, 4 and 5 must reside within the established zone boundaries which they represent; Zones No. 2, 6 and 7 are elected at-large.

### 2. Designation of Board Positions

Board members' positions and their respective successors in office will be designated by zones as Zone No. 1, No. 2, No. 3, No. 4, No. 5, No. 6 and No. 7. In all proceedings for the nomination or election of candidates for or to the office of Board member, every petition for nomination, declaration of candidacy, certificate of nomination, ballot or other document used in connection with the nomination or election will state the position zone number to which the candidate aspires.

Individuals may seek more than one elected position such as school board and education service district board.

Re-elections for Board positions will occur at large as follows:

- Zone No. 1: Spring 20192027, and every four years thereafter – Roosevelt attendance area
- Zone No. 2: Spring 20192027, and every four years thereafter – At-Large (anywhere in City Schools boundary)
- Zone No. 3: Spring 20172029, and every four years thereafter – Conger attendance area
- Zone No. 4: Spring 20192027, and every four years thereafter – Mills attendance area
- Zone No. 5: Spring 20192027, and every four years thereafter – Pelican attendance area
- Zone No. 6: Spring 20172029, and every four years thereafter – At-Large (anywhere in City Schools boundary)
- Zone No. 7: Spring 20172029, and every four years thereafter – At-Large (anywhere in City Schools boundary)

END OF POLICY

#### Legal Reference(s):

[ORS 249.013](#)  
[ORS 255.235](#)

[ORS 255.245](#)  
[ORS 332.011](#)

[ORS 332.018](#)  
[ORS 332.118 to -332.138](#)

# Klamath Falls City Schools

Code: BBBA  
Adopted: 3/06/17  
Readopted: 8/14/23  
Orig. Code(s): BBBA

## Board Member Qualifications

A person is eligible to serve as a Board member if the person is a qualified elector<sup>1</sup> of the district, and has been a resident within the district for one year immediately preceding the election or appointment. If the district and the position sought is one elected or nominated by zone, the person must also reside in the zone from which the person is nominated except as authorized by law.

A person who is an employee of the district is not eligible to serve as a Board member while so employed. A person who is an employee of a public charter school may not serve as a member of the Board of the district in which the public charter school that employs the person is located.

END OF POLICY

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### Legal Reference(s):

[ORS 247.002](#)  
[ORS 247.035](#)  
[ORS 249.013](#)

[ORS 332.016](#)  
[ORS 332.018](#)  
[ORS 332.030](#)

[ORS 332.124](#)  
[ORS 332.126](#)

OREGON CONSTITUTION, ARTICLE II, Section 2.

Corrected 8/11/25

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<sup>1</sup> “Elector” means an individual qualified to vote under Article II, section 2, [Oregon Constitution](#).

# Klamath Falls City Schools

Code: BBBB  
Adopted: 10/09/06  
Revised/Readopted: 3/06/17  
Orig. Code(s): BBBB

## Board Member Oath of Office

Any elected or appointed Board member must qualify by taking an oath of office before assuming the duties of office. The oath of office will be in the following form:

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the state of Oregon and the laws thereof, and the policies of the Klamath Falls City School District. During my term, I will faithfully and impartially discharge the responsibilities~~ies~~ of the Office of School Board Member to the best of my ability.

END OF POLICY

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### Legal Reference(s):

[ORS 332.005](#)

Corrected 8/11/25

# Klamath Falls City Schools

Code: BBC  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BBC

## Board Member Resignation

The Board believes that any citizen who files and seeks election or appointment to the Board should do so with full knowledge of and appreciation for the investment in time, effort and dedication expected of all Board members, and that the citizen's intent is to serve a full term of office.

When a member decides to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan for the continuity of Board business. Resignations must be made in writing. Board members can resign the office effective at a future date. If the resignation is effective at a future date, the resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made.

The Board will announce the resignation and declare the vacancy at a Board meeting.

The Board will determine the procedures to be used in filling the vacancy.

~~The Board will determine the procedures to be used in filling the vacancy.~~ The Board may begin a replacement process and select a successor prior to the effective date of resignation; however, the actual appointment shall not be made before the resignation date.

END OF POLICY

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### Legal Reference(s):

[ORS 236.320](#)

[ORS 236.325](#)

[ORS 332.030](#)

Corrected 8/11/25

# Klamath Falls City Schools

Code: BBD  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BBD

## Board Member Removal from Office

The Board shall declare the office of a director vacant upon any of the following:

1. The death or resignation of an incumbent;
2. When an incumbent ceases to be a resident of the district or zone if representing a specific area;
3. When an incumbent ceases to discharge the duties of office for two consecutive months unless prevented by sickness or unavoidable cause;
4. When an incumbent ceases to discharge the duties of office for four consecutive months for any reason;
5. When an incumbent is removed from office by judgment of ~~or their election is declared void by~~ any court;
6. When an incumbent has been recalled from office by district voters;
7. When an incumbent is elected by zone and moves from the zone to which ~~they were~~ ~~he/she was~~ elected. The incumbent shall continue to serve as director to June 30 next following the next regular district election. At that election, a successor shall be elected to serve the remainder, if any, of the unexpired term to which the director was elected. If the term to which the director was elected expires June 30 next following the election of the successor, the successor shall be elected to a full term.

Vacancies will be filled through appointment by the Board unless a majority of the positions are vacant at the same time. In that case, vacancies will be filled by the Southern Oregon Education Service District.

END OF POLICY

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### Legal Reference(s):

[ORS 249.865 to -249.877](#)

[ORS 332.030](#)

[ORS 408.240](#)

Corrected 8/11/25

# Klamath Falls City Schools

Code: BBE  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BBE

## Vacancies on the Board

Vacancies will be filled through Board appointment. The Board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment, and if the vacancy occurs in a zone with geographical boundaries, must be a resident of the zone from which the vacancy has occurred.

If the vacancy occurs in a zone, the Board shall advertise the vacancy for a 20-day period to find an eligible resident from the same zone. If an eligible zone resident cannot be found, the Board shall appoint one of the eligible residents from the district.

In the event of multiple vacancies, the position vacated first will be filled first.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of Board members are vacant at the same time, the directors of the Southern Oregon Education Service District shall appoint persons to fill the vacancies from qualified district voters.

Board elections are held every odd-numbered year, which for the purposes of this policy, are termed "election" years.

The appointee will:

1. Serve until June 30 following the next election, at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four-year term; or
2. Serve until June 30 of a subsequent election year if the vacancy occurs after the filing date in an election year.

A Board member so elected as a replacement will serve the remaining year(s) of the term of office of the Board member being replaced.

END OF POLICY

### Legal Reference(s):

[ORS 249.865 to -249.877](#)  
[ORS 255.245](#)

[ORS 255.335](#)  
[ORS 332.030](#)

[ORS 332.122](#)  
[ORS 332.124](#)

Corrected 8/11/25

# Klamath Falls City Schools

Code: BBF  
Adopted: 1/13/20  
Revised/Readopted: 7/08/24  
Orig. Code(s): BBF

## Board Member Standards of Conduct

A Board member should:

1. Comply with ethics laws for public officials;
2. Understand that the Board sets the standards for the district through Board policy. Board members do not manage the district on a day-to-day basis;
3. Understand that the Board makes decisions by a quorum vote of the Board. Individual Board members may not commit the Board to any action;
4. Respect the right of other Board members to have opinions and ideas which differ;
5. Recognize that decisions made by a quorum vote are the final decisions of the Board. Such decisions should be supported by all Board members;
6. Make decisions only after the facts are presented and discussed;
7. Understand the chain of command and refer problems or complaints to the proper administrative office;
8. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at properly noticed Board meetings;
9. Insist that all Board and district business is ethical and honest;
10. Be open, fair and honest — no hidden agendas;
11. Understand that Board members will receive information that is confidential and cannot be shared;
12. Recognize that the superintendent is the Board's employee and designated as the chief executive officer of the district;
13. Take action only after hearing the superintendent's recommendations;
14. Refuse to bring personal or family problems into Board considerations;
15. Give district staff the respect and consideration due to skilled, professional employees;
16. Present personal criticism of district operations to the superintendent, when appropriate, not to district staff;
17. Respect the right of the public to attend and observe Board meetings;

18. Respect the right of the public to be informed about district decisions and school operations as allowed by law;
19. Remember that content discussed in executive session is confidential;
20. Use social media, websites, or other electronic communication judiciously, respectfully, and in a manner that does not violate Oregon’s Public Meetings Laws;
21. When posting online or to social media, Board members will treat and refer to other Board members, staff, students and the public with respect, and will not post confidential information about students, staff or district business;
22. A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make a report to the Department of Human Services (DHS)<sup>1</sup> or to law enforcement within the county where the person making the report is located at the time of contact.

END OF POLICY

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**Legal Reference(s):**

[ORS 162.015 - 162.035](#)  
[ORS 162.405 - 162.425](#)  
[ORS 192.610 - 192.710](#)

[ORS Chapter 244](#)  
[ORS 332.055](#)  
[ORS 419B.005](#)

[ORS 419B.010](#)  
[ORS 419B.015](#)

Reviewed 8/11/25

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<sup>1</sup> How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)

# Klamath Falls City Schools

Code: BBFA  
Adopted: 4/11/16  
Readopted: 3/06/17  
Orig. Code(s): BBFA

## Board Member Ethics and Conflicts of Interest

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

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

### I. Conflicts of Interest

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

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

“Relative” means the spouse<sup>1</sup>, parent, step-parent, child, sibling, step-sibling, ~~son-in-law or child~~ daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, ~~son-in-law or child~~ daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits<sup>2</sup> to the Board member, or who receives any benefit from the Board member’s public position.

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

<sup>1</sup> The term spouse includes domestic partner.

<sup>2</sup> Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

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

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

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

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

### **Potential Conflict of Interest**

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

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

### **Actual Conflict of Interest**

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

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

### **Class Exception**

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

## II. Gifts

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

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

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

### Determining the Source of Gifts

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

### Determining Legislative and Administrative Interest

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

### Determining the Value of Gifts

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

"Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of

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<sup>3</sup> Ibid. p. 1

<sup>4</sup> Ibid. p. 1

the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per-person cost at receptions or meals the payor of the Board member's admission or meal will include all costs other than any amount donated to a charity. For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the Board member is \$25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.
2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
  - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
  - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
  - c. The source calculates the actual amount spent on the Board member.
3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

### **Value of Unsolicited Tokens or Awards: Resale Value**

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

### **Entertainment**

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

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The Board member is acting in their official capacity for a ceremonial purpose. Entertainment is ceremonial when a Board member appears at an entertainment event for a "ceremonial purpose" at the invitation of the source of the entertainment who requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member

at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

## Exceptions

The following are exceptions to the ethics rules on gifts:

1. Campaign contributions are not considered gifts under the ethics rules;
2. Gifts from “relatives” and “members of the household” to the Board member members are permitted in an unlimited amount; they are not considered gifts under the ethics rules;
3. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;
4. Contributions made to a legal expense trust fund if certain requirements are met;
5. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative or administrative interest, with the following exceptions:
  - a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:
    - (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
      - (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND
        - (i) The giver is a unit of a:
          - 1) Federal, state, or local government;
          - 2) An Oregon or federally recognized Native American Tribe; OR
          - 3) Nonprofit corporation.
        - (b) The Board member is representing the district:
          - (i) On an officially sanctioned trade-promotion or fact-finding mission; OR
          - (ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the Board.*
      - (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
  6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the district. Again, this exception does not authorize private meals where the participants engage in discussion,;

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

7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(7)(b)(I)(i);
8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement;
9. A gift received by the Board member as part of the usual or customary practice of the Board member’s private business, employment or position as a volunteer that bears no relationship to the Board member’s holding of public office.

### **Honoraria**

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

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

END OF POLICY

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#### **Legal Reference(s):**

[ORS 162.015 - 162.035](#)  
[ORS 162.405 - 162.425](#)

[ORS 244.010 - 244.400](#)  
[ORS 332.055](#)

[OAR 199-005-0001 - 199-010-0150](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Corrected 8/11/25

# Klamath Falls City Schools

Code: BBFB  
Adopted: 4/11/16  
Readopted: 3/06/17  
Orig. Code(s): BBFB

## Board Member Ethics and Nepotism

In order to avoid both potential and actual conflicts of interests, Board members will abide by the following rules when a Board member's relative or member of the household is seeking and/or holds a position with the district:

1. A Board member may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or member of the household, unless the Board member complies with the conflict of interest requirements of Oregon Revised Statute (ORS) Chapter 244.;

This policy does not apply to decisions regarding unpaid volunteer positions unless it is a Board member position or another Board-related unpaid volunteer position (i.e., a Board committee position);

2. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or member of the household. A Board member may still serve as a reference or provide a recommendation.

For the purposes of this policy:

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

“Relative” means: the spouse<sup>1</sup>, parent, step-parent, child, sibling, step-sibling, ~~childson-in-law or daughter-in-law~~ of the Board member; or the parent, step-parent, child, sibling, step-sibling, ~~childson-in-law or daughter-in-law~~ of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits<sup>2</sup> to the Board member, or who receives any benefit from the Board member's public employment position.

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<sup>1</sup> The term spouse includes domestic partner.

<sup>2</sup> Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

## Class Exception

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

END OF POLICY

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### Legal Reference(s):

[ORS 244.010](#) to -244.400

[ORS 659A.309](#)

[OAR 199-005-0001](#) to -199-010-0150

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Corrected 8/11/25

# Klamath Falls City Schools

Code: BBFC  
Adopted: 1/13/20  
Revised/Readopted: 7/08/24  
Orig. Code(s): BBFC

## Reporting of Suspected Abuse of a Child

A Board member is a mandatory reporter of child abuse<sup>1</sup>. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately notify Oregon Department of Human Services (DHS) or law enforcement pursuant to Oregon Revised Statute (ORS) 419B.015.

The Board member making a report of child abuse, as required by ORS 419B.010, shall make a report through DHS<sup>2</sup> or to a law enforcement agency within the county where the Board member making the report is located at the time of the contact.

The report must contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the care of the child, the child's age, the nature and extent of the abuse, including any evidence of previous abuse, the explanation given for the abuse, and any other information that the Board member making the report believes might be helpful in establishing the cause of the abuse and the identity of the perpetrator.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)  
[ORS 419B.005](#)

[ORS 419B.010](#)  
[ORS 419B.015](#)

Reviewed 8/11/25

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

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

# Klamath Falls City Schools

Code: BC/BCA  
Adopted: 8/19/91  
Readopted: 10/09/06; 3/06/17  
Orig. Code(s): BC/BCA

## Board Organization/Board Organizational Meeting

No later than ~~At the next~~ first regular meeting following ~~after~~ July 1, the Board will organize itself for the year. In a Board election year, the Board organizational meeting must be no later than July 31.

The organizational meeting will consist of, but not be limited to, the following actions:

1. Election of a Board chair;
2. Election of a vice chair;
3. Provision for a time and place for regular meetings;
4. Other organizational actions prescribed by law or by ~~the~~ Board practice.

The incumbent Board chair will preside until a successor is elected, whereupon the successor will assume the chair. In the event no incumbent chair or vice chair remains on the Board, or neither is able to continue to serve as an officer, the Board will select a temporary chair to conduct the election.

END OF POLICY

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### Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040 to -332.045](#)

[ORS 332.057](#)

Corrected 8/11/25

# Klamath Falls City Schools

Code: BCB  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BCB

## Board Officers

At its first scheduled meeting after July 1, the Board will elect one of its members to serve as chair and one to serve as vice chair. No member of the Board may serve as chair more than four years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July.

The Board chair will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign the minutes and other official documents that require the signature of the chair;
5. Represent the district and the Board at official functions, unless this duty is delegated by the Board chair or the Board to another Board member;
6. Appoint all committees (~~and will be an ex-officio member of all such committees~~) unless otherwise ordered by the Board;
7. Have the right to discuss issues and ~~may vote on any issue.~~

In the absence, incapacitation or death of the chair, the vice chair will perform the duties of chair and, when so acting, will have the chair's powers. The vice chair will perform other functions as designated by the Board.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chair. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare, ~~check~~ and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;
4. Maintain the official record of Board policies;
5. Properly post all Board meetings.

## Board or District Spokesperson

The Board may appoint one of its members, usually the chair, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district's position should be articulated by a single voice. The spokesperson serves at the Board's direction and may be removed or replaced at any time by action of a majority of the Board.

END OF POLICY

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### Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)

[OAR 166-400-0010\(9\)](#)

Corrected 8/11/25

# Klamath Falls City Schools

Code: BCD  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BCD

## Board-Superintendent Relationship

The superintendent shall be the chief executive officer and shall be responsible for the professional leadership necessary to translate the will of the Board into administrative action.

The superintendent shall be responsible for all aspects of district operation and, for such duties and powers pertaining thereto as directed or delegated by the Board, and to develop such procedures and regulations as the superintendent/he/she considers necessary to ensure efficient operation of the district/schools.

The Board expects/assumes the superintendent is professionally able and possesses outstanding qualities of leadership, vision and, administrative skill and will implement all Board policies in good faith.

The superintendent can expect/assume the Board will respect the superintendent's professional competence and extend to them/him/her full responsibility for implementation of Board policy decisions.

The Board holds the superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about district operations/operation.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[ORS 332.515](#)

Corrected 8/11/25

# Klamath Falls City Schools

Code: BCF  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BCF

## Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for ~~community~~~~citizen~~ involvement, the Board may appoint advisory committees which include community members to consider matters of districtwide importance. Such committees will not be appointed on a permanent basis, but will be appointed to assist in a particular area of activity.

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

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

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

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

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

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

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

END OF POLICY

**Legal Reference(s):**

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

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

[ORS 329.711](#)  
[ORS 332.107](#)

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

Corrected 8/11/25

# Klamath Falls City Schools

Code: BD/BDA  
Adopted: 3/06/17  
Readopted: 3/14/22  
Orig. Code(s): BD/BDA

## Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening<sup>1</sup> of a quorum of the Board as the district’s governing body to make a decision<sup>2</sup> or to deliberate<sup>3</sup> toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board governing body, i.e., a work session. “Meeting” does not include any on-site inspection of any project or program or the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.

The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. Information on how to give or submit public comment is outlined in Board policy BDDH – Public Comment at Board Meetings<sup>4</sup>.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law<sup>5</sup>. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where discrimination

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<sup>1</sup> “Convening” means: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communications among participants; or (d) Using an intermediary to communicate among participants.

<sup>2</sup> “Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

<sup>3</sup> “Deliberation” means discussion or communication that is part of a decision-making process.

<sup>4</sup> When telephone or other electronic means of communication is used during a meeting open to the public, the Board shall make at least one place available to the public where, or at least one electronic means by which, the public can listen during the meeting. At all meetings of the Board open to the public, the public will be provided an opportunity, to the extent reasonably possible, to access and attend the meeting by telephone, video or other electronic or virtual means. If in-person oral testimony (or public comment) is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit oral testimony during the meeting at the designated portion of the agenda, by telephone, video or other electronic or other means. If in-person written testimony is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit written testimony including by email or other electronic means, so that the Board is able to consider the submitted testimony in a timely manner.

<sup>5</sup> ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including the news media which have requested notice ~~those with disabilities~~, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they ~~are~~ were not included in the notice.

If ~~requested~~ required to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

If requested to do so no less than 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services<sup>6</sup>.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act.

The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.

#### 1. Regular, Special and Emergency Meetings

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the annual ~~organizational~~ organization meeting and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold the annual organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years, ~~(odd numbered years)~~, the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may ~~also~~ be scheduled if less than a quorum is present at a meeting, ~~or~~ additional business still needs to be conducted at the ending time of a meeting, ~~conducting business prior to the next regular meeting would be advantageous to the district or other reasons~~. At least 24 hours' notice must be provided to all Boardmembers, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

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<sup>6</sup>~~Districts are encouraged to evaluate translation needs and resources prior to adding this language. A district may decide that translating the agenda, minutes or other documents, or public comment is sufficient.~~

## 2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic communication, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Electronic Such communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Communications outside of a Board meeting Electronic communications may contain:

- a. Agenda item suggestions;
- b. Reminders regarding meeting times, dates and places;
- c. Board meeting agendas or information concerning agenda items;
- d. One way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals).
- e.a. Communications to, between or among members of a governing body that are:
  - (1) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board (including agendas and information concerning agenda items);
  - (2) Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
  - (3) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters; or
- f.b. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

*Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body, which could be considered a public meeting. Electronic communications on district business are governed by ~~public records and meetings law~~ Public Meetings Law.*

## 3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by the Public Meetings Law.

## 4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting conduct work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with state law on public meetings, including notice and minutes. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

## 5. Executive Sessions

Executive sessions may be held during regular, special or emergency meetings for a reason permitted by law (see Board policy BDC - Executive Sessions).

Complaints regarding public meetings laws can be filed with the Board in accordance with Board policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.<sup>7</sup>

### **Mandatory Training**

Every member of the Board shall attend or view a training on public meetings law prepared or approved by the Oregon Government Ethics Commission (OGEC) at least once during the Board member's term of office and shall verify attendance in accordance with OGEC procedures.

END OF POLICY

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#### **Legal Reference(s):**

[ORS Chapter 192](#)

[ORS 255.335](#)  
[ORS 332.040 - 332.061](#)

[ORS 433.835 - 433.875](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

OR. ATTY. GEN. Public Records and Meetings Manual.

Corrected 8/11/25

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<sup>7</sup> See House Bill 2805 (2023) Section 5(2) for requirements of the response.

# Klamath Falls City Schools

Code: BDC  
Adopted: 3/06/17  
Revised/Readopted: 1/13/20  
Orig. Code(s): BDC

## Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student and students, matters pertaining to or examination of the confidential medical records of the student.

~~An executive session may be convened by the Board chair upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660, during a regular, special or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.~~

An executive session may be included as an agenda item of an existing meeting in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Proper notice is required.

If open session is held prior to the executive session, the presiding officer will announce the executive session by identifying the authorization under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent.<sup>1</sup> (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer<sup>2</sup>, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

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<sup>1</sup> This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure

- a. The vacancy has been advertised;
- b. Regular hiring procedures have been adopted;
- c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
- d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

<sup>2</sup> To determine whether the individual involved is considered a public officer, consult with legal counsel.

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To review discuss matters pertaining to or examination of the confidential medical records of a student, including that student's educational program. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions. ~~Content discussed in executive sessions is confidential.~~

Content discussed in executive sessions is confidential except as provided by law. Board members and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required by law.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660](#)

[ORS 332.045](#)

[ORS 332.061](#)

OR. ATTY. GEN. Public Records and Meetings Manual.

Oregon Government Ethics Commission, [Staff Advisory Opinion](#) No. 22-106S

Corrected 8/11/25

# Klamath Falls City Schools

Code: BDD  
Adopted: 10/09/06  
Revised/Readopted: 3/06/17  
Orig. Code(s): BDD

## Board Meeting Procedures

### 1. Quorum

A quorum will consist of the majority of the Board members.

### 2. Vote Needed for Exercise of Powers

The affirmative vote of a majority of Board members will be necessary for exercising any of the Board's powers.

### 3. Board Member Voting

Each member's vote on all motions will be recorded in the minutes. Board members will make their vote known by stating aye, ~~may no~~ or stating that they abstain ~~in respective order and in unison~~.

### 4. Abstaining from Vote

If a Board member chooses to abstain from voting, and the abstention is due to a conflict of interest, the Board member will state the reason for the abstention and such abstention will be recorded.

### 5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at duly called regular, special or emergency meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards" as modified by the Board will guide the Board in its deliberation. Modifications will include the following: Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

END OF POLICY

#### Legal Reference(s):

[ORS 192.650](#)

[ORS 244.120\(2\)](#)

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.107](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)

Corrected 8/11/25

# Klamath Falls City Schools

Code: BDDC  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BDDC

## Board Meeting Agenda

The Board chair and the superintendent will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student or ~~patron~~<sup>citizen</sup> of the district by notifying the superintendent at least five working days prior to the meeting.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

The agenda will follow a general order established by the Board. Opportunities for the audience to be heard may be included on the agenda. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, will be distributed by the district office or superintendent to Board members at least five calendar days prior to the meeting. The agenda will be available to the press and to interested patrons through the superintendent's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted ~~in each district facility~~<sup>on the district website</sup> on the day of the meeting. Members of the public may request a copy of the agenda through the superintendent's office.

The district will ensure equally effective communications are provided to qualified persons with disabilities, upon request, as required by the Americans with Disabilities Act.

Appropriate auxiliary aids and services may include, but are not limited to, qualified interpreters, assistive listening systems, note takers, large print, Braille materials, audio recordings and readers. Primary consideration will be given to the request of the person with a disability in the selection of the appropriate auxiliary aid and/or service. Should the Board demonstrate such a request would result in a fundamental alteration in the service, program or activity or an undue financial and administrative burden, an alternate, equally effective communication will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

**Legal Reference(s):**

[ORS 192.630](#)

[ORS 192.640](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2015); 28 C.F.R. Part 35 (2015).

Americans with Disabilities Act Amendments Act of 2008.

Corrected 8/11/25

# Klamath Falls City Schools

Code: BDDG  
Adopted: 3/06/17  
Revised/Readopted: 1/13/20  
Orig. Code(s): BDDG

## Minutes of Board Meetings

The Board secretary will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders, ~~ordinances~~ and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of minutes from the ~~administration-district~~ office. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

The district will maintain a hard copy<sup>1</sup> of the meeting minutes and make them available to staff and other interested patrons.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law with essentially the same level of detail as for public sessions. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student's confidential records; the discussion; and each Board member's vote on the issue.

END OF POLICY

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### Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).

Corrected 8/11/25

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<sup>1</sup> Oregon Administrative Rule 166-400-0010(9)

# Klamath Falls City Schools

Code: BDDH  
Adopted: 2/14/22  
Readopted: 7/08/24  
Orig. Code(s): BDDH

## Public Comment at Board Meetings

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites the district's community members ~~district citizens~~ to attend Board meetings to become acquainted with the program and operation of the district. The public has a right to attend public meetings held in open session, and may be invited to share comments, ideas and opinions with the Board during designated times on the agenda. The Board may conduct a meeting without public comment.

Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings and submit written comments to the Board. Individuals who request assistance, aids or accommodations are encouraged to ~~shall~~ notify the district at least 72 hours prior to the Board meeting with the request, consistent with Board policy BD/BDA – Board Meetings.

**DECORUM:** Civility, decorum, and respect for the functioning and dignity of the Board of Education of the Klamath Falls City Schools shall be maintained at all times. In keeping with this, the Board Chair will not approve the ~~posting~~ reading of written public comments that are breaches of decorum or of the rules set forth in Board policy [BDDH - Public Comment at Board Meetings](#) (this includes submissions for which identifying information including name and address cannot be verified). Topics such as personnel matters, pending appeals, specific student disciplinary matters or those which constitute commercial solicitations are not permitted. Disparaging remarks, personal attacks and inflammatory comments about specific schools, personnel or Board members are not permitted. Speakers who engage in these comments will be reminded of the rules, and the Board reserves the right to remove the speaker from the agenda.

### 1. Procedures for In-Person, Oral Public Comment

The Board establishes the following procedures for ~~in-person~~, oral public comment at Board meetings held in open session ~~and in-person~~. The following information will be accessible and available to all patrons accessing or attending such a Board meeting.

- a. Public comment is limited to its designated place on the agenda and as the total time allotment of 15 minutes allows, whether comment is provided in-person or in a virtual setting.
- b. A person wishing to provide in-person public comment, if an opportunity is provided by the Board during a meeting open to the public, will complete and submit the Intent to Speak card to the Board secretary prior to the start of the Board meeting<sup>1</sup>. A request to give public comment in-person or electronically does not guarantee a time will be available.
- c. A person speaking during the public comment portion of the meeting should state their name, whether they are a resident of the district, ~~and address~~ and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

<sup>1</sup> When in-person attendees are allowed to provide oral comment, virtual attendees will also be afforded the same opportunity within the same designated time on the agenda. See section on submitting public comment in a virtual setting below.

- d. A person giving public comment is limited to an established time limit of three minutes for their comments to be read into the record. If a person has more comments than time allows or if their comments are unable to be read due to time constraints, the person is encouraged to submit their additional written comments will be provided for to the Board to read and may be submitted through the district office.
- e. Inquiries from the public during the designated public comment portion of the agenda for public comment will not generally be responded to immediately by the Board chair, and may be referred to the superintendent for reply at a later time date.

~~2. The Board will not hear public comment at Board work sessions.~~

~~3. Topics raised during the public comment portion may be considered for inclusion as agenda items at future Board meetings.~~

#### 4.2. Procedures for Electronic Public Comment in a Virtual Setting

~~Members of the public may submit written comments or materials to the Board at any time to the district office, by mail or by official form to <https://form.jotform.com/200995740601050>. Comments submitted no later than 12:00 PM the day of a Board meeting will be provided to the Board before the Board meeting and will be read into the record as time allows. See #3 below for comments received after 12:00 PM on the day of the Board meeting.~~

The Board establishes the following procedures for public comment in a virtual setting at Board meetings held in open session. The following information will be accessible and available to all patrons accessing such a Board meeting.

- a. Public comment is limited to its designated place on the agenda and as the total time allotment of 15 minutes allows, whether comment is provided in-person or in a virtual setting.
- b. A request to give public comment electronically in the virtual setting does not guarantee a time will be available.
- c. A person speaking during the public comment portion of the meeting should state their name, whether they are a resident of the district, and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.
- d. A person wishing to provide electronic public comment in the virtual setting, if an opportunity is provided by the Board during a meeting open to the public, may submit written comments to the Board at any time to the district office by mail or by request to submit public comment using official the form found at Chat feature in the meeting platform, i.e., Zoom, no less than 10 minutes prior to the start of a regular board meeting. Comments submitted no later than 12:00 PM the day of a Board meeting will be provided to the Board before the Board meeting and will be read into the record as time allows. Comments received after that time will be deferred until such time as the Board conducts a meeting with a public comment segment on the agenda.
- e. A person submitting electronic public comment in a virtual setting is limited to an established time limit of three minutes for their comments to be read into the record heard. If a person has more comments than time allows or if their comments are unable to be read due to time constraints, the person is encouraged to submit their additional written comments will be provided for to the Board to read and may be submitted through the district office.

- f. Inquiries from the public during the designated ~~public comment~~ portion of the agenda for ~~public comment~~ will not generally be responded to by the Board, and may be referred to the superintendent for ~~response~~ reply at a later ~~time~~ date.

The Board will not hear public comment at Board work sessions.

Topics raised during the public comment portion of a regular board meeting may be considered for inclusion as agenda items at future Board meetings. Comments heard may not warrant action by the Board.

### 5.3. Procedures for Submitting Written Comment

Members of the public may submit written comments or materials to the Board at any time to the district office, by mail or by **official form to <https://form.jotform.com/200995740601050>**. Comments submitted by 12:00 p.m. on the day of a regular Board meeting will be provided to the Board before the Board meeting, but will not be read at the meeting.

Written materials or comments submitted may not warrant action by the Board.

### 6.4. Comments Regarding Staff Members

A person speaking during the designated portion of the agenda for public comment, either in-person or in a virtual setting, or having submitted written public comment electronically may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the ~~visitor~~ person to the procedures in Board policy KL - Public Complaint for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent who will forward it to the employee, a supervisor and the Board.

END OF POLICY

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#### Legal Reference(s):

[ORS 165.535](#)  
[ORS 165.540](#)

[ORS 192.610 - 192.690](#)  
[ORS 332.057](#)

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

*Baca v. Moreno Valley Unified Sch. Dist.*, 936 F. Supp. 719 (C.D. Cal. 1996).

*Leventhal v. Vista Unified Sch. Dist.*, 973 F. Supp. 951 (S.D. Cal. 1997).

Oregon House Bill 2560 (2021).

Corrected 8/11/25; 9/15/25

# Klamath Falls City Schools

Code: BDDH-AR  
Revised/Reviewed: 3/14/22; 7/08/24  
Orig. Code(s): BDDH-AR

## Public Comment at Board Meetings

The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point.

To provide in-person, oral public comment ~~in person~~, if the opportunity is available on the Board agenda, complete and submit the Intent to Speak card to the Board secretary prior to the start of the meeting.

~~Those Persons~~ attending virtually and who want to provide public comment, if the opportunity is available on the Board agenda, should notify the Board secretary ~~by submitting their comments request via using the form found at <https://form.jotform.com/200995740601050> no later than 12:00 [4] PM p.m.~~ **using the Chat feature in the meeting platform, i.e., Zoom, no less than 10 minutes prior to the start of a regular board meeting on the day of the Board meeting.**

Written public comment may also be submitted ~~using the same form and to [email or jotform]~~ **if submitted no later than by 12:00 p.m. on the day of the Board meeting, and will be forwarded to the Board prior to the meeting.**

A person providing public comment, whether in-person or in a virtual setting, will be allowed three minutes. Signing up to provide public comment does not guarantee time will be available.

Any person, who is allowed to speak to the Board during a meeting, should state their name, whether they are a resident of the district, ~~address~~ and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

Comments about a specific employee or group of employees should comply with Board policy BDDH - Public Comment at Board Meetings:

“A person speaking during the designated portion of the agenda for public comment, ~~either in-person or in a virtual setting,~~ **or having submitted written public comment electronically,** may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the ~~visitor~~ person to the procedures in Board policy KL - Public Complaints ~~published complaint procedures~~ for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee’s rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board.”

*SEE FORM ON REVERSE*

**INTENT TO SPEAK FOR IN-PERSON PUBLIC COMMENT**

The Board welcomes input. To provide in-person public comment please submit this completed card to the Board secretary prior the start of the meeting.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Topic or comment to be presented (brief description): \_\_\_\_\_

\_\_\_\_\_

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure ~~published complaint procedures~~. A hearing conducted by the Board regarding personnel may take place in an executive session.

**The Board requests that a topic or comment is limited to three minutes or less.**

# Klamath Falls City Schools

Code: BF  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BF

## Policy Development

~~The district will be governed by a set of written policies. To operate the district effectively, efficiently and consistently, written Board policies will be developed and periodically revised as needed. Policy, in general, will be in broad principles that define the desire and intent of the Board and will be based on the needs of the district.~~

The Board has the authority and responsibility to establish policy. The Board accepts the definition of policy set forth by the National School Boards Association:

School Board policies are statements which set forth the purposes and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and his/her staff can discharge their assigned duties with positive direction. They tell what is wanted.

The formulation and adoption of policies, recorded in writing, will constitute the basic method by which the Board will exercise its leadership in the operation of the school system.

The policies shall be consistent with Oregon Revised Statutes, Oregon Administrative Rules and all federal laws and regulations.

The basic responsibility for initiating, reviewing and recommending new policies or policy modification will rest with the superintendent. New policies or changes in existing policy may be proposed by any Board member, group or organization, staff member, parent, student or other resident of the district to the superintendent for the Board to consider. The superintendent, in developing these policies, may be guided by the recommendations of the staff and may seek parent and community input during the preparation and subsequent review of policy statements. Advice from legal counsel may be appropriate. The superintendent or designee will furnish provide necessary background information to the Board.

The final authority and responsibility for Board policy lies with the Board.

END OF POLICY

### Legal Reference(s):

[ORS 332.107](#)  
[ORS 332.505](#)

[ORS 339.240](#)

[OAR 581-022-2305](#)  
[OAR 581-022-2405](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code: BFC  
Adopted: 3/06/17  
Readopted: 3/14/22  
Orig. Code(s): BFC

## Adoption and Revision of Policies (Version 1)

Board policies will be subject to alteration, addition or deletion upon majority vote of the Board at any regular or special meeting in which all members have been notified in writing of the proposed alteration, addition or deletion at least 24 hours in advance. In most cases, a first reading of the policy will be scheduled on a regular meeting agenda prior to its adoption at a subsequent regular or special meeting.

In the event any changes are mandated by law, policies or revisions may be adopted at the first reading. When in the best interest of the district, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented.

The formal adoption of policies will be recorded in the Board minutes. Only those written statements so adopted and so recorded will be regarded as official Board policy.

When additions, deletions or amendments are made to Board policy, the addition, deletion or amendment will carry the adoption date and the corrected copy will be published at the earliest opportunity.

When additions, deletions or amendments are made to Board policy, the addition, deletion or amendment will carry the adoption date and the corrected copy will be published at the earliest opportunity.

The operation of any individual policy, section or sections of policies not established by law or specifically listed in the current collective bargaining agreement may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

The policy manual will be regularly reviewed to keep it current.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)  
[ORS 332.505](#)

[OAR 581-022-2305](#)  
[OAR 581-022-2405](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code: BFC  
Adopted:

## Adoption and Revision of Policies (Version 2)

*Use this version*

Adopting new policies and changing or repealing existing policies is the Board's responsibility. Policy will be adopted and amended or repealed only by the affirmative vote of a majority of the Board members. Such action will be scheduled on the agenda of a regular or special meeting.

Proposed policies or policy changes and repeal of existing policies will be presented in writing for consideration by the Board.

To permit time for studying all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as a Board agenda item in the following sequence:

1. First reading of a proposed policy (or policies): This is an information item and no action is required by the Board. A first reading announces that a new policy, a revision of an existing policy or consideration to rescind a policy, is being considered by the Board. Comments, questions, concerns and recommended edits should be forwarded to the superintendent for consideration prior to the meeting in which the policy is recommended for a second reading and/or adoption. If a Board member wishes to discuss a proposed policy or administrative regulation listed as an information item, the policy must be moved to the agenda for discussion with a majority vote of the Board. Any organization which represents employees of the district shall be furnished a copy of personnel policies and revisions as they are made.
2. Second reading/Adoption of a proposed policy (or policies): This is an action by the Board and may be placed on the consent agenda. Any revisions to a policy from the first reading will not require the policy go through an additional reading, except as the Board determines that the revision(s) need(s) further study and an additional reading would be advantageous.

When, in the best interest of the district, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented.

Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they are adopted and also will be included in the district's board policy manual.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)  
[ORS 332.505](#)

[OAR 581-022-2305](#)  
[OAR 581-022-2405](#)

# Klamath Falls City Schools

Code: BFD  
Adopted: 4/14/14  
Readopted: 3/06/17  
Orig. Code(s): BFD

## Board Policy Implementation

### Effective Date of Policies

All new or amended policies will become effective on the day after adoption by the Board, unless a specific date is included in the motion for adoption.

### Policy Implementation

The superintendent and administrative staff will implement board policies. The superintendent may formulate administrative regulations and procedures to assist policy implementation.

It will be the Board’s duty to evaluate the effectiveness of the policy and the effectiveness of the administration’s implementation of the policy.

### Policy Dissemination

The written board policies that govern the district will be maintained in a policy manual to be updated by district staff as new policies are developed or existing policies are revised or repealed.

Each Board member will be informed how to access ~~the~~ a current ~~board~~ policy manual.

Each district employee will be notified of the existence and availability of personnel policies.

The district shall make a copy of the Board’s policy manual available to the public and district employees. The Board’s policy manual will be considered a public record and will be open for inspection at the district office during regular working hours.

END OF POLICY

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#### Legal Reference(s):

[ORS 332.107](#)  
[ORS 332.505](#)

[OAR 581-022-2305](#)  
[OAR 581-022-2405](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code: BFE  
Adopted:

## Administration in the Absence of Policy

In cases where action must be taken within the school system and the Board has not provided policy to guide administrative action, the superintendent will have the power to act.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2305](#)

Added 9/15/25

# Klamath Falls City Schools

Code: BFF  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BFF

## Suspension of Policies

In the event of emergency or special circumstances, the operation of any ~~single individual~~ policy, section or sections of Board policy, including those governing its own operational procedures, may be temporarily suspended<sup>1</sup> by a majority of the Board members at any regular, special or emergency meeting. This suspension, however, does not apply to any section of Board policy that may be established by law, collective bargaining agreement or other contract.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2305](#)

Corrected 9/15/25

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<sup>1</sup> Be sure to establish a time limit for the suspension, e.g., This policy is suspended for [.....].

# Klamath Falls City Schools

Code: BFG  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BFG

## Board Policy Review

To keep written policies current and relevant, the Board will review and update its board policies. The Board will evaluate the implementation and effect of such policies. The superintendent has continuing responsibility to alert the Board of policies that may need revision. The superintendent or designee will furnish necessary information and make recommendations on new policies and policy changes.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2305](#)

[OAR 581-022-2405](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code: BG  
Adopted: 10/13/08  
Readopted: 3/06/17  
Orig. Code(s): BG

## Board-Staff Communications

The Board desires to maintain open channels of communication between itself and the district staff. The basic line of communication will be through the superintendent.

### Staff Communications to the Board

All formal communications or reports to the Board, or any Board committee, from staff members will be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. In addition, this procedure does not restrict protected labor relations communications of bargaining unit members. Staff members are invited to Board meetings, which provide an opportunity to observe the Board's deliberations on matters of district operation ~~concern~~.

### Board Communications to Staff

All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will provide appropriate communication to keep staff fully informed of the Board's policies, priorities and actions.

### Visits to Schools

Visits by Board members will be ~~conducted~~ ~~carried out~~ only under Board authorization and with the full knowledge of staff, including the superintendent, principals and other supervisors. School visits by Board members will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

END OF POLICY

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#### Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2405](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Corrected 9/15/25

# Klamath Falls City Schools

Code:

BH/BHA

Adopted:

## Orientation of New Board Members

The Board and designated staff will make every effort to assist the new member to become fully informed about the Board's functions, policies, procedures and issues. In the interim between election and assuming office or following an appointment, the new Board member will be assisted in the following ways:

1. The newly elected or appointed Board member will be given materials related to the role of a Board member;
2. The newly elected or appointed Board member will be invited to attend Board meetings to observe the operation of the Board until they assume office;
3. The newly elected or appointed Board member will be given a copy of Board policies, Board priorities, any long-range plans and the adopted district budget;
4. The members of the Board will serve as mentors to a newly elected or appointed Board member;
5. The superintendent or designee will supply material pertinent to meetings and will explain its content;
6. The newly elected or appointed Board member will be invited to meet with the superintendent or other administrative personnel, by arrangement with the superintendent or designee, to discuss services they perform for the district;
7. The newly elected or appointed Board member will be encouraged to attend training conferences;
8. The newly elected or appointed Board member will receive all materials, reports and communications normally sent to Board members.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code:

BHB

Adopted:

## Board Member Development

The complexity of Board membership demands opportunities for development, study and training for Board members. The Board places a high priority on the importance of a planned and continuing program of professional development for its members.

In order to develop leadership capabilities, become informed about current issues in education and improve their skills as members of a policy-making body, Board members will participate in opportunities for professional development that may include, but not be limited to, the following:

1. In-service activities planned by the Board and by the administration for staff members, as appropriate;
2. Participation in conferences, workshops, conventions and training held by state and national school board associations and other educational organizations;
3. Subscriptions to publications addressing Board member related topics.

To control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. The superintendent or designee will inform Board members of upcoming conferences, conventions, workshops and training. The Board will decide which appear to produce the greatest benefit to the Board and the district.
2. Funds for participation at such professional development will be included in the district budget. When funds are limited, the Board will designate which members will participate at a given meeting or training.
3. If authorized by the Board to attend, Board members will be reimbursed, upon request, for reasonable and necessary expenses actually incurred.
4. When a conference, convention or workshop is not attended by the full Board, those who participate will share, by means of written or oral reports, information, recommendations and materials acquired at the meeting.

END OF POLICY

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### Legal Reference(s):

[ORS 332.018\(3\)](#)

[ORS 332.107](#)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Added 9/15/25

# Klamath Falls City Schools

Code: BHD  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BHD

## Board Member Stipends Compensation and Reimbursements Expense Reimbursement

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

### *Does the board want to adopt this first paragraph to explain the process?*

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

Board members may be reimbursed. ~~No Board member will receive any compensation for services other than reimbursement~~ for approved expenses actually incurred on district business. Such expenses may include the cost of attendance at meetings, conferences or visitations when such attendance has been approved by the Board. Reimbursement includes, but is not limited to, transportation, meals and lodging. The superintendent will establish and communicate procedures regarding submission of expenses for reimbursement.

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

END OF POLICY

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

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

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

<sup>4</sup> {Districts are encouraged to work with business professionals regarding the procedures and tax implications of providing stipends.}

**Legal Reference(s):**

[ORS 244.020](#)

[ORS 244.040](#)

[ORS 332.018\(3\)](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (SEPT. 11, 2003).

Senate Bill 983 (2025)

Reviewed 9/15/25

# Klamath Falls City Schools

Code: BHE  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BHE

## Board Member Liability Insurance

The district will purchase liability insurance and errors-and-omissions insurance to protect its school board members individually and collectively from claims made against them as a result of official Board actions taken in the course of official duties.

END OF POLICY

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### Legal Reference(s):

[ORS 30.260 to -30.300](#)

[ORS 332.072](#)

[ORS 332.435](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code: BI  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BI

## Board Legislative Program

The Board will represent the district's interests in legislative action to promote the welfare of public education in the state of Oregon or will direct those interests to be represented through the superintendent or designee.

The Board may periodically study, discuss and weigh the merits of pending legislation for the purpose of determining its official position through Board action. If established, these official positions will be the ~~stand~~ position of the district in the legislative process.

Board members, individually or as members of professional organizations, will not seek to represent any other positions on legislative matters unless it is made clear that such representation is not the official stand of the district.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code: BJ  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BJ

## Board Memberships

The Board may maintain memberships in the national and state school board associations and may take an active part in the activities of these groups.

It may also maintain memberships in other educational organizations that the superintendent and Board find to be of benefit to members and district personnel.

The materials and benefits of memberships will be distributed and used to the best advantage of the Board and the staff.

END OF POLICY

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### Legal Reference(s):

[ORS 332.105\(2\)](#)

[ORS 332.107](#)

Reviewed 9/15/25

# Klamath Falls City Schools

Code: BK  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): BK

## Evaluation of the Board

The Board will annually evaluate its function as a Board. This evaluation may be broadly based on relationships and activities or may focus on a particular activity or area.

Working with the superintendent, the Board chair and an ad hoc Board committee appointed by the Board chair may develop the evaluation plan. ~~Upon Board approval,~~ The Board may hire an outside consultant ~~may to~~ develop and lead the appraisal ~~evaluation~~ session(s).

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

Corrected 9/15/25

Klamath Falls City Schools

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The following symbol is used on some policies:

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

# Klamath Falls City Schools

Code: DB  
Adopted:

## District Budget

The district budget will serve as the financial plan of operation for the district and will include estimates of expenditures for a given period and purpose, and the proposed means of financing the estimated expenditures. The district may provide that the budget and budget documents be prepared on an annual or biennial basis.

The district budget will be prepared in compliance with Local Budget Law, federal and state laws and regulations and locally adopted procedures.

The fiscal year will extend from July 1 to June 30 inclusive.

The superintendent or designee will be designated as budget officer and will prepare the budget document.

END OF POLICY

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### Legal Reference(s):

[ORS 294.305](#) to -294.565

[ORS 328.542](#) to -328.565

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL

Added 9/15/25

# Klamath Falls City Schools

Code: DBC  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): DBC

## Budget Calendar

The Board will adopt a budget calendar which identifies dates and deadlines required for the legal presentation and adoption of the budget, ~~in compliance with state law~~. The budget calendar will be prepared on an annual ~~or biennial~~ basis, as appropriate. The calendar will identify dates and activities to include those needed to comply with state law.

The superintendent ~~or designee~~ will prepare and recommend a proposed calendar for Board approval.

END OF POLICY

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### Legal Reference(s):

[ORS 294.305 to -294.565](#)

[ORS 328.542 to -328.565](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code: DBDA  
Adopted: 11/15/10  
Readopted: 3/06/17  
Orig. Code(s): DBDA

## General Operating Contingencies Contingency

General operating contingency contingencies will be established at an amount deemed sufficient by the Board to responsibly enable the district to meet unforeseen financial needs due to emergencies and changing district needs. The amount will be established by the Board during the budget development process.

~~General operating contingency targets will be established at a range of 5-10 percent of the operating budget when financially feasible to responsibly enable the district to meet unforeseen financial needs due to emergencies and changing district needs.<sup>†</sup>~~

A transfer from the General operating contingencies transfers may be recommended by the superintendent for Board approval. The need, purpose and amount of the transfer shall be duly recorded.

END OF POLICY

### Legal Reference(s):

[ORS 294.305 to -294.565](#)

[OAR 150-294-0430](#)

Corrected 9/15/25

<sup>†</sup>The Government Finance Officers Association (GFOA) recommends, at a minimum, that general purpose governments, regardless of size, maintain an unreserved fund balance in their general fund of no less than 5 to 15 percent of regular general fund operating revenues, or of no less than one or two months of regular general fund operating expenditures. The Oregon Association of School Business Officials recommends, at a minimum, an unreserved ending fund balance of no less than 3 to 8 percent of the general fund budget. In general practice, levels of fund balance, typically, are less for larger governments than for smaller governments because of the magnitude of the amounts involved and because the diversification of their revenues and expenditures often results in lower degrees of volatility.

# Klamath Falls City Schools

Code: DBDB  
Adopted:

## Fund Balance

The Board recognizes its responsibility to establish an unrestricted fund balance<sup>1</sup> in an amount sufficient to:

1. Protect the district from unnecessary borrowing in order to meet cash-flow needs;
2. Provide prudent reserves to meet unexpected emergencies and protect against catastrophic events;
3. Meet the uncertainties of state and federal funding; and
4. Help ensure a district credit rating that would qualify the district for lower interest costs and greater marketability of bonds that may be necessary in the construction and renovation of school facilities.

Consequently, the Board directs the superintendent to manage the currently adopted district budget in such a way to ensure an ending fund cash balance of at least five percent of total adopted revenues.

In determining an appropriate unrestricted fund balance, the Board will consider a variety of factors with potential impact on the district's budget including the predictability and volatility of its expenditures<sup>2</sup>; the availability of resources in other funds as well as the potential drain upon general fund resources from other funds<sup>3</sup>; liquidity<sup>4</sup>; and designations<sup>5</sup>. Such factors will be reviewed annually.

END OF POLICY

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### Legal Reference(s):

[ORS 294.311\(18\)](#)

[ORS 294.398](#)

[ORS 332.107](#)

Added 9/15/25

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<sup>1</sup> The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain an unrestricted fund balance in their general fund of no less than 5 to 15 percent of regular general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures. The Oregon Association of School Business Officials recommends, at a minimum, an unrestricted ending fund balance of no less than 3 to 8 percent of the general fund budget. In general practice, levels of fund balance, typically, are less for larger governments than for smaller governments because of the magnitude of the amounts involved and because the diversification of their revenues and expenditures often results in lower degrees of volatility.

<sup>2</sup> Higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile.

<sup>3</sup> The availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the general fund, just as deficits in other funds may require that a higher level of unrestricted fund balance be maintained in the general fund.

<sup>4</sup> The disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained.

<sup>5</sup> The need to maintain a higher level of unrestricted fund balance to compensate for any portion of unrestricted fund balance already designated for a special purpose.

# Klamath Falls City Schools

Code: DBE  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): DBE

## Budget Preparation

~~The district budget will be prepared in full compliance with Local Budget Law.~~ The superintendent has the overall responsibilityresponsibilities for the budget preparation and will develop such procedures necessary to ensure that the proposed district budget reflects all areas of the district'sdistrict operation.

The superintendent and administrative staff will establish budget priorities for the district and will make appropriate recommendations related to those priorities to the Board and the budget committee.

The superintendent or designee will deliver the budget message and actual completed budget document and budget message to the budget committee when the message and budget have been completed and are ready for presentation. ~~The district may provide that the budget and budget documents be prepared on an annual or biennial basis.~~

END OF POLICY

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### Legal Reference(s):

[ORS 294.305 to -294.565](#)

[ORS 328.542 to -328.565](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.  
OR DEP'T OF REVENUE, LOCAL BUDGETING MANUAL.

Corrected 9/15/25

# Klamath Falls City Schools

Code: DBEA  
Adopted: 5/13/02  
Readopted: 10/09/06; 3/06/17  
Orig. Code(s): DBEA

## Budget Committee

### Organization, Membership and Terms of Office

The district budget committee will consist of ~~the~~ seven members of the Board and seven electors appointed by the Board as required by law. To be eligible for appointment, the appointive member must:

1. Live and be registered to vote in the district;
2. Not be an officer, agent or employee of the district.

~~Terms~~ The terms of the appointed members of a budget committee in a district that prepares an annual budget, will ~~each~~ be three years, ~~each~~ with appointments made so that, as nearly as practicable, the terms of one-third of the members ~~end~~ expire each year. ~~Appointive members of a budget committee in a district that prepares a biennial budget shall be appointed to four-year terms. The terms shall be staggered so that as near as practicable, one-fourth of the terms of the appointive members end each year.~~ At least one member of the budget committee must be a member of the district's educational equity advisory committee. The Board will establish appropriate timelines and procedures for ~~the~~ appointment of budget committee members.

A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action item.

### Presiding Officer and Orientation of Budget Committee

1. Organization: The budget committee will hold its first regular organizational meeting on a day set by the Board. A presiding officer shall be elected from among its members at this meeting. Such meeting may be prior to or on the date the budget message and document are presented.
2. Background Information: Budget committee members will be provided with data for the ensuing year(s), such as the Board's educational plan, and other pertinent material bearing on the preparation of ~~the~~ the district budget.

### Meetings of the Budget Committee

The ~~district's~~ budget committee shall hold one or more meetings to receive the budget message, the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget ~~officer~~ committee shall announce the time and place for all ~~such~~ meetings, as provided by law. All meetings of the budget committee are open to the public.

## Function of the Budget Committee

It is the function of the budget committee to approve budget estimates for an educational plan previously determined by the Board. No new program should be considered for the budget estimate that has not previously been submitted to the Board and approved as a part of the educational plan. The budget committee will determine levels of spending, but will not determine programs.

## Final Action

The budget committee will approve an estimated district budget document for submission to the Board.

END OF POLICY

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### Legal Reference(s):

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

[ORS 294.305 - 294.565](#)  
[ORS 329.711](#)

[ORS 433.835 - 433.875](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code: DBH  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): DBH

## Budget Adoption

After the public hearing on the budget and any modifications of the budget deemed necessary as a result of that hearing, the Board will approve the resolutions to adopt and appropriate the budget. The Board will further determine, make and declare the ad valorem property tax amount or the rate, to be certified to the assessor for the ensuing year or for each of the years of the ensuing budget period, and itemize and categorize the ad valorem property tax amount or rate, as provided in Oregon Revised Statute (ORS) 310.060.

The superintendent or designee will ensure all necessary documentation is submitted to the county assessor's office as required by the Local Budget Law.

END OF POLICY

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### Legal Reference(s):

[ORS Chapter 255](#)  
[ORS 294.305 to -294.565](#)

[ORS 310.060](#)  
[ORS 328.542](#)

[OAR 150-310-0020](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code: DBI  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): DBI

## Budget Amendment

The budget estimates and proposed ad valorem property tax amount or rate of any fund as shown in the budget document may be amended by the Board prior to adoption. Such amendment may also be made following adoption if the amendments are adopted prior to the commencement of the budget period to which the budget relates.

The amount of estimated expenditures for each fund in an annual budget may not be increased by more than \$5,000 or 10 percent of the estimated expenditures, whichever is greater. ~~The amount of estimated expenditures for each fund in a biennial budget may not be increased by more than \$10,000 or 10 percent of the estimated expenditures, whichever is greater.~~

The ad valorem property tax amount or rate to be certified may not exceed the amount approved by the budget committee, unless the amended budget document is republished and another public hearing is held as required by law.

END OF POLICY

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### Legal Reference(s):

[ORS 294.456](#)

[ORS 294.471](#)

[ORS 294.473](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code: DBJ  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): DBJ

## Budget Implementation

The district budget, as adopted by the Board, becomes the financial plan of the district for the ensuing budget period when adopted by the Board.

The superintendent and staff are authorized to make expenditures and commitments in accordance with the policies of the Board and the adopted district approved budget.

The superintendent or designee will make the Board aware of any substantial changes in expected revenues or unusual expenditures so the Board may adjust the budget, if necessary.

END OF POLICY

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### Legal Reference(s):

[ORS 294.305 to -294.565](#)

[ORS Chapter 310](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code: DBK  
Adopted: 11/15/10  
Readopted: 3/06/17  
Orig. Code(s): DBK

## Budget Transfer Authority

The adopted district budget is a financial plan which may be subject to change as a result of circumstances or events occurring during the ensuing budget period. All appropriation transfers shall be authorized when completed by official resolution of the Board. The authorizing resolution must state: the need for the transfer; its purpose; and the amount of the transfer.

Transfers of general operating contingency appropriations, which in aggregate during a fiscal year or budget period exceed 15 percent of the total appropriations of the fund, may be made only after the adoption of a supplemental budget prepared for that purpose.

The superintendent or designee has the authority to approve transfers between programs (i.e., elementary, middle school, high school) and/or object codes (i.e., 100-salaries, 200-benefits, 300-purchasing service, 400-supplies) within the same appropriation.

END OF POLICY

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### Legal Reference(s):

[ORS 294.463](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code:  
Adopted:

DDC

## Native American Education Program Grants - Title VI Indian Education

The district may submit a grant application for the purpose of receiving federal funds to support Native American Education Program efforts.

The application should include a description of the comprehensive program for meeting the language and cultural needs of Indian children, that includes:

1. How the program will offer programs and activities to meet the culturally related academic needs of Indian students;
2. Is consistent with the State, tribal and local plans;
3. Includes academic content and student academic achievement goals for identified children, and benchmarks for attaining goals that are based on the Oregon Department of Education's (ODE) academic standards and content and student academic achievement standards adopted under Title I for all students;
4. Explains how Federal, State and local programs, especially programs carried out under Title I, will meet the needs of Indian students;
5. Demonstrates how funds will be used for the activities described above;
6. Describes the professional development opportunities that will be provided, as needed, to ensure that:
  - a. Teachers and other school professionals who are new to the Indian community are prepared to work with Indian children; and
  - b. All teachers involved in programs are properly trained to carry out such programs; and
7. Describes how the district will:
  - a. Periodically assess the progress of all Indian children enrolled in district schools, including Indian children who do not participate in programs assisted;
  - b. Provide results of each assessment to the committee described below, to the community served by the district and to the Indian tribes whose children are served by the district; and
  - c. Provide communication of responses to findings of any previous assessments, similar to the assessments described above.
8. Describes the process the district used to meaningfully collaborate with Indian tribe(s) located in the community in a timely, active and ongoing manner in the development of the comprehensive program and the actions taken as a result of such collaboration.

The district programs and activities shall be developed in consultation with and the written approval of a committee consisting of parents of Indian children and teachers, and when appropriate, Indian students at the secondary level. A majority of committee members shall be parents of Indian children.

END OF POLICY

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**Legal Reference(s):**

Every Student Succeeds Act, 20 U.S.C. §§ 7701-7714; 7421-7425 (2012).

Corrected 9/15/25

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# Klamath Falls City Schools

Code: DFA  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): DFA

## Investment of Funds

The Board may authorize the investment or reinvestment of funds which are not immediately needed for the operation of the district. Such investments will comply with ~~State~~state law and Oregon Administrative Rules~~the State Board of Education rules~~.

The superintendent or designee will develop criteria for the appropriate investments of district funds. A progress~~and~~ report of investments will be made~~this~~ to the Board on a regular basis.

## Use of Surplus Funds

The superintendent or any other officer having custody of district funds may invest any surplus funds not needed to meet the monthly payroll and accounts payable. These are to be invested in instruments available to municipalities under Oregon law.

END OF POLICY

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### Legal Reference(s):

[ORS 294.033](#)  
[ORS 294.035](#)

[ORS 294.125](#)  
[ORS 294.135](#)

[ORS 294.145](#)  
[ORS 294.155](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code: DFE  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): DFE

## Admission Prices and Receipts

The district superintendent or designee will determine admission prices for athletic events based on recommendations of district-sponsored activities. The superintendent, and building administrators and will adhere to league agreements for athletic events, as applicable.

Admissions receipts from school activities events will be adequately controlled. The principal or designee is responsible for the proper collection, supervision, disbursement and/or remittance of these receipts.

Adequate records will be maintained for accounting purposes.

END OF POLICY

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### Legal Reference(s):

[ORS 294.305](#) to -294.565

Corrected 9/15/25

# Klamath Falls City Schools

Code: DFG  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): DFG

## Income from Program - Related Sales and Services

Certain ~~professional-technical-vocational~~ activities allow students to charge the public for goods and services. These activities are designed for educational purposes and not to compete with community businesses.

Charges for work performed and goods sold through these activities will be kept current with costs for the service or item.

Money collected will be deposited in the general fund and/or associated student body fund.

END OF POLICY

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### Legal Reference(s):

[ORS 294.305](#) to -294.565

Corrected 9/15/25

# Klamath Falls City Schools

Code: DG  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): DG

## Depository of Funds

The Board will, at its annual organizational meeting or at other times deemed necessary by the Board, designate one or more banks ~~that which~~ meet district, state and federal guidelines as official depositories for district funds.

END OF POLICY

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### Legal Reference(s):

[ORS 294.805 to -294.895](#)

[ORS 328.441](#)

[ORS 328.445](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code: DGA  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): DGA

## Authorized Signatures

The Board will, at its annual organizational meeting or at other times deemed necessary by the Board, authorize the district business manager, accounts payable clerk or other individuals ~~designated~~ authorized by the superintendent to sign district checks. The Board may authorize the use of facsimile signatures by the business manager.

END OF POLICY

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### Legal Reference(s):

[ORS 294.120](#)

[ORS 328.441](#)

[ORS 328.445](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code: DH  
Adopted: 3/06/17  
Readopted: 3/14/22  
Orig. Code(s): DH

## Loss Coverage

The Board and designated district employees are responsible to safeguard the district against loss regarding funds, fees, cash collections and inventory. The Board shall designate the district employees responsible as custodians of such items. The district shall purchase bond coverage or equivalent crime coverage in an amount determined by the Board, in consultation with the district's agent of record. The district will pay the cost of such coverage.

END OF POLICY

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### Legal Reference(s):

[ORS 328.441](#)

[ORS 332.525](#)

[OAR 581-022-2405](#)

Reviewed 9/15/25

# Klamath Falls City Schools

Code: DI  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): DI

## Fiscal Accounting and Reporting

The district's accounting and reporting system will be in accordance with generally accepted accounting principles procedures and will conform with applicable state laws and regulations.

END OF POLICY

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### Legal Reference(s):

[ORS 294.305 to -294.565](#)

[OAR 581-023-0035](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corrected 9/15/25

# Klamath Falls City Schools

Code: DIC  
Adopted: 9/16/91  
Readopted: 10/09/06; 3/06/17  
Orig. Code(s): DIC

## Financial Reports and Statements

The Board will receive regular financial reports that include estimates of expenditures for the major general fund accounts in comparison to budget appropriations, actual receipts in comparison to budget estimates and the district's overall cash condition. Supplementary reports on other funds or accounts will be furnished upon request of the Board or superintendent.

Appropriate staff ~~members~~ will be available at any Board meeting, upon the Board's request, to respond to questions and to present current financial information. The superintendent will notify the Board at any time of substantial deviations in the anticipated revenues and/or expenditures.

The Board will receive a pre-audit report recapping the year-end closure of financial statements prior to the annual audit ~~by~~ from the district's authorized accountant.

END OF POLICY

### Legal Reference(s):

[ORS 294.155](#)

[ORS 294.311](#)

[ORS Chapter 297](#)

[ORS 328.465](#)

[ORS 332.105](#)

[OAR 162-010-0000 to -0330](#)

[OAR 162-040-0000 to -0160](#)

[OAR 581-023-0037](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corrected 9/15/25

# Klamath Falls City Schools

Code: DID  
Adopted: 3/06/17  
Readopted: 4/12/21  
Orig. Code(s): DID

## Property Inventories

The district will maintain an inventory of all fixed assets in accordance with governmental accounting standards. The district's inventory will be updated annually to include property newly purchased and disposed.

Fixed assets includes all district-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment with a value greater than \$5,000 as defined by the *Program Budget and Accounting Manual*, published by the Oregon Department of Education.

All in kind donations over \$5,000 will be added to the district's fixed assets list, and accounted for in accordance with governmental accounting standards. The fair market value must be estimated at the time of donation, in order to account for said asset. Fair market value will be estimated by using the IRS definition as follows: "what a consumer would willingly pay for an item".

Other district supplies with a value greater than \$1,000 will be included as part of the district's annual inventory. Current records shall be maintained for the receipt, distribution/disposal and inventory of commodity foods as required by federal law.

The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

END OF POLICY

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### Legal Reference(s):

[ORS 332.155](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corrected 9/15/25

# Klamath Falls City Schools

Code: DIE  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): DIE

## Audits

An audit of all district accounts will be made annually by an authorized municipal accountant selected by the Board-district from the roster of authorized municipal accountants maintained by the Oregon Board of Accountancy. The audit examination will be conducted in accordance with minimum auditing standards established by the Secretary of State.

The cost of the audit will be a charge against district funds.

A copy of the audit report will be presented to the Board. The superintendent or designee will submit a copy of the audit report to the Oregon Department of Education and to the Oregon Secretary of State, Audit Division.

END OF POLICY

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### Legal Reference(s):

[ORS 294.155](#)

[ORS Chapter 297](#)

[ORS 327.137](#)

[ORS 328.465](#)

[OAR 162-010-0020\(11\)](#)

[OAR 581-023-0037](#)

Corrected 9/15/25

# Klamath Falls City Schools

Code: DJB  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): DJB

## Petty Cash Accounts

Designated staff members may purchase items from using a petty cash fund. The administrator shall may request such a petty cash fund in an amount not to exceed \$400 to from the business manager and shall be responsible for maintaining the petty cash account not to exceed \$400. The administrator shall be responsible for maintaining the petty cash account and M money expended from the fund will be replaced as needed. Such funds will be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Allowances, responsibility, security and accounting of petty cash funds will be in accordance with Board policy and requirements of law.

Petty cash funds will not be used to circumvent established purchasing procedures. It is, but will be used as a convenient accommodation to facilitate convenience for immediate acquisition purchases of low-cost goods and services in an efficient manner.

Records will be kept of all expenditures from the petty cash fund and receipts will be furnished to account for all money expended. Expenses will be assigned to the proper budget account.

END OF POLICY

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### Legal Reference(s):

[ORS 294.311](#)

OR. DEP'T. OF EDUCATION, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corrected 9/15/25

# Klamath Falls City Schools

Code: DJC  
Adopted: 3/06/17  
Readopted: 3/14/22  
Orig. Code(s): DJC

## Public Contracting

(Version 1)

The Board is the Local Contract Review Board (LCRB) for the district. All public contracts shall be invited in accordance with applicable competitive procurement provisions of Oregon Revised Statutes and adopted public contracting rules.

The Board, acting as its own LCRB, adopts<sup>1</sup> the *Oregon Attorney General's Model Public Contract Rules*, OAR Chapter 137, Divisions 046 through 049 in effect at the time this policy is adopted.

The district shall procure the construction manager/general contractor services in accordance with model rules the Attorney General adopts under ORS 279A.065(3).a

Additionally, the Board may include as part of its rules portions of the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246-249 in effect at the time this policy is adopted.

The Board may make the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

The district shall review its rules each time the Attorney General adopts a modification of the model rules, as required by ORS 279A.065 (5)(b), to determine whether any modifications need to be made to district rules to ensure compliance with statutory changes. Modifications will be made following review by the district's legal counsel. New rules, as necessary, shall be adopted by the Board. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required.

The Board, acting as the LCRB, may enact a resolution that authorizes the district to designate a public improvement as a community benefit contract per the requirements included in ORS 279C.300 to 279C.470.

Procurements for services estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process described in ORS 279B.

END OF POLICY

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### Legal Reference(s):

<sup>1</sup> Public Contracts shall be governed by ORS Chapter 279, 279A, 279B and 279C. Additionally, the Board may, as provided by ORS 279A.065, adopt the Oregon Attorney General's Model Public Contract Rules, OAR Chapter 137 governing purchasing/bid procedures. The Board may also adopt the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125. The Board may adopt portions of those rules or adopt its own rules. A Board that has not established its own rules of procedure for public contracts is subject to the model rules (OAR Chapter 137) adopted by the Attorney General.

[ORS Chapter 279](#)  
[ORS Chapter 279A](#)  
[ORS Chapter 279B](#)

[ORS Chapter 279C](#)  
[ORS 670.600](#)  
[OAR Chapter 125](#), Divisions 246 - 249

[OAR Chapter 137](#), Divisions 045 - 049  
[OAR 459-005-0020](#)

[OREGON PROCUREMENT MANUAL](#), Oregon Department of Administrative Services.

Corrected 9/15/25

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# Klamath Falls City Schools

Code: DJC  
Adopted:

## Bidding Requirements (Version 2)

The Board is the Local Contract Review Board (LCRB) for the district. The LCRB has not adopted its own rules of procurement. Consequently, the *Oregon Attorney General's Model Public Contracting Rules*<sup>1</sup> shall apply to the district.<sup>2</sup>

Additionally, the district may include as part of its procedures portions of the Oregon Department of Administrative Services administrative rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246 - 249.

The LCRB may make the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

The district may not artificially divide or fragment a procurement to reduce the procurement requirements.

The superintendent may develop administrative regulations or procedures to assist with the implementation of this policy and applicable procurement rules.

### Goods and Services

The district will purchase goods and services through the following procedures, unless an exception applies:

1. **Small Procurement.** For purchases of goods and services with a contract price not exceeding \$10,000, the district can use any manner deemed practical or convenient, including direct selection or award. Amendments to a contract awarded through small procurement must be in accordance with OAR 137-047-0800.
2. **Intermediate Procurement.** For purchases of goods and services with a contract price exceeding \$25,000, but not exceeding \$250,000, the district shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The district will keep record of the request and quotes. If three quotes are not reasonably available, fewer will suffice, but the district will make a written record of the effort made. The district may negotiate with a prospective contractor to clarify the quote or offer, or to effect modifications. Amendments to a contract awarded through intermediate procurement must be in accordance with OAR 137-047-0800.

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

<sup>2</sup> See ORS 279A.065(5). {The LCRB can formally adopt the AG rules. If the LCRB formally adopts the rules, the district is required to review the AG rules each time there is a modification.}

3. Regular Procurement. For purchases exceeding \$250,000, the district will use competitive sealed bids (OAR 137-047-0255) or competitive sealed proposals (OAR 137-047-0260). Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-047-0800.
4. Emergency Procurements. In situations of emergency<sup>3</sup>, the LCRB or designee may authorize an emergency procurement. In an emergency procurement, the district is not required to follow general procurement requirements. The district must ensure competition for the contract that is reasonable and appropriate under the circumstances. The district must document the nature of the emergency and the method used for the selection of the contractor.
5. Sole-source Procurements. If the LCRB or designee determines that the goods or services are available from only one source, the district may award a contract without competition. To the extent reasonably practicable, the district shall negotiate with the sole source to obtain contract terms that are advantageous to the district. The determination of sole source must be based on written findings and may include:
  - a. That the efficient utilization of existing goods requires acquiring compatible goods or services;
  - b. That the goods or services required to exchange software or data with other public or private agencies are available from only one source;
  - c. That the goods or services are for use in a pilot or experimental project; or
  - d. Other findings that support the conclusion that the goods or services are available from only one source.<sup>4</sup>
6. Special Procurements. “Special procurement” means a contract or class of contracts that use a contracting procedure other than competitive sealed proposals, competitive sealed bidding, small procurement or intermediate procurement. Special procurements require LCRB approval and will be conducted in accordance with ORS 279B.085, OAR 137-047-0285, and this policy and administrative regulation DJC-AR - Exemptions from Competitive Bidding and Special Procurement.
7. Personal Services Contracts. “Personal services contract,” as used in this policy, means a contract whose primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment.<sup>5</sup> Unless otherwise designated by the LCRB, personal services contracts will be procured in accordance with applicable procurement laws. The LCRB may designate certain service contracts or classes of service contracts as personal services contracts and exempt them from competitive bidding. All personal services contracts shall be based on demonstrated qualifications and

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<sup>3</sup> “Emergency” means circumstances that:

1. Could not have been foreseen;
2. Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
3. Require prompt execution of a contract to remedy the condition.

<sup>4</sup> If the contract does not exceed \$250,000, using intermediate procurement is likely less burdensome than sole source.

<sup>5</sup> This includes, but is not limited to, contracts for the services of an accountant, physician or dentist, educator, consultant (including a provider under an Architectural and Engineering Service Contract), broadcaster, or artist (including a photographer, filmmaker, painter, weaver or sculptor (OAR 137-045-0010(19))). Also includes architectural, engineering, photogrammetric mapping, transportation planning or land surveying services procured under ORS 279C.105 (ORS 279C.100) and related services procured under ORS 279C.120 (ORS 279C.100(5)).

competence to perform the required services, encourage competition, discourage favoritism and obtain services at a fair and reasonable price. Personal service contractors may be required to qualify as independent contractors in accordance with applicable laws.<sup>6</sup>

Procurements for services estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process in accordance with ORS 279B.030.

## Public Improvements

“Public improvement” means a project for construction, reconstruction or major renovation on real property by or for the district.<sup>7</sup> The district will contract for public improvements using the following procedures, unless an exception applies.

1. Public improvements contracts with a value of less than \$25,000 are exempt from competitive bidding.
2. Intermediate Procurements. For public improvement contracts not exceeding \$100,000, the district may utilize three quotes<sup>8</sup>:
  - a. The request for the quotes shall be in writing (unless not reasonably practicable)<sup>9</sup>;
  - b. The request for quotes shall include the selection criteria and if the criteria are not of equal value, their relative value or ranking.

The district shall award the contract to the prospective contractor whose quote will best serve the interest of the district, based on the selection criteria. If the award is not made to the offeror and quote with the lowest price, the district will make a written record of the basis for the award. Amendments to a contract awarded via intermediate procurement may be increased in accordance with OAR 137-049-0160(6)-(7).

3. Regular Procurements. For purchases exceeding \$100,000, the district will use invitation to bid or request for proposals except as otherwise allowed by law. See OAR 137-049-0130 and OAR 137-049-0640. Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-049-0910.
4. Emergency Procurements. Emergency contracts for construction services are not considered public improvement contracts and will be procured in accordance with OAR 137-049-0140 and OAR 137-049-0150.

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<sup>6</sup> See ORS 670.600 and OAR 459-005-0020.

<sup>7</sup> Public improvement does not include:

1. Projects for which no funds of the district are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or
2. Emergency work, minor alternation, ordinary repair or maintenance necessary to preserve a public improvement.

<sup>8</sup> If three quotes are not reasonably available, the district shall make a written record of the effort made to obtain these quotes.

<sup>9</sup> For Public Works Contracts, oral quotations may only be utilized in the event that written copies of prevailing wage rates are not required by the Bureau of Labor and Industries.

5. Community Benefit Contracts. “Community benefit contract” means a public improvement contract that includes, but is not limited to, terms and conditions that require the contractor to:
  - a. Qualify as a training agent, as defined in ORS 660.010, or provide apprenticeship training that meets applicable federal and state standards for apprenticeship training;
  - b. Employ apprentices to perform a specified percentage of work hours that workers in apprenticeable occupations perform on the community benefit project;
  - c. Provide employer -paid family health insurance; and
  - d. Meet any other requirements that the LCRB sets forth.

Community benefits contracts may be procured in accordance with ORS 279C.308.

6. Construction Manager/General Contractor (CM/GC) Procurement. The district shall procure CM/GC services in accordance with model rules the Attorney General adopts under Oregon Revised Statute (ORS) 279A.065(3) and OAR 137-049-0690, which requires “the assistance of legal counsel with substantial experience and necessary expertise in using the CM/GC Method, as well as knowledgeable staff, consultants or both staff and consultants who have demonstrated capability of managing the CM/GC process in the necessary disciplines of engineering, construction scheduling and cost control, accounting, legal, Public Contracting and project management.”

END OF POLICY

**Legal Reference(s):**

[ORS Chapter 279](#)  
[ORS Chapter 279A](#)  
[ORS Chapter 279B](#)  
[ORS Chapter 279C](#)

[ORS 670.600](#)  
[OAR Chapter 125](#), Divisions 246 -  
 249

[OAR Chapter 137](#), Divisions 045 -  
 049  
[OAR 459-005-0020](#)

[OREGON PROCUREMENT MANUAL](#), Oregon Department of Administrative Services.

Added 9/15/25

# Klamath Falls City Schools

Code: DJC-AR  
Adopted: 1/11/10  
Readopted: 1/11/16; 3/06/17  
Orig. Code(s): DJC-AR

## Special Procurements and Exemptions from Competitive Bidding (Version 1)

### **SPECIAL PROCUREMENTS**

The district shall submit a written request to the Board, acting as the Local Contract Review Board (LCRB), that describes the contracting procedure, the goods and services or class of goods and services that are the subject of the special procurement and circumstances that justify the use of a special procurement under the standards as follows: the special procurement is unlikely to encourage favoritism in the awarding of public contract or to substantially diminish competition for public contracts and, (A) is reasonably expected to result in substantial cost savings to the district or to the public, or (B) otherwise substantially promote the public interest in a matter that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065, 279B.070 or under any related rules. Public notice of the approval of a special procurement must be given in the same manner as provided in ORS 279.055(4). If the district intends to award a contract through special procurements that calls for competition among prospective contractors, the district shall award the contract to the contractor it determines to be most advantageous to the district. When the LCRB approves a class special procurement the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for a special procurement.

1. Brand Names or Products, “Or Equal,” Single Seller and Sole Source
  - a. The district may purchase brand names or products from a single seller or sole source without competitive bidding subject to the limitations of this rule.
  - b. Solicitation specifications for public contracts of the district shall not expressly or implicitly require any product of any particular manufacturer or seller except as expressly authorized in subsections c. and d. of this rule.
  - c. The district may specify a particular brand name or equal specification may be used when the use of a brand name or equal specification is advantages to the district, because the brand name describes the standard of quality, performance, functionality and other characteristics of the product needed by the district.
    - (1) The district is entitled to determine what constitutes a product that is equal or superior to the product specified, and any such determination is final;
    - (2) The district is not prohibited from specifying one or more comparable products as examples of the quality, performance, functionality or other characteristics of the product needed by the district;
    - (3) A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the district based on one or more of the following written determinations:

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- (a) The use of a brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; or
  - (b) Specification of the brand name, mark or product would result in cost savings to the district; or
  - (c) There is only one manufacturer or seller of the product of the quality, performance or functionality required; or
  - (d) The efficient utilization of existing goods requires the acquisition of compatible goods and services.
- d. The district may award a contract for goods or services without competition when the LCRB determines in writing that the goods or services, or the class of goods or services, are available from only one source. The determination of source must be based upon written findings that shall include:
- (1) A brief description of the contract or contracts to be covered, including contemplated future purchases;
  - (2) Description of the product or service to be purchased; and
  - (3) The reasons the district is seeking this procurement method, which shall include any of the following:
    - (a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services; or
    - (b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source; or
    - (c) That the goods or services are for use in a pilot or an experimental project; or
    - (d) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.
- e. The district may specify a product or service available from only one manufacturer but available through multiple sellers after subsection c. above documenting the procurement file with the following information:
- (1) If the total purchase is over \$10,000 but does not exceed \$150,000, and a comparable product or service is not available under an existing Mandatory Use Contract, the district must obtain informal competitive quotes, bids, or proposals and document this process in the procurement file;
  - (2) If the purchase does not exceed \$150,000, and the supplies or services are not available under an existing price agreement for information technology with competing products or Mandatory Use Contract, the district must first request and obtain prior written authorization from the LCRB to proceed with the acquisition
- f. If the district intends to make several purchases of brand name-specific supplies and services from a particular manufacturer or seller for a period not to exceed five years, the district must so state this information in the procurement file and in the solicitation document, if any, or a public notice of a solicitation. If the total purchase amount is estimated to exceed \$150,000, this shall be stated in the advertisement for bids or proposals.

## Findings of Fact/Conclusion of Compliance with Law (OAR 125-247-0275)

The district shall submit a written request to the local contract review board that describes the contracting procedure, goods and services subject of the special procurement and the circumstances that justify the use of the special procurement.

- a. It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts and is reasonably expected to result in substantial cost savings to the district which could not be realized under ORS 279B.055, 279B.060, 279B.065, or 279B.070 as required by ORS 279B.085(4).
- b. Public notice of the approval must be given in the same manner as provided in ORS 279B.055(4).
- c. This rule requires the districts to make a good faith effort to determine that no other sources are available for the specified products.
- d. The district maintains open lists from which vendors are contacted for quotations and utilizes electronic means of determining new vendors on an ongoing basis.
- e. The awarding of a contract as described in this special procurement should result in substantial cost savings by virtue of the ability to reduce solicitation costs when it is known that comparable products are not available, or when specifying another product solely to meet a competition requirement might lead to lower initial cost but longer lifetime cost.
- f. When the local review board approves a class special procurement the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for procurement.

### 2. Advertising Contracts, Purchase of

- a. The district may purchase advertising in any media, regardless of dollar amount, without competitive bidding.
- b. The Board acting as the LCRB of the district must use competitive methods where ever possible to achieve best value and must document in the procurement file the reasons why a competitive process was deemed impractical and the resulting contract must be in writing.
- c. If the anticipated purchase exceeds \$10,000 and a competitive method is used, the district must post notice on the Oregon Procurement Information Network (ORPIN).

## Findings of Fact

The district traditionally purchases advertising in newspapers. The following findings relate primarily to newspapers and written publications; however, the district may also purchase advertising for student activities or educational programs in other media, such as radio or television, where these findings apply:

- a. By their nature, media sources are generally unique. Advertisements are placed in a particular source because of the specific audience that source serves;
- b. Competition to furnish advertising space in daily newspapers of general, trade or business circulation in the vicinity of the district is limited;
- c. Cost savings are difficult to quantify where the sources are unique and not interchangeable;
- d. Advertisements may be placed to satisfy legal notice or Board policy requirements;
- e. Other published advertisements or notices, such as routine public notices, personnel recruitment information, etc., are placed in one or more of the publications of general circulation in the local area and other publications, as appropriate;

- f. The communities served by the district rely upon its use of the local daily newspaper as a central source of news and information regarding district activities;
- g. It is unknown whether contracts for advertisements placed with radio, television or other broadcast media are going to result in cost savings if not placed for competitive bid or request for proposal (RFP). If possible savings could be obtained through competitive means, the district would attempt to obtain competitive quotes or bids, as appropriate.

### **Conclusion of Compliance with Law**

Due to limited competition and unique nature of sources, it is unlikely that this class special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Further, any contracts awarded under this class special procurement would result in a cost savings available to the district where the district can achieve volume savings through contracts for advertising with a particular media source, or otherwise substantially promote the public interest.

### **3. Advertising Contracts, Sale of**

The district may sell advertising for district publications and activities, regardless of dollar amount, without competitive bidding, including school newspapers, yearbooks, athletic programs, drama or music programs and the like.

### **Findings of Fact**

Sales of advertising for student activities are generally other fund revenues, where student groups solicit advertisements from local businesses to help with the cost of the activity itself. A common example is the sale of advertising in school newspapers and yearbooks. The circulation of the newspaper and yearbook is limited to the students, teachers, parents and interested members of the community associated with the activities of that particular school. Due to the limited circulation and audience, the businesses that participate by purchasing advertising do so partly in the spirit of good will. Any business is welcome to place an advertisement in the school newspaper or yearbook; all it needs to do is to contact any district school which publishes one. The district itself would not achieve any increased revenue to the General Fund by seeking competitive bids or proposals for such advertising. This holds true for other student activities, such as athletics, drama or music events and the like.

### **Conclusion of Compliance with Law**

These findings indicate that it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Any business or individual who wishes to advertise in this manner may do so by simply contacting the student group responsible for the activity.

The sale of advertising for student activities such as school newspapers, yearbooks, athletic, drama or music programs would not benefit from competitive procurement. Such a requirement would place an unnecessary burden on the student group's activity and there is no financial advantage to the district in doing so. Consequently, the cost savings test is not an issue.

#### 4. Equipment Repair and Overhaul

a. The district may enter into a public contract for equipment repair or overhaul without competitive bidding, subject to the following conditions:

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- (1) Service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing; or
  - (2) Service or parts required are for sophisticated equipment for which specially trained personnel are required and such personnel are available from only one source; and
  - (3) The purchase is made within the limits and pursuant to the methods in subsection b. of this rule.

b. The following limitations apply to this rule:

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- (1) If the contract is less than or equal to \$150,000, the school or department shall submit in writing to the superintendent or designee the reasons why competitive bids or quotes are deemed to be impractical. The superintendent or designee will accordingly document in its procurement file and may enter directly into the contract;
  - (2) If the school or department official thinks the contract may exceed \$150,000, he/she shall submit in writing to the superintendent or designee the reasons why competitive bidding is deemed to be impractical and a description of the cost savings to be obtained by an special procurement. The superintendent or designee may prepare a specific request for the anticipated contract to be obtained through special procurement procedures to submit to the LCRB for approval.

#### Findings of Fact

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- a. The need for equipment repair or overhaul cannot be anticipated by district staff. If a piece of equipment is broken or not working properly, the district incurs cost of downtime, possible replacement equipment rental fees, staff time and other inconveniences or liabilities to its programs.
  - b. Generally, there are a limited number of vendors who are able to perform repair or overhaul on a particular piece of equipment because of its make or manufacture. Sophisticated equipment may require specially trained personnel available from only one source. Often, a piece of equipment will have a partial warranty in place which will guarantee some savings to the district in the parts and/or labor needed to do the repair or overhaul. This warranty savings may only be achieved if the original manufacturer or provider of the equipment performs the necessary repair or overhaul.
  - c. The dollar limits on the use of this special procurement procedure ensure that when the cost of the equipment repair or overhaul is expected to exceed \$150,000, the district will either seek formal competitive bids or, if that is not practical or cost effective, obtain a specific special procurement procedure from the LCRB to proceed with the purchase of the needed repair or overhaul.

#### Conclusion of Compliance with Law

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It is unlikely that this special procurement procedure will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts because the dollar limits incorporated into this special procurement when the anticipated costs exceed \$150,000, insure the district will seek

formal competitive bids and proposals. If the formal process is not practical, the district will obtain a specific exemption from the LCRB to proceed with the purchase of the needed repair or overhaul. The awarding of public contracts under this special procurement will result in a cost savings to the district, as required by ORS 279B.085, because the district incurs direct and indirect costs from the moment equipment breaks down or becomes unusable. This special procurement only applies to equipment already owned by the district and does not provide for the purchase of new equipment. The district must be able to purchase necessary services and parts as quickly as possible in order to minimize equipment downtime and potential costs during that downtime.

## 5. Copyrighted Materials

The district may, without competitive bidding and regardless of dollar amount, purchase copyrighted materials where there is only one known supplier available for such goods. Examples of copyrighted materials covered by this special procurement procedure may include, but are not necessarily limited to, newly adopted textbooks/instructional materials, workbooks, curriculum kits, reference materials, audio and visual media and non-mass-marketed software from a particular publisher or their designated distributor.

### Findings of Fact

- a. By their nature, copyrighted materials are protected for the use of a single owner. Copyrighted materials may not be duplicated by others without the copyright owner's permission or license. Copyrights are established and regulated under federal law.
- b. Often, copyrighted materials are produced by only one supplier who may be the owner of the copyright or his/her licensee. Textbooks/Instructional materials are examples of copyrighted materials that the district purchases through a sole source. Textbooks/Instructional materials are adopted through a statewide process under the authority of the Oregon Department of Education. A textbook/instructional material adoption defines the various materials which the district will purchase for use in its educational programs.

The district purchases its textbooks/instructional materials through the Northwest Textbook Depository and other vendors. This practice enables the regional textbook depository to purchase and warehouse textbooks/instructional materials in conformance with adoptions made in the states of their region. The result is that savings are achieved through the depository's combined purchases on behalf of member districts. Freight costs for individual districts are reduced by the bulk purchases of the depository and the depository takes on the cost of stocking and warehousing enough to meet each member district's needs.

The system of textbook/instructional materials distribution enables the district to participate in the largest possible bulk purchasing activity of adopted textbooks/instructional materials in the region. This ensures a cost savings to the district. A savings that would be jeopardized if the district was to act as an individual purchaser.

### Conclusion of Compliance with Law

This special procurement will not encourage favoritism or substantially diminish competition in the awarding of public contracts. The production and distribution of copyrighted materials is controlled by the owner of the copyright and may only be permitted through a sole source. The district has no control over this.

The awarding of contracts pursuant to this special procurement will result in a cost savings to the district when it needs to purchase copyrighted materials and there is only one known supplier for such goods, or otherwise substantially promote the public interest.

6. **D** Product Prequalification

a. When specific design or performance specifications must be met or such specifications are impractical to create or reproduce for a type of product to be purchased, the district may specify a list of approved or qualified products by reference to the prequalified product(s) of particular manufacturers or vendors in accordance with the following product prequalification procedure:

- (1) The district will make reasonable efforts to notify all known manufacturers and vendors of competing products of the district's intent to compile a list of prequalified products. The notice will explain the opportunity manufacturers and vendors of competing products will have to apply to have their product(s) included on the district's list of prequalified products. At its discretion, the district may provide notice by advertisement in a trade paper of general statewide circulation or other appropriate trade publication; or instead of advertising, the district may provide written notice to those manufacturers and vendors appearing on the appropriate list maintained by the district; and
- (2) The district will accept manufacturer and vendor applications to include products in the district's list of prequalified products up to 15 calendar days prior to the initial advertisement for bids or proposals for the type of product to be purchased, unless otherwise specified in the advertisement or in the district's written notice.

b. If the district denies an application for including a product on a list of prequalified products, the district shall promptly provide the applicant with a written notice of the denial and include the reason for denial. The applicant may submit a written appeal within 7 calendar days to the district business manager to request review and reconsideration of the denial.

**Findings of Fact**

a. There are occasions when the district needs to establish a list of prequalified products before it invites bids or proposals to furnish the products. The district may have a specific performance or design need, but it is impractical for the district to create a specification for the type of products to be purchased. An example is audiovisual equipment. There is a tremendous variety of audiovisual products offered in the market. The equipment technology is complex and constantly changing. It would be very burdensome and time consuming for the district to generate nonbrand name, generic performance specifications for such equipment every time it wants to make a purchase.

Also, competition would be poorly served because bidders and proposers would not know in advance whether their offered product would meet the general specification substantially enough to be considered a responsive offer. The decision to make an award would be slow, because each product offered would have to be analyzed against the district's specification. Slowdown in the award process affects both bidders, who are asked to hold their bids open until award is made, and district programs, because staff are not able to order the equipment they need until the contract is awarded.

In this case, it might be more cost effective and efficient for the district to prequalify products and establish a list of approved products before invitations to bid are sent out. The prequalification process can be done some time before the need for a new contract. Once the prequalified product list is established, the bidding and contract award process can go quickly and smoothly.

- b. A second occasion when prequalification of products will be useful is when the specific design or performance specifications for a product are so exacting that the district must have time to carefully consider what is offered in the market that may or may not meet the specifications and, if necessary, reconsider its options before issuing an invitation to bid.
- c. This rule sets out a process of prequalification which requires the use of advertisement or other appropriate means to notify vendors of competing products of their opportunity to submit items for prequalification. The district maintains vendor mailing lists which are open to all interested vendors. The district uses these lists routinely to notify vendors of its intentions to prequalify products or to invite bids on products.
- d. This includes a 15-day time limit between the closure of a prequalification list and a related invitation to bid. This time factor ensures that vendors have a reasonable time to apply to include their products on a prequalified product list.
- e. Subsection b., of this rule provides vendors with an appeal process to follow if their application for prequalification is denied.

### **Conclusion of Compliance with Law**

Where prequalification of products is appropriate, it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or diminish competition for such contracts. There are several safeguards in the rule to prevent this, including notice, advertising, time and appeal process requirements to ensure that vendors are given a fair and open opportunity to participate in the prequalification process.

The prequalification of products process is a time-consuming effort for the district. It is not a shortcut procurement method. The district would use this method only after balancing cost-saving considerations, such as the ability of the district to create or generate nonbrand name generic specifications for types of products or the need for lengthy product evaluation prior to contract award. If the prequalification method is chosen, it will result in a cost savings to the district because the normal method of product selection is too cumbersome and costly to pursue, or otherwise substantially promote the public interest.

### **7. Requirements Contracts (Blanket Purchase Orders, Price Agreements)<sup>1</sup>**

- a. The business manager, on behalf of the district, may establish requirements contracts for the purposes of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, combining district requirements for volume discounts, standardization among schools and departments and reducing lead time for ordering.

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<sup>1</sup> The Oregon Procurement Information Network (ORPIN) allows authorized members to utilize the state's price agreement/contracts to purchase goods and services. Authorized ORCPP members can legally attach to a state price agreement and forego the competitive bid process. Access to hundreds of competitive price contracts for a wide variety of goods and services: vehicles, computers, furniture, copiers, fax machines, travel, pharmaceuticals, office products, etc., is available. Counties, cities, schools, municipalities or their public corporate entities having local governing authority, a United States governmental agency or American Indian tribe or agency are eligible to participate.

- b. The district may enter into a requirements contract (also known as a blanket purchase order or price agreement) whereby it is agreed to purchase goods or services for an anticipated need at a predetermined price or price discount from a price list, provided the contract is led by a competitive procurement process pursuant to the requirements of the public contracting code and these rules.
- c. Once a requirements contract is established, schools and departments may purchase the goods and services from the awarded contractor without first undertaking additional competitive solicitation.
- d. Schools and departments shall use requirements contracts established by the district, unless otherwise specified in the contract, allowed by law or these rules or specifically authorized by the superintendent or designee.
- e. Under the authority of ORS 279A.025 and 279B.085, the district may use the requirements contract entered into by another Oregon public agency when:
  - (1) The original contract met the requirements of public contracting code; and
  - (2) The original contract allows other public agency usage of the contract; and
  - (3) The original public contracting agency concurs and this is documented by a written interagency agreement between the district and the agency.
- f. The term of any district requirements contract, including renewals, shall not exceed five years unless otherwise permitted under the public contracting code.

### Findings of Fact

- a. This rule permits the district to enter into requirements contracts, in which the vendor agrees to provide specified goods and services over the term of the contract at the bid price or discount rate. A requirements contract is useful when the purchase of the goods or services are routine and repetitive. For example, school, office, custodial and facilities maintenance supplies are customarily purchased through requirements contracts.
- b. Requirements contracts are a common method of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, obtaining volume discounts, standardizing usage among schools and departments and reducing lead time for ordering.
- c. The district establishes requirements contracts as a result of open competitive bidding or RFP processes, unless otherwise permitted under the public contracting code.
- d. The district limits the term of requirements contracts, including all renewal options, to a maximum of five years before competitive rebidding must be done, unless otherwise permitted under the public contracting code.
- e. The district may use the requirements contracts established by other public agencies, subject to certain conditions of state law, Board policy and administrative regulation.

### Conclusion of Compliance with Law

It is unlikely that this special procurement will result in favoritism in the awarding of public contracts or diminish competition for such contracts. The district will only enter into requirements contracts which result from open competitive bidding processes. This condition applies also to the use of requirements contracts established by other public contracting agencies.

The awarding of district requirements contracts will result in a cost savings to the district, or otherwise substantially promote the public interest. It would be costly and inefficient to make routine, repetitive

purchases of goods and services through individual transactions. Also, the guaranteed volume of a requirements contract allows the district to get better prices from bidders.

8. **Used Personal Property or Equipment, Purchase<sup>2</sup>**

- a. Subject to the provisions of this rule, the district may purchase used property or equipment without obtaining competitive bids or quotes, if the district has determined that the purchase will result in cost savings to the district and will not diminish competition or encourage favoritism. “Used personal property or equipment” is property or equipment which has been placed in its intended use by a previous owner or user for a period of time recognized in the relevant trade or industry as qualifying the personal property or equipment as “used” at the time of district purchase. Used personal property or equipment generally does not include property or equipment if the district was the previous user, whether under a lease, as part of a demonstration, trial or pilot project or similar arrangement.
- b. For purchases of used personal property or equipment costing less than or equal to \$150,000, the district shall, where feasible, obtain three competitive quotes unless the district has determined and documented that a purchase without obtaining competitive quotes will result in cost savings to the district and will not diminish competition or encourage favoritism.
- c. For purchases of used personal property or equipment totaling \$150,000 or more, the district shall attempt to obtain three competitive quotes. The district will keep a written record of the source and amount of quotes received. If three quotes are not available, a written record must be made of the attempt to obtain quotes.

**Findings of Fact**

- a. The district is responsible to manage expenditures in the best interests of the public. Cost savings can be achieved through the procurement of used property and equipment. The district purchases used property and equipment when it meets the district’s needs and is cost effective. Considerations include type, quality, quantity and estimated useful life of the used item.
- b. Used equipment and property becomes available sporadically and without notice. Used equipment and property is generally sold on a first-come, first-served basis. When used property or equipment does become available, the district must be able to respond immediately in order to obtain the property or equipment.
- c. Some types of property or equipment may not be readily available in the new goods market. The district may have to look for used items to fill the need.
- d. Competition to provide used property and equipment may be very limited and inconsistent, depending on the type of product.
- e. The district maintains vendor lists which include information on whether a vendor provides used property or equipment. These lists are open to all vendors.

**Conclusion of Compliance with Law**

It is unlikely that this special procurement will encourage favoritism in the award of public contracts or substantially diminish competition for such contracts. The purchase of used property or equipment depends on an inconsistent, sporadic market. When a used item is available, there is often little

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<sup>2</sup> When contracting with another governmental entity, a district has a statutory exception under ORS 279A.025. The district may purchase state/federal surplus property through the Department of Administrative Services, State Services Division for Surplus Property. For more information on this program, contact DAS at 503-378-4714.

competition available. Sources for used items of the type, quality and quantity required by the district are inconsistent. This rule requires the district to attempt to obtain and document quotes as appropriate to the dollar amount of the purchase. If the anticipated purchase is over \$150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. The cost of used equipment or property is generally substantially less than that of new. Savings of 20 percent to 50 percent are not uncommon. Used equipment can provide good value to the district and help ensure the continuation of district services and programs.

## 9. Information Technology Contracts

The district may enter into a contract to acquire information technology hardware and software without competitive bidding subject to the following conditions:

- a. If the contract amount does not exceed \$150,000, the district shall attempt to obtain three competitive quotes pursuant to the rules governing Intermediate Procurements. The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.
- b. If the contract amount exceeds \$150,000, the district shall determine and use the best procurement method, pursuant to the public contracting code and these rules, and shall solicit written proposals in accordance with the requirements of the *Attorney General's Model Public Contract Rules*. The district shall document the evaluation and award process, which will be part of the public record justifying the award;
- c. If the amount of the contract is estimated to exceed \$150,000, the district shall provide proposers an opportunity to review the evaluation of their proposals before final selection is made.

## Findings of Fact

- a. Rapid changes in technology make it necessary for the district to be able to purchase needed computer equipment quickly.
- b. Pricing for high-technology equipment also changes rapidly. It is frequently possible to take advantage of frequent price changes in the marketplace in the purchase of computer equipment.
- c. There is generally sufficient competition among vendors of information technology hardware and software for district business.
- d. The district will follow rules governing special procurements and obtain at least three informally solicited quotes for purchases less than or equal to \$150,000.
- e. If the district requires a brand name or sole source product, the district will follow its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements, to procure it.

## Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the award of district contracts or substantially diminish competition for district contracts. The purchase of information technology hardware

and software will be made in accordance with other competitive bidding rules contained in this administrative regulation. If the anticipated purchase is over \$150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of information technology hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur.

#### 10. Telecommunications Systems – Hardware and Software Contracts

- a. The district may enter into a contract to acquire telecommunications system hardware and software, without competitive bidding, subject to the following conditions:
  - (1) If the contract amount does not exceed \$150,000, the district shall attempt to obtain three competitive quotes pursuant to the rules governing Intermediate Procurements. The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.
  - (2) If the contract amount exceeds \$150,000, the district shall determine and use the best procurement method, pursuant to the public contracting code and these rules and shall solicit written proposals in accordance with the requirements of Chapter 137, Divisions 047 and 049 of the *Attorney General's Model Public Contract Rules*. The district shall document the evaluation and award process, which will be part of the public record justifying the award.
- b. The telecommunications solicitation authorized in subsection 10.a.(1) of these rules shall:
  - (1) State the contractual requirements in the solicitation document;
  - (2) State the evaluation criteria to be applied in awarding the contract and the role of any evaluation committee. Criteria that would be used to identify the proposal that best meets the district's needs may include, but are not limited to, cost, quality, service and support, compatibility, product or system reliability, vendor viability and financial stability, operating efficiency and expansion potential;
  - (3) State the provisions made for bidders or proposers to comment on any specifications which they feel limit competition.

#### Findings of Fact

- a. Rapid changes in technology make it necessary for the district to be able to purchase needed telecommunications hardware and software quickly.
- b. Since deregulation, there is generally adequate competition among vendors of telecommunication hardware and software to allow the district to make competitive purchases.
- c. Pricing for telecommunications hardware and software also changes frequently. It is important for the district to take advantage of price competition in the marketplace.
- d. The district will follow procedures governing special procurements and document reasonable efforts to obtain at least three informally solicited quotes for purchases over \$10,000 but less than or equal to \$150,000.

- e. If a purchase of telecommunications hardware or software is expected to cost more than \$150,000, the district will use a formal competitive bidding or proposal process in accordance with these rules and the *Attorney General's Model Public Contract Rules*.

**D**f. There are also times when the district needs to purchase specific items that are compatible with current equipment. On these occasions, the district will follow its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements, to make the purchase.

### Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. The purchase of telecommunications hardware and software will be made in accordance with other competitive bidding rules herein. If the anticipated purchase is over \$150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of telecommunications hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur.

### 11. Telecommunications Services

- a. The district shall secure the most competitive, cost-effective telecommunications services of the quality needed to meet all service performance requirements while minimizing administrative and service delivery costs. The district will use routine purchasing procedures whenever possible, but if necessary, the district can consider alternative procurement methods in accordance with this rule.

The district will generally follow the normal competitive procurement processes in obtaining telecommunications services. This process will only be used if necessary where there is a lack of sufficient competition to furnish needed services.

- b. In determining the appropriate procurement method for telecommunications services, the district shall comply with the requirements of ORS 291.038 and determine whether competition exists. In determining whether competition exists, the district may consider the following factors:
  - (1) The extent to which alternative providers exist in the relevant geographic and service market; the greater area of Klamath County;
  - (2) The extent to which alternative services offered are comparable or substitutable in technology, service provided and performance. For example, if the district requires digital services, analog services are not comparable or substitutable. If the district requires fiber optic technology, then copper, microwave or satellite transmission technology may not be comparable or substitutable;
  - (3) The extent to which alternative providers can respond to the district's interest in consistency and continuity of services throughout its service area, volume discounts, equitable service for all users, centralized management and limiting district liability. For example, to be considered as the district's long-distance service provider, any long-distance service vendor must be able to meet, support and interface with the district's

centralized automated billing requirements. The district must document for the record its findings on these factors or any other factors used in determining whether competition exists. In developing its findings, the district may solicit the information either through informal telephone or written contacts or through a formal solicitation such as an RFP.

- c. If the district determines that competition does not exist in the area for the relevant service, the district may proceed to secure the service on a sole source basis, as described in the district's rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements.

### Findings of Fact

- a. Since deregulation, there is generally adequate competition among vendors of telecommunication services to allow the district to make competitive procurements.
- b. Since there is competition, price competition exists in the marketplace. It is important for the district to take advantage of existing competition.
- c. The district will follow its rules governing special procurements and document reasonable efforts to obtain at least three informally solicited quotes for purchases less than or equal to \$150,000. The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.
- d. If a purchase of service is expected to cost more than \$150,000, the district will use a formal competitive bidding or proposal process in accordance with these rules and the *Attorney General's Model Public Contract Rules*.
- e. There may be occasions where there is limited competition that can furnish telecommunications services of the quality and extent required by district operations. In such instances, the district will follow this rule and also its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements, to procure needed services from the sole source.

### Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Routinely, the purchase of telecommunications services will be made in accordance with other competitive bidding rules contained in this administrative regulation. If the anticipated purchase is over \$150,000, the district will advertise its need, issue a written solicitation document and invite written bids or proposals to be furnished in response.

There may be circumstances, however, where sufficient competition does not exist in the relevant geographic and service market area. In such cases, the district will follow this rule in determining whether sufficient competition exists to make a competitive procurement.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of telecommunications hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur. The rule also states the steps to be taken to document situations where sufficient competition may not exist and a sole source purchase needs to be made.

## 12. Hazardous Material Removal; Oil Cleanup

- D** a. The district may enter into public contracts without competitive bidding, regardless of dollar amount, when ordered to clean up oil or hazardous waste pursuant to the authority granted to the Oregon Department of Environmental Quality (DEQ) under ORS Chapter 466, especially ORS 466.605 through 466.680. In exercising its authority under this exemption, the district shall:
- (1) To the extent reasonable under the circumstances, encourage competition by attempting to make informal solicitations or to obtain informal quotes from potential suppliers of goods and services;
  - (2) Make written findings describing the circumstances that require the cleanup or maintain a copy of the DEQ order for the cleanup;
  - (3) Record the measures taken under a.1. of this rule to encourage competition, the amount of the quotes or proposals obtained, if any, and the reason for selecting the contractor to whom award is made.
- b. The district shall not contract pursuant to this special procurement in the absence of an order from the DEQ to clean up a site which includes a time limit that would not allow the district to hire a contractor under normal competitive bidding procedures. Goods and services to perform other hazardous material removal or cleanup will be purchased in accordance with normal competitive bidding procedures as described in Board policy with this administrative regulation.

### Findings of Fact

- a. When the DEQ orders a public agency to remove or clean up hazardous material or oil, the public agency must respond within a very short time, which is stated in the DEQ order. This time period does not generally allow the agency to take the time necessary to solicit written bids or proposals for the work to be performed. The district would be liable for any delay in responding to DEQ orders to perform hazardous material removal or cleanup.
- b. This exemption will not be used in those situations where there is no DEQ order to remedy the situation. Routine competitive procurement methods will be used where there is no DEQ order to act immediately. The district maintains open lists of vendors who are interested in providing hazardous material removal and cleanup services. Whenever it needs hazardous material removal or disposal, the district makes use of these lists to solicit quotes, bids or proposals as needed, in addition to advertising the procurement as required.
- c. Cost savings are achieved through this exemption because the district can be liable for DEQ penalties and fines if it does not timely remove hazardous materials or oil as ordered. There is also serious risk in these situations that property damage or personal injury could result if the district is slow to act.

### Conclusions of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts as required by ORS 279B.085 (3)(a). If it is under DEQ order to act immediately, the district will still attempt to obtain competitive quotes for the work to be performed as it has the ability and time to do so. Unless the district is faced with the quasi-emergency

situation of a DEQ order to remove or clean up hazardous waste or oil, it will follow normal competitive procedures to obtain these services.

The award of public contracts pursuant to this special procurement will result in a cost savings to the district in these situation, as required by ORS 279B.085 (3)(b), because the district must comply with the law and avoid and minimize risk to persons and property. Where possible, it will seek competitive quotes for the work to be performed and will award the contract to the lowest, responsive and responsible bidder.

### 13. Renegotiation of Existing Contracts with Incumbent Contractors

- a. The district may amend or renegotiate contracts with existing vendors, service providers or other parties subject to the limitations of this rule.
- b. The district has determined that value engineering, specialized expertise required, public safety, and technical complexity generally do not apply to this special procurement procedure.
- c. The renegotiated contract falls within a current special procurement procedure, but if not the LCRB must approve a separate special procurement.
- d. The district may renegotiate certain terms, but they must not unreasonably alter the scope of the original contract.

### Findings of Fact

- a. The LCRB may amend contracts when it is in the best interest of the district. The superintendent and/or other designee, acting on behalf of the LCRB, may renegotiate certain provisions, including:

- (1) Price;
- (2) Term;
- (3) Delivery and shipping;
- (4) Order size;
- (5) Substitution;
- (6) Warranties;
- (7) Online ordering systems;
- (8) Price adjustments;
- (9) Product availability;
- (10) Product quality; or
- (11) Reporting requirements;
- (12) Discounts.

Any contract amendment will be supported by legal consideration when necessary to validate the amended provision.

- b. The amended terms must be within a reasonable scope of the original contract, but not fundamentally alter the agreement or nature of goods or services. Districts may, however, request functionally equivalent substitutes for goods or services in the original contract.
- c. The contract as a whole must be more favorable to the individual needs of the district to justify renegotiation. Cost may be a factor in determining what is a favorable change to the original contract, but the district may use factors other than cost that demonstrate that the amended contract is more favorable to the unique needs of the district.

## Conclusion of Compliance with Law

This special procurement will not encourage favoritism or substantially diminish competition in awarding public contracts because it already exists as a contract awarded in compliance with the district's special procurement and public contracting code.

The awarding of contracts under this special procurement will result in cost savings to the district when it need to renew its original contract with vendors, service providers or other parties, or otherwise substantially promote the public interest.

### ***EXEMPTIONS FROM COMPETITIVE BIDDING***

All public contracts shall be based upon competitive bids or proposals, except the following:

1. Contracts which have been specifically exempted under ORS 279A.025 and 279C.335; and
2. Contracts covered by the class exemptions in the following set of rules developed pursuant to ORS 279C.335 (2) and (5) and based on Oregon Administrative Rules, Chapter 137, Divisions 46 through 49.

The Board, acting as the LCRB for the district, has made the findings required by ORS 279C.330, ORS 279C.335 and ORS 279C.345 and determined that awarding a contract under this exemption is unlikely to encourage favoritism or substantially diminish competition for the public contract and will likely result in a substantial cost savings and other substantial benefits to the district.

In approving a finding under this section, the local contract review board shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:

1. How many persons are available to bid;
2. The construction budget and the projected operating costs for the completed public improvements;
3. Public benefits that may result from granting the exemption;
4. Whether value engineering techniques may decrease the cost of the public improvement;
5. The cost and availability of specialized expertise that is necessary for the public improvement;
6. Any likely increases in public safety;
7. Whether granting the exemption may reduce risks to the district or the public that are related to the public improvement;
8. Whether granting the exemption will affect the sources of funding for the public improvement;
9. Whether granting the exemption will better enable the district to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;

10. Whether granting the exemption will better enable the district to address the size and technical complexity of the public improvement;
11. Whether the public improvements involves new construction or renovates or remodels an existing structure;
12. Whether the public improvement will be occupied or unoccupied during construction;
13. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
14. Whether the district has or has retained under contract, and will use district personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the district will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

Only these findings are required for each class or individual contract exemption, unless the LCRB specifically excludes a finding or includes an additional finding.

Promulgation of these exemptions can only occur after public notification and a public hearing to receive testimony pertaining to the draft exemptions and findings, pursuant to ORS 279C.335.

1. Brand Names or Products, “Or Equal,” Single Seller and Sole Source
  - a. The district may purchase brand names or products from a single seller or sole source without competitive bidding subject to the limitations of this rule.
  - b. The district has determined that value engineering, specialized expertise required, public safety, and technical complexity generally do not apply to this exemption.
  - c. Solicitation specifications for public contracts of the district shall not expressly or implicitly require any product of any particular manufacturer or seller except as expressly authorized in subsections d. and e. of this rule.
  - d. The district may specify a particular brand name, make or product suffixed by “or equal,” “or approved equal,” “or equivalent,” “or approved equivalent” or similar language if there is no other practical method of specification after documenting the procurement file with the following:
    - (1) A brief description of the solicitation(s) to be covered, including contemplated future purchases;
    - (2) Description of the brand name, mark or product to be specified; and
    - (3) A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the district based on one or more of the following written determinations:
      - (a) The use of the brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; or
      - (b) Specification of the brand name, mark or product would result in substantial cost savings to the district; or

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- (c) There is only one manufacturer or seller of the product of the quality, performance or functionality required; or
  - (d) The efficient utilization of existing goods requires the acquisition of compatible goods and services.
- (4) The district shall make reasonable effort to notify all known suppliers of the specified product and invite such vendors to submit competitive bids or proposals.
- e. The district may purchase a particular product or service available from only one source, after documenting the procurement file with the district's findings of current market research to support the determination that the product is available from only one seller or source. The district's findings shall include:
- (1) A brief description of the contract or contracts to be covered, including contemplated future purchases;
  - (2) Description of the product or service to be purchased; and
  - (3) The reasons the district is seeking this procurement method, which shall include any of the following:
    - (a) That the efficient utilization of existing equipment, or supplies or services requires the acquisition of compatible equipment, supplies or services; or
    - (b) That the goods or services required for the exchange of software or data with other public or private agencies are available for only one source; or
    - (c) That the goods or services are for use in a pilot or an experimental project; or
    - (d) Other findings that support the conclusion that the goods or services are available from only one source.
  - (4) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.
- f. The district may specify a product or service available from only one manufacturer but available through multiple sellers, after documenting the procurement file with the following information:
- (1) If the total purchase is over \$10,000 but does not exceed \$100,000, and a comparable product or service is not available under an existing state cooperative purchasing contract, competitive quotes shall be obtained by the district and retained in the procurement file;
  - (2) If the amount of the purchase exceeds \$100,000, the product or service shall be obtained through competitive bidding unless a specific exemption is granted by the LCRB.
- g. If the district intends to make several purchases of the product of a particular manufacturer or seller for a period not to exceed five years, the district will so state in the solicitation file and in the solicitation document, if any. Such documentation shall be sufficient notice as to subsequent purchases. If the total purchase amount is estimated to exceed \$100,000, this shall be stated in the advertisement for bids or proposals.

## Findings of Fact/Conclusion of Compliance with Law

It is unlikely that this process will encourage favoritism in the award of public contracts or substantially diminish competition for such contracts, as required by ORS 279C.335 (2)(a).

This class exemption applies only to contracts under a limited dollar amount, and then, only after efforts to obtain competitive quotes are made, or other methods have been employed to ensure that competitive means are used if available. The district maintains open lists from which vendors are contracted for quotations. In addition, as required by ORS 279C.335 (2)(b) award of a public contract subject to the above described exemption should likely result in substantial cost savings or other substantial benefits to the district by virtue of the ability to reduce solicitation costs when it is known that comparable products are not available, or when specifying another product solely to meet a competition requirement might lead to lower initial cost but longer lifetime cost.

### 2. Product Prequalification

- a. When specific design or performance specifications must be met or such specifications are impractical to create or reproduce for a type of product to be purchased, the district may specify a list of approved or qualified products by reference to the prequalified product(s) of particular manufacturers or vendors in accordance with the following product prequalification procedure:
  - (1) The district will make reasonable efforts to notify all known manufacturers and vendors of competing products of the district's intent to compile a list of prequalified products. The notice will explain the opportunity manufacturers and vendors of competing products will have to apply to have their product(s) included on the district's list of prequalified products. At its discretion, the district may provide notice by advertisement in a trade paper of general statewide circulation or other appropriate trade publication; or instead of advertising, the district may provide written notice to those manufacturers and vendors appearing on the appropriate list maintained by the district; and
  - (2) The district will accept manufacturer and vendor applications to include products in the district's list of prequalified products up to 15 calendar days prior to the initial advertisement for bids or proposals for the type of product to be purchased, unless otherwise specified in the advertisement or in the district's written notice.
- b. The district has determined that special expertise required, generally, does not apply to this rule.
- c. If the district denies an application for inclusion of a product on its list of prequalified products, the district shall promptly provide the applicant with a written notice of the denial and include the reason for denial. The applicant may submit a written appeal within seven calendar days to the district business manager to request review and reconsideration of the denial.

### Findings of Fact

- a. There are occasions when the district needs to establish a list of prequalified products before it invites bids or proposals to furnish the products. The district may have a specific performance or design need, but it is impractical for the district to create a specification for the type of products to be purchased. An example is audiovisual equipment. There is a tremendous variety

of audiovisual products offered in the market. The equipment technology is complex and constantly changing. It would be very burdensome and time consuming for the district to generate nonbrand name, generic performance specifications for such equipment every time it wants to make a purchase.

Also, competition would be poorly served because bidders and proposers would not know in advance whether their offered product would meet the general specification substantially enough to be considered a responsive offer. The decision to make an award would be slow, because each product offered would have to be analyzed against the district's specification. Slowdown in the award process affects both bidders, who are asked to hold their bids open until award is made, and district programs, because staff are not able to order the equipment they need until the contract is awarded.

In this case, it might be more cost effective and efficient for the district to prequalify products and establish a list of approved products before invitations to bid are sent out. The prequalification process can be done some time before the need for a new contract. Once the prequalified product list is established, the bidding and contract award process can go quickly and smoothly.

- b. A second occasion when prequalification of products will be useful is when the specific design or performance specifications for a product are so exacting that the district must have time to carefully consider what is offered in the market that may or may not meet the specifications and, if necessary, reconsider its options before issuing an invitation to bid.
- c. This rule sets out a process of prequalification which requires the use of advertisement or other appropriate means to notify vendors of competing products of their opportunity to submit items for prequalification. The district maintains vendor mailing lists which are open to all interested vendors. The district uses these lists routinely to notify vendors of its intentions to prequalify products or to invite bids on products.
- d. This includes a 15-day time limit between the closure of a prequalification list and a related invitation to bid. This time factor ensures that vendors have a reasonable time to apply to include their products on a prequalified product list.
- e. Subsection c. of this rule provides vendors with an appeal process to follow if their application for prequalification is denied.

### **Conclusion of Compliance with Law**

Where prequalification of products is appropriate, it is unlikely that this exemption will encourage favoritism in the awarding of public contracts or diminish competition for such contracts as required by ORS 279C.335 (2)(a). There are several safeguards in the rule to prevent this, including notice, advertising, time and appeal process requirements to ensure that vendors are given a fair and open opportunity to participate in the prequalification process.

The prequalification of products process is a time-consuming effort for the district. It is not a shortcut procurement method. The district would use this method only after balancing cost-saving considerations, such as the ability of the district to create or generate nonbrand name generic specifications for types of products or the need for lengthy product evaluation prior to contract award. If the prequalification method is chosen, it will likely result in a substantial cost savings and other substantial benefits to the district as required by ORS 279C.335 (2)(b) because the normal method of product selection is too cumbersome and costly to pursue.

### 3. Requirements Contracts (Blanket Purchase Orders, Price)<sup>33</sup>

- a. The business manager, on behalf of the district, may establish requirements contracts for the purposes of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, combining district requirements for volume discounts, standardization among schools and departments and reducing lead time for ordering.
- b. The district has determined that value engineering, specialized expertise required and technical complexity generally, do not apply to this rule.
- c. The district may enter into a requirements contract (also known as a blanket purchase order or price agreement) whereby it is agreed to purchase goods or services for an anticipated need at a predetermined price or price discount from a price list, provided the contract is let by a competitive procurement process pursuant to the requirements of the public contracting code and these rules.
- d. Once a requirements contract is established, schools and departments may purchase the goods and services from the awarded contractor without first undertaking additional competitive solicitation.
- e. Schools and departments shall use requirements contracts established by the district, unless otherwise specified in the contract, allowed by law or these rules or specifically authorized by the superintendent or designee.
- f. Under the authority of ORS 279A.025 and 279C.335, the district may use the requirements contract entered into by another Oregon public agency when:
  - (1) The original contract met the requirements of the public contracting code; and
  - (2) The original contract allows other public agency usage of the contract; and
  - (3) The original public contracting agency concurs and this is documented by a written interagency agreement between the district and the agency.
- g. The term of any district requirements contract, including renewals, shall not exceed five years unless otherwise exempted pursuant to ORS 279C.335.

#### Findings of Fact

- a. This rule permits the district to enter into requirements contracts, in which the vendor agrees to provide specified goods and services over the term of the contract at the bid price or discount rate. A requirements contract is useful when the purchase of the goods or services are routine and repetitive. For example, school, building, office, custodial and facilities maintenance supplies are customarily purchased through requirements contracts.
- b. Requirements contracts are a common method of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, obtaining volume discounts, standardizing usage among schools, buildings and departments and reducing lead time for ordering.
- c. The district establishes requirements contracts as a result of open competitive bidding or RFP processes, unless otherwise exempted.

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<sup>33</sup> The Oregon Procurement Information Network (ORPIN) allows authorized members to utilize the state's price agreement/contracts to purchase goods and services. Authorized ORCPP members can legally attach to a state price agreement and forego the competitive bid process. Access to hundreds of competitive price contracts for a wide variety of goods and services: vehicles, computers, furniture, copiers, fax machines, travel, pharmaceuticals, office products, etc., is available.

- d. d. The district limits the term of requirements contracts, including all renewal options, to a maximum of five years before competitive rebidding must be done, unless otherwise exempted.
- e. The district may use the requirements contracts established by other public agencies, subject to certain conditions of state law, Board policy and administrative regulation.

**Conclusion of Compliance with Law**

It is unlikely that this exemption will result in favoritism in the awarding of public contracts or diminish competition for such contracts, as required by ORS 279C.335 (2)(a). The district will only enter into requirements contracts which result from open competitive bidding processes. This condition applies also to the use of requirements contracts established by other public contracting agencies.

The awarding of district requirements contracts will likely result in a substantial cost savings and other substantial benefits to the district, as required by ORS 279C.335 (2)(b). It would be costly and inefficient to make routine, repetitive purchases of goods and services through individual transactions. Also, the guaranteed volume of a requirements contract allows the district to get better prices from bidders.

4. Waiver of Bid Security Requirements (Public Improvement Contracts under \$100,000)

The LCRB may, at its discretion, waive the bid security requirements of ORS 279C.390, if the amount of the contract for the public improvement is less than \$100,000. Although the bid security requirements of ORS 279C.390 are waived for public improvement contracts under \$100,000, the district may impose a bid or quote security requirements for projects under \$100,000, when deemed to be in the best interest of the district.

**Findings of Fact/Conclusion of Compliance with Law**

This rule allows the LCRB to waive bid security requirements for certain public improvement contracts. Waiver of the bid security is provided for by statute without a requirement for findings.

5. Waiver of Performance and Payment Security Requirements (Public Improvement Contracts under \$100,000)

The LCRB may, at its discretion, waive the performance/payment security requirements of ORS 279C.390 if the amount of the contract for the public improvement is less than \$100,000. Although the performance/payment security requirements of ORS 279C.390 are waived for public improvement contracts less than \$100,00, the district may impose a performance/payment security requirement for projects less than \$100,00 when deemed to be in the best interest of the district.

**Findings of Fact/Conclusion of Compliance with Law**

This rule allows the LCRB to waive performance/payment security requirements for certain public improvement contracts. Waiver of the performance/payment security is provided for by statute without a requirement for findings.

6. Projects with Complex Systems or Components

- a. For contracts for public improvements with significant components that are inherently complex and are also complex to procure through competitive bid, the district may, at its discretion, use RFP competitive procurement methods subject to the conditions described in ORS 279C.400 and conditions enumerated in this exemption.
- b. Definitions. For purposes of this exemption only: “Complex Systems” are defined as those systems which incorporate the procurement of materials or other components which are difficult, if not impossible, to create in an “equal” specifications basis for competitive bid. Examples of such systems include but are not limited to, contracts for supplying and installing computerized controls for building heating, venting, air conditioning systems; and contracts for artificial surface outdoor multipurpose athletic fields. “Significant” is intended to mean something more than de minimus, but not necessarily the majority of the project as determined by cost.

### **Finding of Fact/Conclusion of Compliance with the Law**

It is unlikely that this exemption will encourage favoritism in the awarding of the public contracts or substantially diminish competition for such contracts as required by ORS 279C.335 (2)(a). Contracts for public improvements occasionally incorporate the procurement of systems, materials, or other components (complex systems) for which it is extremely difficult to design bid specifications. In these situations, utilization of an RFP process where each of the systems can be evaluated utilizing a number of factors, in addition to price, will likely result in substantial costs savings and other substantial benefits to the district as required by ORS 279C.335 (2)(b).

ORS 279C.400 enumerates how RFP’s are to be used if authorized by the LCRB. This criteria, ensures that competitive means will be used and selection will be fair and impartial. As a result, it is unlikely that this process will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts as required by ORS 279C.335 (2)(a). The awarding of contracts pursuant to this process will result in optimal value to the district based on selection by the district of the best competitive proposal that meets the stated evaluative criteria.

This class exemption is intended to be used for the types of procurements describe in the findings, where the specific system, materials or components represent a significant portion of the project. This class exemption is not intended to be used for construction manager/general contractor (CM/GC) projects or other methods of alternative procurement unless these projects meet the requirements of this class exemption. The CM/GC and others, not meeting the requirements of this class exemption, may still be procured by RFP, provided that a project or contract specific exemption is promulgated by the LCRB.

Corrected 9/15/25

# Klamath Falls City Schools

Code: DJC-AR  
Revised/Reviewed:

## Exemptions from Competitive Bidding and Special Procurements (Version 2)

{This optional administrative regulation is intended to provide guidance for the district in preparing a request for special procurement to the Local Contract Review Board (LCRB). This administrative regulation is not intended as procurement rules in place of the *Attorney General's Model Public Contracting Rules* or rules adopted by the LCRB.}

All public contracts shall be based upon competitive bids or proposals, except the following:

1. Contracts below threshold levels in accordance with ORS 279B.065 (small procurements for goods and services), 279B.070 (intermediate procurements for goods and services) and 279C.412 (intermediate procurements for public improvements);
2. Special procurements for goods and services in accordance with ORS 279B.085 and OAR 137-047-0285;<sup>1</sup>
3. Contracts which have been exempted under ORS 279A.025 and 279C.335; and
4. Any other contract exempted by law.

### SPECIAL PROCUREMENTS FOR GOODS AND SERVICES

To proceed with a special procurement, the district shall submit a written request to the Board, acting as the Local Contract Review Board (LCRB). This request shall describe the contracting procedure, the goods and services or class of goods and services that are the subject of the special procurement, and circumstances that justify the use of a special procurement.

The special procurement must be unlikely to encourage favoritism in the awarding of a public contract or to substantially diminish competition for public contracts; and (A) must be reasonably expected to result in substantial cost savings to the district or to the public; or (B) must substantially promote the public interest in a matter that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065, 279B.070 or any related rules.

After LCRB approval, the district may proceed with a special procurement. Public notice of the approval of a special procurement must be given in the same manner as provided in ORS 279B.055(4). If the district intends to award a contract through special procurements that calls for competition among prospective contractors, the district shall award the contract to the contractor it determines to be most advantageous to the district.

When the LCRB approves a class special procurement the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for a special procurement.

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<sup>1</sup> Procurement law for goods and services uses the term "special procurement." Procurement law for public improvement contracts does not use the term "special procurement," but a comparable exemption is allowed under ORS 279C.335.

The following are additional considerations and requirements for specific types of special procurements. The request submitted to the LCRB should address these provisions and satisfy any requirements.

### **Brand Names or Equal<sup>2</sup>**

1. “Brand name or equal specification” means a specification that uses one or more manufacturers’ names, makes, catalog numbers or similar identifying characteristics needed to meet the district’s requirements and that authorizes bidders or proposers to offer goods or services that are equivalent or superior to those named or described in the specification.
2. “Brand name specification” means a specification limited to one or more products, brand names, makes, manufacturer’s names, catalog numbers or similar identifying characteristics.”
3. “Specification” means any description of the physical or functional characteristics of, or of the nature of, goods or services to be procured by a contracting agency.<sup>3</sup>

A brand name or equal specification may be used when the use of a brand name or equal specification is advantageous to the district because the brand name describes the standard of quality, performance, functionality and other characteristics of the product needed by the district. The district is entitled to determine what constitutes a product that is equal or superior to the product specified, and any such determination is final. Nothing in the law or this administrative regulation may be construed as prohibiting the district from specifying one or more comparable products as examples of the quality, performance, functionality or other characteristics of the product needed by the contracting agency.

A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the district based on one or more of the following written determinations:

1. That use of the brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts;
2. That use of a brand name specification would result in substantial cost savings to the contracting agency;
3. That there is only one manufacturer or seller of the product of the quality, performance or functionality required; or
4. That efficient utilization of existing goods requires the acquisition of compatible goods or services.

### **Advertising Contracts, Purchase of<sup>4</sup>**

The district traditionally purchases advertising in newspapers, however, the district may also purchase advertising in other media, such as radio, television or the internet. Advertising contracts may be procured without competitive procurement based on findings of:

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<sup>2</sup> For additional guidance, see OAR 125-247-0691.

<sup>3</sup> Specification may include a description of any requirement for inspecting, testing or preparing goods or services for delivery.

<sup>4</sup> See OAR 125-247-0288(5) for additional guidance.

1. Advertisements are placed in a particular source because of the specific audience that source serves;
2. Competition to furnish advertising space in daily newspapers of general, trade or business circulation in the vicinity of the district is limited;
3. Cost savings are difficult to quantify where the sources are unique and not interchangeable;
4. Advertisements may be placed to satisfy legal notice or Board policy requirements;
5. Other published advertisements or notices, such as routine public notices, personnel recruitment information, etc., are placed in one or more of the publications of general circulation in the local area and other publications, as appropriate;
6. The communities served by the district rely upon its use of the local daily newspaper as a central source of news and information regarding district activities; or
7. It is unknown whether contracts for advertisements placed with radio, television, the internet or other media are going to result in cost savings if not placed for competitive bid or request for proposal (RFP). If possible, savings could be obtained through competitive means, the district would attempt to obtain competitive quotes or bids, as appropriate.

### **Advertising Contracts, Sale of**

The district may sell advertising for district publications and activities, regardless of a dollar amount, without competitive bidding, including school newspapers, yearbooks, athletic programs, drama or music programs and the like.

Sales of advertising for student activities are generally other fund revenues, where student groups solicit advertisements from local businesses to help with the cost of the activity itself. A common example is the sale of advertising in school newspapers and yearbooks. The district itself would not achieve any increased revenue to the General Fund by seeking competitive bids or proposals for such advertising. This holds true for other student activities, such as athletics, drama or music events and the like.

### **Equipment Repair and Overhaul<sup>5</sup>**

The district may enter into a public contract for equipment repair or overhaul without competitive bidding when competitive procurement is not practical. This may include when service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing, or service or parts required are for sophisticated equipment for which specially trained personnel are required and such personnel are available from only one source. The district will use a competitive procedure to the extent practicable.

If the repair or overhaul qualifies as an emergency, the district may use emergency procurement procedures.

### **Copyrighted Materials**

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<sup>5</sup> For additional guidance, see OAR 127-247-0288(6).

Contracts for the procurement or distribution of textbooks are exempt from public procurement requirements. Purchase of copyrighted materials available from only one source may be procured through the sole source procedures. Requests for special procurement approval for the purchase of other copyrighted materials may be submitted to the LCRB with supporting information.

### **Used Personal Property or Equipment, Purchase<sup>6</sup>**

The district may purchase used property or equipment without obtaining competitive bids or quotes, if at the time of purchase, the LCRB has determined that the purchase will result in substantial cost savings to the district or promote the public interest and will unlikely diminish competition or encourage favoritism. “Used personal property or equipment” is property or equipment which has been placed in its intended use by a previous owner or user for a period of time recognized in the relevant trade or industry as qualifying the personal property or equipment as “used,” at the time of district purchase.

### **Information Technology and Telecommunication Contracts<sup>7</sup>**

The district may enter into a contract to acquire information technology hardware and software and services (including telecommunications) without competitive bidding if, the LCRB has determined that the purchase will result in substantial cost savings to the district or promote the public interest and will unlikely diminish competition or encourage favoritism.

### **Renegotiation of Existing Contracts with Incumbent Contractors**

The district may amend or renegotiate contracts with existing vendors, service providers or other parties in accordance with OAR 137-047-0800.

### **EXEMPTIONS FOR PUBLIC IMPROVEMENT CONTRACTS**

Oregon law<sup>8</sup> allows for exceptions to competitive bidding for public improvement contracts or classes of contracts when the LCRB approves findings that:

1. The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts; and
2. Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the district.

In approving a finding, the LCRB shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:

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<sup>6</sup> For additional guidance, see OAR 125-247-0288(10). When contracting with another governmental entity, a district has a statutory exception under ORS 279A.025. The district may purchase state/federal surplus property through the Department of Administrative Services, State Services Division for Surplus Property. For more information on this program, contact DAS at 503-378-4714.

<sup>7</sup> For additional guidance, see OAR 127-247-0185.

<sup>8</sup> See ORS 279C.335.

1. How many persons are available to bid;
2. The construction budget and the projected operating costs for the completed public improvement;
3. Public benefits that may result from granting the exemption;
4. Whether value engineering techniques may decrease the cost of the public improvement;
5. The cost and availability of specialized expertise that is necessary for the public improvement;
6. Any likely increases in public safety;
7. Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement;
8. Whether granting the exemption will affect the sources of funding for the public improvement;
9. Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;
10. Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement;
11. Whether the public improvement involves new construction or renovates or remodels an existing structure;
12. Whether the public improvement will be occupied or unoccupied during construction;
13. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
14. Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

In granting this exemption, the LCRB shall:

1. If appropriate, direct the use of alternative contracting methods that take account of market realities and modern practices and are consistent with the public policy of encouraging competition;
2. Require and approve or disapprove written findings by the district that support awarding a particular public improvement contract or a class of public improvement contracts, without the competitive bidding requirements. The findings must show that the exemption complies with the requirements outlined in this administrative regulation; and
3. If the procurement involves construction manager/general contractor services, require the district conduct the procurement in accordance with OAR 137-049-0690.

Notification of a proposed exemption under this section must be published in at least one trade newspaper of general statewide circulation a minimum of 14 days before the date on which the LCRB intends to take action to approve or disapprove the exemption. The notice must state that in response to a written request, the district will hold a public hearing for the purpose of taking comments on the draft findings for an exemption from the competitive bidding requirement.<sup>9</sup> If a hearing is held, the district shall offer an opportunity for any interested party to appear and comments. If the district must act promptly because of circumstances beyond the district's control that do not constitute an emergency, notification of the proposed exemption may be published simultaneously with the district's solicitation of contractors, as long as responses to the solicitation are due at least five days after the agency intends to take action to approve or disapprove the proposed exemption.

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<sup>9</sup> The district may hold a hearing even if there is no written request.

# Klamath Falls City Schools

Code: DJCA  
Adopted: 3/06/17  
Orig. Code(s): DJCA

## Personal Services Contracts

*(Included in policy DJC now)*

The district may enter into personal services contracts with qualified professionals as provided by ORS 279A.055. Personal services contracts, as used in this policy, means contracts for specialized skills, knowledge and resources in the application of highly technical or scientific expertise or the exercise of professional, artistic or management discretion or judgment. The district may enter into a personal services contract with a current district employee only when the individual meets independent contractor status in accordance with state, Public Employees Retirement System (PERS) and Internal Revenue Service (IRS) requirements.

Selection of a personal services contractor will be based primarily on qualifications and performance history, expertise, knowledge and creativity and the ability to exercise sound professional judgment.

All personal services contracts shall be based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism and obtain services at a fair and reasonable price.

Contracts for personal services in excess of \$150,000 shall require prior Board approval.

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

END OF POLICY

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### Legal Reference(s):

[ORS Chapters 279](#)  
[ORS Chapters 279A, 279B and 279C](#)

[ORS 332.107](#)  
[ORS 670.600](#)

[OAR 459-010-0030](#)

INTERNAL REVENUE SERVICE, PUBLICATION 1779: INDEPENDENT CONTRACTOR OR EMPLOYEE (Rev. 3-2012).

Corrected 9/15/25

# Klamath Falls City Schools

Code: DJCA-AR  
Revised/Reviewed: 3/06/17  
Orig. Code(s): DJCA-AR

## Personal Services Contracts

### 1. Personal Services Contracts Defined

- a. Personal services contracts include, but are not limited to: a contract or member of a class of contracts, that the local contracting agency's Local Contract Review Board (LCRB) has designated as a personal services contract pursuant to Oregon Revised Statute (ORS) 279A.055. Personal services include but are not limited to the following:
  - (1) Contracts for services performed as an independent contractor in a professional capacity (e.g., services of an accountant, attorney, data processing consultant, etc.);
  - (2) Contracts for services as an artist in the performing or fine arts (e.g., photographer, painter, etc.);
  - (3) Contracts for services that are specialized, creative and research oriented;
  - (4) Contracts for services as a consultant;
  - (5) Contracts for educational consulting services.
- b. Personal services contracts may include: (1) public contracts for architectural, engineering and land surveying and related services, or (2) other public contracts for nonconstruction services.

### 2. Eligibility

The district will follow ORS 670.600, Public Employees Retirement System (PERS) rules Oregon Administrative Rule (OAR) 459-010-0030 and Internal Revenue Service (IRS) Ruling 87-41 in determining whether the individual or business entity qualifies as an independent contractor or is an employee of the district. A valid independent contractor must meet all eight of the following points:

State requirements<sup>1</sup>:

- a. The contractor must be free from the direction and the control of the employer;
- b. The contractor must obtain required business licenses;
- c. The contractor must furnish necessary tools and equipment;
- d. The contractor has authority to hire and fire employees;
- e. The contractor is paid on completion of portions of projects or on a retainer basis;
- f. The construction contractor must be registered under ORS Chapter 701. (For more information call the Construction Contractors Board at 503-378-4621 in Salem.);
- g. The contractor must file appropriate business tax returns;
- h. The contractor must represent to the public that the labor or services are provided by an independent business.

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<sup>1</sup> See ORS 670.600 for complete listing.

PERS requirements:

In determining whether an individual is an employee or independent contractor for PERS contribution purposes, the district will consider the following factors:

- a. Instructions. An employee must comply with instructions about when, where and how to work. Even if no instructions are given, the control factor is present if the employer has the right to control how the work results are achieved;
- b. Training. An employee may be trained to perform services in a particular manner. Independent contractors ordinarily use their own methods and receive no training from the purchasers of their services;
- c. Integration. An employee's services are usually integrated into the business operations because the services are important to the success or continuation of the business. This shows that the employee is subject to direction and control;
- d. Services rendered personally. An employee renders services personally. This shows that the employer is interested in the methods as well as the results;
- e. Hiring, supervising and paying assistants. An employee works for an employer who hires, supervises and pays workers. An independent contractor can hire, supervise and pay assistants under a contract that requires him/her to provide materials and labor and to be responsible only for the result;
- f. Continuing relationship. An employee generally has a continuing relationship with an employer. A continuing relationship may exist even if work is performed at recurring although irregular intervals;
- g. Set hours of work. An employee usually has set hours of work established by an employer. An independent contractor generally can set his/her own work hours;
- h. Full-time required. An employee may be required to work or be available full-time. This indicates control by the employer. An independent contractor can work when and for whom he/she chooses;
- i. Doing work on employer's premises. An employee usually works on the premises of an employer, or works on a route or at a location designated by an employer;
- j. Order or sequence set. An employee may be required to perform services in the order or sequence set by an employer. This shows that the employee is subject to direction and control;
- k. Oral or written reports. An employee may be required to submit reports to an employer. This shows that the employer maintains a degree of control;
- l. Payment by hour, week, month. An employee is generally paid by the hour, week or month. An independent contractor is usually paid by the job or on a straight commission;
- m. Payment of business and/or traveling expenses. An employee's business and travel expenses are generally paid by an employer. This shows that the employee is subject to regulation and control;
- n. Furnishing of tools and materials. An employee is normally furnished significant tools, materials and other equipment by an employer;
- o. Significant investment. An independent contractor has a significant investment in the facilities he/she uses in performing services for someone else;
- p. Realization of profit or loss. An independent contractor can make a profit or suffer a loss;
- q. Working for more than one employer at a time. An independent contractor is generally free to provide his/her services to two or more unrelated persons or firms at the same time;
- r. Making service available to general public. An independent contractor makes his/her services available to the general public;

- s. Right to discharge. An employee can be fired by an employer. An independent contractor cannot be fired so long as he/she produces a result that meets the specifications of the contract;
- t. Right to terminate. An employee can quit his/her job at any time without incurring liability. An independent contractor usually agrees to complete a specific job and is responsible for its satisfactory completion, or is legally obligated to make good for failure to complete it.

IRS requirements:

Additionally, in determining employee or independent contract status for purposes of the Federal Insurance Contributions Act (FICA), the Federal Unemployment Tax Act (FUTA) or for federal income tax withholding from wages, the district will consider:

- a. Behavioral control. A worker is an employee when the district has the right to direct and control the worker;
- b. Financial control. A worker is an independent contractor if he/she can realize a profit or incur a loss. The individual may also be an independent contractor if he/she is not reimbursed for some or all business expenses, especially if those expenses are high or if he/she has a significant investment in his/her work;
- c. Relationship of the parties. Facts weighed by the district will include any written contracts describing the relationship the parties intended to create; the extent to which the worker is available to perform services for other similar businesses; whether the district provides the worker with employee-type benefits, such as insurance, vacation pay or sick pay; and the permanency of the relationship.

3. Personal Services Contracts - Procurement Requirements

- a. Contracts for personal services less than \$25,000 within a 12-month period, shall, where practical, be based on written or verbal quotes or may be procured through direct negotiations with the contractor.
- b. Contracts for personal services greater than \$25,000 that do not exceed \$75,000 may be based on three written or verbal quotes, or response to a request for proposal (RFP) as deemed appropriate by the superintendent or designee.
- c. Contracts for personal services greater than \$75,000 shall be based on written solicitations, request for qualifications, or the request for proposal (RFP) process.
- d. The district may enter into a personal services contract when the amount of the services does not exceed \$150,000 without obtaining quotes or utilizing the RFP process when only one contractor or sole source provides the services as follows:
  - (1) The superintendent or designee shall make the following written findings for inclusion in the contract file:
    - (a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services;
    - (b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;
    - (c) That the goods or services are for use in a pilot or an experimental project; or
    - (d) Other findings that support the conclusion that the goods or services are available from only one source.

- e. If the cost of the services is more than \$150,000, the district may award a contract on a sole source basis, only with Board approval and if prior to the award:

- D (1) Notice of the district's intent to contract for the services, including the general specifications of the intended contract, is advertised in at least one newspaper or trade journal of general circulation in the area where the services are to be performed;
- (2) The advertised notice is published at least 14 days before award of contract to allow prospective contractors a reasonable opportunity to submit a protest of the district's intent to contract through the sole source process unless the superintendent gives prior written approval to reduce the number of days based on extraordinary circumstance that do not meet the criteria for an Emergency Procurement pursuant to OAR 137-047-0280; and
- (3) The protest shall be submitted in writing to the district by the closing date and time of the advertisement notice. It shall state the reason the contract should be competitively solicited.

Protests shall be heard by the Board, whose decision shall be final.

#### 4. ITB/RFP Requirements

- a. An invitation to bid (ITB) or (RFP) will be used as a formal competitive solicitation that describes the specific services to be performed within a defined period of time. The solicitation will set forth criteria and methods for screening, selecting and ranking the most qualified proposal(s). The solicitation document may result in contracts with more than one provider.
- b. The solicitation document must provide that the district is not responsible for any cost incurred while submitting proposals and that all proposers who respond do so at their own expense.
- c. The solicitation document must, at a minimum, address the following:
  - (1) Requirements for solicitation documents under ORS 279B.055 (2) and 279B.060 (2):
    - (a) A time and date by which the bids or proposals must be received and a place at which bids must be submitted, and may, in the sole discretion of the contracting agency, direct or permit the submission and receipt of bids or proposals by electronic means;
    - (b) The name and title of the person designated for receipt of bids or proposals and the person designated by the contracting agency as the contact person for the procurement, if different;
    - (c) A procurement description;
    - (d) A time, date and place that prequalified applications, if any, must be filled and the classes of work, if any, for which bidders must be prequalified in accordance with ORS 279B.120;
    - (e) A statement that the contracting agency may cancel the bid or procurement, or reject any of all bids in accordance with ORS 279B.100;
    - (f) A statement that "Contractors shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document." if the invitation to bid is issued by a state contracting agency;
    - (g) A statement that requires the contractor or subcontractor to possess an asbestos abatement license, if required under ORS 468A.710; and
    - (h) All contractual terms and conditions applicable to the procurement.

(2) Requirements for solicitation documents under OAR 137-047-0255 (2) and OAR 137-047-0260 (2):

D

(a) General Information.

(i) Notice of any pre-offer conferences as follows:

- 1) The time, date and location of any pre-offer conferences; and
- 2) Whether attendance at the conference will be mandatory or voluntary; and
- 3) A provision that provides that statements made by the contracting agency's representatives at the conference are not binding upon the contracting agency unless confirmed by written addendum;

E

- (ii) The form and instructions for submission of proposals and any other special information, (e.g., whether proposals may be submitted by electronic means);
- (iii) The time, date and place of opening;
- (iv) The office where the solicitation document may be reviewed;
- (v) For bidders, a statement whether the bidder is a "resident bidder," as defined in ORS 279A.120 (1);
- (vi) Contractor's certification of nondiscrimination in obtaining required subcontractors in accordance with ORS 279A.110 (4); and
- (vii) How the contracting agency will notify proposers of addenda and how the contracting agency will make addenda available.

(b) Contracting Agency Need.

The character of the goods and services the contracting agency is purchasing including, if applicable, a description of the acquisition, specifications, delivery or performance schedule, inspection and acceptance requirements.

(c) Bid/Proposal and Evaluation Process.

- (i) The anticipated solicitation schedule, deadlines, protest process, and evaluation process;
- (ii) The contracting agency shall set forth selection criteria in the solicitation document in accordance with the requirements or ORS 279B.060 (2)(h)(E).
- (iii) If the contracting agency intends to award contracts to more than one proposer pursuant to OAR 137-047-0600 (4)(d), the contracting agency must identify in the solicitation document the manner in which it will determine the number of contracts it will award.

(d) Applicable preferences described in ORS 279A.125 (2) and 282.210.

(e) For contracting agencies subject to ORS 305.385, contractor's certification of compliance with the Oregon tax laws in accordance with ORS 305.385.

(f) All contract terms and conditions, including a provision indicating whether the contractor can assign the contract, delegate its duties, or subcontract the goods or services without prior written approval from the contracting agency.

- d. Bids or proposals must be advertised at least once in a newspaper of general circulation in the area where the contract is to be performed and in as many additional issues and publications as may be necessary or desirable to achieve adequate competition unless the contracting agency uses electronic advertising.
- e. Unless otherwise specified in rules adopted pursuant to ORS 279A.065, the LCRB will give notice at least seven days before the solicitation closing date.
- f. All advertisements shall describe at minimum the requirements under OAR 137-047-0300 (3):
  - (1) Where, when, how, and for how long the solicitation document may be obtained;
  - (2) A general description of the goods or services to be acquired;
  - (3) The interval between the first date of notice and closing, which will be at least seven days, unless a shorter period is in the public interest and it will not substantially affect competition;
  - (4) The date that persons must file applications for prequalification if prequalification is a requirement and the class of goods or services is one for which persons must be prequalified;
  - (5) The office where contract terms, conditions and specifications may be reviewed;
  - (6) The name, title and address of the individual authorized by the contracting agency to receive offers;
  - (7) The scheduled opening; and
  - (8) Any other information the contracting agency deems appropriate.

## 5. Screening and Selection Procedures

- a. The superintendent or designee shall review, score and rank all responsive proposals according to the evaluation criteria in the ITB or RFP and applicable law. The contracting agency will award the contract to the lowest responsible bidder or proposer or multiple responsible bidders or proposers in accordance with ORS 279B.055 (10) and 279B.060 (10), and OAR 137-047-0600.
- b. To determine whether the bidder or proposer has met the standards of responsibility under ORS 279B.110 (2) and OAR 137-047-0640 (1)(c)(F), the LCRB will consider whether the bidder or proposer has:
  - (1) Available the appropriate financial, material, equipment, facility and personnel resources and expertise, or the ability to obtain the resources and expertise, necessary to indicate the capability of the bidder or proposer to meet all contractual responsibilities;
  - (2) A satisfactory record of performance.<sup>2</sup> The contracting agency will document in the solicitation file its basis for determining that the offeror is not responsible because the offeror does not meet this requirement;

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<sup>2</sup> A contracting agency should review carefully the offeror's record of contract performance if the offeror is or recently has been materially deficient in contract performance. In reviewing the offeror's performance, the contracting agency should determine whether the offeror's deficient performance was expressly excused under the terms of the contract, or whether the offeror took appropriate corrective action. The contracting agency may review the offeror's performance on both private and public contracts.

- (3) A satisfactory record of integrity.<sup>3</sup> The contracting agency will document its basis for determining that the offeror is not responsible because the offeror does not meet this requirement;
  - (4) Qualified legally to contract with the contracting agency;
  - (5) Supplied all necessary information in connection with the inquiry concerning responsibility. If an offeror fails to promptly supply information requested by the contracting agency concerning responsibility, the contracting agency shall base the determination of responsibility upon any available information, or may find the bidder or proposer not to be responsible; and
  - (6) Not been debarred by the contracting agency under ORS 279B.130.
- c. Final ranking will be based on all information obtained during the evaluation process. Price will be considered, but will not necessarily govern selection of the contractor(s).
  - d. Contracts entered into may be amended, provided the original contract allows for the particular amendment and the services to be provided under the amendment are included within or directly related to, the scope of the project or the scope of the services described in the solicitation document.

6. Documentation

Documentation providing evidence of competition shall be maintained by the district for all contracts entered into by the district.

7. Fingerprinting

If the scope of the work performed by a contractor(s) or his/her employee(s) may result in direct, unsupervised contact with students, he/she will be required to submit to fingerprinting and criminal records checks as required by law.

8. Payment

Payment will be made only upon completion of the performance of specific portions of the project or on the basis of an annual or periodic retainer as specified by the district in the personal services contract.

Corrected 9/15/25

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<sup>3</sup> A contracting agency may determine that an offeror lacks integrity because of a lack of business ethics such as a violation of environmental laws or false certification made to the contracting agency. A contracting agency may find that an offeror is not responsible based on a lack of integrity of a person having influence or control over the offeror.

# Klamath Falls City Schools

Code: DJG  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): DJG

## Vendor Relations

The district welcomes business and bids from all eligible vendors. Preferential treatment will not be extended to any vendor. Orders will be placed on the basis of quality, price and delivery, with past services being a factor if other considerations are equal.

Sales representatives or agents may not solicit staff members during hours when students are present unless approved by the principal. Principals may allow sales representatives or agents of educational products to contact staff members at times that will not interfere with the educational program.

Advertising is not allowed in the district unless it is approved by the superintendent or designee. No district employee will receive compensation of any kind from any vendor for the sale of supplies or services.

END OF POLICY

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### Legal Reference(s):

[ORS 244.040](#)

[ORS Chapters 279A, 279B and 279C](#) [ORS 332.107](#)

Corrected 9/15/25

## Klamath Falls City Schools

Code: DLB  
Adopted: 5/13/02  
Readopted: 10/09/06; 3/06/17  
Orig. Code(s): DLB

### Salary Deductions

Authorized payroll deductions will be made upon an appropriately submitted written request from the employee.

Subject to standard normal accounting procedures, employees may authorize modification of their salary or withholdings to include deductions such as including, but not limited to, the following:

1. Tax-sheltered annuities (TSA), as authorized by the Internal Revenue Service and approved by the Board;
2. Insurance premiums in excess of district contributions to Board-approved programs;
3. Labor organization dues (or Fair Share);
4. Credit unions;
5. United Way;
6. CARES;
7. [Citizens for safe schools;]
8. [SMART;]
9. [US Savings Bonds;]
10. [Fingerprinting costs;]
11. [Other federal or state income tax; and]
12. [Items authorized by the collective bargaining agreement.]

The district will comply with federal requirements that establish maximum annual TSA allowable contributions. The district reserves the right to reduce, suspend and/or reinstate employee TSA contributions at any time to ensure compliance with applicable law.

Automatic No other automatic deductions, except those required by law, will not be made from an employee's pay without Board or superintendent authorization.

END OF POLICY

**Commented [LF1]:** Check to see if superintendent can authorize other deductions

**Legal Reference(s):**

[ORS 243.650\(10\)](#), (16)  
[ORS 243.666](#)

[ORS 332.505](#)  
[ORS 652.110](#)

[ORS 652.120](#)  
[ORS 652.610](#)

I.R.C. 26 U.S.C. § 403 (2012).  
29 C.F.R. § 541.603 (2016).

# Klamath Falls City Schools

Code: BBB  
Adopted: 1/13/14  
Readopted: 3/06/17  
Orig. Code(s): BBB

## Board Elections

### 1. Number of Directors

The Board will consist of seven members elected by zone and at-large, and will be known as the district school board. ~~District School Board~~. The term of office for each position shall be four years. Board members representing Zones No. 1, 3, 4 and 5 must reside within the established zone boundaries which they represent; Zones No. 2, 6 and 7 are elected at-large and must reside within city school established boundaries.

### 2. Designation of Board Positions

Board members' positions and their respective successors in office will be designated by zones as Zone No. 1, No. 2, No. 3, No. 4, No. 5, No. 6 and No. 7. In all proceedings for the nomination or election of candidates for or to the office of Board member, every petition for nomination, declaration of candidacy, certificate of nomination, ballot or other document used in connection with the nomination or election will state the position ~~zone~~ number to which the candidate aspires.

Individuals may seek more than one elected position such as school board and education service district board.

Re-elections for Board positions will occur at large as follows:

- Zone No. 1: Spring ~~2019~~2027, and every four years thereafter – Roosevelt attendance area
- Zone No. 2: Spring ~~2019~~2027, and every four years thereafter – At-Large (anywhere in City Schools ~~B~~boundary)
- Zone No. 3: Spring ~~2017~~2029, and every four years thereafter – Conger attendance area
- Zone No. 4: Spring ~~2019~~2027, and every four years thereafter – Mills attendance area
- Zone No. 5: Spring ~~2019~~2027, and every four years thereafter – Pelican attendance area
- Zone No. 6: Spring ~~2017~~2029, and every four years thereafter – At-Large (anywhere in City Schools boundary)
- Zone No. 7: Spring ~~2017~~2029, and every four years thereafter – At-Large (anywhere in City Schools boundary)

END OF POLICY

### Legal Reference(s):

[ORS 249.013](#)  
[ORS 255.235](#)

[ORS 255.245](#)  
[ORS 332.011](#)

[ORS 332.018](#)  
[ORS 332.118 to -332.138](#)





Klamath Falls City Schools

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The following symbol is used on some policies:

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

# Klamath Falls City Schools

Code: CB  
Adopted: 12/11/23  
Readopted: 7/08/24  
Orig. Code(s): CB

## Superintendent

The superintendent<sup>1</sup> 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 law<sup>2</sup> that applies to school districts.

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

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### Legal Reference(s):

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

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

Reviewed 11/10/25

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

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

# Klamath Falls City Schools

Code: CBA  
Adopted: 3/06/17  
Readopted: 5/10/21  
Orig. Code(s): CBA

## Qualifications and Duties of the Superintendent

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current license that qualifies the individual to serve as superintendent of the district<sup>†</sup>;
2. A master's degree or higher in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual to qualify for such a license.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

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<sup>†</sup> Please contact the Teacher Standards Practices Commission (TSPC) with questions regarding licensure.

## **General Functions**

1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.
2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

## **Specific Functions**

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;
2. Serve as educational leader to the Board, staff and community;
3. Act as the district's chief administrative officer;
4. Serve as district school clerk, performing such duties as required by law or by the Board;
5. Schedule meeting places, prepare an agenda and record minutes for all Board meetings and other committee meetings authorized by the Board;
6. Attend all regular and special meetings of the Board, except when excused;
7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
8. Administer adopted Board policies;
9. Regularly review adopted Board policies and make recommendations for needed changes;
10. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;
11. Provide an ongoing program of communication to and from the community, staff and Board concerning district programs and activities;
12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;
13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;
14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
15. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;

16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff;
17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
18. Resolve problems of operations and settle disputes referred through administrative channels;
19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
20. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
21. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
22. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;
25. Evaluate the performance of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
26. Assign and control the promotion of students;
27. Maintain a continuous inventory of all district property, furniture, material and supplies;
28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;
30. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;

33. Direct the district in its relationships with federal, state and local government agencies;
34. Cooperate with universities and colleges in their student-teacher training programs;
35. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;
36. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;
37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
38. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
39. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.075](#)  
[ORS 342.143](#)  
[ORS 342.173](#)

[ORS 342.850](#)  
[OAR 584-020-0000 - 0035](#)  
[OAR 584-046-0003 - 0024](#)

[OAR 584-080-0151](#)  
[OAR 584-080-0152](#)  
[OAR 584-080-0161](#)

Corrected 11/10/25

# Klamath Falls City Schools

Code: CBB  
Adopted:

## Recruitment and Appointment of the Superintendent

The Board considers foremost among its responsibilities, the selection and appointment of a superintendent who can effectively translate into action, the Board's policies and the community's aspirations for its schools.

To provide the most capable leadership available for the district, the Board may engage in a nationwide search for applicants for the position of superintendent whenever a vacancy in that position occurs.

The Board shall develop and adopt the standards (e.g., candidate qualities and work experience), criteria (e.g., application, screening and hiring process) and policy directives (e.g., promote from within, state and/or national search) to be used in hiring the superintendent, or interim superintendent, at a meeting open to the public and at which the public has had an opportunity to comment.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may hire consultants to assist in screening candidates and to encourage the filing of applications by professional educators who meet the qualifications. Final selection will rest with the Board after a thorough consideration of qualified applicants.

The Board will appoint the superintendent by a majority vote of the Board members at a meeting for which notice has been given of the intended action.

END OF POLICY

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### Legal Reference(s):

[ORS 192.660\(7\)\(d\)](#)

[ORS 332.505](#)

Added 11/10/25

# Klamath Falls City Schools

Code: CBC  
Adopted: 8/14/23  
Readopted: 7/08/24  
Orig. Code(s): CBC

## Superintendent’s Contract

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of employment such as compensation, benefits and other conditions. The Board may not issue a contract that includes terms which direct the superintendent<sup>1</sup> to take any action that conflicts with a local, state or federal law<sup>2</sup> that applies to the district, or which allows the Board to take an adverse employment action against the superintendent for complying with such laws. Contracts shall not be issued for more than three years in duration. The contract shall automatically expire at the end of its term. The Board may elect to issue a subsequent contract at any time for up to three years.

The compensation and benefits for the position of superintendent will be fixed by the Board and based upon the responsibilities required of the superintendent in performing their duties. The Board may not enter into an employment contract that contains provisions that expressly obligate the district to compensate the superintendent for work that is not performed.

Provisions for termination of the superintendent’s employment, either by the Board or the superintendent, will also be set forth in the superintendent’s employment contract. The employment contract, if it includes a mutually agreed termination-without-cause provision by the Board, will include a 12-month notice of termination for such provision.

The district may provide health benefits for a superintendent that is no longer employed by the district until the superintendent:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.

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

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

For a period of one year after termination of the contract, the superintendent may not:

1. Purchase property or surplus property owned by the district or public charter school; or
2. Use property owned by the district or public charter school in a manner other than the manner permitted for the general public.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.432](#)  
[ORS 332.505](#)

[ORS 342.549](#)  
[ORS 342.815](#)

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

Reviewed 11/10/25

# Klamath Falls City Schools

Code: CBG  
Adopted: 3/06/17  
Readopted: 7/08/24  
Orig. Code(s): CBG

## Evaluation of the Superintendent

The Board will formally evaluate the superintendent’s job performance at least once each year. The evaluation will be based on the superintendent’s job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board’s discussion and conferences with and about the superintendent and their performance will be conducted in an executive session, unless the superintendent requests a session open to the public. Such an executive session will not include a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the superintendent’s personnel file.

At the Board’s discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent’s performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent’s employment contract and state law and rules. In those situations where the superintendent’s employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

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### Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)  
[ORS 332.107](#)

[ORS 332.505](#)

[OAR 581-022-2405](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

Corrected 11/10/25

# Klamath Falls City Schools

Code: CCB  
Adopted: 10/13/08  
Readopted: 3/06/17  
Orig. Code(s): CCB

## Line Chain of Command and Staff Working Relationships

The Board expects the superintendent to establish a clear understanding of working relationships in the school system with all staff.

~~Lines of direct authority~~The chain of command will be those approved by the Board and shown on the district organization chart~~charts~~.

Staff members will be expected to refer matters requiring administrative action to the administrator to whom they report~~are responsible~~. That administrator will refer such matters to the next higher administrative authority, when necessary. ~~All~~Additionally, all staff will inform their immediate supervisor~~are expected to keep the person to whom they are immediately responsible informed~~ of their activities by whatever means the supervisor considers~~person in charge deems~~ appropriate.

~~Lines of authority~~The chain of command represented in the organizational chart should not restrict the cooperative working relationship of all staff members in developing the best possible district~~school~~ programs and services. In addition, this policy does not restrict protected labor relations communications of bargaining unit members. The established ~~lines of authority~~organizational chart represents direction of authority and responsibility. When the staff works~~is working~~ together, the ~~lines~~ chart represents ~~avenues for~~ a two-way flow of ideas to improve the ~~programs~~program and operations in~~of~~ the district.

END OF POLICY

### Legal Reference(s):

[ORS 332.505](#)

[OAR 581-022-2405](#)

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Corrected 11/10/25

# Klamath Falls City Schools

Code: CCC  
Adopted:

## Hiring Licensed Administrators

The superintendent or designee shall establish hiring procedures to employ qualified administrators necessary to carry out duties as identified by the district.

When administrative vacancies occur, transfer within the existing district administrative staff may be considered. Notwithstanding the superintendent's authority to transfer and assign work, the district will follow hiring procedures in compliance with state and federal law.

An administrator shall serve a probationary period that does not exceed three years unless the administrator and the district mutually agree to a shorter time period.

END OF POLICY

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### Legal Reference(s):

[ORS 332.505](#)

[ORS 342.845](#)

Added 11/10/25

# Klamath Falls City Schools

Code: CCD  
Adopted: 6/09/08  
Readopted: 3/06/17  
Orig. Code(s): CCD

## Administrator Contracts

“Administrator” means a person who is employed as an administrator or is performing administrative duties, regardless of whether the person is required to have a license, and includes but is not limited to superintendents, assistant superintendents and business managers. Administrator does not include a person who is subject to Oregon Revised Statute (ORS) 342.805 to 342.937.

The district shall enter into an employment contract with each administrator, that has provisions that cover the duration of the contract, conditions for contract termination and extension and conditions of employee resignation. ~~The~~ That contract shall be kept on file in the district office.

The district may not enter into an employment contract that contains provisions that expressly obligate ~~obligates~~ the district or school to compensate the administrator for work that is not performed.

The district may provide health benefits for an administrator ~~who~~ that is no longer employed by the district until the administrator:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.

For a period of one year after termination of the contract, the administrator may not:

1. Purchase property or surplus property owned by the district or school; or
2. Use property owned by the district or school in a manner other than the manner permitted for the general public.

END OF POLICY

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### Legal Reference(s):

[ORS 342.549](#)

Corrected 11/10/25

# Klamath Falls City Schools

Code: CCG  
Adopted: 3/06/17  
Readopted: 7/08/24  
Orig. Code(s): CCG

## Evaluation of Administrators

The superintendent will implement and supervise an evaluation system for administrators. The purpose of administrator evaluations is to assist an administrator with developing and strengthening professional abilities, to improve the instructional program and management of the school system, and for supervisors to make recommendations regarding their employment and/or salary status.

Evaluation and support systems established by the district must evaluate administrators on a regular cycle. A formal evaluation will be conducted at least once each year.

The evaluation shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the superintendent and/or a qualified, licensed designee;
3. Evaluations will be in writing and discussed with the administrator by the person who conducts the evaluation; and
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation, and have the right of appeal through established grievance procedures, if applicable.

An administrator's evaluation shall use the following educational leadership-administrator standards<sup>1</sup> adopted by the State Board of Education.

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership; and
6. Socio-political context.

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<sup>1</sup> These standards are aligned with the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Constituents Council (ELCC) standards for Education Leadership.

Administrator evaluations shall be based on the core administrator standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with the administrators and any exclusive bargaining representative of the administration.

Local evaluation and support systems established by the district for administrators must be designed to meet or exceed the requirements defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems, including:

1. Four performance level ratings of effectiveness;
2. Consideration of multiple measures of administrator practice and responsibility which may include, but are not limited to:
  - a. Classroom-based assessments including observations, lesson plans and assignments;
  - b. Portfolios of evidence;
  - c. Supervisor reports; and
  - d. Self-reflections and assessments.
3. Consideration of evidence of student academic growth and learning based on multiple measures of student progress including performance data of students, schools and districts that is both formative and summative. Evidence may also include other indicators of student success;
4. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities, and student learning and growth to determine the administrator's professional growth path;
5. Customized by the district, which may include individualized weighting and application of the standards.

An evaluation using the administrator standards must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of the administrator;
2. Refine the support, assistance and professional growth opportunities offered to the administrator, based on the individual needs of the administrator and the needs of the students, the school and the district;
3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator, including other assignments of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other teachers and administrators;
5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator; and
6. Address ways to help all educators strengthen their culturally responsive practices.

The superintendent shall regularly report to the Board on the implementation of the evaluation and support systems and educator effectiveness.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660\(2\),\(8\)](#)

[ORS 332.505](#)

[ORS 342.120](#)

[ORS 342.815](#)

[ORS 342.850](#)

[ORS 342.856](#)

[OAR 581-022-2405](#)

[OAR 581-022-2410](#)

[OAR 581-022-2420](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

Reviewed 11/10/25

# Klamath Falls City Schools

Code: CCG-AR  
Revised/Reviewed: 11/05/12; 3/06/17  
Orig. Code(s): CCG-AR

## Administrative Standards

*(This AR was recommended for deletion in September 2017 to coincide with an update to policy CCG)*

The administrative standards must:

1. Consider multiple measures of administrative effectiveness that encompass a range of appropriate administrative behaviors. These measures use multiple evaluation methods that utilize multiple measures to evaluate administrator performance which may include, but is not limited to:
  - a. Student performance;
  - b. Student assessment;
  - c. Classroom-based assessments, including observations, lesson plans and assignments;
  - d. Portfolios of evidence;
  - e. Supervisor reports; and
  - f. Self-reflections and assessments.
2. Consider evidence of student academic growth and learning based on multiple measures of student progress, including performance data of students, schools and districts;
3. Be research based;
4. Be separately developed for each administrator; and
5. Be customized to the district, which may include individualized weighting and application of standards.

Local evaluation and support systems established by the district for administrators must be:

1. Designed with four performance level ratings of effectiveness as defined in the *Oregon Framework for Teacher and Administrator Evaluation and Support Systems*;
2. Based on significant consideration of student learning which may include, but is not limited to:
  - a. Schoolwide academic growth, as determined by the statewide assessment system implemented by the Oregon Department of Education under ORS 329.485; and
  - b. Formative and summative assessments.
3. On a regular cycle.

Superintendents shall regularly report to the Board on implementation of the evaluation and support systems and educator effectiveness.

# Klamath Falls City Schools

Code:  
Adopted:

CEA

## Educational Equity Advisory Committee

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

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

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

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

1. Contains the following information:
  - a. The successes and challenges the district has experienced in meeting the educational equity needs of students in the district;
  - b. Recommendations the committee made to the superintendent, and the actions that were taken in response to those recommendation; and
  - c. Any other information required by the State Board of Education.
2. Is shared with the Board:
  - a. By the superintendent; and
  - b. If requested by the Board, by the committee as a presentation by the committee at a Board meeting.
3. Is made available by being:
  - a. Distributed to the parents of district students;
  - b. Posted on the district's website; and
  - c. Sent to the State Board of Education.

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

1. Shall solicit names of possible members from the community;
2. Must ensure that membership is primarily representative of underserved student groups;

3. May not exclude or deny members based on language, immigration status or protected class, including age, disability, national origin, race, color, marital status, religion, sex, sexual orientation, or gender identity;
4. May not appoint a voting member of the Board or the superintendent to the educational equity advisory committee; and
5. Must ensure that the composition of an educational equity advisory committee elevates underrepresented parent, employee, student, and community member voices.

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

A member of the educational equity advisory committee will also serve on the school district budget committee.<sup>1</sup>

END OF POLICY

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**Legal Reference(s):**

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

[ORS 332.107](#)  
[OAR 199-050-0010](#)

[OAR 581-022-2307](#)

House Bill 2453 (2025)

Added 11/10/25

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<sup>1</sup> The district is required to add an educational equity advisory committee member to the budget committee when there is a non-board member vacancy on the budget committee.

# Klamath Falls City Schools

Code: CH  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): CH

## Policy Implementation

The superintendent or designee is responsible for implementing the Board's Board policies and for interpreting them to staff, students and the public. Other administrators also share in this responsibility.

Some board policies require implementing an administrative regulations. Whenever appropriate, the superintendent will develop these administrative regulations, in consultation with principals, staff members and other persons and groups, as appropriate, and the superintendent will submit them to the Board for review or approval as appropriate.

Policies officially adopted by the Board and other administrative regulations formulated to implement adopted Board policies will be included in the *School Board Policy Handbook*. Staff and student/parent handbooks will be used for disseminating policies and administrative regulations to persons directly affected by them. The Board's policy manual will be available for inspection at the district office to any district employee or member of the public during regular office hours. Each district employee will be specifically notified of the existence and availability of personnel policies.

Principals are authorized to establish rules and procedures for the staff and student bodies of their schools as long as these rules and procedures are consistent with board policies and administrative regulations established by the Board and superintendent.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)  
[ORS 332.505](#)

[OAR 581-022-2305](#)  
[OAR 581-022-2405](#)

Corrected 11/10/25

# Klamath Falls City Schools

Code: CHA  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): CHA

## Development of Administrative Regulations

The Board delegates to the superintendent the function of specifying required actions and designing detailed arrangements to operate the district in accordance with Board policy. These detailed arrangements constitute the administrative regulations governing the district.

The superintendent will carefully weigh the counsel given by representatives of staff, student, parent and community organizations regarding those administrative regulations. He/she will inform the Board of such counsel in presenting administrative regulations.

The Board will adopt administrative regulations when a state or federal law/laws requires the Board to do so. It may also adopt administrative regulations when the superintendent recommends Board action.

The Board reserves the right to review all administrative regulations and procedures, but it will not revise them only when, in the Board's judgment, they are found inconsistent with policies and regulations set by the Board.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)  
[ORS 332.505](#)

[OAR 581-022-2305](#)  
[OAR 581-022-2405](#)

Corrected 11/10/25

# Klamath Falls City Schools

Code: CI  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): CI

## Temporary Administrative Arrangements

~~When in the event~~ the superintendent is to be absent from the district, an administrator ~~the superintendent's~~ designee will be designated to serve in the superintendent's ~~his/her~~ absence.

~~If in the~~ superintendent is unable to serve because ~~event~~ the superintendent is disabled or for some other reason ~~otherwise unavailable to serve~~, the Board will assign the superintendent's duties, as appropriate.

END OF POLICY

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### Legal Reference(s):

[ORS 332.505](#)

Corrected 11/10/25

# Klamath Falls City Schools

Code: CM  
Adopted: 3/14/22  
Orig. Code(s): CM

## Compliance and Reporting on Standards

The superintendent or designee will prepare an annual report that represents the district’s compliance with the standards adopted by the State Board of Education for the preceding school year and submit that report to the Board.

The district’s annual report will be presented orally at a public Board meeting by November 1 of each school year and will allow public comment on such report. This report will be posted on the district’s web page.

The district will report on its compliance with state standards to Oregon Department of Education (ODE) by November 15 each year on a form provided by ODE.

END OF POLICY

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### Legal Reference(s):

[ORS 329.095](#)  
[ORS 329.105](#)

[OAR 581-022-2260](#)  
[OAR 581-022-2305](#)

Corrected 11/10/25

Klamath Falls City Schools

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The following symbol is used on some policies:

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

# Klamath Falls City Schools

Code: EB  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): EB

## Safety Program

Safe buildings, grounds and equipment will be maintained in order to prevent accidents or injury to students, employees and others from fire, natural disasters, mechanical and electrical malfunction, and other hazards.

Buildings will be planned, constructed, equipped and maintained in accordance with appropriate local, state and federal safety regulations.

Buildings will be provided with alarm systems, fire extinguishers and other safety devices required by state and federal laws and regulations.

The superintendent will develop and implement a safety program which will include, but not be limited to, compliance with and enforcement of all state and federal laws, rules and regulations.

END OF POLICY

### Legal Reference(s):

[ORS 329.095](#)  
[ORS 654.003 to -654.022](#)

[OAR 437-001-0760](#)  
[OAR 437-002-0020 to -0081](#)  
[OAR 437-002-0100](#)  
[OAR 437-002-0140](#)

[OAR 437-002-0144](#)  
[OAR 437-002-0145](#)  
[OAR 437-002-0180 to -0182](#)  
[OAR 437-002-0260 to -0268](#)  
[OAR 437-002-0360](#)  
[OAR 437-002-0368](#)  
[OAR 437-002-0377](#)

[OAR 437-002-0390](#)  
[OAR 437-002-0391](#)  
[OAR 581-022-2030](#)  
[OAR 581-022-2225](#)  
[OAR 581-022-2250](#)

Fazzolari v. Portland Sch. Dist. No. 1J, 303 Or. 1 (1987).

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2006); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2006).

Corrected 10/28/25

# Klamath Falls City Schools

Code: EBAC  
Adopted:

## Site Safety Committees

Site safety committees shall be established to implement the district’s safety program as part of an ongoing effort to help ensure the safety of students, staff and others while on district property.

The superintendent or designee will coordinate the efforts of the district’s safety committees and maintain all necessary records.

The superintendent will develop administrative regulations as may be necessary to implement this policy and meet the applicable Oregon Occupational Safety and Health Division requirements.

END OF POLICY

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### Legal Reference(s):

[ORS 654.176](#)  
[ORS 654.182](#)

[OAR 437-001-0765](#)  
[OAR 581-022-2225\(7\)](#)

Added 11/10/25

# Klamath Falls City Schools

Code: EBAC-AR  
Revised/Reviewed:

## Site Safety Committees

### District Safety Manager

The superintendent shall designate a district safety manager. The safety manager shall:

1. Be responsible for writing and implementing a district safety program (The written program shall include reporting procedures and in-service safety training program.).
2. Coordinate all matters relating to safety and shall make, or cause to be made, periodic inspections of sites and review the status of record keeping, reports and meeting agendas.
3. Maintain a liaison relationship with applicable agencies outside the district.
4. Assist all administrators and department supervisors as necessary in the preparation and implementation of their safety programs.
5. Maintain the accident record system; make necessary reports, personally investigate fatal, serious and potentially serious accidents; and check corrective action taken by teachers or other personnel to eliminate causes of accidents.
6. Establish specific goals for the district's safety program and evaluate goals and accomplishments on a regular basis.

### Site Safety Committees

Site safety committees shall be established to represent the safety and health concerns of district employees and students.

A site safety committee shall be composed of an equal number of employer and employee representatives at the site. When agreed upon by employees and the district, the number of employees on a committee may be greater than the number of district representatives. The committee will consist of no fewer than 4 members for sites with more than 20 employees.

A reasonable attempt will be made to ensure that committee members represent major work activities (i.e., teacher, custodian, food service worker, administrator).

Employee representatives shall be volunteers unless there is a provision in the collective bargaining agreement that addresses the selection of employee representatives. Members of the committee shall serve at least a continuous one-year term. There shall be a chair designated by each site safety committee.

Employee representatives attending safety committee meetings outside regularly scheduled workday shall be compensated by the employer at the regular hourly wage.

A site safety committee will:

1. Hold regular meetings at least once a month except months when quarterly workplace safety inspections are made. This does not exclude other months from site safety committee meetings if more frequent safety inspections are conducted. Quarterly safety committee meetings may be substituted for monthly meetings when the committee's sole area of responsibility involves low hazard work environments such as the district office.
2. Provide written agendas for each meeting which shall set the order of business.
3. Make written records of each meeting which the district shall review and maintain for three years for inspection.
4. Post and send copies of meeting records to committee members.
5. Assist in creating a hazard-free work environment by:
  - a. Recommending to the district how to eliminate hazards in the workplace and promote employee adherence to safe work practices; and
  - b. Using lines of communications to promote cooperative attitudes between all persons involved in the operations of the workplace.

Duties of a site safety committee will include:

1. Establishing procedures for minimum quarterly workplace safety inspections of a safety committee inspection team to locate and identify safety and health hazards. The safety inspection team shall include employer and employee representatives. The team shall document the location and identity of the hazards and make recommendations as to how and when the hazards will be corrected;
2. Establishing procedures for investigating all significant safety-related incidents including injury accidents, illnesses and deaths for the purpose of recommending corrective action necessary to prevent similar events from recurring;
3. Evaluating district policies which may affect safety and health in the workplace and making recommendations for changes to existing policies or adoption of new policies;
4. Evaluating all the accident and illness prevention programs brought to the committee's attention and making recommendations necessary to make the programs more applicable to the workplace;
5. Establishing a system whereby the safety committee can obtain information that would help in creating a hazard-free work environment, directly from all persons involved in the operations of the workplace. The information obtained shall be reviewed at the next safety committee meeting;
6. Establishing procedures for the review of all safety and health inspection reports made by the committee and making necessary recommendations;
7. Establishing procedures for the review of corrective action taken on the committee's recommendations or determining the reasons why no corrective action was taken;
8. Making all reports, evaluations and recommendations of the safety committee a part of the minutes of the safety committee; and

9. Evaluating employee/supervisor training needs.

**Degree of Authority**

A site safety committee is authorized to make written suggestions to the district safety manager, based on its experiences, inspections and input from other employees, students and district patrons, as appropriate.

Added 11/10/25

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# Klamath Falls City Schools

Code: EBB  
Adopted: 2/09/15  
Readopted: 3/06/17  
Orig. Code(s): EBB

## Integrated Pest Management

To ensure the health and safety concerns of student, staff and community members, the district shall adopt an integrated pest management plan (IPM)<sup>†</sup> which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
  - a. Protect the health and safety of students and staff;
  - b. Protect the integrity of district buildings and grounds;
  - c. Maintain a productive learning environment; and
  - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;
6. Monitors and evaluates the effectiveness of pest control measures;
7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
8. Excludes the application of pesticides for purely aesthetic purposes;
9. Includes school staff education about sanitation, monitoring, inspection and pest control measures;

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<sup>†</sup> See Model Integrated Pest Management Plan for Oregon Schools at [http://www.ipmnet.org/tim/IPM\\_in\\_Schools/Model\\_School\\_IPM\\_Plan\\_Main\\_Page.html](http://www.ipmnet.org/tim/IPM_in_Schools/Model_School_IPM_Plan_Main_Page.html)

10. Gives preference to the use of nonchemical pest control measures;
11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The district shall designate the maintenance supervisor as the Integrated Pest Management Plan Coordinator give them the authority for overall implementation and evaluation of the IPM plan.

### **Integrated Pest Management Plan Coordinator**

The IPM Plan Coordinator shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;
2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;
3. Oversee pest prevention efforts;
4. ~~Ensure~~Ensuring identification and evaluation of pest situation;
5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;
6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;
7. Evaluate pest management results; and
8. Keep for at least four years following the application date, records of applied pesticides that include:
  - a. A copy of the label;
  - b. A copy of the Safety Data Sheet (SDS);
  - c. The brand name and U.S. Environmental Protection Agency (USEPA)USEPA<sup>2</sup> registration number of the product;
  - d. The approximate amount and concentration of pesticide applied;
  - e. The location of where the pesticide was applied;
  - f. The type of application and whether the application was effective;
  - g. The name(s) of the person(s) applying the pesticide;
  - h. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
  - i. The dates and times for the placement and removal of warning signs; and
  - j. Copies of all required notices given, including the dates the IPM Coordinator gave the notices.

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<sup>2</sup>U.S. Environmental Protection Agency

9. Respond to inquiries about the IPM plan and refer complainants to Board policy KL - Public Complaints;
10. Conduct outreach to district staff about the district's IPM plan.

END OF POLICY

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**Legal Reference(s):**

[ORS 634.116](#)

[ORS 634.700 - 634.750](#)

Corrected 10/28/25

# Klamath Falls City Schools

Code: EBBA  
Adopted: 3/06/17  
Readopted: 7/08/24  
Orig. Code(s): JHC

## Student Health Services\*\*

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices. A health services plan shall be developed, implemented, and updated annually. The plan shall describe a health services program for all students at each facility that is owned or leased where students are present for regular programming.

The district shall maintain a written prevention-oriented health services plan for all students. The health services plan will<sup>1</sup>:

1. Explain available health care space that is appropriately supervised and adequately equipped for providing health care and administering medication or first aid;
2. Refer to available communicable disease prevention and management plan that includes school-level protocols<sup>2</sup>;
3. Outline a district-to-school communication plan<sup>3</sup>;
4. Provide information about health screenings, including immunizations and TB certificate requirements;
5. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed<sup>4</sup>;
6. Integrate school health services with school health education programs and coordinate with health and social service agencies, public and private;
7. Describe how hearing, vision and dental screenings are managed and/or verified for required students<sup>5</sup>;

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

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

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

<sup>4</sup> For more information regarding these requirements see ORS 336.201 and 339.869, OARs 581-021-0037, 581-015-2040, 581-015-2045, 851-045-0040 – 0060, and 851-047-0010 – 0030.

<sup>5</sup> For vision screening or eye examination or dental screening information see ORS 336.211 and 336.213.

8. Include a process to assess and determine a student’s health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more new medical diagnose(s) impacting a student’s access to education, and implement a student’s individual health plan prior to attending school<sup>6</sup>;
9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids<sup>7</sup>;
10. Refer to adopted policy and procedures for medications in accordance with Oregon law<sup>8</sup>;
11. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities<sup>9</sup>; and
12. Each school shall have, at a minimum, at least one staff member with a current first aid/CPR/AED card for every 60 students enrolled, as set by ORS 339.345, and 342.664 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.

END OF POLICY

**Legal Reference(s):**

[ORS 329.025](#)  
[ORS 332.107](#)  
[ORS 336.201](#)  
[ORS 336.204](#)

[ORS 336.211 – 336.214](#)  
[OAR 581-021-0017](#)  
[OAR 581-021-0031](#)  
[OAR 581-021-0587](#)

[OAR 581-021-0590](#)  
[OAR 581-022-2050](#)  
[OAR 581-022-2220](#)  
[OAR 581-022-2515](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).  
 Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

Reviewed 10/28/25

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

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

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

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

# Klamath Falls City Schools

Code:  
Adopted:

EBBAA

## Infection Control and Bloodborne Pathogens

The Board recognizes that staff and students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to standard precautions. Standard precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for bloodborne pathogens<sup>1</sup>.

The district shall develop an Exposure Control Plan in accordance with the requirements in law<sup>2</sup>.

The Exposure Control Plan shall be reviewed and updated at least annually and when necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update shall also:

1. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens;
2. Annually, document consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

The plan shall include training followed by an offer of hepatitis B vaccine and vaccination series for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the district. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually<sup>3</sup> thereafter. Staff will receive the annual training<sup>4</sup> as well as the location and a content review of first-aid and clean-up kits. Kits shall be readily

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<sup>1</sup> “Bloodborne pathogens” are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). 29 CFR 1910.1030(b)

<sup>2</sup> See 29 CFR 1910.1030(c)(1) and OAR 437-002-1059 for more information about an Exposure Control Plan. {A template for an exposure control plan may be available from [Oregon OSHA](#).}

<sup>3</sup> Annual training for all employees shall be provided within one year of their previous training. (29 CFR 1910.1030(g)(2)(iv))

<sup>4</sup> See 29 CFR 1910.1030(g)(2) for information about training requirements.

available<sup>5</sup> in close proximity<sup>6</sup> to all employees in the building and for district vehicles, including each bus<sup>7</sup>.

Personal protective equipment appropriate to job tasks shall be provided by the district. A post-exposure evaluation and follow-up shall be made available to any employee sustaining an occupational exposure.

The district recognizes that employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) must, at least annually, be provided with the opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate. The district will document the solicitation of input from such staff in the plan.

Documentation, including a sharps injury log, will be maintained in accordance with law<sup>8</sup>.

The Exposure Control Plan will be accessible to employees in accordance with law<sup>9</sup>.

Students will be instructed in safe practices to prevent transmission of bloodborne pathogens in accordance with Oregon Health Standards.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[OAR 437-002-0161](#)

[OAR 437-002-0360](#)

[OAR 437-002-1030](#)

[OAR 437-002-1035](#)

[OAR 581-022-2050](#)

[OAR 581-022-2220](#)

[OAR 581-053-0240\(23\)](#)

[OAR 581-053-0250\(1\)](#)

[OAR 581-053-0640\(2\)](#)

Occupational Safety and Health Standards, Bloodborne Pathogens, 29 C.F.R. §§ 1910.1020, 1910.1030.

Added 10/28/25

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<sup>5</sup> OAR 437-002-0161(2) First-Aid Supplies. (a) The employer shall provide first-aid supplies based upon the intended use and types of injuries that could occur at the place of employment. The first-aid supplies shall be available in close proximity to all employees. Either bulk pack or unit pack supplies are acceptable. (b) “In proximity” is defined as that which is available nearby to ensure prompt treatment in the event of need.

<sup>6</sup> “In proximity” is defined as that which is available nearby to ensure prompt treatment in the event of need. (OAR 437-002-0161(1)(b))

<sup>7</sup> Emergency equipment for buses, includes, but is not limited to, body fluid cleanup and first-aid kits. (OAR 581-053-0240(23); OAR 581-053-0640)

<sup>8</sup> See OAR 437-002-1030(3) and OAR 437-002-1035.

<sup>9</sup> See 29 CFR 1910.1020(e) for requirements on providing access.

# Klamath Falls City Schools

Code: EBBAA/GBEBC/JHCCC  
Adopted: 1/11/93  
Readopted: 10/09/06; 3/06/17  
Orig. Code(s): EBBAA/GBEBC/JHCCC

## Infection Control - HIV, AIDS, HBV

*(See policy EEBA)*

The district shall use standard precautions at all times as though each staff member or student is infected with HIV, AIDS or HBV.

The district shall develop exposure control procedures for staff and students.

Staff and students shall receive an annual in-service that includes correct procedures for cleaning up body fluid spills and for personal cleanup, appropriate disposal, immunization and personal hygiene, as well as the location and a content review of first-aid and clean-up kits. Kits shall be available for each room in the building and in each district vehicle.

In addition to an annual in-service, staff and students on a regular basis will receive HIV, AIDS and HBV information.

The information shall emphasize infection — how infection is spread as well as how it is not spread.

The district will cooperate with the Oregon Department of Education, the Oregon Department of Human Services, Health Services, the local health department and the education service district in delivering HIV, AIDS and HBV education.

END OF POLICY

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### Legal Reference(s):

[OAR 437-002-0360](#)  
[OAR 437-002-0377](#)

[OAR 581-022-0705](#)  
[OAR 581-022-1440](#)

[OAR 581-053-0240\(23\)](#)  
[OAR 581-053-0250\(1\)](#)

Corrected 10/28/25

# Klamath Falls City Schools

Code: EBBAB/GBEBAA/JHCCBA  
Adopted: 6/16/03  
Readopted: 10/09/06; 3/06/17  
Orig. Code(s): EBBAB/GBEBAA/JHCCBA

## HBV/Bloodborne Pathogens

*(See policy EEBA)*

The Board recognizes that staff/students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff/students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to standard precautions. Standard precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HIV and/or other bloodborne pathogens.

In order to reduce the risk to staff/students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the superintendent to develop and implement an exposure control plan. The plan shall be reviewed and updated at least annually or whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update shall also:

1. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens;
2. Annually document consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

The plan shall include training followed by an offer of immunization with Hepatitis B vaccine and vaccination series for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the district. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter. Personal protective equipment appropriate to job task shall be provided by the district. Follow up by nursing/medical personnel will be provided by the District to any employee sustaining an occupational exposure.

The district recognizes that, as required by OAR 437-002-1030, employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagons) must, at least annually, be provided with the opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate.

Documentation, including a sharps injury log, will be maintained as required by OAR 437-002-1035 and OAR 437-002-1030 (3).

END OF POLICY

**Legal Reference(s):**

[OAR 333-022-0415](#)

[OAR 437-002-0377](#)

[OAR 437-002-1035](#)

[OAR 437-002-0360](#)

[OAR 437-002-1030](#)

Occupational Safety and Health Standards, Bloodborne Pathogens, 29 C.F.R. §1910.1030.

Corrected 10/28/25

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# Klamath Falls City Schools

Code: EBBB  
Adopted: 3/06/17  
Readopted: 7/08/24  
Orig. Code(s): EBBB

## Injury or Illness Reports

All injuries or illnesses<sup>1</sup>, sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. All accidents involving employees, students, visiting public or district property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the district's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related<sup>2</sup> illness or injury to an employee resulting in in-patient hospitalization, loss of an eye, amputation or avulsion<sup>3</sup>, the district safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes<sup>4</sup> shall be reported<sup>5</sup> to OSHA within eight hours.

**ALL** injuries or illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public and accidents involving district property, employees, students or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The district safety officer will maintain records on injuries, illnesses, and accidents involving district property, employees, students or visiting public. These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the district, and monthly and annual analyses of accident data. Such reports will be submitted to the superintendent.

END OF POLICY

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### Legal Reference(s):

[ORS 339.309](#)

[OAR 437-001-0015](#)

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<sup>1</sup> The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

<sup>2</sup> An injury or illness is work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting injury or illness. (OAR 437-001-0700(6))

<sup>3</sup> Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4))

<sup>4</sup> "Catastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. (OAR 437-001-0015(11))

<sup>5</sup> Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

[OAR 437-001-0700](#)  
[OAR 437-001-0704](#)

[OAR 437-001-0760](#)  
[OAR 437-002-0360](#)

[OAR 437-002-0377](#)  
[OAR 581-022-2225](#)

Reviewed 10/28/25

# Klamath Falls City Schools

Code: EBBC  
Adopted: 3/11/13  
Readopted: 3/06/17  
Orig. Code(s): EBBC

## Resuscitation\*\*

The district values the contributions of all students to the overall success of all educational environments; therefore, no employee of the district shall comply with any parental request, written or verbal, for non-resuscitation of a student. The district defines “resuscitation” as an attempt to restore breathing and/or a pulse. Resuscitation techniques shall not be used in cases where the district has on file a physician-signed “DNR” (Do Not Resuscitate) order accompanied by a signed parent/student of majority request for the DNR order.

The district staff will dial 911 whenever resuscitation is needed.

The district staff shall use resuscitation techniques with the objective of restoring life. Such efforts shall continue until trained, medical assistance arrives.

~~The district defines resuscitation as an attempt to restore breathing and/or a pulse.~~

~~After calling contacting 911, the a district staff shall immediately contact the parent/ or guardian. The staff will undertake live-saving measures they are trained to provide while awaiting the arrival of emergency medical services.~~

If the parent/ or guardian arrives at school before or during the time that EMTs emergency personnel are on the scene, the parent/ or guardian may take whatever action they choose, including removing their child from the school.

END OF POLICY

### Legal Reference(s):

[ORS 30.800](#)

[OAR 437-002-0161](#)  
[OAR 581-022-2220](#)

[OAR 581-022-2225](#)

Corrected 10/28/25

# Klamath Falls City Schools

Code: EBC  
Adopted: 3/10/25  
Orig. Code(s): EBC

## Emergency Plan and First Aid\*\*

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 or designee will consult with community and county agencies while developing this plan. The district’s emergency plan will meet any requirements of the State Board of Education.

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

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

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

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

END OF POLICY

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### Legal Reference(s):

<a href="#">ORS 30.800</a>	<a href="#">OAR 437-002-0042</a>	<a href="#">OAR 581-022-2220</a>
<a href="#">ORS 192.660(2)(k)</a>	<a href="#">OAR 437-002-0120 - 0139</a>	<a href="#">OAR 581-022-2225</a>
<a href="#">ORS 332.107</a>	<a href="#">OAR 437-002-0161</a>	<a href="#">OAR 581-053-0003(40)</a>
<a href="#">ORS 433.260</a>	<a href="#">OAR 437-002-0360</a>	<a href="#">OAR 581-053-0220(3)(e)(B)(iii)</a>
<a href="#">ORS 433.441</a>	<a href="#">OAR 437-002-0377</a>	<a href="#">OAR 581-053-0320(5)(b)</a>
	<a href="#">OAR 581-022-2030(3)(c)</a>	<a href="#">OAR 581-053-0420(2)(f)(B)</a>

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).  
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

Reviewed 10/28/25

# Klamath Falls City Schools

Code: EBCA  
Adopted: 7/08/24  
Orig. Code(s): EBCA

## Safety Threats\*\*

“Safety threat action” means a lockdown, ~~lockout~~ secure, shelter in place or evacuation that: (a) is initiated by a school in response to a safety threat; and (b) is not a planned drill.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

The communication shall be provided in a manner which communicates relevant facts and details as may be necessary or useful for parents and guardians to understand any potential threats to student safety, and to assist parents and guardians in helping students understand and mentally process the incident and any resulting trauma.

A communication will also be issued to employees of the school at which the safety threat action occurred, and must include the same information as above and any additional information as may be permitted by relevant confidentiality and privacy requirements.

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

END OF POLICY

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### Legal Reference(s):

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

[ORS 332.107](#)

[ORS 339.324](#)

# Klamath Falls City Schools

Code: EBCB  
Adopted: 3/06/17  
Readopted: 7/08/24  
Orig. Code(s): EBCB

## Emergency Procedure Drills and Instruction

Each building 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 they can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, and safety threats. Instruction on 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

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, ~~lockoutsecure~~, 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.~~

The district may provide additional instruction relating to other disasters such as flooding, drought, excessive snowfall or wildfires.<sup>†</sup>

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

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

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**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.

Corrected 10/28/25

# Klamath Falls City Schools

Code: EBCD  
Adopted: 5/11/15  
Readopted: 3/06/17  
Orig. Code(s): EBCD

## Emergency Closures\*\*

In case of ~~snow, earthquakes, fog, ice or other~~ hazardous or emergency conditions, the superintendent may alter ~~district school~~ and transportation schedules as are appropriate to the particular condition. Such alterations may include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and/or early dismissal of students.

The superintendent will develop and maintain such plans and procedures as are necessary to carry out alternate school and transportation schedules.

At the beginning of each school year students, parents and staff will be informed of the procedures that will be used to notify them in case of an emergency closure.

END OF POLICY

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### Legal Reference(s):

[OAR 437-002-0360](#)  
[OAR 437-002-0377](#)

[OAR 581-022-2225](#)  
[OAR 581-022-2320](#)

[OAR 581-053-0004](#)

Corrected 10/28/25

# Klamath Falls City Schools

Code: ECAB  
Adopted: 12/12/11  
Readopted: 3/06/17  
Orig. Code(s): ECAB

## **Vandalism, Malicious Mischief or Theft\*\***

Students and patrons/citizens are urged to cooperate in reporting any incidents of vandalism, malicious mischief or theft and the name or names of the person or persons believed to be responsible.

Each district employee will report to the principal or other person in authority incidents of vandalism, malicious mischief or theft and the name of the person or persons responsible, if known.

Principals will submit a report of any incidents of significant vandalism, malicious mischief, theft or damage to district property or their buildings to the superintendent. The superintendent will report to the Board regarding major reports of vandalism, malicious mischief, theft or damage to district property.

The district may offer a reward to an individual(s) who provides information that results in the apprehension of a person(s) guilty of vandalism, malicious mischief, theft or other criminal acts against the district. The amount of reward shall be determined by the superintendent on a case-by-case basis within any guidelines set by the Board.

The superintendent or designee is authorized to sign a criminal complaint and to press/proceed charges against those committing acts of vandalism or malicious mischief/theft against district property or ~~Because incidents of willful or malicious abuse, destruction, defacing and theft of district property are clearly contrary to the best interests of the district and injurious to the rights and welfare of the entire community, it~~ It is the policy of the Board to seek all legal remedies against persons found to have committed such acts. Full restitution for the damage will be sought from such persons, or, in the case of minors, from their parents. Until such fees or restitutions are paid, certain restrictions and/or penalties may be imposed.

Records requested by another school district to determine a student's appropriate placement may not be withheld.

A student/Students who willfully destroys/destroy district property through vandalism, malicious mischief, theft or arson, who commits/commit larceny or who creates/create a hazard to the safety of other people on district property will/may be disciplined/suspended in accordance with state law and the Board's policies/policy on student suspensions and expulsions<sup>1</sup> and may be referred to law enforcement/authorities.

Any staff member who fails to report such an act, or willfully destroys district property through vandalism, malicious mischief, theft or arson, who commits larceny or who creates a hazard to the safety of other people on district property will be disciplined, up to and including dismissal and referred to law enforcement.

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<sup>1</sup> Use of suspension or expulsion as discipline for a student in violation of this policy is limited to criteria found in Oregon Revised Statute (ORS) 339.250.

The district is not liable or responsible for personal property brought onto district property.

END OF POLICY

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**Legal Reference(s):**

[ORS 30.765](#)  
[ORS 164.345](#)  
[ORS 164.365](#)

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

[ORS 339.250](#)  
[ORS 339.270](#)  
[ORS 419C.680](#)

Corrected 10/28/25

# Klamath Falls City Schools

Code: ECAC  
Adopted: 3/14/11  
Readopted: 3/06/17  
Orig. Code(s): ECAC

## Video Surveillance

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student’s educational record or a staff member’s personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

END OF POLICY

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### Legal Reference(s):

[ORS 30.864](#)  
[ORS 192.420 to -192.505](#)  
[ORS 326.565](#)  
[ORS 326.575](#)

[ORS 332.107](#)  
[ORS 336.187](#)  
[ORS 342.850](#)

[OAR 166-400-0010 to -0065](#)  
[OAR 581-021-0210 to -0430](#)  
[OAR 581-022-2260](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

Corrected 10/28/25

# Klamath Falls City Schools

Code: ECACB  
Adopted: 6/10/19  
Revised/Readopted: 1/13/20  
Orig. Code(s): ECACB

## Unmanned Aircraft System (UAS) a.k.a. Drone

Any employee, volunteer, or representative of the district operating an unmanned aircraft system (UAS) shall do so in accordance with this policy, and all applicable Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA) regulations and local laws.

A small unmanned aircraft, as defined by law, may be operated by the district. A small unmanned aircraft must weigh less than 55 pounds, including the weight of anything attached to or carried by the aircraft and must be registered through the FAA and ODA. The district will register as a user of such with ODA.

Publicly supported kindergarten through grade 12 school programs and publicly supported entities that support K-12 schools or after-school K-12 programs are exempt from the requirement to pay the ODA registration fee.

The district recognizes the academic value of student operation of a UAS as one component of curricula pertaining to principles of flight, aerodynamics and airplane design and construction, and can also serve as an academic tool in other areas such as television, film production or the arts in general.

Prior to operating a UAS, the district will review all airspace, certification, registration, and other requirements. When operating in the National Airspace System (NAS), the supervisor (instructor/teacher) of the educational UAS shall hold a current pilot certification described in 14 C.F.R. Part 107 or have a Certificate of Authorization as described in 49 U.S.C. § 44801, so any student(s) can fly under their direct supervision, and to be in compliance with current FAA regulations. District staff will not operate more than one UAS at the same time.

District employees shall work with administrators to ensure that proper insurance, registration as required by FAA and ODA, reporting to FAA, FFA and authorization from district administration are in place prior to use as a part of the district's curriculum.

A UAS shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA)<sup>2</sup> at OSAA-sanctioned events.

A student in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

A staff member in violation of this policy may be subject to disciplinary action, up to and including dismissal.

All data gathered by the district as part of a UAS operation will belong to the district. The data gathering by the district will follow appropriate state and federal laws. Retention of such data will follow state and federal laws.

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

<sup>2</sup> <http://www.osaa.org/governance/handbooks>

The superintendent shall develop procedures<sup>3</sup> for the implementation of this policy. The district shall post a copy of this policy, associated procedures, and a copy of Oregon Revised Statute (ORS) 192.345 on the district's website.

The district will report accidents involving a UAS to FAA no later than 10 calendar days after the accident when it involves:

1. Serious injury to any person or any loss of consciousness; or
2. Damage to any property, other than the small UAS, unless the cost of repair (including materials and labor) does not exceed \$500, or the fair market value of the property does not exceed \$500 in the event of total loss.

### Third Party Use

Third party use of a UAS on district property or at district-sponsored events or activities on district property for any purpose is prohibited, unless granted permission from the superintendent.

If permission is granted by the superintendent or designee, the third party operating a UAS will comply with all FAA and ODA registration and use regulations and shall provide the following to the district:

1. Proof of insurance that meets the liability limits established by the district;
2. Proof of UAS registration and authorization (including a certificate identified in 14 C.F.R. Part 107 or a Certificate of Authorization described in 49 U.S.C. § 44801) issued by FAA and proof of user registration with ODA when required<sup>4</sup>; and
3. A signed agreement holding the district harmless from any claims of harm to individuals or damage to property.

END OF POLICY

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#### Legal Reference(s):

[ORS 164.885](#)  
[ORS 174.109](#)  
[ORS 192.345](#)

[ORS 837.300 - 837.390](#)  
[ORS 837.995](#)

[OAR 738-080-0015 - 080-0045](#)  
Senate Bill 581 (2019)

Federal Aviation Administration Reauthorization Act of 2018, 49 U.S.C. §§ 44801-44810 (2012).  
Small Unmanned Aircraft Systems, 14 C.F.R. Part 107 (2018).  
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).  
OREGON SCHOOL ACTIVITIES ASSOCIATION HANDBOOK.

Corrected 10/28/25

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<sup>3</sup> Procedures must include: the length of time data will be retained by the district, specifications for third party storage of data, including handling, security and access to the data by the third party; a policy on disclosure of data through intergovernmental agreements.

<sup>4</sup> A public body, as defined in ORS 174.109, operating an unmanned aircraft system must register as a user with ODA. (ORS 837.360)

# Klamath Falls City Schools

Code: ECD  
Adopted:

## Traffic and Parking Controls

The superintendent shall authorize parking areas and post notices on district property designated for staff, student, visitor parking and parking for persons with disabilities and other classifications of parking areas as may be necessary.

Any vehicle not parked in authorized areas may be cited and/or towed away and stored. All charges for towing and storing will be the responsibility of the owner or operator of the vehicle.

Principals will establish additional rules as necessary for the use and control of staff and student parking areas around their buildings. Such rules will be made available to staff, students and parents.

Any person failing to abide by the district's parking requirements may be further prohibited from bringing any vehicle on district property.

END OF POLICY

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### Legal Reference(s):

[ORS 332.172](#)  
[ORS 332.445](#)

[ORS 447.233](#)

[OAR 581-022-2405](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).  
Americans with Disabilities Act Amendments Act of 2008.

Added 10/28/25

# Klamath Falls City Schools

Code: EDC/KGF  
Adopted: 9/12/11  
Readopted: 3/06/17  
Orig. Code(s): EDC/KGF

## Authorized Use of District Equipment and Materials

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

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

END OF POLICY

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### Legal Reference(s):

[ORS Chapter 244](#)

[ORS 332.107](#)

[OAR 584-020-0040](#)

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

Corrected 10/28/25

# Klamath Falls City Schools

Code: EEA  
Adopted: 10/09/17  
Revised/Readopted: 1/13/20  
Orig. Code(s): EEA

## Student Transportation Services

School transportation services will be provided for students to and from school, ~~and~~ for transporting students to and from curricular and extracurricular activities sponsored by the district, transporting from one school or facility to another, and school-sponsored field trips that are extensions of classroom learning experiences. Transportation will be provided for ~~homeless~~ students experiencing homelessness to and from the student's school of origin<sup>1</sup> as required by the Every Student Succeeds Act (ESSA). Services shall be provided throughout the regularly-scheduled year and during the regular school days as determined by the Board.

Elementary students who live more than one mile from school will be transported. Secondary students who live more than one and one-half miles from school will be transported. Mileage exceptions for health, safety, or disability will be made in accordance with the district's approved supplemental plan.

Miles from school will be determined by the transportation supervisor in accordance with Oregon Administrative Rule (OAR) 581-023-0040 (1)(ee).

The district may use Type 10 School Activity Vehicles to transport students from home to school, school to home and from district-sponsored activities.

The district may also provide transportation using federal funds<sup>2</sup> or through cooperative agreements with local victims assistance units for a student to attend a safe district school<sup>3</sup> out of the student's attendance area for any student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous.

If there are no other schools within the district a student may transfer to, the district may establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement.

Students attending any private, parochial or public charter school under the compulsory school attendance laws will, where the private, parochial or public charter school is along or near the bus route, be provided equally the riding privileges given to public school students.

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<sup>1</sup> "School of origin" means the school that a student attended when permanently housed or the school in which the student was last enrolled. When the student has completed the final grade served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

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

<sup>3</sup> If there is not another school in the district to which students can transfer, districts are encouraged, but not required, to explore other appropriate options, i.e., an agreement with a neighboring district.

Transportation will be provided for students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.

Preschool students with disabilities who have transportation as a related service and children from birth to age three who are enrolled in an eligible programs shall be provided home to school transportation.

A seat that fully supports each person and meets the minimum standards and specifications of the law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Oregon Department of Transportation under Oregon Revised Statute (ORS) 815.055. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are four feet nine inches tall or age eight and the adult belt properly fits.<sup>4</sup> A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215, vehicles in excess of 10,000 pounds used for student transportation are exempt from statutory requirements unless they have been equipped with lap belts.

Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

School buses carrying students will be considered extensions of the school experience. All students using school transportation will abide by the code of conduct posted in each school bus or school activity vehicle. Violations of such code, as well as other conduct which is improper or which jeopardizes the safety of self or others, will be reported by the school bus or vehicle driver to the transportation supervisor. The transportation supervisor will, as soon as possible, inform the appropriate principal of such occurrence.

Violators may be denied use of transportation for a period of time as deemed proper by the principal and/or the transportation supervisor.

The principal or designee shall ensure transportation officials and drivers receive notification of students having special medical or behavioral protocols identified in student records.

Appropriate training related to specific protocols, including confidentiality requirements, will be provided to drivers.

Aides or assistants that ride a school bus shall receive training on emergency procedures and their role in the safe transportation of all students on the bus.

The school bus or vehicle driver will be responsible for the school bus or vehicle at all times from departure until return. The driver will not participate in any activities that might impair their/his/her driving abilities.

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<sup>4</sup> "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

The district will comply with all state and federal laws and regulations pertaining to school bus transportation.

END OF POLICY

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**Legal Reference(s):**

<a href="#">ORS 327.006</a>	<a href="#">ORS 815.080</a>	<a href="#">OAR 581-053-0040</a>
<a href="#">ORS 327.033</a>	<a href="#">ORS 820.100 - 820.190</a>	<a href="#">OAR 581-053-0053</a>
<a href="#">ORS 327.043</a>		<a href="#">OAR 581-053-0060</a>
<a href="#">ORS 332.405</a>	<a href="#">OAR 581-021-0050 - 0075</a>	<a href="#">OAR 581-053-0070</a>
<a href="#">ORS 332.415</a>	<a href="#">OAR 581-022-2345</a>	<a href="#">OAR 581-053-0210</a>
<a href="#">ORS 339.240 - 339.250</a>	<a href="#">OAR 581-023-0040</a>	<a href="#">OAR 581-053-0220</a>
<a href="#">ORS 343.155 - 343.246</a>	<a href="#">OAR 581-053-0002</a>	<a href="#">OAR 581-053-0230</a>
<a href="#">ORS 343.533</a>	<a href="#">OAR 581-053-0003</a>	<a href="#">OAR 581-053-0240</a>
<a href="#">ORS 811.210</a>	<a href="#">OAR 581-053-0004</a>	<a href="#">OAR 735-102-0010</a>
<a href="#">ORS 811.215</a>	<a href="#">OAR 581-053-0010</a>	
<a href="#">ORS 815.055</a>	<a href="#">OAR 581-053-0031</a>	Senate Bill 905 (2019)

Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6315, 7912 (2018).  
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§ 11431-11435 (2012).

Corrected 10/28/25

# Klamath Falls City Schools

Code: EEA-AR  
Revised/Reviewed: 3/14/22  
Orig. Code(s): EEA-AR

## School Bus Scheduling and Routing

Actual bus stops and routes will be determined by the transportation supervisor and will be based upon efficiency, safety, Board policy and applicable state and federal laws and rules.

The determination of safe roads for school bus travel will be made by the transportation supervisor.

The superintendent or director of operations will:

1. Annually review and assess school bus routes, stops and loading zones for safety, changing student population and supervision of students;
2. Advise parents of any changes in transportation policy affecting their students as early as possible and be responsive to parents' calls for assistance in seeking alternatives to busing; and
3. Work with cities, the county and other appropriate governmental agencies on a continuing basis regarding transportation issues.

School bus routes will be planned and organized to ensure student safety and receive the maximum bus use efficiency.

1. Student safety will be the major part of any route decisions.
2. Bus routing will be the responsibility of the transportation supervisor, or delegated representative, with the administrator's assistance.
3. Anyone requesting a route change will be referred to the transportation supervisor or delegated representative.
4. Route conditions will be reviewed routinely.
5. Routes will be planned to ensure the least possible amount of time elapsing from first pick-up to school, commensurate with economical efficiency.
6. Bus routes will traverse city, county, state or federal roads using district discretion.
7. Students living within one mile of school may be transported for health, safety and disability reasons when an approved supplemental plan is on file.
8. Secondary students eligible for bus transportation may be expected to walk up to one and one-half miles to a bus stop. Elementary students may be expected to walk up to one mile to a bus stop.

9. Where feasible, bus stops will be designated and students will be expected to gather at the assigned stop.
10. A fully supported seat shall be provided each student. Students must not stand.
11. Students may be transferred directly from one bus to another while being transported to and from school.
12. Transportation of students for nonschool group activities during regular school to home routes shall, in order to ensure adequate space, require written request from the parent and prior approval from the transportation supervisor.

Reviewed 10/28/25

# Klamath Falls City Schools

Code: EEAC  
Adopted: 6/11/12  
Readopted: 3/06/17  
Orig. Code(s): EEAC

## School Bus Safety Program

The superintendent and/or the transportation supervisor will ensure instruction for all students in school bus safety and emergency evacuation procedures is provided. Drivers shall assist in the instruction.

Students who are regularly transported by the district shall receive the following instruction within the first six weeks of each half of each the school year:

1. Safe school bus riding procedures, including but not limited to loading, unloading and, crossing-ete;
2. Use of emergency exits; and
3. Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.

Students who are not regularly transported by the district will be given the following instruction at least once in the first half of each school year:

1. Safe school bus riding procedures, including but not limited to loading, unloading and crossing; and
2. Use of emergency exits.

The district will document and maintain records of the content and dates of instruction.

Buses will not exceed vehicle design capacity for seating at any time unless an unforeseen or unusual circumstance arises. Passengers will be provided a seat that fully supports them. A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Oregon Department of Transportation under Oregon Revised Statute (ORS) 815.055. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are he/she is four feet nine inches tall or age eight and the adult belt properly fits.<sup>1</sup> A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215, vehicles used for student transportation in excess of 10,000 pounds are exempt from this requirement unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

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<sup>1</sup> "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

During adverse weather conditions, the superintendent may alter bus schedules or temporarily suspend bus services. The superintendent or his/her designee will advise local radio stations and other media of any changes in bus schedules or services.

In the case of emergency or disaster, evacuation of students will be carried out according to the district's emergency plan.

An accident review board will study accidents involving district buses and will make recommendations to avoid similar accidents.

END OF POLICY

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**Legal Reference(s):**

[ORS 811.210](#)  
[ORS 811.215](#)  
[ORS 815.055](#)  
[ORS 815.080](#)  
[ORS 820.100 to -820.190](#)

[OAR 437-002-0220 to -0227](#)  
[OAR 581-022-2225](#)  
[OAR 581-053-0002](#)  
[OAR 581-053-0003](#)

[OAR 581-053-0004](#)  
[OAR 581-053-0010](#)  
[OAR 581-053-0021](#)  
[OAR 581-053-0031](#)  
[OAR 581-053-0210](#)  
[OAR 581-053-0240](#)  
[OAR 581-053-0310](#)  
[OAR 581-053-0320](#)  
[OAR 581-053-0330](#)  
[OAR 581-053-0340](#)

[OAR 581-053-0410](#)  
[OAR 581-053-0420](#)  
[OAR 581-053-0430](#)  
[OAR 581-053-0440](#)  
[OAR 581-053-0445](#)  
[OAR 581-053-0510](#)  
[OAR 581-053-0520](#)  
[OAR 581-053-0530](#)  
[OAR 735-102-0010](#)

Corrected 10/28/25

# Klamath Falls City Schools

Code: EEACA  
Adopted: 2/09/15  
Readopted: 3/06/17  
Orig. Code(s): EEACA

## School Bus Driver Examination and Training

The district or transportation provider shall verify that a school bus drivers' physical examinations were certified by a medical examiner. This medical examiner's, whose certificate must have been listed in the Federal Motor Carrier Safety Administration's, National Registry of Certified Medical Examiners, as of the date of the issuance for of the school bus driver's examination certificate. Bus drivers shall also meet other criteria as established by state and federal law and by the Oregon Department of Education regulations, including the requirements for a Commercial Driver's License (CDL). At the time of school bus license renewal, drivers will be required to retest driving and pretrip.

As a condition of employment, school bus drivers shall be required to take comply with the requirements to take a pre-employment drug test in accordance with the requirements of the Omnibus Transportation Employee Testing Act of 1991. The district shall pay for the drug testing. Drug testing shall be done by a district approved physician, in accordance with Board policy GBEDA - Drug and Alcohol Testing and Record Query - Transportation Personnel.

A school bus manufacturer, school bus dealer or school bus mechanic is not required to have a school bus endorsement while operating a school bus that is not transporting students.

END OF POLICY

### Legal Reference(s):

[ORS 659.840](#)  
[ORS 659A.300](#)  
[ORS 659A.306](#)  
[ORS Chapters 801, 802, 807, 809, 811, 813](#)

[ORS 807.038](#)  
[ORS 820.110](#)  
[OAR 581-053-0002](#)  
[OAR 581-053-0003](#)

[OAR 581-053-0004](#)  
[OAR 581-053-0031](#)  
[OAR 581-053-0040](#)  
[OAR 581-053-0060](#)

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §§ 31301-31317; 49 C.F.R. Parts 40, 382, 391-395 (2016).  
Federal Motor Carrier Safety Administration Regulations, 49 C.F.R. Part 391, §§ 391.42, 391.43 (2016).

Corrected 10/28/25

# Klamath Falls City Schools

Code: EEACC  
Adopted: 12/10/12  
Readopted: 3/06/17  
Orig. Code(s): EEACC

## Student Conduct on School Buses

The following regulations, including but not be limited to, will govern student conduct on school buses and Type 10 School Activity Vehicles if used for transporting students from home to school, school to home and to and from district-sponsored activities and will be posted in a conspicuous place in all buses:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved service animals, on the bus;
7. Students will remain seated while the bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through the bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passersby;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

The superintendent administration or designee will establish other administrative regulations as necessary for the safe conduct of students riding district school buses or other forms of district transportation and for

disciplinary procedures. Such regulations will be available to all parents and students and posted in each school bus or other district vehicle.

Students who violate bus rules of conduct may be denied the use of district transportation.

END OF POLICY

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**Legal Reference(s):**

[ORS 339.240](#)

[ORS 339.250](#)

[ORS 820.100 to -820.190](#)

[OAR 581-021-0050 to -0075](#)

[OAR 581-023-0040](#)

[OAR 581-053-0002](#)

[OAR 581-053-0003](#)

[OAR 581-053-0004](#)

[OAR 581-053-0010](#)

[OAR 581-053-0210](#)

Letter Opinion, Office of the OR Attorney General (Nov. 22, 1988).

Corrected 10/28/25

# Klamath Falls City Schools

Code: EEACC-AR  
Revised/Reviewed: 4/14/08; 3/17/15; 3/06/17  
Orig. Code: EEACC-AR

## Discipline Procedures for District-Approved Student Transportation

All students eligible for district-approved student transportation shall receive safety instruction and be provided the behavior expectations outlined in a code of conduct. Each year the district will include the code of conduct in the student/parent handbook. The district will provide interpretation to those students/parents whose primary language is not English.

Violation of the code of conduct or conduct which jeopardizes the health/ or safety of self and/or others may result in the loss of district-approved transportation services.

### Safety Instructions

1. At least once, ~~W~~ within the first six weeks of each ~~semester~~ half of each school year the transportation supervisor will direct all bus drivers to conduct a ~~safety review~~ instruction with all students who are regularly transported by the district.

The safety review/instruction will include:

- a. Safe school bus riding procedures, including, but not limited to, loading, unloading, and crossing, ~~etc~~;
- b. Use of emergency exits; and
- c. Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.

2. At least once in the first ~~semester~~ half of each school year the transportation supervisor will direct all bus drivers to conduct a ~~safety review~~ instruction with all other students.

The safety review/instruction will include:

- a. ~~The drivers shall review s~~Safe bus riding procedures, including but not limited to loading, unloading and crossing; and
- b. ~~The drivers shall review a~~Use of emergency exits.

3. The transportation supervisor will record dates and content of ~~safety~~ the instructions given by each driver. Such information shall be kept as a part of the district's records.

### Code of Conduct

Students who are riding the school bus are under the authority of the bus driver. In order to have a safe ride to and from school, it is most important that each student cooperate with the bus driver and practice safe bus riding habits at all times. Please note the following rules. This list is not meant to be all-inclusive.

1. Student Conduct at the Bus Stop

While at the bus stop:

- a. Students are expected to be at their bus stop at least five minutes before the assigned arrival time of their bus. Drivers are not required to wait for students who are not at their bus stop on time - this makes each stop after that late.

- b. All students in the a.m. must wait at their ~~P~~point-of-Ssafety location as assigned by the driver. In the p.m. they must return to their ~~P~~point-of-Ssafety and wait until the bus drives away before going home.
- c. Students who are required to cross the street should do so at least ~~ten~~ 10 feet (10 giant steps) in front of the school bus and after the driver has signaled the student that it is safe to do so.
- d. Parents, caregivers, or siblings of kindergarten students (~~3rd~~ grade 3 or older) shall be at the bus stop making sure they wait in a safe and orderly manner.

## 2. Student Conduct on the Bus

While riding a school bus, students will comply with the following:

- a. Students are to cooperate, show respect and follow instructions of the bus driver;
- b. Remain in your assigned seat at all times except when loading or unloading the school bus;
- c. Normal conversation will be permitted with the exception of total silence at railroad crossings;
- d. No fighting, hitting, horseplay or teasing will be permitted;
- e. Yelling, questionable language such as profanity, name calling etc., will not be tolerated;
- f. Students are to keep hands, head, feet and or other objects inside the bus;
- g. Students shall not throw items inside of the bus or out of bus windows;
- h. Students are to keep the bus clean and not damage the bus. Any damage to the bus may result in student/parent being billed for repairs;
- i. No drinking, eating including suckers/candy or chewing gum will be permitted on the bus, except during athletic and extracurricular trips;
- j. No pets, skateboards, playground toys (balls), explosives, glass, dangerous objects, guns, knives or likenesses of, will be permitted on the bus;
- k. Check with the driver before transporting large class projects or musical instruments. All carry-on items must fit on the students lap. Wheel type book-bags are not allowed on the bus;
- l. No selling or soliciting on the bus;
- m. Students will not be permitted to ride another bus other than their assigned bus without a written note signed by parent or legal guardian and approved by the principal, ~~pending~~ subject to available room on the bus;
- n. Students must not tamper with or open a school bus emergency door unless directed to do so by the bus driver;
- o. Not throw objects;
- p. Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
- q. Not possess matches or other incendiaries and concussion devices;
- r. Use emergency exits only as directed by the driver;
- s. Not damage school property or the personal property of others;
- t. Not threaten or physically harm the driver or other riders;
- u. Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
- v. Not possess and/or use tobacco, alcohol or illegal drugs;
- w. Not carry glass containers or other glass objects, except during athletic and extracurricular trips;
- x. Accept assigned seats;
- y. Stay away from the bus when it is moving;
- z. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);
- aa. Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.

## 3. Departing the Bus

When departing the bus, students will comply with the following:

- a. Remain seated until the bus comes to a complete stop;

- b. Walk carefully, quickly and quietly using the handrails while exiting the bus;
- c. Depart at your scheduled stop or at a stop approved in writing by your parents and the principal or designee;
- d. At the bus stop, if crossing take 10 giant steps beyond the bumper of the bus. Look up to see the driver who will signal you with a drop of his/her/their hand. Check both ways for traffic before crossing;
- e. Never go back to pick up anything you drop or forget;
- f. Never cross the road in the rear of a stopped bus;
- g. Go directly to your Ppoint-of-Ssafety, after the bus pulls away go straight home;
- h. Parents or caregivers of kindergarten students shall be at the bus stop. Kindergarten students can also leave the bus with a sibling who is in grade 3 or older.

#### 4. Parent Reminders

- a. Parents are not allowed on the school bus. Wait off the bus to speak to the driver.
- b. If you are going to be late meeting your student at the bus stop please call the bus shop and let them know. Arrangements will be made for you to pick your student up at the school or at the end of the bus route.

### **Bus Discipline Procedures for Misconduct**

Parents, please be aware of the following consequences and take note that you will be responsible for students transportation to and from school when your student is suspended from the bus. This list is not intended to be all inclusive as it is impossible to cover all situations.

These consequences follow verbal warnings and/or reteaching of expectations already given by the driver.

#### 1. Level 1

##### a. Violations

- (1) Offensive language – spoken, written or a gestured that is disrespectful to other students;
- (2) Horseplay;
- (3) Excessive noise;
- (4) Loud talking;
- (5) Disruptive behavior;
- (6) Not sitting in assigned seat; or
- (7) Eating or drinking on the bus.

##### b. Consequences

1st Offense	Parent notification and/or assigned seating.
2nd Offense	Suspension of bus riding privileges for 1-3 school days.
3rd Offense	Suspension of bus riding privileges for 3-5 school days.
4th Offense	Suspension of bus riding privileges for 5-10 school days or 5 school days plus school detention for 5 days.
5th Offense	Could result in suspension of bus riding privileges for the rest of the semester or recommendation of expulsion off the bus for the rest of the school year.

#### 2. Level 2

##### a. Violations

- (1) Disrespect to driver or school personnel, not following driver's instructions;
- (2) Throwing objects;
- (3) Fighting;

- (4) Arms, hands, head, feet or objects out of bus windows;
- (5) Standing or moving from seat to seat while the bus is in motion;
- (6) Intimidation, harassing, sexual harassing;
- (7) Not following drivers signal to cross or not cross a road;
- (8) Possession or use of tobacco products, matches, lighters, etc.; or
- (9) Tampering with emergency equipment, doors or windows.

b. Consequences

1st Offense	Suspension of bus riding privileges for 1-3 days.
2nd Offense	Suspension of bus riding privileges 3-5 days.
3rd Offense	Suspension of bus riding privileges for 5-10 days or 5 school days plus after school detention for 5 days.
4th Offense	Expulsion from bus riding privileges if deemed appropriate by the hearing officer.

3. Level 3

a. Violations

- (1) Defacing or destruction of property of others and/or school property;
- (2) Possession or use of illegal drugs, paraphernalia or alcohol.

b. Consequences **Respectively**

1st Offense	Restitution for damages and expulsion from bus riding privileges.
1st Offense	Suspension and/or recommendation for expulsion from bus riding privileges.

**Definitions**

“Suspension” means any disciplinary removal, other than expulsion, for up to 10 school days.

“Expulsion” means any disciplinary removal beyond 10 school days up to one calendar year.

**Suspension Procedures**

The due process procedures for suspension of a student, in violation of Board policy EEACC - Student Conduct on School Buses or this administrative regulation, are found in Board policy JGD - Suspension.

**Expulsion Procedures**

The due process procedures for expulsion of a student, in violation of Board policy EEACC - Student Conduct on School Buses or this administrative regulation, are found in Board policy JGE - Expulsion.

**Special Education Students**

Special education students will be disciplined in accordance with Board policy JGDA – Discipline of Students with Disabilities and accompanying administrative regulation.

**Education**

- 1. Disciplinary action for violating the transportation code of conduct and/or transportation health and safety requirements shall be confined to district-approved transportation services. Students who have lost district-approved transportation services through a disciplinary action shall be expected to continue with the district’s educational requirements.

2. Students' academic grades will reflect academic achievement. Misconduct or absenteeism shall not be a sole criterion for grade reduction. Students will be expected to continue to meet the district's attendance and educational requirements.
3. Makeup work may be provided. If makeup work is needed, the district's policy and procedures will be followed.
4. Alternative education may be provided. If alternative education is needed, the district's policy and procedures will be followed.



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Student Signature

Date

**KFCS Middle/High School Behavior Tracker**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 \_\_\_\_\_

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<p><b>Location:</b></p> <input type="checkbox"/> Classroom <input type="checkbox"/> Hall <input type="checkbox"/> Cafeteria <input type="checkbox"/> Gym <input type="checkbox"/> Library <input type="checkbox"/> Parking Lot <input type="checkbox"/> Bus <input type="checkbox"/> Office <input type="checkbox"/> Computer Lab <input type="checkbox"/> Other:	<p><b>Problem Behavior:</b></p> <input type="checkbox"/> Inappropriate Language (chronic) <input type="checkbox"/> Physical Contact (without anger) <input type="checkbox"/> Defiance/Disrespect/Noncompliance <input type="checkbox"/> Disruption <input type="checkbox"/> Property Misuse <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Technology Violation <input type="checkbox"/> Tardy <input type="checkbox"/> Other – Not Prepared <input type="checkbox"/> Other:	<p><b>Action Taken:</b></p> <input type="checkbox"/> Conference with Student <input type="checkbox"/> Time Out <input type="checkbox"/> Time with Teacher Partner <input type="checkbox"/> Parent Contact <input type="checkbox"/> Detention Assigned Date __ Time
<p><b>Others Involved:</b></p> <input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Unknown <input type="checkbox"/> Other:	<p><b>Motivation:</b></p> <input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Obtain Items/Activities <input type="checkbox"/> Avoid Task/Activities <input type="checkbox"/> Avoid Peers <input type="checkbox"/> Avoid Adults <input type="checkbox"/> Unclear/Don't Know	

\_\_\_\_\_  
 Staff Signature

\_\_\_\_\_  
 Student Signature

**Notes:**

## Right of Appeal

1. At each step of the discipline procedures used in district-approved transportation services, parents, students and/or a representative have a right to appeal.
2. All appeals must be in writing.
3. Appeals are to be made to the responsible person at the level of appeal.
4. Final appeal may be made to the Board.
5. The Board's decisions are will be final.

## Appeal Procedure

If a student or parent wishes to appeal the application of the discipline policy, the steps outlined below should be used.

If the student or parent wishes to complain about a school employee's decision, use Board policy KL - Public Complaints.

- Step 1: The student or his/her/their representative will discuss the issue with the transportation supervisor and principal.
- Step 2: If the student or the student's parents/caregivers is not satisfied with the outcome of the discussion, he/she/they may file a written statement with the principal and/or the transportation supervisor. This is to be done within 10 school days of the act or condition which is the basis of the complaint. The administration will, within three school days, arrange a conference with the student, parent, transportation supervisor, and the principal conference with the goal of resolving the issue.
- Step 3: Within five school days, the principal is to will communicate, in writing, the decision to the student and the student's parents/caregivers.
- Step 4: If, after five school days from receipt of the administrator's reply, the issue still remains unresolved, the student or the student's parents/caregivers may submit the matter in writing to the superintendent. The superintendent will meet with the student involved parties within three school days and will respond to the issue, in writing, within five school days after the appeal.
- Step 5: If the issue is still unresolved, the student or the student's parents/caregivers may appeal to the Board. The Board will notify persons involved that a hearing will be held within 14 days of receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within three school days following the hearing.

## Reinstatement

A conference to discuss reinstatement shall be conducted under the following guidelines:

1. When deemed necessary, parent(s) and student shall be present at the conference;
2. The principal shall fully explain matters and permit the parties involved to fully explain their positions;
3. The principal shall make a decision which provides guidelines for the student to follow when transportation services are reinstated.

### **Education**

5. ~~Disciplinary action for violating the transportation code of conduct and/or transportation health and safety requirements shall be confined to district approved transportation services. Students who have lost district approved transportation services through a disciplinary action shall be expected to continue with the district's educational requirements.~~
6. ~~Students' academic grades will reflect academic achievement. Misconduct or absenteeism shall not be a sole criterion for grade reduction. Students will be expected to continue to meet the district's attendance and educational requirements.~~
7. ~~Makeup work may be provided. If makeup work is needed, the district's policy and procedures will be followed.~~
8. ~~Alternative education may be provided. If alternative education is needed, the district's policy and procedures will be followed.~~

### **Special Education Students**

~~Special education students will be disciplined in accordance with Board policy JGDA/JGEA—Discipline of Students with Disabilities and accompanying administrative regulation.~~

### **Notification to Schools**

1. The transportation department will ~~notify the appropriate secretary at the school of the behavior tracker~~enter appropriate information into the student information system. ~~The secretary will enter that information into the student information system.~~
2. If there is a disagreement over the consequences recommended by the transportation supervisor, the school administrator and transportation supervisor will meet with the ~~human resource~~director/superintendent or designee who will make the final decision.

Corrected 10/28/25

# Klamath Falls City Schools

Code: EEACCA  
Adopted: 3/06/17  
Orig. Code(s): EEACCA

## Video Cameras on Transportation Vehicles

The Board recognizes the district's continuing responsibility to maintain and improve discipline, and ensure the health, welfare and safety of its staff and students on school transportation vehicles.

The Board, after having carefully weighed and balanced the rights of privacy of students and staff with the district's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles, supports the use of video cameras on its transportation vehicles.

Video cameras may be used to monitor student behavior on school transportation vehicles ~~that transport~~<sup>transporting</sup> students to and from school and curricular and extracurricular activities.

Such equipment may also be used to monitor the performance of district employees, ~~except those employees covered by terms of an applicable collective bargaining agreement, in the fulfillment of their duties in~~ school transportation vehicles that are transporting students to and from school and curricular and extracurricular activities.

Students in violation of district conduct rules shall be subject to disciplinary action in accordance with established Board ~~policies~~<sup>policy</sup> and administrative regulations governing student conduct and discipline.

Staff shall be subject to established Board personnel policies, administrative regulations and collective bargaining agreements including provisions related to evaluation, discipline and dismissal.

Video recordings, depending on how they are used in student disciplinary proceedings, may become a part of a student's education record. In such cases, the district shall comply with all applicable state and federal laws related to education records. Such records will also be subject to established district procedures regarding education records including access, review and release of such records.

The superintendent shall develop procedures for the notification of staff, students, parents and others as necessary of the use of video cameras on school transportation vehicles and such other procedures as may be required for the implementation of this policy.

END OF POLICY

### Legal Reference(s):

[ORS 30.864](#)  
[ORS 192.420 to -192.505](#)  
[ORS 326.565](#)  
[ORS 326.575](#)

[ORS 332.107](#)  
[ORS 336.187](#)  
[ORS 342.850](#)

[OAR 166-400-0010 to -0065](#)  
[OAR 581-021-0210 to -0430](#)  
[OAR 581-022-2260](#)  
[OAR 581-053-0240\(11\)](#)

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

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

Corrected 11/10/25

# Klamath Falls City Schools

Code: EEACCA-AR  
Revised/Reviewed: 3/06/17  
Orig. Code(s): EEACCA-AR

## Video Cameras on Transportation Vehicles

### Education Records

1. The district will comply with provisions of state and federal law regarding education records requirements including the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) as applicable to the district's use of video recordings. Video recordings which become a part of a student's education record will be maintained in accordance with established education record procedures governing access, review and release of education records.
2. The district will include notice in parent/student handbooks that video cameras may be used on district transportation vehicles transporting students to and from curricular and extracurricular activities. The district will include, as a part of its notice procedures, a copy of the district's video camera policy and procedures to all students and parents accompanied by a form to be signed and returned to the district as an acknowledgment of being read and understood.
3. Students will be notified when video camera is "on board" and in use on district school buses.

### Staff Records

1. Video recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and collective bargaining agreements governing access, review and release of employee personnel records.
2. The district will include notice in personnel handbooks that video cameras may be used on district transportation vehicles that transport transporting students to and from curricular and/or extracurricular activities.
3. Staff will be notified when video camera is "on board" and in use in district school buses.

### Storage/Security

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be stored for at least five days after the initial recording, unless a request is made to view a recording. These recordings will then be erased unless they become part of a student's education record.
3. Video recordings held for review of student or staff incident will be maintained in their original form pending resolution. The recording tape will then be either erased or retained as necessary as a part of the student's education record and/or employee's personnel record in accordance with the established district policy and procedures.

## Use

1. Video cameras will be used on all district transportation vehicles transporting students to and from school and curricular or extracurricular activities.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

## Viewing Requests

1. Requests for viewing video recordings will be limited to district officials, including teachers whom the district has determined to have legitimate educational interests, parent(s) or the student 18 years of age or older or others specified in state and federal law and accompanying regulations.
2. Requests for viewing may be made to the director of transportation within five school days of the date of recording.
3. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
4. Approval/Denial for viewing will be made within five school days of receipt of request and so communicated to the requesting individual(s).
5. Video recordings will be made available for viewing within three school days of the request approval.

## Viewing

1. Actual viewing will be permitted at district-related sites only, including the transportation office, in schools, at the district office or as otherwise required by law.
2. A written log will be maintained of those viewing video recordings including the date of viewing, the reason for viewing, the date the recording was made, the vehicle videotaped and driver recorded and the signature of the viewer.
3. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district education records policy and procedures and district personnel records policy, procedures and applicable collective bargaining agreements.

Corrected 11/10/25

# Klamath Falls City Schools

Code: EEACD  
Adopted: 10/09/06  
Readopted: 12/10/12; 3/06/17  
Orig. Code(s): EEACD

## Use of District Activity Vehicles for Student Transportation

The ~~district Board~~ may provide for the use of vehicles, commonly designated as Types 10, 20 or 21 pupil transportation vehicles, which do not meet the requirements of a “school bus” for the purpose of transporting students, licensed, classified or other supervisory personnel to and from curricular and extracurricular activities sponsored by the district.

The vehicle shall be insured for bodily injury, property damage, uninsured motorist coverage and personal injury protection. The ~~business manager~~ director of operations will recommend amounts to adequately protect the district against loss.

The district will meet or exceed minimum driver requirements and procedures as set forth in Oregon ~~Revised Statutes~~ Administrative Rules, Section 53. The district shall meet child safety system requirements and minimum standards and specifications as set forth in state law.

END OF POLICY

### Legal Reference(s):

[ORS 811.210](#)  
[ORS 815.055](#)  
[ORS 815.080](#)  
[ORS 820.110](#)  
[ORS 820.190](#)

[OAR 437-002-0220 to -0227](#)  
[OAR 581-053-0003](#)  
[OAR 581-053-0010](#)

[OAR 581-053-0220](#)  
[OAR 581-053-0310](#)  
[OAR 581-053-0320](#)  
[OAR 581-053-0330](#)  
[OAR 581-053-0340](#)  
[OAR 581-053-0410](#)  
[OAR 581-053-0420](#)  
[OAR 581-053-0430](#)  
[OAR 581-053-0440](#)

[OAR 581-053-0511](#)  
[OAR 581-053-0521](#)  
[OAR 581-053-0531](#)  
[OAR 581-053-0540](#)  
[OAR 581-053-0610](#)  
[OAR 581-053-0620](#)  
[OAR 581-053-0630](#)  
[OAR 581-053-0640](#)  
[OAR 735-102-0010](#)

Corrected 11/10/25

# Klamath Falls City Schools

Code: EEAE  
Adopted: 6/11/12  
Readopted: 3/06/17  
Orig. Code(s): EEAE

## Student Transportation in Private Vehicles

Transportation of students will be by the district's transportation system or by a district employee's vehicle, properly insured, except as provided below as follows.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities if the following conditions have been met prior to the activity:

1. The school administrator has approved the activity;
2. A permission slip signed by the student's parent(s) has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;
3. The parent, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district;
4. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are/she is four feet nine inches tall or age eight and the adult belt properly fits.<sup>1</sup> A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under Oregon Revised Statute (ORS) 815.055. Training in the proper installation and use of child safety system may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

The district will develop procedures to implement this policy.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[ORS 801.455](#)

[ORS 811.210](#)

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<sup>1</sup> "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

[ORS 815.055](#)

[ORS 815.080](#)

[OAR 735-102-0010](#)

Corrected 11/10/25

# Klamath Falls City Schools

Code: EEAE-AR(1)  
Adopted: 10/09/06  
Readopted: 3/06/17  
Revised/Reviewed:  
Orig. Code(s): EEAE-AR

## Student Transportation in Private Vehicles

### ~~Procedures for Student Transportation in Private Vehicles~~

- ~~1. Field trips or school-sponsored activities requiring the use of private vehicles within Klamath County, not to include Crater Lake, may be approved by the principal or designee. Prior to departure, the adult driving the vehicle must sign a proof of insurance form verifying automobile liability insurance that meets the state of Oregon requirements and provide physical proof of insurance. The form will be kept in the principal's office on file.~~
- ~~2. Field trips or school sponsored activities requiring the use of private vehicles that are outside Klamath County and Crater Lake, may be approved by the principal. Prior to departure, the adult driving the vehicle must sign a proof of insurance form verifying automobile liability insurance that meets the state of Oregon requirements and provide physical proof of insurance. This form needs to be on file with the business manager's office prior to departure.~~
- 3-2. Parents transporting their student following an athletic event, music trip or other school-sponsored activity, must notify the principal or designee prior to leaving the event.
- 4-3. Students returning from athletic events, music trips or other school-sponsored activities with another student's parent, must provide a written parental request and receive approval from the principal or designee prior to the activity. The adult driving the vehicle must sign a proof of insurance form verifying automobile liability insurance that meets the state of Oregon requirements and provide physical proof of insurance. The form will be kept in the principal's office on file.
- 5-4. Exceptions to the procedures outlined may be granted by permission of the superintendent or designee.

### ~~Verification of Automobile Liability Insurance Form~~

~~Our district policy requires that parents, staff or adults may use private vehicles to transport students other than their own children on field trips or school-sponsored activities under the following conditions:~~

- ~~1. The school administrator has approved the activity;~~
- ~~2. The parent or adult driving the vehicle is properly licensed to drive and has the automobile liability insurance required by the state of Oregon; and~~
- ~~3. An adequate number of seat restraints are available and the adult driver requires their use.~~

~~I have attached physical proof of my insurance and have read and understand the requirements.~~

| Signature \_\_\_\_\_ Date

# Klamath Falls City Schools

Code: EEAE-AR(2)

Revised/Reviewed:

## Proof of Vehicle Liability Insurance

District policy allows that parents, staff or adults may use private vehicles to transport students other than their own children on field trips or school-sponsored activities under the following conditions:

1. The school administrator has approved the activity;
2. The parent or adult driving the vehicle must be properly licensed to drive and have the automobile liability insurance required by the state of Oregon; and
3. Have an adequate number of seat restraints are available and the adult driver require their use.

Dear \_\_\_\_\_,

You have agreed to transport students of the district to a field-trip function or for some other school-approved purpose. Please be aware that in the event of an accident, your insurance will provide primary coverage. In order to serve as a driver you will be required to provide proof of vehicle liability insurance. Your insurance must meet or exceed minimum requirements as established by the state of Oregon and as set by the district.

Please COMPLETE the following information, providing information requested. SIGN where indicated and RETURN to the school office PRIOR TO THE DATE OF THE EVENT.

Insurance Company Name: \_\_\_\_\_ Expiration Date<sup>1</sup>: \_\_\_\_\_  
(not agent's name)

Policy Number: \_\_\_\_\_

Policy Limits: \_\_\_\_\_

Current minimum limits are: \$25,000 per person and \$50,000 per accident for bodily injury; \$20,000 per accident for property damage; \$25,000 per person and \$50,000 per accident for uninsured motorist coverage; and \$15,000 per accident for personal injury protection.

Date of Birth: \_\_\_\_\_ Oregon Driver License No.: \_\_\_\_\_

I have provided proof of my insurance and have read and understand the requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (as it appears on your driver license): \_\_\_\_\_

Address: \_\_\_\_\_

<sup>1</sup> This form should be resubmitted to the district each time coverage expires or at least annually.

Daytime Phone: \_\_\_\_\_

Return form to ~~fiscal officer~~ principal or vice principal. If you do not have required coverage, you will not be allowed to transport students. (Insurance companies may increase coverage for specific dates.)

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**District Staff Use Only**

Reviewed by \_\_\_\_\_ on \_\_\_\_\_ (date).  
(principal or vice principal)

**This form is for internal use only. Forward a copy to the appropriate activity supervisor.**

# Klamath Falls City Schools

Code: EFA  
Adopted: 10/09/06  
Readopted: 6/11/12; 12/10/12; 6/08/15;  
3/06/17; 11/13/23  
Orig. Code(s): EFA

## Local Wellness

The district is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

~~The district superintendent or designee shall establish a Wellness Advisory Committee to advise the district in the development, review and update of the local wellness policy.~~

### POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

#### Implementation

The district shall manage and coordinate the implementation of this local wellness policy.

Implementation will consist of, but not be limited to, the following:

1. Delineating roles, responsibilities, actions and timelines specific to each school;
2. Generating and disseminating information about who will be responsible to make what change, by how much, where and when;
3. Establishing standards for all foods and beverages provided (but not sold) to students during the school day on participating school campuses;
4. Establishing standards and nutrition guidelines for all foods and beverages sold to students during the school day on participating school campuses that meet state and federal nutrition standards for NSLP and SBP, competitive foods, permit marketing of same that meets the competitive food nutrition standards, and promotes student health and reduces child obesity; and
5. Establishing specific goals for nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

The Board designates the principal(s) to be responsible for ensuring each school meets the goals outlined and complies with this policy.

### **Record Keeping**

The district will retain the following records to document compliance with the local wellness policy requirements at the district's administrative offices:

1. The written local wellness policy;
2. Documentation to demonstrate the policy has been made available to the public;
3. Documentation of efforts to review and update the local wellness policy, including an indication of who participates in the update and the methods the district uses to make stakeholders aware of their ability to participate;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. Documentation of the district's most recent assessment on the implementation of the local wellness policy;
6. Documentation to demonstrate the most recent assessment on the implementation of the local wellness policy has been made available to the public.

### **Notification of Policy**

The district will inform the public about the content and implementation of the local wellness policy, and post the policy and any updates to the policy on the district website annually. Included will be, if available, the most recent assessment of the implementation, and a description of the progress being made in attaining the goals of the policy.

The district will publicize the name and contact information of the district or school official(s) leading and coordinating the policy and information on how the public can get involved with the local wellness policy. This information will be published on the district's website and in district communications.

### **Triennial Progress Assessments**

At least once every three years, the district will evaluate the implementation of this policy and its progress with a triennial assessment and produce a progress report that will include:

1. The extent to which schools under the jurisdiction of the district are in compliance with the policy;
2. The extent to which the district's policy compares to model local school wellness policy; and
3. A description of the progress made in attaining the goals of the district's policy.

The district will publish the triennial progress report on the district website when available. The district will update or modify the policy based on results of the triennial assessment.

### **Community Involvement, Outreach and Communications (Review of, and Updating Policy)**

The district will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy. The district will communicate information about opportunities. The district will ensure that communications are culturally and linguistically appropriate to the community.

Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public will be solicited to participate in the periodic review and update of the local school wellness policy.

### **Wellness Advisory Committee**

~~The district supports a wellness advisory committee to assist the development, implementation, and periodic review and update of the local wellness policy. The superintendent or designee will be a member of this committee.~~

~~The district will publicize information about the wellness advisory to communicate to parents, students and the community at large to explain the committee's purpose, process and an invitation to volunteer.~~

- ~~1. The wellness advisory committee membership will include, to the extent possible, but not be limited to:
  - a. Parents, caregivers and students;
  - b. Representatives of the school nutrition program (e.g., school nutrition director);
  - c. Physical education and/or health education teachers;
  - d. School health professionals (e.g., school nurses, physicians, dentists, health educators and other allied health personnel who provide school health services);
  - e. Mental health and social services staff (e.g., school counselors, psychologists, social workers, or psychiatrists);
  - f. School administrators (e.g., superintendent, assistant superintendent, principal, vice principal);
  - g. Supplemental Nutrition Assistance Program (SNAP) education coordinators;
  - h. Healthcare professionals and/or other health related professionals (e.g., dietitians, doctors, nurses, dentists); and
  - i. Members of the general public.~~
- ~~2. The committee, appointed by the superintendent or designee, will meet to organize and vote on a committee chair and a secretary prior to or at the beginning of the school year. The chair and secretary will serve for one year minimum and may be reappointed.~~
- ~~3. The wellness advisory committee will meet three times per year to review of the local wellness policy.~~
- ~~4. The committee will facilitate the development, review and update of the wellness policy, and evaluate each participating school's compliance with the policy.~~

### **NUTRITION PROMOTION AND NUTRITION EDUCATION**

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based strategies and techniques and nutrition messages and by creating food environments that support healthy nutrition choices.

To promote nutrition education in the schools, the principal(s) wellness committee is/are responsible for developing, implementing, and establishing goals annually which include at least:

1. Students and staff will receive consistent nutrition messages throughout the school environment;
2. Families and community organizations are involved, to the extent practicable, in nutrition education.

Nutrition promotion, including marketing and advertising nutritious foods and beverages to students, will be implemented consistently through a comprehensive and multi-channel approach, (e.g., in the classroom, cafeteria and at home) by staff, teachers, parents, students and the community.

To ensure adequate nutrition promotion, the following goals will be implemented by the wellness committee:

1. Information about available meal programs is distributed prior to or at the beginning of the school year and at other times throughout the school year;
2. Information about availability and location of a Seamless Summer Option is distributed;
3. Nutrition promotion materials are sent home with students and/or published on the district website.

### **School Meals**

Schools within the district participate in U.S. Department of Agriculture (USDA) child nutrition program(s), administered through the Oregon Department of Education (ODE) which may include the NSLP, and the SBP, ~~Special Milk Program (SMP), Summer Food Service Program (SFSP),~~ Supper programs or others. The district also operates additional nutrition-related programs and activities including Farm-to-School programs, school gardens, Breakfast in the Classroom, Mobile Breakfast carts or Grab 'n' Go Breakfast.

The district's available meal program(s) will operate to meet meal pattern requirements and dietary specifications in accordance with the Healthy, Hunger-Free Kids Act and applicable federal laws and regulations.

The principal(s) will support nutrition and food services operation as addressed in Board policy EFAA – District Nutrition and Food Services and its accompanying administrative regulation EFAA-AR – Reimbursable Meals and Milk Programs.

### **Water**

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.

### **Competitive Foods and Beverages**

The district controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are **sold** to students on the school campus during the school day will meet or

exceed Smart Snacks Standards<sup>1</sup>. ~~These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, snack or food carts and fund raising.~~

### **Celebrations and Rewards/Incentives**

All foods and beverages offered on the school campus are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, and classroom snacks brought by parents.

### **Food and Beverage Marketing in Schools**

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards for competitive foods set by the USDA.

### **PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

A quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance standards and program minute requirements in order to meet ODE's physical education content standards and state law.

Physical activity should be included in the school's daily education program for grades pre-K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

In order to ensure students are afforded the opportunity to engage in physical education and physical activity in the school setting, the wellness committee is responsible for developing, implementing, and establishing goals annually, to include at least:

1. Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;
2. Physical education courses for grades K-12 will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;
3. Instruction, provided by adequately prepared teachers, i.e., licensed or endorsed to teach physical education, will meet the state adopted academic content standards for physical education (Oregon Revised Statute (ORS) 329.045). Teachers of physical education shall regularly participate in professional development activities annually;
4. Every public school student in kindergarten through grade 8 shall participate in physical education for the entire school year. Students in kindergarten through grade 5 shall participate for at least 150 minutes during each school week, and students in grades 6 through 8 for at least an average of 150 minutes during each school week, as calculated over the duration of a school year.

A student with a disability shall have suitably adapted physical education incorporated as part of their individualized education program (IEP) developed under ORS 343.151. A student who does not have an IEP but has chronic health problems, other disabling conditions or other special needs that preclude them

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<sup>1</sup> Oregon Department of Education, [Oregon Smart Snacks Standards](#)

from participating in regular physical education instruction, shall have suitably adapted physical education incorporated as part of their individualized health plan, developed by the district.

### **Other Activities that Promote Student Wellness**

The district will integrate wellness activities throughout the entire school environment (districtwide). The district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicated and work toward the same set of goals promoting student well-being, optimal development and strong educational outcomes.

The district will provide the following activities and encourage the following practices which promote local wellness:

1. Nonfood-related fund raisers;
2. Use of alternates to food as rewards in the classroom;
3. Integration of social, emotional and mental health supports into school programs (e.g., promote a positive school climate where respect is encouraged and students can seek help from trusted adults).

### **Employee Wellness<sup>2</sup>**

The district encourages staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale and a greater personal commitment to the school's overall wellness program. Many actions and conditions that affect the health of staff may also influence the health and learning of students. The physical and mental health of staff is integral to promoting and protecting the health of students and helps foster their academic success.

The district will collaborate with community partners to identify programs, services and/or resources to compliment and enrich employee wellness endeavors.

### **DEFINITIONS**

1. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act available for sale to students on the school campus during the school day.
2. "Food and beverage marketing" is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.
3. "Oregon Smart Snacks Standards"<sup>3</sup> means the State's minimum nutrition standards for competitive foods and beverages (ORS 336.423).

<sup>2</sup> ~~{CDC resources for school employee wellness and workplace health promotion}~~

<sup>3</sup> Oregon Department of Education, [Oregon Smart Snacks Standards](#)

4. “School day” means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day
5. “School campus” means, for the purpose of competitive food standards implementation, all areas of property under the jurisdiction of the school that are accessible to students during the school day.

END OF POLICY

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**Legal Reference(s):**

[ORS 327.531](#)

[ORS 327.537](#)

[ORS 329.496](#)

[ORS 332.107](#)

[ORS 336.423](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0306](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b (2018).

National School Lunch Program, 7 C.F.R. Part 210 (2022).

School Breakfast Program, 7 C.F.R. Part 220 (2022).

[House Bill 3199](#) (2023).

Corrected 11/10/25

# Klamath Falls City Schools

Code: EFAA  
Adopted: 2/09/15  
Readopted: 3/06/17  
Orig. Code(s): EFAA

## District Nutrition and Food Services

The district may enter into an agreement with the Oregon Department of Education (ODE) to operate the National School Lunch Program (NSLP) and the Commodity Food Distribution Program (CFDP) by signing a permanent Sponsor-ODE Agreement entitling the district to receive reimbursement for all meals that meet program requirements and to earn USDA Food entitlement based on the number of lunches served.

The permanent agreement shall be signed by the superintendent or other school official with authority to obligate the district to legally binding contracts, subject to annual ODE renewal and will include, at the district's option, an agreement to operate the School Breakfast Program (SBP), Summer Food Service Program (SFSP), the Child and Adult Care Food Program (CACFP) and the Special Milk Program (SMP). The district recognizes that meals and snacks served by the district will not be eligible for reimbursement until the annual program update is received and approved by ODE.

The permanent Sponsor-ODE Agreement shall include assurances by the district that it will follow all Child Nutrition Program NSLP regulations for which the district is approved to operate regarding:

1. Free and reduced price process (updated annually);
2. Financial management of the nonprofit school food service;
3. Civil rights and confidentiality procedures;
4. Meal pattern and nutrition content of meals served;
5. Use and control of commodity foods;
6. Accuracy of reimbursement claims;
7. Food safety and sanitation inspections;
8. Nutrition standards for foods and beverages sold to students.

The superintendent will develop an administrative regulation regulations as necessary to implement this policy and meet the requirements of state and federal law. The administrative regulation(s) will be reviewed and adopted by the Board as required by law.

END OF POLICY

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### Legal Reference(s):

[ORS 327.520 to -327.537](#)  
[ORS 336.423](#)

[OAR 581-022-2345](#)  
[OAR 581-051-0100](#)  
[OAR 581-051-0305](#)

[OAR 581-051-0310](#)  
[OAR 581-051-0400](#)

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2017).

U.S.D.A., ELIGIBILITY GUIDANCE FOR SCHOOL MEALS MANUAL.

U.S.D.A., FNS INSTRUCTION 765-7 REV. 2: HANDLING LOST, STOLEN AND MISUSED MEAL TICKETS.

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §§ 1758, 1760 (2012).

National School Lunch Program 7 C.F.R. Part 210 (2017)

U.S.D.A. Instruction 113-1 Civil Rights

Donation of Foods for Use in the United States, Its Territories and Possessions and Areas Under its Jurisdiction, 7 C.F.R. Part 250 (2017)

Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. 200 (2017).

Corrected 10/28/25

# Klamath Falls City Schools

Code: EFAA-AR  
Adopted: 3/06/17  
Readopted: 10/14/19  
Orig. Code(s): EFAA-AR

## Reimbursable School Meals and Milk Programs

(National School Lunch Program, School Breakfast Program)

The district's nutrition and food services will be operated in accordance with the following requirements:

### Meal Pricing Procedures

1. ~~The district may operate the Special Milk Program (SMP) at schools where students do not have access to program meals. Under SMP, the district will choose one of the following options:~~
  - a. ~~Non pricing (serve SMP milk at no charge to all students);~~
  - b. ~~Pricing programs without a free option (charge all students for SMP milk); or~~
  - c. ~~Pricing programs with a free option (distribute confidential applications for free milk and charge only those students for SMP who do not qualify for free milk based on the household's application or direct certification from Supplemental Nutrition Assistance Programs (SNAP)).~~

When required by a meal program, the district will comply with the following:

- 2.1. Reimbursable meals ~~and afterschool snacks~~ will be priced as a unit.
- 3.2. Reimbursable meals ~~and afterschool snacks~~ will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced-price meals.
- 4.3. ~~Annually,~~ The district will annually establish prices for reimbursable student meals ~~and afterschool snacks~~.
- 5.4. The district will annually establish ~~the~~ price charged to students who do not qualify for free or reduced-price meals ~~will be established annually by the district in compliance with state and federal laws.~~
- 6.5. The district will annually establish ~~the~~ price charged to students who qualify for reduced-price meals ~~will be established annually by the district in compliance with state and federal laws.~~
7. ~~The district will offer SMP without the free option to students who are not able to participate in the district's lunch or breakfast program.~~

The district ~~will~~ has implemented claiming alternative Community Eligibility ~~at the following schools at all schools~~ under its jurisdiction Conger Elementary; Mills Elementary; Pelican Elementary; and Ponderosa Middle School.

### Application Procedures When Applicable

1. Households receiving Supplemental Nutrition Assistance Programs (SNAP) or Temporary Assistance to Needy Families (TANF) benefits; as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals ~~and afterschool snacks~~ for the students listed on the official document. Districts must access this document at least three times per year.
2. Students receiving support through the migrant education program; Runaway and Homeless Youth Act; McKinney-Vento Homeless Assistance Act; federal Head Start ~~Star~~ and state-funded

prekindergarten programs, with income eligibility criteria identical or more stringent than that federal Head Start, or are in state or court placement for foster care, will be automatically eligible for free meals and afternoon snacks for the students listed on the official documents.

3. When applications are required, households that submit a confidential application will be notified of their student's eligibility for free or reduced-price meals. Households that are denied free or reduced-price benefits will be notified in writing using the ODE template letter distributed to the district annually.
4. On a case-by-case basis, when a student is known to be eligible for free or reduced-price meal benefits, and the household fails to submit a confidential application, the superintendent or designee may complete an application for the student documenting how they know the household income qualifies the student for free or reduced-price meal benefits. Parents of a student approved for free or reduced-price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.
5. Students who do not qualify for free or reduced-price meals are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and will be charged "paid" prices set by the district. "Paid" category students will be treated equally to students receiving free or reduced-price benefits in every aspect of the district's NSLP and SBP.
6. The district has established a fair hearing process under which a household can appeal a decision with respect to the household's application for benefits or any subsequent reduction or termination of benefits.
7. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced-price meals to the employer for distribution to affected employees.

### **Financial Management of the Nonprofit School Food Service**

1. The district will maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP and SBP.
3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the district's nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.<sup>1</sup>
4. District nutrition and food services revenues will not be used to purchase land or buildings.
5. The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
6. The district will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services' cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.
7. The district will meet the requirements for allowable NSLP and SBP costs as described in 2 C.F.R. 200.

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<sup>1</sup> For free meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

8. In purchasing nutrition and food services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.
9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.
10. In the operation of its nutrition and food services program, the district will purchase food products where at least 50 percent of the ingredients product that are produced or processed in the United States, whenever possible.

### **Civil Rights and Confidentiality Procedures**

1. The district will not discriminate against any student because of ~~their~~his/her eligibility for free or reduced-price meals.
2. The district will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, marital status, sex, sexual orientation, parental status, religion, age or disability.
3. The district will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact or a hostile environment.
4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP and SBP benefits and services, and employment practices with regard to the operation of its NSLP and SBP. The district will forward any civil rights complaint regarding the district's nutrition and food services to ODE's director of Child Nutrition Programs within three days of receiving the complaint.
5. The district will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.
6. The district will maintain strict confidentiality of all information obtained through ~~a~~the confidential application for free and reduced-price meals or direct certification, including students' eligibility for free or reduced-price meals and all household information. The district's NSLP and SBP operators are not required to release any information from a student's confidential application for free or reduced-price meals. No information may be released from a student's ~~eligibility information~~confidential application for free or reduced-price meals without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:
  - a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, **Special Milk Program (SMP)**, Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP) or the SNAP;
  - b. Any other confidential information contained in the confidential application for free and reduced-price meals or free milk (e.g., family income, address, etc.) may be released without written consent only to persons who operate or administer the NSLP, SBP, **SMP**, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

### **Nutrition and Menu Planning**

1. Meals ~~and afterschool snacks~~ served for reimbursement will meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and Oregon Smart Snacks Standards ~~recommendations of the most current Dietary Guidelines for Americans.~~
2. Meals ~~and afterschool snacks~~ served for reimbursement will meet at least the minimum NSLP and SBP requirements for food items ~~item~~ and quantities.
3. Meals served for reimbursement will:
  - a. Meet all calorie range requirements by grade level;
  - b. Meet the maximum standards set for saturated fat;
  - c. Meet the maximum standards set for sodium by grade level; and
  - d. Meet the requirement for zero grams of trans fats.
4. The district will use the offer versus serve option when serving NSLP lunches to all students. Students must take at least three of five different food items, including one-half cup of fruit or vegetable offered in program lunches.
5. The district will use the offer versus serve option when serving program breakfasts to all students. Students must take at least three of five different food items, including one-half cup of fruit or vegetable offered in program breakfasts.
6. A copy of the Board minutes adopting the offer versus serve policy for program lunches and/or breakfasts, as applicable, will be made available upon request.

### **Use and Control of Commodity Foods**

1. The district will accept and use commodity foods in as large a quantity as may be efficiently utilized in the reimbursable lunch, breakfast and supper.
2. The district will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
3. The value of commodity foods used for any food production other than NSLP, ~~or SBP or afterschool snacks~~ shall be replaced in the food service inventory.

### **Accuracy of Reimbursement Claims**

1. The district will claim reimbursement only for reimbursable meals ~~and afterschool snacks~~ served to eligible children.
2. All meals ~~and afterschool snacks~~ claimed for reimbursement will be counted at each dining site at a “point of service” where it can be accurately determined that the meal meets NSLP and SBP requirements for reimbursement.
3. The person responsible for determining ~~if the reimbursability of meals and afterschool snacks are~~ ~~reimbursable~~ will be trained to recognize a reimbursable meal.
4. The district official signing the claim for reimbursement will review and analyze monthly meal ~~and afterschool snacks~~ counts to ensure accuracy of the claim, before submitting the claim to ODE.
5. Annually, by November 15, the district will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the district in October each year.

### **Food Safety and Sanitation Inspections**

1. The district will maintain necessary facilities for storing, preparing and serving food and milk.
2. Semiannually, the district will schedule a food safety ~~inspections~~ inspection with the county Environmental Health Department or Oregon Department of Human Resources for each school or dining site under its jurisdiction.
3. The district will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

### General USDA NSLP/SBP/SMP Requirements

1. The district will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student's school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. The district will provide substitute foods for students with a disability<sup>2</sup> ~~that and whose disability~~ restricts their diet when supported by a written statement from a state-licensed health care professional, who is authorized to write medical prescriptions. Substitutions will be provided only when a medical statement from the licensed health care professional ~~physician~~ is on file at the school. The medical statement must state the nature of the child's impairment so its effect on ~~disability and~~ how the student's diet is understood, and ~~what disability affects the child's nutrition needs, and it must be done to accommodate the impairment~~ provide a medical prescription for substitute foods or texture modification. The district will not charge more than the price of the school meal, as determined by the child's eligibility status, for ~~substitute meals with the accommodation~~ or foods.
5. The district will control the sale of competitive foods.
6. The district will ensure that potable, drinking water will be available to students, free of charge for consumption in the place where meals are served during meal service.
7. The district will notify all households and appropriate staff of its meal charge requirements<sup>3</sup> or community eligibility at the beginning of each school year, upon enrollment of a student or the transfer of a student. The district's meal charging requirements or information about community eligibility will be posted on the district website; and made available in the information on free and reduced-priced meals.

<sup>4</sup>If the district has a school not operating under community eligibility provisions for meals, ~~R~~regardless of the ability to pay, a student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. ~~In such instances, A~~after five meal charges the district will attempt to certify the student for free or reduced-price meals. At least two attempts to contact the student's parent or guardian for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding student charges, if any, will be directed to parents or guardians, only. The district may refer delinquent meal charges to third parties for collection. Collection fees will not be charged to the parent or guardian.

<sup>2</sup> To comply with Section 504 as it relates to a student's severe food allergy, such as milk, gluten, nut or soy, and including ~~not~~ but ~~not~~ limited to diabetes, colitis, etc.

<sup>3</sup> Federal law requires the district to publish meal charging requirements. The district's charging requirements must identify how and when the information about account balances is communicated to staff, students and parents, and what collection methods will be used on delinquent balances.

<sup>4</sup> Pursuant to ORS 327.535 the following language reflects required practice, but the language is not required to be in policy.

8. The sale of foods in competition with the district's lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district's nutrition and food services or accrues to a school or student organization approved by the Board. A copy of the Board minutes approving and defining competitive food sales will be made available upon request.
9. Students will be charged for ~~second servings of meal entrees but not for fruits and vegetables à la carte items.~~

### **Record Keeping**

The following ~~documents~~document will be maintained by the district for three years after the current school year or longer, in the event of an unresolved audit(s), until the audit(s) has been completed:

1. All currently approved and denied confidential applications for free and reduced-price meals ~~and all current direct certification documents, eligibility verification documents and school membership or enrollment lists;~~
2. Financial records that account for all revenues and expenditures of the district's nonprofit nutrition and food services ~~programs~~program, including procurement documents;
3. Records (i.e., recipes, ingredient lists and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all ~~program and~~ competitive foods available for sale to students at a school campus;
4. Documents of participation data (i.e. meal counts) from each school in the district to support claims for reimbursement;
5. Production and menu records;
6. Records to document compliance with Paid Lunch Equity; ~~and~~
7. Records to document compliance with Revenue from Nonprogram Foods; ~~and~~
8. Internal program monitoring documents for NSLP; ~~and SBP and afterschool snacks.~~

Corrected 10/28/25

# Klamath Falls City Schools

Code: EGAAA  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): EGAAA

## Reproduction of All Copyrighted Materials

Among the facilities available to teachers in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies. All personnel must understand that unauthorized reproduction and/or use of copyrighted materials is illegal and unethical and may result in criminal or civil suits.

The new copyright law in Section 107 describes the conditions under which “fair use” of copyrighted material may be made by educators. The law applies to print/nonprint.

1. The fact that a duplication is for non-profit use has no bearing on the question of “fair use”;
2. The systematic interlibrary exchange of copies of copyrighted material, serving as a substitute for purchasing more subscriptions, is beyond the bounds of “fair use”;
3. Photocopying or duplicating by an individual, for his/her own use, of a single copy or small portion of the work as a whole, is generally considered fair;
4. Systematic duplication, whether making multiple copies at one time or single copies that in the aggregate add up to multiple ones, is beyond the boundaries of “fair use.”

If an individual questions the legality of duplicating materials, he/she/they should seek permission from the copyright holders. Comprehensive and specific information on “fair use” guidelines are available in the media center, building main office and district office. They are assessed and updated annually or as necessary.

## Reproduction of All Copyright Materials

Among the facilities available to teachers in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotape/ audio-tape, video or computer-programmed materials, is a serious offense against federal law and contrary to the ethical standards required of staff and students alike.

Violations may result in criminal or civil suits.

The Board, therefore, requires that all reproduction of copyrighted material be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

“Fair use” is not a rigidly defined term. “Fair use” is based on the following standards:

1. The purpose and character of the use;
2. The nature of the copyrighted work;
3. The amount of and the substantiality of the portion used;
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

If an individual questions the legality of duplicating materials, ~~they~~he/she should seek permission from the copyright holders.

Unlawful copies of copyrighted materials may not be produced on district-owned equipment. Unlawful copies of copyrighted materials may not be used with district-owned equipment, within district-owned facilities or at district-sponsored functions. The legal and/or insurance protection of the district may not be extended to employees who willfully violate copyright laws.

Employees in violation of copyright laws may be required to remunerate the district in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

The superintendent will develop administrative regulations that provide guidelines for the “fair use” of copyrighted materials that meet the requirements of Section 107 of the Copyright Act of 1976 and applicable amendments.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2016).

Corrected 11/10/25

# Klamath Falls City Schools

Code: EGAAA-AR  
Adopted: 10/09/06  
Readopted: 3/06/17  
Orig. Code(s): EGAAA-AR

## Guidelines for the Use of Copyrighted Materials

The ~~superintendent or designee~~ ~~director of media~~ is responsible for the establishment of practices which will ensure compliance with the provisions of the U. S. Copyright ~~law~~ Law as they affect the district and its employees.

### General Responsibilities

1. The principal or ~~his/her~~ designee will be designated with the responsibility for disseminating and interpreting copyright regulations at the building level. ~~They~~ ~~He/she~~ will provide employee training as needed, distribute and review district policy and administrative regulations with employees, control the approval process and maintain written records regarding permissions, response to requests and license agreements, as may be necessary.
2. The principal or designee will ensure that budget recommendations include appropriate funds for the purchase of multiple copies of needed software.;
3. The principal or ~~his/her~~ designee will ensure that appropriate warning notices are posted to educate and warn individuals using district equipment of the applicable provisions of the copyright law.

Warning notices will be posted as follows:

- a. On or near all copiers;
  - b. On all forms used to request copying services;
  - c. On all video recorders;
  - d. On all computers;
  - e. At the library or /media center or other places where interlibrary loan orders for copies of materials are accepted.
4. The principal or ~~his/her~~ designee will ensure that building computers and computer labs are used only with proper supervision to help protect against unauthorized copying.;
  5. The principal or ~~his/her~~ designee will annually inspect the library or /media center and any video collections to ensure all copies are acquired and maintained in accordance with applicable provisions of the copyright law.;
  6. All computer software license agreements must be signed by the business manager or appropriate administrator.
  7. The employee reproducing a copyrighted work will determine whether copying is permitted by law in accordance with district policy and administrative regulations.;

8. The employee will obtain written permission to reproduce material from the copyright holder(s) whenever copying does not fall within the “fair use” guidelines of copyright law. Permission forms, as provided by the district, will be used;
9. The employee/employees using emerging technology will be responsible to ensure that the intended use of the media does not conflict with copyright law. Such technology includes, but is not limited to, digital video, videodisc, satellite transmission, distance learning, CDs/CD-ROM, online databases/data bases (and their downloading/down-loading), informational networks and other emerging electronic information which can be manipulated into new copyrightable forms of expression.
  - a. In the absence of clearly granted rights, the employee must contact the copyright holder in writing for permission to manipulate or use these technologies in alternative ways.
  - b. Any contract/contract provided by the distributor of such technology must be submitted to the business manager/superintendent or designee for approval.

## Fair Use

### 1. Printed Materials

- a. Permissible uses — district employees may:
  - (1) Make a single copy of the following for use in teaching or in preparation to teach a class:
    - (a) A chapter from a book;
    - (b) An article from a periodical or newspaper;
    - (c) A short story, short essay or short poem, whether or not from a collective work;
    - (d) A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
  - (2) Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
    - (a) A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
    - (b) A complete article, story or essay of less than 2,500 words;
    - (c) Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
    - (d) One chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
    - (e) An excerpt from a children’s book containing up to 10 percent of the words found in the text.
- b. All permitted copying must bear an appropriate reference. References should include the author, title, date and any other pertinent information.
- c. Prohibited uses — district employees may not:
  - (1) Copy more than one work or two excerpts from a single author during one class term;
  - (2) Copy more than three works from a collective work or periodical volume during one class term;

- (3) Copy more than nine sets of multiple copies for distribution to students in one class term;
  - (4) Copy to create or replace or substitute for anthologies or collective works;
  - (5) Copy “consumable” works, such as workbooks, exercises, standardized tests and answer sheets;
  - (6) Copy the same work from term to term;
  - (7) Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
- d. All sound recordings, ~~including phonograph records, audiotapes, compact disks and laser disks,~~ will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries or media centers.

## 2. Sheet and Recorded Music

### a. Permissible uses — district employees may:

- (1) Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;
- (2) Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement or aria, but in any case no more than 10 percent of the whole work;
- (3) Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
- (4) Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
- (5) Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
- (6) Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
- (7) Make a single copy of a sound recording, ~~such as a tape, disk or cassette,~~ of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.

### b. Prohibited uses — district employees may not:

- (1) Copy to create or replace or substitute for anthologies, compilations or collective works;
- (2) Copy works intended to be “consumable,” such as workbooks, exercises, standardized tests and answer sheets;
- (3) Copy for the purpose of performance, except as noted above (a. (1)) in emergencies;
- (4) Copy to substitute for purchase of music except as noted above (a. (1), (2) and (3));
- (5) Copy without inclusion of the copyright notice on the copy.

### 3. Television Off-the-Air Recording

#### a. Permissible uses — district employees may:

- (1) Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite retransmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.

Unless authorized by the library or /media center supervisor, at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.

~~Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the Request for Off-Air Digital Recording form to the library/media supervisor for each program digital recorded. The library/ or media supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day<sup>1</sup> retention period.~~

- (2) Retain recordings videotapes of commercial programs only with written approval of appropriate copyright holders;
- (3) Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive-calendar-day retention period;
- (4) Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days up to the end of the 45-consecutive-calendar-day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
- (5) Use off-air recordings made from a satellite dish if they conform to the 45-consecutive-calendar-day retention period established for broadcast or cable programming and are not subscription channels;
- (6) Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
- (7) Request that a library or /media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.

Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

#### b. Prohibited uses — district employees may not:

- (1) Record off-air programs in anticipation of an educator's requests;

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<sup>1</sup> Means 45 consecutive calendar days.

- (2) Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
- (3) Use the recording for instruction after 45 ~~consecutive calendar~~ days;
- (4) Hold the recording for weeks or indefinitely because:
  - (a) Units needing the program concepts are not taught within the 45-day use period;
  - (b) An interruption or technical problems delayed its use; or
  - (c) Another teacher wishes to use it, or any other supposedly “legitimate” educational reason.
- (5) Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
- (6) Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. ~~Off-air recordings, however, need not be used in their entirety.~~

Off-air recordings, however, need not be used in their entirety.
- (7) Exchange program(s) with schools in the district or other school districts without the approval of the library or /media center supervisor. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.
- (8) Use the recording for public or commercial viewing;
- (9) Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools.

“Pay” programs received via satellite dish are also subject to these prohibitions.

#### 4. Rental, Purchase and Use of Video Recordings/CDs/DVDs

##### a. Permissible uses — district employees may:

- (1) Use purchased or rented video recordings/CDs/DVDs such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
- (2) Use only rented lawfully-made video recordings/CDs/DVDs;
- (3) Arrange for the local school to transmit videotapes/CDs/DVDs over their closed circuit television systems for direct instruction;
- (4) Use off-air video recordings made at home for classroom instruction and only in accordance with television off-air guidelines and district policy.

##### b. Prohibited uses — district employees may not:

- (1) Use rented or purchased recordings/CDs/DVDs where a written contract specifically prohibits such use in the classroom or direct teaching situation;
- (2) Use rented or purchased video recordings/videotapes/CDs/DVDs such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

## 5. Computer Software

### a. Permissible uses — district employees may:

- (1) Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
- (2) Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
- (3) Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
- (4) Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement;
- (5) Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;
- (6) Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
- (7) Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.

### b. Prohibited uses — district employees may not:

- (1) Load the contents of one disk or download a program or software into multiple computers at the same time in the absence of a license permitting the user to do so;
- (2) Load the contents of one disk or download a program or software into local network or disk-sharing systems in the absence of a license permitting the user to do so;
- (3) Make or use illegal copies of copyrighted programs on district equipment;
- (4) Allow any student to surreptitiously or illegally duplicate computer software or access any data base or electronic bulletin board;
- (5) Make copies of software provided by a software publisher for preview or approval;
- (6) Make multiple copies of copyrighted software (or a locally produced adaptation or modification) even for use within the school or district;
- (7) Make replacement copies from an archival or back-up copy;
- (8) Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
- (9) Make multiple copies of the printed documentation that accompanies copyrighted software.

### c. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

## 6. Reproduction of Works for Libraries or Media Centers

### a. Permissible uses — district employees may:

- (1) Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;

- (2) Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
- (3) Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
- (4) Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
- (5) Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
- (6) Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library or media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.

b. Prohibited uses — district employees may not:

- (1) Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;
- (2) Copy without including a notice of copyright on the reproduced material.

7. Performances

a. Permissible uses — district employees must:

- (1) Contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed.

This is particularly important if admission is to be charged or recordings of the performance are to be sold.

## NOTICES

Text of warning notice to be posted on or near copiers. It is recommended that type be at least 18 points in size:

NOTICE:

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17 U.S. CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

Text of warning notice to be displayed at places where orders for copies of materials are accepted by libraries/media centers or archives. Type must be at least 18 points in size; the notice printed on heavy paper or other durable material and displayed prominently within the immediate vicinity of the place where orders are accepted.

The warning is also required on any form that is used to request copying service. There are no specific requirements for type size on request forms.

### NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL.

UNDER CERTAIN CONDITIONS SPECIFIED IN THE LAW, LIBRARIES AND ARCHIVES ARE AUTHORIZED TO FURNISH A PHOTOCOPY OR OTHER REPRODUCTION. ONE OF THESE SPECIFIC CONDITIONS IS THAT THE PHOTOCOPY OR REPRODUCTION IS NOT TO BE "USED FOR ANY PURPOSE OTHER THAN PRIVATE STUDY, SCHOLARSHIP OR RESEARCH." IF A USER MAKES A REQUEST FOR, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR PURPOSES IN EXCESS OF "FAIR USE," THAT USER MAY BE LIABLE FOR COPYRIGHT INFRINGEMENT.

THIS INSTITUTION RESERVES THE RIGHT TO REFUSE TO ACCEPT A COPYING ORDER IF, IN ITS JUDGMENT, FULFILLMENT OF THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW.

Text of warning notice to be affixed to video recorders and computers. (There is no specific requirement for type size.):

NOTICE:

MANY VIDEO RECORDED MATERIALS AND COMPUTER PROGRAMS ARE PROTECTED BY COPYRIGHT (TITLE 17 U.S. CODE). UNAUTHORIZED COPYING MAY BE PROHIBITED BY LAW.

Text of warning notice to be affixed to package containing the copy of a computer program subject to loan. The notice must be printed in such a manner as to be clearly legible, prominently displayed and durably attached to the copies or to a box, reel, cartridge, cassette, disc, CD, DVD or other container used as a permanent receptacle for the copy of the computer program:

WARNING: THIS COMPUTER PROGRAM IS PROTECTED UNDER THE COPYRIGHT LAW. MAKING A COPY OF THIS PROGRAM WITHOUT PERMISSION OF THE COPYRIGHT OWNER IS PROHIBITED. ANYONE COPYING THIS PROGRAM WITHOUT PERMISSION OF THE COPYRIGHT OWNER MAY BE SUBJECT TO PAYMENT OF \$150,000 OR MORE IN DAMAGES AND, IN SOME CASES, IMPRISONMENT FOR ONE YEAR OR MORE.

**Request Number**  
**(Office use only)**  
**REQUEST FOR OFF-AIR VIDEO RECORDING**

I, the undersigned, having requested the        (District) to video recording the following program(s) within the parameters of the policy set forth by the Board, (Date), am aware of said policy, have reviewed district policy and administrative regulations and agree to accept responsibility for the use and erasure of this material to prevent any infringement of copyright law in lieu of expressed written approval of the copyright proprietor.

Title of Program to be Copied: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Date Program is Needed: \_\_\_\_\_

Time of Program: \_\_\_\_\_ Station or Channel: \_\_\_\_\_

Length of Program: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Location: \_\_\_\_\_  
 (please print)

Signature: \_\_\_\_\_ Department: \_\_\_\_\_

**PREVIEW AND EVALUATION**

Yes  No Do you want the video recording of this program retained until information regarding the sale, lease, free loan or rental of this material is obtained?

INSTRUCTIONAL QUALITY (circle the appropriate number on the rating scale below)

Criteria	Suggested Guidelines for Rating Scale	5	4	3	2	1	0
Instructional Design	Well-organized, content-load appropriate, maturity level consistent with the content.						
Content	Accurate, authentic, current, thorough, relevant.						
Curriculum Match	Supports what is commonly taught in this subject at this grade level.						
Interest	Supports or enhances communication of content.						
_____ 5-Exemplary _____		4-Desirable (very good) 3-Desirable (good) _____ 2-Fair 1-Poor _____ _____ 0-Unacceptable					
OVERALL (AVERAGE) RATING OF QUALITY:							

Yes (High Priority)  Yes (Low Priority)  No Do you recommend acquisition of this program?

**SENSITIVE CONTENT**

Yes  No Is nudity, excessive violence, glamorization of drugs/dangerous substances, profanity and/or a sexual nature present in this program?  
**IF YES**, please verify by circling the topics present.

**ADDITIONAL INFORMATION**

Subject Area(s) \_\_\_\_\_ Grade Level \_\_\_\_\_ Ability Level \_\_\_\_\_

Yes  No Previewed?  
 Yes  No  Uncertain Do presently owned materials adequately cover the subject area?

**OVERALL EVALUATION (SUMMARY, USE, ETC.) AND/OR REASONS FOR REQUESTING RETENTION OF THIS RECORDING:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**VIDEO RECORDING STATUS - OFFICE USE ONLY**

Date: \_\_\_\_\_

AVAILABLE: Format:  CD  DVD  Other (Specify) \_\_\_\_\_ Price: \_\_\_\_\_

May be retained indefinitely

- May be kept on an indefinite basis pending updated information on the program's future availability
- May be kept permanently on a licensed basis
- Must be erased immediately

**SAMPLE LETTER:  
REQUEST FOR PERMISSION TO COPY**

\_\_\_\_\_ **Author, Publisher or Distributor** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_

**Permission Department**

I am requesting permission to copy and use:

\_\_\_\_\_ **Title:** \_\_\_\_\_ **Author/Editor:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Year published:** \_\_\_\_\_ **Number of copies:** \_\_\_\_\_

Will copies be sold? (Check one)  **YES**  **NO**

\_\_\_\_\_ **Description of materials to be copied (Photocopy enclosed):** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Intended use of materials:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Type of reproduction:** \_\_\_\_\_  
\_\_\_\_\_

A self-addressed, stamped envelope is enclosed for your convenience in replying to this request. Should you be unable to authorize this request, please forward this letter to the proper person/agency.

Sincerely,

\_\_\_\_\_ **Permission granted:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Conditions (if any):** \_\_\_\_\_  
\_\_\_\_\_

**SAMPLE PRODUCER INQUIRY LETTER: \_\_\_\_\_ REQUEST FOR INFORMATION OF AGENCY HOLDING RIGHTS TO A TV BROADCAST AND PERMISSION TO RETAIN PROGRAM IF IT IS NOT FOR SALE, RENT OR LEASE.**

\_\_\_\_\_ **Network Address (ABC, NBC, CBS -- not affiliate)** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_

**Permission Department**

I am requesting information on the availability and retention of the following program:

\_\_\_\_\_ **Title:** \_\_\_\_\_ **Air date:** \_\_\_\_\_

Can a copy of this program be retained for classroom use? (Check one)  **YES**  **NO**

Is this program available for sale? (Check one)  **YES**  **NO**

\_\_\_\_\_ **If Yes, specify agency distributing this program:** \_\_\_\_\_  
\_\_\_\_\_ **Specify format:** \_\_\_\_\_ **Cost (if known):** \_\_\_\_\_

Enclosed is a self-addressed, stamped envelope for your convenience in replying to this request. Should you be unable to authorize this request, or provide the above information, please forward this letter to the proper person/agency.

Sincerely,

\_\_\_\_\_ **Permission to retain off air copy on a free basis:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_

Conditions (if any):

Corrected 11/10/25

# Klamath Falls City Schools

Code: EGACA  
Adopted: 6/10/13  
Readopted: 3/06/17  
Orig. Code(s): EGACA

## Cell Phones

The Board recognizes that the use of cell phones may be appropriate to provide for the effective and efficient operation of the district, and to help ensure safety and security of district property, staff and others while on district property or engaged in district-sponsored activities. To this end, the Board authorizes the purchase and employee use of cell phones, as deemed appropriate by the superintendent.

District-owned cell phones shall be used for authorized district business purposes, consistent with the district's mission and goals. Personal use of such equipment is prohibited except in emergency situations. Employees do not have any expectations of privacy with district-owned cell phones or any information stored on them; the phone may be confiscated and searched at any time. Employee use of a district-owned cell phone shall not violate Oregon's ethics laws.

If an employee's cell phone purchase is reimbursed by the district, or the employee is provided a stipend to purchase a cell phone, all phone records, text messages, emails to and from the cell phone, and other communications made with the cell phone may be public records.

Employees shall not use cell phones, whether district-owned or personally-owned, for non-district-related business while attending to and/or performing their job responsibilities.

Use of cell phones in violation of Board policies, administrative regulations and/or state and federal laws will result in discipline up to and including dismissal and/or referral to Oregon Government Ethics Commission and law enforcement officials, as appropriate.

~~The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cell phone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned cell phones for authorized district business.~~

END OF POLICY

### Legal Reference(s):

[ORS 244.010](#)  
[ORS 244.020\(15\)](#)

[ORS 244.040\(1\)\(a\)](#)  
[ORS 244.120](#)

[ORS 332.105](#)  
[ORS 332.107](#)

Davidson v. Or. Gov't Ethics Comm'n, 300 Or. 415 (1985)  
OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINIONS 02S-020 (Aug. 2, 2002), 02A-1008 (July 12, 2002), 01A-1004 (June 1, 2001) and 98A-1003 (July 9, 1998).

Corrected 11/10/25

# Klamath Falls City Schools

Code: EH  
Adopted: 2/12/24  
Orig. Code(s): EH

## Records and Data Management

The superintendent will provide for the preparation, maintenance and retention of records and reports as are required by law.

If a record is a public record then it may be subject to retention requirements based on the content of the message. Records shall not be destroyed if they have been requested under the Public Records Law or if they are part of litigation, even if their retention period has expired.

Employees will retain and destroy records in accordance with the Oregon Archives Division records retention schedule. Employees should consult the retention schedule to determine the retention period of the record.

The district will comply with all state and federal laws and regulations concerning the custody and maintenance of public records.

END OF POLICY

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### Legal Reference(s):

[ORS 192.001 - 192.431](#)  
[ORS 192.650](#)  
[ORS 326.565 – 326.580](#)  
[ORS 336.184 – 336.187](#)

[OAR 166-400-0010 - 166-400-0065](#)  
[OAR 581-015-2300](#)  
[OAR 581-022-2260](#)

[OAR 581-022-2305](#)  
[OAR 581-023-0006](#)  
[OAR 581-053-0070](#)

Reviewed 11/10/25

# Klamath Falls City Schools

Code: EH-AR  
Revised/Reviewed: 2/12/24  
Orig. Code(s): EH-AR

## Records and Data Management

### Employee Responsibilities

1. Employees will evaluate the content and purpose of each record to determine which retention schedule requirement defines the record’s required retention period.
2. Employees shall retain records, e.g., documents or email, that have not fulfilled the legally-mandated retention period.
3. Employees will organize their records so they can be located and used.
4. Employees will promptly dispose of transitory, non-public record and personal records from the network and email system.
5. Employees will refer to Board policy KBA – Public Records for additional information on public records requirements.

### State School District Retention

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Property and Equipment Records .....	<u>166-400-0020</u>
Architectural Drawings, Blueprints, and Maps	
Asbestos Management Records	
Building and Grounds Repair, Remodeling, and Construction Records	
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Underground Storage Tank Management Records	
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Accident Insurance Fund Claim Records	
Contractor Liability Insurance Verification Records	
Contractor Performance Bond Records	
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Hazardous Substance Employer Survey Records	
Insurance Claim Records	
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Occupational Injury and Illness Records	
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Risk Factor Evaluation Records	
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District Clerk's Records	
Interscholastic Athletic Activity Program Records	
Key and Keycard Records	
Mailing Lists	
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Student Handbooks	
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Student Education Records.....	<u>166-400-0060</u>
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Behavioral Records, Major (Class/Group A)	
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Certificate of Advanced Mastery (CAM) Records	
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Child Abuse Reports	
Child Care Facility Residency Records	
Compensatory Education Programs Student Records	
Compulsory Attendance Excuse Records	
Education Counseling Records	
Educational Programs Student Records	

Grade Records	
Grade Reports, Administrative	
Grievance Records	
High School Dual Program Student Records	
Home Schooling Records	
Inter-District Transfer Agreement Records	
Intervention Programs Student Records	
Non-Resident Student Records	
Oregon Student Record	
Parental/Custodial Delegation Records	
Parent-Teacher Conference Records	
Personal/Locker Search Records	
Psychological Guidance and Counseling Records	
Registration Records	
Report Cards	
Special Education Student Records	
Student Athletic Activity Records	
Student Health Records	
Student Health Screening Records	
Student Immunization Records	
Transfer Application Records	
Truancy Records	
Tutoring Records	
Withdrawal Records	
Transportation Records .....	<u>166-400-0065</u>
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Bus Incident and Vandalism Reports	
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Bus Service Records	
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Transportation Complaint Reports	
Transportation Safety Records	
Vehicle Maintenance Records	
Vehicle Records	
Vehicle Usage Records\	

Corrected 11/10/25

# Klamath Falls City Schools

Code: EHA  
Adopted: 3/06/17  
Orig. Code(s): EHA

## Health Insurance Portability and Accountability Act

~~(For districts that bill for Medicaid or use a contracted service—ESD or other—to bill for Medicaid administer an Internal Revenue Service Section 125 Plan)~~

The Board has determined that it meets the definition of a hybrid of covered entities<sup>1</sup> under the Health Insurance Portability and Accountability Act (HIPAA). As the district offers health-care provider programs and services that include electronic billing for the reimbursement of services under Oregon Medicaid programs, or contracts with another entity to provide such services, it is subject to HIPAA. In all electronic transactions involving student education records information, the district will adhere to the transaction requirements of HIPAA and the confidentiality requirements of the Family Educational Rights and Privacy Act (FERPA).

Additionally, because the district self-administers an Internal Revenue Service Section 125 plan it also meets the health plan definition under HIPAA. Accordingly, the district will safeguard the protected health information<sup>2</sup> of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

As a covered entity, the district will meet the national electronic transaction standards and applicable requirements of federal law designed to ensure the security of protected health information of employees and student education record information created or received by the district.

In order to meet the notice requirements under the health-care provider provisions of the law, information will be provided to students and parents of their rights under FERPA in accordance with established procedures as set forth in Board policies JO/IGBAB - Education Records/Records of Students with Disabilities, JOA - Directory Information, JOB - Personally Identifiable Information and related administrative regulations.

The superintendent will designate an individual responsible for responding to HIPAA inquiries, complaints and for providing adequate notice of employee rights and district duties under the health plan

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<sup>1</sup> A “covered entity” is an entity subject to HIPAA. These include those entities defined under the Act as a health plan, health-care clearinghouse, health-care provider or a hybrid entity. A hybrid of covered entities is a single legal entity that is a covered entity and whose covered functions are not its primary function. Self-insured health plans and Internal Revenue Service Section 125 plans with 50 or more participants operated or maintained by public schools entities are covered health plans for HIPAA privacy rule purposes. Similarly, any provider of services, a provider of medical or health services as defined in section 1861 of the Act (~~42~~ U.S.C. § 1395X(s)(5)) and any person or organization who furnishes, bills or is paid for health care in the normal course as defined by 45 C.F.R. § 160.103 is also subject to HIPAA requirements as a health-care provider. District’s should review their programs and services with their legal counsel in determining HIPAA applicability.

<sup>2</sup> “Protected health information” means individually identifiable health information that is: (1) transmitted by electronic media; (2) maintained in electronic media; (3) transmitted or maintained in any other form or medium. Protected health information excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act 20 U.S.C. § 1232g, and employment records held by a covered entity in its role as employer.

provisions of the Act. Notice will include the privacy provisions of the law, and uses of employee protected health information and disclosures that may be made by the district.

Training will be provided to all current staff and new employees determined by the district to have access to the protected health information of employees and student education records. Training will be provided within a reasonable period of time after the individual’s hiring, and to those employees when their duties may be impacted by a change in the district’s policy and/or procedures.

Individuals who believe their privacy rights have been violated may file a complaint in accordance with established district procedures. Employee complaints may also be filed directly with the U. S. Secretary of Health and Human Services. There shall be no retaliation by the district against any person who files a complaint or otherwise participates in an investigation or inquiry into an alleged violation of an individual’s protected privacy rights. All complaints received will be promptly investigated and documented, including their final disposition.

The superintendent will ensure that satisfactory assurance has been obtained from any business associate<sup>3</sup> performing HIPAA-covered activities or functions on behalf of the district that the protected health information it receives from the district will be protected. Such assurance will be in the form of a written agreement, or may be included as a part of the district’s contract with the business associate.

Employees in violation of this policy or procedures established to safeguard student education records information and the protected health information of employees will be subject to discipline up to and including dismissal.

The superintendent is directed to ensure an assessment of district operations is conducted to determine the extent of the district’s responsibilities as a covered entity under HIPAA and to develop internal controls and procedures necessary to implement this policy and meet the requirements of law. The procedures shall include provisions for record keeping, documentation of the district’s compliance efforts and appropriate administrative, technical and physical safeguards to protect the privacy of student education records and employee protected health information and to ensure that any request is limited to information reasonably necessary to accomplish the purpose for which the request is made.

In the event of a change in the law that may impact this policy or established district procedures, the superintendent shall ensure appropriate revisions are recommended for Board approval, necessary changes are implemented and notification is made to staff and others, as appropriate.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

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<sup>3</sup> A “business associate” means a person who on behalf of such covered entity or of an organized health-care arrangement in which the covered entity participates, but other than in the capacity of a member of the workforce of such covered entity or arrangement, performs or assists in the performance of: (1) a function or activity involving the use or disclosure of individually identifiable health information, including claims processing or administration, data analysis, processing or administration, utilization review, quality assurance, billing, benefit management, practice management and repricing; or (2) any other function or activity regulated by HIPAA.

Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §§ 1320d to -1320d-8 (2012); 45 C.F.R. Parts 160, 164 (2016).  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2016).

Corrected 11/10/25

# Klamath Falls City Schools

Code: EHB  
Adopted: 1/08/24  
Orig. Code(s): EHB

## Cybersecurity

The purpose of information security is to protect the confidentiality, integrity and availability of district data as well as any information systems that store, process, or transmit district data, and protect the information resources of the district from unauthorized access or damage.

The underlying principles followed to achieve that objective are:

1. Information Confidentiality: The ability to access or modify information is provided only to authorized users for authorized purposes;
2. Information Integrity: The information used in the pursuit of the district objectives can be trusted to correctly reflect the reality it represents; and
3. Information Availability: The information resources of the district, including the network, the hardware, the software, the facilities, the infrastructure, and any other such resources, are available to support the objectives for which they are designated.
4. The district will maintain processes for Cybersecurity that meet the requirements of the district's insurance policy and follow current security measures.

The requirement to safeguard information resources must be balanced with the need to support the pursuit of legitimate district objectives. The value of information as a resource increases through its appropriate use; its value diminishes through misuse, misinterpretation, or unnecessary restrictions to its access.

This policy applies to all staff and third-party agents of the district as well as any other district affiliate, including students, who are authorized to access district data and to all computer and communication devices and systems that store, process, or transmit district data.

END OF POLICY

### Legal Reference(s):

[ORS Chapter 192](#)  
[ORS 332.107](#)

[ORS 336.184](#)  
[ORS 646A.600 - 646A.626](#)

Children's Internet Protection Act, 47 U.S.C. §§ 254(h) and (l); 47 C.F.R. § 54.520.

Children's Online Privacy Protection Act of 1998, 15 U.S.C. §§ 6501 to 6505; 16 C.F.R. § 312.

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. § 99.

Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. § 1320d; 45 C.F.R. §§ 160, 164.

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

Reviewed 11/10/25

# Klamath Falls City Schools

Code: EHB-AR  
Revised/Reviewed:

## Cybersecurity

(Version)

{Optional administrative regulation.}

On hold

Throughout its lifecycle, an information system that stores, processes or transmits district data shall be protected in a manner that is considered reasonable and appropriate, as defined in documentation approved and maintained by the [Information Technology Department], given the level of sensitivity, value and criticality that the district data has to the district.

Individuals who are authorized to access district data shall adhere to the appropriate Roles and Responsibilities, as defined in this administrative regulation.

### Roles and Responsibilities

“Designated Information Security Officer (ISO)” means an employee designated by the superintendent to oversee the information security program. The ISO will be a senior-level employee in the district. The responsibilities of the ISO include the following:

1. Developing and implementing a district-wide information security program;
2. Documenting and disseminating information security policies and procedures;
3. Coordinating the development and implementation of required information security training and awareness program for staff and administrators;
4. Coordinating a response to actual or suspected breaches in the confidentiality, integrity or availability of district data and following statutory requirements;
5. Implement Multi-Factor Authentication (MFA) for logins[; and] [.]
6. [Implementing an IT security audit.]

“Data owner” means a management-level employee of the district who oversees the lifecycle of one or more sets of district data. Responsibilities of a data owner include the following:

1. Assigning an appropriate classification to district data;
2. Determining the appropriate criteria for obtaining access to district data;
3. Ensuring that data custodians implement reasonable and appropriate security controls to protect the confidentiality, integrity and availability of district data;
4. Understanding and approving how district data is stored, processed, and transmitted by the district and by third-party agents of the district; and

5. Understanding how district data is governed by district policies, state and federal regulations, contracts and other legal binding agreements.

“Data custodian” means an employee of the [Information Technology Department] who has administrative and/or operational responsibility over district data. In many cases, there will be multiple data custodians. A data custodian is responsible for the following:

1. Understanding and reporting on how district data is stored, processed and transmitted by the district and by third-party agents of the district;
2. Implementing appropriate physical and technical safeguards to protect the confidentiality, integrity and availability of district data;
3. Documenting and disseminating administrative and operational procedures to ensure consistent storage, processing and transmission of district data;
4. Provisioning and deprovisioning access to district data as authorized by the data owner;
5. Understanding and reporting on security risks and how they impact the confidentiality, integrity and availability of district data;
6. Back up data daily; and
7. Force email and domain passwords to expire at least annually.

“User,” for the purpose of information security, means any employee, contractor or third-party agent of the district who is authorized to access District Information Systems and/or district data. A user is responsible for the following:

1. Adhering to policies, guidelines and procedures pertaining to the protection of district data;
2. Reporting actual or suspected vulnerabilities in the confidentiality, integrity or availability of district data to a manager or the [Information Technology Department]; and
3. Reporting actual or suspected breaches in the confidentiality, integrity or availability of district data to the [Information Technology Department].

### **Classification of Information**

Data classification, in the context of information security, is the classification of data based on its level of sensitivity and the impact to the district should that data be disclosed, altered or destroyed without authorization. The classification of data helps determine what baseline security controls are appropriate for safeguarding that data. All district data should be classified into one of three sensitivity levels or classifications: confidential, sensitive and public. In some cases, data could fall into multiple categories, i.e., salaries.

Data should be classified as confidential when the unauthorized disclosure, alteration, or destruction of that data could cause a significant level of risk to the district or its affiliates. Examples of confidential data include data protected by state or federal privacy regulations and data protected by confidentiality

agreements. The highest level of security controls should be applied to confidential data. Examples: student data, evaluation and disciplinary records.<sup>1</sup>

Data should be classified as sensitive when the unauthorized disclosure, alteration or destruction of that data could result in a moderate level of risk to the district or its affiliates. By default, all district data that is not explicitly classified as confidential or public data should be treated as sensitive data. A reasonable level of security controls should be applied to private data. Examples: salaries and staff personal contact information.

Data classified as sensitive may be disclosable as public record under Oregon Revised Statute (ORS) Chapter 192. However, the sensitivity level of the data can warrant the assigned data classification and associated safeguard security controls.

Data should be classified as public when the unauthorized disclosure, alteration or destruction of that data would result in little or no risk to the district and its affiliates. Examples of public data include information intended for broad use within the district community at large or for public use. While little or no controls are required to protect the confidentiality of public data, some level of control is required to prevent unauthorized modification or destruction of public data. Examples: board minutes and policies.

*{Examples may vary based on the needs of the district.}*

### **Online Services and Applications**

District employees are encouraged to research online services or applications to support the pursuit of district objectives. However, district employees are prohibited from installing or using applications, programs or other software, or online systems/websites that store, collect or share confidential or sensitive data, until the ISO approves the vendor and software or service. Before approving the use or purchase of any such software or online service, the ISO, or designee, shall verify that it meets the requirements of all applicable laws, regulations and board policies, and that it appropriately protects district data. This prior approval is required whether or not the software or online service is obtained or used without charge.

### **Implementation**

The [Information Technology Department] is directed to develop operating policies, standards, baselines, guidelines and procedures for the implementation of this administrative regulations to include, but not limited to, addressing data encryption, logical access control, physical access control, vulnerability management, risk management and security logging and monitoring.

### **Violations of Policy and Misuse of Information**

Violations of this administrative regulation include, but are not limited to: accessing information to which the individual has no legitimate right; enabling unauthorized individuals to access information; disclosing information in a way that violates applicable policy, procedure or other relevant regulations or laws; inappropriately modifying or destroying information; inadequately protecting information; or ignoring the

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<sup>1</sup> These examples are for IT purposes and may not be consistent with record request and disclosure requirements.

explicit requirements of data owners for the proper management, use and protection of information resources.

Violations may result in disciplinary action in accordance with district policies, procedures and/or applicable laws. Sanctions may include one or more of the following:

1. Suspension or termination of access;
2. Disciplinary action up to and including dismissal; and
3. Civil or criminal penalties.

Employees are [encouraged] to report suspected violations of this administrative regulation to the ISO or to the appropriate data owner. Reports of violations are considered sensitive information until otherwise designated.

# Klamath Falls City Schools

Code: EIA  
Adopted:

## Insurance Programs

Insurance may be written by any fully insured, partially insured or self-insured pool that is able to demonstrate satisfactory financial stability as determined by Oregon law.

Blanket building and equipment insurance will cover replacement costs with an agreed amount endorsement and with a deductible determined by the director of operations to provide the lowest possible premium costs consistent with adequate protection from unanticipated expenditures.

General and personal liability insurance will cover district Board members and employees only while acting in their official capacity.

All employees will be covered by an honesty bond. Tort liability endorsements may be carried.

The district will provide liability coverage for all district-owned or leased vehicles.

The district will establish and provide the opportunity for students to purchase student accident insurance.

The district will not carry student accident insurance other than liability insurance.

The district will not be liable for theft and damage of personal property of students that is not a requirement for attendance or participation. Additionally, the district will not be liable for theft and damage of personal property of staff.

END OF POLICY

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### Legal Reference(s):

[ORS 30.260](#) to -30.300  
[ORS 278.005](#) to -278.215

[ORS 332.435](#)  
[ORS 332.437](#)

Added 11/10/25

6. **BOARD MEMBER COMMENTS**
7. **CLOSING COMMENTS FROM THE CHAIR**
8. **ADJOURNMENT**