



School Board Regular Meeting Agenda

August 11, 2026, 5:30 PM

Location:

Education Center, Board Room #314
520 NW Wall Street
Bend, OR 97703

1.	<u>Call to Order</u>	
	Speaker(s): Cameron Fischer, Board Vice Chair	
2.	<u>Pledge of Allegiance</u>	
	Speaker(s): Cameron Fischer, Board Vice Chair	
3.	<u>Review of Agenda</u>	
	Speaker(s): Cameron Fischer, Board Vice Chair	
4.	<u>Public Comment</u>	
	Speaker(s): Cameron Fischer, Board Vice Chair	
	Description: This is the time provided for individuals to address the Board. Public Comment requests are accepted in advance via Google Form until 5:00 p.m. on the day of the meeting for both in-person and virtual comment. Individuals may also sign up for public comment on the day of the meeting on a space available basis in alignment with Governance Process 6 (GP-6). In-person sign up will be accepted at the boardroom door until 5:35 p.m. on the day of the meeting.	
5.	<u>Consent Agenda</u>	
	Speaker(s): Cameron Fischer, Board Vice Chair	
	Description: Items that are routine in nature are placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed at the request of any Board member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion.	
	A. Approval of Minutes	4
	Description: July 7, 2026, Regular Meeting; <i>Reference: ORS 192.650 and ORS 332.057</i>	
	Attachments:	
	7.7.26 Minutes - Regular Meeting - DRAFT	4
	B. Approval of Personnel Recommendations	7
	Description: Administrative, Licensed, Classified, and Confidential Staff Recommended Hires, Resignations, and Retirements; <i>Reference: ORS 332.505</i>	
	Attachments:	
	Administrative and Licensed Recommended Hires, Resignations, and Retirees 8.11.26	7
	Classified Recommended Hires, Classified & Confidential Resignations, and Classified Retirements 8.11.26	9
	C. Adoption of Board Policies	13
	Attachments:	
	Executive Summary: Board Policies for Adoption	13
	GBA-BP: Nondiscrimination - DRAFT 8.11.26	14
	GBN/JBA-BP: Sexual Harassment - DRAFT 8.11.26	16
	GP-5: Board Member Roles and Board Committees - DRAFT 8.11.26	
6.	<u>Consent for Information</u>	

Speaker(s): Dr. Steve Cook, Superintendent

Description: Items that are routine in nature and for informational purposes only are placed on the Consent for Information.

A. Approval of Administrative Policies and Regulations 25

Attachments:

Executive Summary: Administrative Policies and Regulations for Adoption	25
CEA-AP: Educational Equity Advisory Committee - DRAFT 8.11.26	27
EBB-AP: Integrated Pest Management - DRAFT 8.11.26	28
EBB-AR: Integrated Pest Management (IPM) - DRAFT 8.11.26	30
EBBA-AP: Student Health Services - DRAFT 8.11.26	41
ECAA-AP: Access to Buildings - DRAFT 8.11.26	43
ECAC-AR: Access to Buildings - DELETE 8.11.26	44
ECACB-AP: Unmanned Aircraft System (UAS)/Drone - DRAFT 8.11.26	45
EGAAA-AP: Reproduction of All Copyrighted Materials - DRAFT 8.11.26	47
EGAAA-AR: Guidelines for the Use of Copyrighted Materials - DELETE 8.11.26	48
EGAC-AR: Telecommunication Services - DELETE 8.11.26	57
EGACA-AR: Cellular Telephones - DRAFT 8.11.26	58
EHA-AP: Appropriate Uses of Technology, Equipment, Infrastructure, and Services - DELETE 8.11.26	59
EHA-AR: Appropriate Uses of Technology - DELETE 8.11.26	61
EHAA-AR: Administrator Responsibilities Related to Technology - DELETE 8.11.26	69
EHAB-AR: Technology Responsibilities for Special Programs - DRAFT 8.11.26	71
EHAC-AR: Electronic Storage and Publishing on Web and Other Communications Media - DELETE 8.11.26	73
EHAD-AR: District Web Services Guidelines - DELETE 8.1..26	75
EHA-E-AR: Use of Online Services and Collaborative Tools - DELETE 8.11.26	80
EH-B-AP: Cybersecurity - DRAFT 8.11.26	81
EH-B-AR: Cybersecurity - DRAFT 8.11.26	82
GBA-AR: Veteran and State Servicemember Preference - DRAFT 8.11.26	85
GCBDA/GDBDA-AR: Family and Medical Leave - DRAFT 8.11.26	87
GCBDD/GDBDD-AP: Sick Time - DRAFT 8.11.26	98
GCQBA-AP: Copyrights and Patents - DRAFT 8.11.26	100
IGDK-AR: Non-District Sponsored Study, Tours, Trips, Competitions - DRAFT 8.11.26	101
IICA-AR(1): Field Trips and Special Activities - DRAFT 8.11.26	103
IICA-AR(2): Field Trips and Special Activities - DRAFT 8.11.26	107
IICA-AR(3): Field Trip/Activity Permission and Release of Liability Form - DRAFT 8.11.26	109
JFCL-AR: Laser Pens - DRAFT 8.11.26	111
JHCD-AR: Medications - DRAFT 8.11.26	112

7. Reports

A. Senate Bill 141 (SB 141) Update

Speaker(s): Dr. Lisa Birk, Deputy Superintendent

8. Administrative Policy and Regulation Report

A. Administrative Policies and Regulations in Review 120

Speaker(s): Dr. Steve Cook, Superintendent

Description: List of District Policies and/or Regulations that are currently under review by the District. Public feedback regarding the policies in review is accepted via Google Form.

Attachments:

Executive Summary: Administrative Policies and Regulations for Review	120
GCAB-AP: Personal Electronic Devices and Social Media (Staff) - DRAFT 8.11.26	121
GCAB-AR(1): Social Media Use and Expectations - DRAFT 8.11.26	123
GCAB-AR(2): Social Media Site Authorization Request Form - DRAFT 8.11.26	
IGBBA-AP: Talented and Gifted Students - Identification - DRAFT 8.11.26	

IIBGA-AP: Electronic Communications System - DRAFT 8.11.26	131
IIBGA-AR(1): Electronic Communications System - DRAFT 8.11.26	132
IIBGA-AR(2): Technology Security and Operations - DRAFT 8.11.26	137
IKJ-AP: Artificial Intelligence - DRAFT 8.11.26	139
9. <u>Superintendent's Report</u> Speaker(s): Dr. Steve Cook, Superintendent	
10. <u>Director Comments</u> Description: An opportunity for board members to provide comments or reflections.	
11. <u>Adjourn</u> Description: Meeting will be adjourned with next Regular School Board Meeting scheduled for September 8, 2026.	



School Board Regular Meeting Minutes

Meeting Location:

Education Center, Board Room #314
520 NW Wall Street
Bend, OR 97703

Meeting Date: July 7, 2026

Board Members

Kina Chadwick: Present
Cameron Fischer: Present
Marcus LeGrand: Present
Jenn Lynch: Present
Shirley Olson: Present
Amy Tatom: Present
Ross Tomlin: Present

Directors Ross Tomlin and Shirley Olson joined the meeting virtually.

1. Call to Order

Speaker(s): Marcus LeGrand, Board Chair

Discussion: The meeting was called to order by Chair Marcus LeGrand at 5:31 pm.

2. Pledge of Allegiance

Speaker(s): Marcus LeGrand, Board Chair

Discussion: The Pledge of Allegiance was led by Chair Marcus LeGrand.

3. Review of Agenda

Speaker(s): Marcus LeGrand, Board Chair

Discussion: There were no changes to the agenda.

4. Election of Board Officers for the 2026-2027 School Year

Speaker(s): Marcus LeGrand, Board Chair

Action(s): I move to nominate Director Amy Tatom as the Board Chair. This motion, made by Jenn Lynch and seconded by Shirley Olson, Carried.

Voting Detail: Kina Chadwick: Yea, Cameron Fischer: Yea, Marcus LeGrand: Yea, Jenn Lynch: Yea, Shirley Olson: Yea, Amy Tatom: Yea, Ross Tomlin: Yea

Voting Summary: Yea: 7, Nay: 0

Action(s): I would like to entertain a motion nomination for Vice Chair to Cameron Fischer. This motion, made by Marcus LeGrand and seconded by Kina Chadwick, Carried.

Voting Detail: Kina Chadwick: Yea, Cameron Fischer: Yea, Marcus LeGrand: Yea, Jenn Lynch: Yea, Shirley Olson: Yea, Amy Tatom: Yea, Ross Tomlin: Yea

Voting Summary: Yea: 7, Nay: 0

5. **Public Comment**

Speaker(s): Board Chair

Description: This is the time provided for individuals to address the Board. Public Comment requests are accepted in advance via Google Form until 5:00 p.m. on the day of the meeting for both in-person and virtual comment. Individuals may also sign up for public comment on the day of the meeting on a space available basis in alignment with Governance Process 6 (GP-6). In-person sign up will be accepted at the boardroom door until 5:35 p.m. on the day of the meeting.

Discussion: One community member spoke regarding the proposed changes to the district's fundraising policies.

6. **Consent Agenda**

Speaker(s): Board Chair

Description: Items that are routine in nature are placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed at the request of any Board member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion.

Action(s): I move to approve the Consent Agenda. This motion, made by Marcus LeGrand and seconded by Cameron Fischer, Carried.

Voting Detail: Kina Chadwick: Yea, Cameron Fischer: Yea, Marcus LeGrand: Yea, Jenn Lynch: Yea, Shirley Olson: Yea, Amy Tatom: Yea, Ross Tomlin: Yea

Voting Summary: Yea: 7, Nay: 0

A. **Approval of Minutes**

Description: June 16, 2026, Regular Meeting; *Reference: ORS 192.650 and ORS 332.057*

Attachments: 6.16.26 Minutes - Regular Meeting - DRAFT

B. **Approval of Personnel Recommendations**

Description: Administrative, Licensed, Classified, and Confidential Staff Recommended Hires, Resignations, and Retirements; *Reference: ORS 332.505*

Attachments: Administrative and Licensed Recommended Hires, Resignations, and Retirees 7.7.26 and Classified Recommended Hires, Classified & Confidential Resignations, and Classified Retirements 7.7.26

C. **Executive Summary: Heart of Oregon Corps YouthBuild Approval as an Alternative Education Program**

Attachments: Executive Summary: Heart of Oregon Corps YouthBuild Approval as an Alternative Education Program

7. **Consent for Information**

Speaker(s): Dr. Steve Cook, Superintendent

Description: Items that are routine in nature and for informational purposes only are placed on the Consent for Information.

Discussion: Superintendent Cook noted that at the June 16th board meeting the district brought forth a batch of fundraising-related policies and regulations for review. It was noted that one form, KMC-AR: Request to Fundraise on Behalf of the District, was still being drafted. That form is now complete, and is out for feedback via the same Google form as the other fundraising-related policies. We are also working with several different groups, including our Equity Coalition, PTOs, and Booster Clubs to gather additional feedback before we bring these policies back for adoption.

A. **Administrative Policies and Regulations in Review**

Attachments: Executive Summary: Administrative Policies and Regulations for Review and KMC-AR: Request to Fundraise on Behalf of the District - DRAFT 7.7.26

8. **Action Items**

A. **Annual Board of Directors & Superintendent Operational Agreements and Expectations**

Speaker(s): Board Chair

Action(s): I move to approve the agreement as presented. This motion, made by Shirley Olson and seconded by Marcus LeGrand, Carried.

Voting Detail: Kina Chadwick: Yea, Cameron Fischer: Yea, Marcus LeGrand: Yea, Jenn Lynch: Yea, Shirley Olson: Yea, Amy Tatom: Yea, Ross Tomlin: Yea

Voting Summary: Yea: 7, Nay: 0

Attachments: Board of Directors & Superintendent Operational Agreements and Expectations - DRAFT 7.7.26

Discussion: Chair Amy Tatom reminded the Board that the operating agreements document was reviewed and edited in October and that this will be the first annual adoption of the new agreement.

Directors Jenn Lynch and Cameron Fischer noted that there are a few grammatical corrections to be made, but nothing substantial.

9. Superintendent's Report

Speaker(s): Dr. Steve Cook, Superintendent

Discussion: Superintendent Cook noted that delivery has started on the signs of success project with over 700 signs to deliver to students and their families. The district administered 2,841 AP exams this year in 30 different content areas with a pass rate of 80% (2,260 passing scores). Perfect scores were received by 17% of the testers. The fundraising policies are out for public feedback. He and Kinsey Martin met with a group of representatives from school PTOs to discuss the proposed changes and they will continue to work with various groups to gather feedback. Cook introduced the district's new Chief Human Resources Officer, Tony Sanchez, who took a few minutes to greet the Board. It was also noted that beginning Monday, July 13th, Superintendent Cook would be on a short FMLA.

10. Director Comments

Description: An opportunity for board members to provide comments or reflections.

Discussion: Director Ross Tomlin thanked Marcus for his previous leadership as Chair and shared congratulations to Amy and Cameron in their new roles.

Director Shirley Olson seconded Ross's comments and looks forward to another great year as Board.

Director Jenn Lynch thanked the community leaders for providing feedback on the fundraising policies, shared congratulations to district staff on the extraordinary AP results, and asked for a resolution next year affirming June as pride month.

Director Kina Chadwick thanked the SVC for their work last year, shared that the work on the fundraising policies is to the better the process and noted the Board values the feedback, and encouraged everyone to take time to enjoy the summer months.

Vice Chair Cameron Fischer thanked everyone for their input on the fundraising policies and noted that the district will always need volunteers and donations to continue to support the work. She recognized Marcus for his time as Chair and thanked Amy for stepping into the Chair role.

Director Marcus LeGrand read a message appreciating his time serving on the Board.

Chair Amy Tatom thanked the members for electing her as Chair and Marcus for his service.

11. Adjourn

Speaker(s): Board Chair

Description: Meeting will be adjourned with next Regular School Board Meeting scheduled for August 11, 2026.

Discussion: Chair Amy Tatom adjourned the meeting at 5:55 pm.



HUMAN RESOURCES

Education Center

*520 N.W. Wall Street
Bend, Oregon 97703-2699
(541) 355-1100
Fax: (541) 355-1109*

DATE: August 11, 2026
TO: Dr. Steven Cook, Superintendent
Board of Directors for Bend-La Pine Schools

FROM: Tony Sanchez, Chief Human Resources Officer

RE: Administrative and Licensed Recommended Hires, Resignations, and Retirees

The Human Resource Department recommends approval of the following hires, resignations and retirees at the school board meeting on August 11, 2026. All Hires are subject to successful drug testing, background check, and Oregon licensure.

CERTIFIED HIRES

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Bailey, Major	Music Teacher	High Lakes Elementary	Regular Part Time	08/27/2026
Brandon, Cailey	Intermediate Teacher	La Pine Elementary School	Temp Full Time	08/27/2026
Cannalunga, Sara	Speech & Language Path	Special Programs	Temp Full Time	08/27/2026
Codding, Andrew	Math Teacher	La Pine Middle School	Temp Full Time	08/27/2026
Cook, Tanner	PE Teacher	Rosland Elementary	Regular Part Time	08/27/2026
Cooper, Taylor	Social Studies Teacher	La Pine Middle School	Temp Full Time	08/27/2026
Cox, Kaci	Counselor	Ponderosa Elementary	Regular Full Time	08/27/2026
Dabbs, Michelle	Counselor	Bend Senior High School	Regular Full Time	08/27/2026
Dickerson, Jada	Counselor	Deschutes River High School	Regular Full Time	08/27/2026
Dowell, Michael	NJROTC Teacher	Mountain View High School	Regular Full Time	08/27/2026
Fisk, Samantha	Speech & Language Path	Special Programs	Regular Full Time	08/27/2026
Gibson, Daniel	Physics & Chemistry Teacher	Mountain View High School	Regular Full Time	08/27/2026
Grogan, Rhea	Student Success Clinician	Ensworth Elementary	Temp Full Time	08/27/2026
Haddock, Shawna	Learning Specialist	Special Education	Regular Full Time	08/27/2026
Hays, Kari	Student Success Clinician	Sky View Middle School	Temp Part Time	08/27/2026
Heinrich, Janelle	Counselor	Cascade Middle School	Temp Part Time	08/27/2026
Hill, Charles	Metals Teacher	Bend Senior High School	Temp Part Time	08/27/2026
Hopper, Jocelyn	Learning Specialist	Buckingham Elementary	Regular Full Time	08/27/2026
Johannsen, Kari	Student Success Clinician	Elk Meadow Elementary	Temp Full Time	08/27/2026
Kampen, Jade	Counselor	REALMS MS	Temp Part Time	08/27/2026
King, Theronn	Math Teacher	Realms Middle School	Temp Full Time	08/27/2026
Lambert, Megan	Learning Specialist	Special Programs	Regular Full-Time	08/27/2026
Lopez, Caitlin	Student Engagement Coordinator	Ensworth Elementary School	Regular Full-Time	08/27/2026
McAndrews, Andrea	PE Teacher	Ensworth Elementary School	Temp Part Time	08/27/2026
Mcelyea, Alice	CTE Computer Science Teacher	Caldera High School	Regular Part-Time	08/27/2026
Mcelyea, Alice	Math Teacher	Caldera High School	Temp Part-Time	08/27/2026
Mercer, Rachael	Speech & Language Pathologist	Special Programs	Temp Full-Time	08/27/2026
Morton, Elisabeth	Dual Language Teacher	DEI	Regular Part-Time	08/27/2026
Mumm, Kayla	School Counselor	Buckingham Elementary School	Regular Full-Time	08/27/2026
Owens, Lauren	Learning Specialist	Special Programs	Regular Full-Time	08/27/2026



HUMAN RESOURCES

Education Center

*520 N.W. Wall Street
Bend, Oregon 97703-2699
(541) 355-1100
Fax: (541) 355-1109*

Perry, Sydney	Learning Specialist	Special Programs	Regular Full-Time	08/27/2026
Phillips, Emily	School Counselor	Varies	Regular Full-Time	08/27/2026
Quinn, Kerri	Math Teacher	Cascade Middle School	Regular Full-Time	08/27/2026
Reller, Nicholas	English/Journalism Teacher	La Pine High School	Regular Full-Time	08/27/2026
Rice, Michele	Counselor	Student Services	Regular Full-Time	08/27/2026
Spradley, Thomas	Learning Specialist	Special Programs	Regular Full-Time	08/27/2026
Stringfield, Loren	Spanish Teacher	La Pine Middle/High School	Regular Full-Time	08/27/2026
Stringfield, Scott	Learning Specialist	High Desert Middle School	Regular Full-Time	08/27/2026
Zuniga, Angela	Learning Specialist	Sky View Middle School	Regular Full-Time	08/27/2026
Whyte, Jessica	Intermediate Teacher	Lava Ridge Elementary School	Regular Full-Time	08/27/2026

CERTIFIED RESIGNATIONS

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Calbreath, Jessica	Counselor On Special Assignment	Teaching & Learning	08/26/2019 – 06/30/2026
Dalglish, Alyssa	Culinary Teacher	Bend Senior High	08/30/2021 – 06/30/2026
Goldstein, Ryan	Journalism & Computer Science Teacher	Sky View Middle School	08/27/2007 – 06/30/2026
Rogers, Henry	Learning Specialist	Summit High School	08/21/2025 – 07/09/2026

CERTIFIED RETIRE/REHIRE

NAME	POSITION	LOCATION	REHIRE/END DATES

ADMINISTRATIVE HIRES

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Pape, Steven	Assistant Principal VI	Mt View High School	Temporary	07/01/2026
Perras, Jenette	Nutrition Services Field Supervisor	Nutrition Services	Regular Full-Time	08/04/2026

ADMINISTRATIVE RESIGNATIONS

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES

ADMINISTRATIVE RETIRE/REHIRE

NAME	POSITION	LOCATION	REHIRE/END DATES



HUMAN RESOURCES

Education Center

*520 N.W. Wall Street
Bend, Oregon 97703-2699
(541) 355-1100
Fax (541) 355-1109*

August 4, 2026

TO: Dr. Steven Cook, Superintendent
Bend-La Pine School Board of Directors

FROM: Tony Sanchez, Chief Human Resources Officer

RE: Classified Recommended Hires, Classified & Confidential Resignations, and Classified Retirements

The Human Resources Department recommends approval of the following hires, resignations, and retirements at the School Board meeting on August 11, 2026.

Classified Hiring

Name	Position/Posting No.	Location	Temp/Regular Position	Hire Date
Anhorn, Michael	Bus Driver	Transportation	Reg 5.75 hrs / day	09/07/26
Bell, Gwyn	Office Manager I	North Star	Reg 8.0 hrs / day	08/06/26
Bent, Stephanie	Department Support III	TLC	Reg 8.0 hrs / day	07/13/26
Bortovskiy, Maksym	EA Inclusion	Ensworth	Reg 6.5 hrs / day	09/01/26
Coble, Aimee	Enrollment Data Analyst	TLC	Reg 8.0 hrs / day	08/06/26
Courtney, Ashley	Consulting Registered Nurse	Student Services	Reg 4.0 hrs / day	08/28/26
Evans, Patti	Office Manager I	Amity Creek	Reg 8.0 hrs / day	08/06/26
Fairbanks, Chantel	Office Secretary II	Lava Ridge	Reg 8.0 hrs / day	08/06/26
Fernandez, Alexis	EA Inclusion	Realms	Reg 7.0 hrs / day	09/01/26
Gibbons, Michael	Bus Driver	Transportation	Reg 5.75 hrs / day	09/07/26
James, Craig	EA Inclusion	Three Rivers	Reg 6.5 hrs / day	09/01/26
Jensen, Curtis	EA Inclusion	Ponderosa	Reg 6.5 hrs / day	09/01/26
Johnson, Kim	Office Manager II	WE Miller	Reg 8.0 hrs / day	08/06/26
Lamb, Brian	Building Maintenance Construction Crew	Maintenance	Reg 8.0 hrs / day	07/16/26
Langley, Kory	EA Instruction	Ensworth	Reg 5.46 hrs / day	09/01/26
Light, Lisa	Attendance Secretary II	Mountain View	Reg 7.0 hrs / day	08/24/26



HUMAN RESOURCES

Education Center

520 N.W. Wall Street

Bend, Oregon 97703-2699

(541) 355-1100

Fax (541) 355-1109

Lininger, Earl	Bus Driver	Transportation	Reg 4.0 hrs / day	09/07/26
Loheit, Guadalupe	ELL Family Liaison	Bend High	Reg 7.35 hrs / day	09/01/26
Ludwicki, Laurel	EA Inclusion	North Star	Reg 6.5 hrs / day	09/01/26
Mankin, Jennifer	Consulting Registered Nurse	Student Services	Reg 4.0 hrs / day	08/28/26
McCohan, Jennifer	EA Instruction	Elk Meadow	Reg 6.48 hrs / day	09/01/26
Milum, Scott	Custodial Crew I	Highland	Reg 8.0 hrs / day	07/10/26
Norman, Jessica	Attendance Secretary II	Pacific Crest	Temp 8.0 hrs / day	08/24/26
O'Brien, Heather	EA Inclusion	La Pine High	Reg 7.0 hrs / day	09/01/26
Pedersen, Katharine	EA Instruction	North Star	Reg 6.0 hrs / day	09/01/26
Pelle, Amanda	EA Inclusion	High Lakes	Reg 6.5 hrs / day	09/01/26
Potter, Jonalee	EA Instruction	La Pine Elementary	Temp 5.75 hrs / day	09/01/26
Quirino-Tapia, Yesenia	Office Secretary I	Rosland	Reg 4.0 hrs / day	08/31/26
Ramirez, Michelle	EA Inclusion	North Star	Reg 6.5 hrs / day	09/01/26
Race-Kryger, Keaton	EA Instruction	Silver Rail	Temp 7.0 hrs / day	09/01/26
Ragsdale, Vanessa	Media Manager I	Elk Meadow	Temp 3.5 hrs / day	08/31/26
Rubalcaba, Sylvia	Custodial Crew I	High Desert	Reg 8.0 hrs / day	07/07/26
Schrock, Thaile	EA Inclusion	Caldera	Reg 7.0 hrs / day	09/01/26
Schwarzenberger, Emily	Media Manager	Silver Rail	Reg 7.0 hrs / day	08/31/26
Sharp, Christina	EA Instruction	North Star	Reg 6.0 hrs / day	09/01/26
Smart, Cathleen	Office Secretary I	Westside Village	Reg 3.0 hrs / day	08/31/26
Sop Gonon, Joseph	EA Instruction/Bilingual	Pilot Butte	Reg 8.0 hrs / day	09/01/26
Van Coutren, Lauren	Media Manager	WE Miller	Reg 7.0 hrs / day	08/31/26
Von Zange, Bonnie	Office Secretary II	Buckingham	Reg 6.0 hrs / day	08/17/26
Wilborn, Donald	Campus Monitor	Safety	Temp 8.0 hrs / day	09/01/26



HUMAN RESOURCES

Education Center

*520 N.W. Wall Street
Bend, Oregon 97703-2699
(541) 355-1100
Fax (541) 355-1109*

Yurkovich, Natalie	EA Inclusion	High Lakes	Reg 6.5 hrs / day	09/01/26
Zurovsky, Kerrie	Counseling Secretary II	Summit	Reg 7.5 hrs / day	08/13/26

Classified Resignations

Name	Position	Location	Resign Date
Barbush, Mikaela	Attendance Secretary II	Caldera	08/31/21 – 06/18/26
Bentley, Jessica	Media Manager	Highland	08/04/23 – 06/16/26
Doyle-Langford, Kathleen	Curriculum Secretary II	Mountain View	11/20/24 – 06/22/26
Haddock, Shawna	EA Inclusion	Rosland	08/27/24 – 06/30/26
Hanna, Marni	Media Manager I	Pacific Crest	08/30/10 – 06/16/26
Hill, Christi	EA Inclusion	Elk Meadow	10/11/21 – 06/30/26
Mees, Rebecca	EA Inclusion	Juniper	08/27/19 – 06/11/26
Perras, Jenette	Department Support I	Nutrition	08/26/14 – 08/03/26

Classified Retirements

Name	Position	Location	Retire Date

Classified Retire-Rehires

Name	Position	Location	Rehire Date

Classified Dismissals

Name	Position	Location	Term Date



HUMAN RESOURCES

Education Center

520 N.W. Wall Street

Bend, Oregon 97703-2699

(541) 355-1100

Fax (541) 355-1109

Confidential Hiring

Name	Position/Posting No.	Location	Temp/Regular Position	Hire Date
Waler, Ellyn	Leaves & Benefits Process Coordinator	Human Resources	Reg 8.0 hrs / day	07/21/26

Confidential Resignations

Name	Position	Location	Resign Date
Huerd, Denise	Payroll Specialist II	Payroll	03/03/25 – 07/29/26

Confidential Dismissals

Name	Position	Location	Term Date



ACTION: Board Policies for Adoption – August 11, 2026

PRESENTED BY: Dr. Steve Cook, Superintendent

EXECUTIVE SUMMARY:

Bend-La Pine Schools has a multi-part, policy and regulation review process. The district shares policies and regulations that are currently in review at regularly scheduled school board meetings and then following the meeting allows time for, and considers, public feedback related to the proposed changes. The district also has several student, staff, and community groups that review policies and provide feedback. The Oregon School Boards Association (OSBA) releases a Policy Update several times a year with changes to policies and regulations as a result of changes in legislation. The district reviews the required and recommended changes before adopting any changes. Public feedback is not solicited on these policies as the updates align with requirements set forth in laws and regulations.

The following Board policies will be adopted as presented. A brief summary of the proposed changes are listed below and a redline version of each follows this executive summary.

Policy / Regulation Title	Reason for Update
GBA-BP: Equal Employment Opportunity	Updated to align with OSBA sample policy and language regarding veteran or state servicemember preferences as a result of SB 808 (2025).
GBN/JBA-BP: Sexual Harassment	Updated to align with OSBA sample policy to include language requirements to provide notice to individuals in sexual harassment reports.
GP-5: Board Member Roles and Board Committees	Updated to align with HB 4066 amending the requirement for a member of the Educational Equity Advisory Committee to serve on the district's budget committee.

Recommended Motion:

I move to adopt the Board policies as presented.



Equal employment opportunity and treatment shall be practiced by the district regardless of race¹, color, religion, sex, sexual orientation, gender identity, national origin, marital status, pregnancy, childbirth or a related medical condition², age, veterans' status³, service in a uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability⁴ if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The district administers preference in hiring or promotion decisions in accordance with Oregon law for applicants claiming preference as a veteran, disabled veteran, state servicemember or former state servicemember. ~~Equal Opportunity is an integral part of the human relations efforts for Bend-La Pine Schools and continuous effort will be devoted to the improvement of human relationships to prevent discriminatory practices in the district.~~

The Superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act (ADA), and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be communicated provided to all students, parents/guardians of students, and employees through handbooks and will be published on the district website.

The Superintendent or designee will develop other specific recruitment recruiting, interviewing and evaluation procedures as are necessary to implement this policy. These procedures will seek to provide an equal opportunity and eliminate the effects of past and present discrimination, intended or unintended, on the basis of race, religion, national origin, age, sex, marital status or physical or mental disabilities.

END OF BOARD POLICY

REVIEWED: 2/10/09, 4/12/11, 5/26/17, 2/14/23, 8/11/26

APPROVED: 2/24/09, 4/26/11, 9/2017, 3/14/23

POLICY / REGULATION CROSS REFERENCE

LEGAL REFERENCE

[ORS 174.100](#)

05

[ORS 326.051](#)

[ORS 332.505](#)

[ORS 408.225](#) – 408.237

[ORS 659A.147](#)

[ORS 659A.820](#)

[ORS 652.210](#) -
[652.220](#)

[ORS 659.850](#)

[ORS 659A.003](#)

[ORS 659A.006](#)

[ORS 659A.009](#)

[OAR 581-021-0045](#)

[ORS 659A.029](#)

[ORS 659A.030](#)

[ORS 659A.082](#)

[ORS 659A.109](#)

[ORS 659A.112](#)

[OAR 581-022-2405](#)

[OAR 839-006-0435](#) - 0480

¹ 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 (as amended by House Bill 2935 (2021)).

² This unlawful employment practice related to pregnancy, childbirth or a related medical condition as described in House Bill 2341 (2019) (added to ORS 659A) applies to employers who employ six or more persons.

³ The district grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.

⁴ This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2024).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et. seq. (2024).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2024); 29 C.F.R Part 1626 (2025).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2024).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2024).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (2024); 34 C.F.R. Part 104 (2025).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2024); Nondiscrimination on the Basis of Sex in Education Programs or Activities
Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2024); 29 C.F.R. Part 1630 (2025); 28 C.F.R. Part 35
(2025).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2024).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2024).
Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303, 4311 (2024).



Bend-La Pine Schools is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

Bend-La Pine Schools processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report, or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (see GBN/JBA-AR(1): Sexual Harassment Complaint Procedure and GBN/JBA-AR(2): Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures¹.

OREGON DEFINITION & PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties² shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or district staff member's ability to perform their job; or
 - c. Creates an intimidating, offensive, or hostile environment.
3. Assault when sexual contact occurs without consent³.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

¹ Complaint procedures that may also be involved include: AC-BP: Nondiscrimination / GBEA-BP: Workplace Harassment / JFCF-BP: Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence / GBNA/JHFF-BP: Suspected Sexual Conduct with Students and Reporting Requirements

² "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

³ "without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion, or explicit

OREGON PROCEDURES

Reports and complaints of sexual harassment should be made to the district's Civil Rights Coordinator and Title IX Coordinator:

Civil Rights Coordinator and Title IX Coordinator
520 NW Wall Street
Bend, OR 97703
541-355-1100
titleix.coordinator@bend.k12.or.us

The Civil Rights Coordinator and Title IX Coordinator is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. See GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to immediately report their concerns to district officials, this includes officials such as the principal, supervisor, superintendent or designee. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

The district official receiving the complaint shall conduct, or cause to have conducted by an appropriate impartial investigator, a prompt, thorough, and equitable investigation. An investigation is a detailed inquiry into the factual allegations of a report of harassment, based on interviews with the complainant, witnesses, and the person who is the subject of the report; and review of relevant documents and/or recordings. The district official receiving the complaint shall notify the person who initiated the complaint, and, if applicable, the student's parent/guardians, when the investigation has been initiated.

All reports and complaints about behavior that may violate this policy shall be investigated. Complaints shall be investigated in no more than 60 calendar days. If the complexity of the complaint necessitates a longer period of time for investigation, the investigator shall inform the complainant that more time is needed and give an estimate of time needed to fully investigate. The investigator shall provide the parties to the complaint with an update on the status of the investigation if one of the parties requests an update. District personnel shall cooperate with an investigation and respond truthfully, promptly, and fully. Failure to do so may result in disciplinary action, including but not limited to termination. Investigators must also protect any collective bargaining agreement rights of the respondent. If a respondent or the complaint is a student with a disability, the investigator must follow the procedural safeguards in the IDEA as well as the requirements of Section 504 of the Rehabilitation Act of 1973 when processing the complaint.

The investigator may also order reasonable temporary relief to protect the respective interests of the alleged victim and/or respondent prior to the time of any final decisions by the investigator. Temporary relief should be designed to prevent any continuing harassment, to correct the discriminatory effects of harassment, to promote a non-hostile work environment, and to prevent any person involved in the complaint from receiving inappropriate consequences related to the complaint prior to a final determination being made. This temporary shall be made on a case-by-case basis, will be based on available facts, and will not disproportionately impact the complainant. At the request of a party to the complaint, the investigator will also provide the party with information regarding local sources of counseling, advocacy and support.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment: discipline of staff and students engaging in sexual harassment; removal of third parties engaged in sexual harassment; additional supervision in activities; additional controls for district electronic systems; trainings and education for staff and students; and increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following: removing that third party's ability to contract or volunteer with the district, or be present on district property; if the third party works for an entity that contracts with the district, communicating with the third party's employer; if the third party is a student of another district or school, communicate information related to the incident to the other district or school; limiting attendance at district events; and providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notices

When a student, staff member, or third party, or if applicable, the student or third party's parent/guardian who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification will adhere to confidentiality laws and must include:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the student, student's parent/guardian, staff member, person or person's parent/guardian who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parent/guardian, staff members and member of the public at each office, at the district office and on the website of the school or district.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents/guardians, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

FEDERAL DEFINITION & PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity⁴;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and

⁴ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

employee complaints alleging any action that would be prohibited by this policy.
See GBN/JBA-AR(2): Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this policy. The district will display the contact information for the Title IX Coordinator on the district website and in other materials.

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.⁵ The district shall treat complainants and respondents equitably by providing supportive measures⁶ to the complainant and by following a grievance procedure⁷ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.⁸ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator.

No Retaliation

⁵ (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

⁶ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.⁶ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

⁷ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, see GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

⁸ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

Neither the district or any person may retaliate⁹ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents/guardians of students and staff members. This policy and contact information for the Title IX Coordinator shall be prominently published in the district facilities, district handbooks and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grades 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF BOARD POLICY

REVIEWED: 4/14/09, 9/22/09, 11/13/12, 9/20/22, 9/10/24, 8/11/26
APPROVED: 4/28/09, 10/13/09, 12/11/12, 10/11/22, 9/10/24

POLICY / REGULATION CROSS REFERENCE

LEGAL REFERENCE

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-004](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

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

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014)

Davis v. Monroe County Bd. Of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

⁹ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.



In accordance with [ORS 332.040](#), the Board shall annually elect a Chair and Vice Chair. The incumbent Board Chair shall preside until a successor is elected, whereupon the successor shall assume the Chair. In the event no incumbent Chair or Vice Chair remains on the Board, the most senior member of the Board shall preside. In the event the Chair or Vice Chair is unable to fulfill their duties at any time, the Board shall elect a new Chair or Vice Chair. At the Board's discretion, one additional officer (e.g. Secretary, Treasurer) may also be elected to carry out specific duties.

BOARD CHAIR ROLE

The Board Chair has the following authority and duties any of which may be explicitly delegated to other members of the Board to capitalize on the interests and strengths of individual Board Members:

1. Monitor Board behavior to ensure it is consistent with its own rules and policies and those legitimately imposed upon from outside the organization;
 - a. Conduct and monitor Board meeting deliberations to ensure only Board issues, as defined in Board policy, are discussed;
 - b. Ensure Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly and to the point;
 - c. Preside over Board meetings in accordance with the law and modified *Robert's Rules of Order*;
2. Make all interpretive decisions that fall within the topics covered by Board policies, Governance Process policies, and the Board/Superintendent Operating Agreement, except where the Board specifically delegates such authority to others, using any reasonable interpretation of the provisions in those policies;
 - a. Refrain from making any interpretive decisions about policies created by the Board in the Executive Limitations policy areas;
 - b. Refrain from exercising any authority as an individual to supervise or direct the Superintendent.
3. Develop, in coordination with the Vice Chair and Superintendent, and consistent with the interests of the Board, agendas for Board meetings.
 - a. Any agenda item requested by at least three members of the Board shall be placed on the agenda.
4. Within the framework of policy governance, approach the Superintendent with concerns or requests that are supported by a majority of the Board.
5. With input from the Board, appoint committee members to standing and ad hoc committees and initiate ad hoc committees to accomplish specific tasks.
6. Participate in the orientation of new Board Members.
7. Ensure that Executive Limitations policy monitoring results are documented in a timely way.
8. Coordinate the evaluation process for the Superintendent.
9. Lead the Board in an annual self-assessment.
10. Provide oversight of the Board's resources and budget.
11. In dealing with the media and the public in general, the Chair or their designee shall serve as the spokesperson of the Board.
12. The Chair or designee shall respond to public emails on behalf of the Board and shall facilitate follow-up with those who provide public input at board meetings.
13. Attend events to strengthen the school Board's relationship with community partners. The Chair may delegate this to any other willing member.

VICE CHAIR ROLE

The Vice Chair shall preside at Board meetings in the absence of the Chair and shall perform all of the duties of the Chair in case of their absence or disability. In the absence of the Chair and the Vice Chair, the Board's most senior member present shall preside.

The Vice Chair shall carry out other duties as delegated by the Chair or by a vote of the Board.

INDIVIDUAL BOARD MEMBER ROLES

The authority of individual Board Members is limited to participating in actions taken by the Board as a whole when legally in session. The Board or District staff shall not be bound in any way by an action taken or statement made by any individual Board Member except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each Board Member shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.

Each Member is obligated to attend Board meetings regularly. Whenever possible, each Member shall give advance notice to the Chair of their inability to attend a Board meeting.

BOARD COMMITTEES

Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in policy in order not to conflict with authority delegated to the Superintendent.

Board committees shall be organized by agreement of the majority of the Board with members appointed by the Chair.

BUDGET COMMITTEE

By law, the Budget Committee is charged with making recommendations concerning financial priorities.

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

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

The following shall govern the make-up and process of establishing the district's Budget Committee:

1. The Budget Committee consists of seven members appointed by the Board plus the elected Board members of the district. To be eligible for appointment, the appointive member must:
 - a. Live and be registered to vote in the district;
 - b. Not be an officer, agent or employee of the district.
2. At least one member of the Budget Committee must be a member of the district's Educational Equity Advisory Committee;¹
3. No Budget Committee member may receive any type of compensation from the district;
4. The Board shall identify vacant Budget Committee positions which must be filled by appointment of the Board. The Board shall announce the vacancies and receive applications from interested persons during the month of December. Such applications will include a signed statement that the applicant is willing to serve as a member of the Budget Committee and to adhere to the policies of the district. The Board may appoint Budget Committee members to as many consecutive terms as deemed appropriate;
5. The appointive committee members of a Budget Committee in a district that prepares an annual budget shall be appointed for three-year terms. The terms shall be staggered so that, as near as practicable, one-third of the appointive members' terms end each year.
6. If any appointive member is unable to complete the term for which the member was appointed, the Board shall announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term shall be made at the next regular Board meeting.

¹The Budget Committee is not required to include a member of the Educational Equity Advisory Committee until a vacancy on the Budget Committee occurs by a member who is not also a member of the school district Board. [The district is not required to include a member of the Educational Equity Advisory Committee on the Budget committee if no member of the committee is willing or able to serve on the budget committee.](#)

Budget Committee Responsibilities

The following items explain the Budget Committee responsibilities:

1. At its first meeting after appointment, the Budget Committee shall elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee;
2. A majority of the constituted committee is required for passing an action item. Majority for a 14-member Budget Committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action;
3. The Budget Committee shall hold one or more meetings to receive the budget message, receive the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the Budget Committee are open to the public;
4. The Budget Committee may request any information used in the preparation of or for revising the budget document from the Superintendent or Chief Financial Officer. The Committee may request the attendance of any district employee at its meetings. The Budget Committee shall approve the budget document as submitted by the Superintendent or as subsequently revised by the Committee;
5. After approval of the original or revised budget document, the Budget Committee's duties cease. The hearing on the approved budget is held by the Board.

END OF GOVERNANCE POLICY

REVIEWED: 9/23/25, 10/14/25

APPROVED: 4/12/16, 7/13/2021, 11/9/2021, 5/2022, 6/2022, 10/14/25



REPORT: Administrative Policies and Regulations for Adoption – August 11, 2026

PRESENTED BY: Dr. Steve Cook, Superintendent

EXECUTIVE SUMMARY:

Bend-La Pine Schools has a multi-part, policy and regulation review process. The district shares policies and regulations that are currently in review at regularly scheduled school board meetings and then following the meeting allows time for, and considers, public feedback related to the proposed changes. The district also has several student, staff, and community groups that review policies and provide feedback. The Oregon School Boards Association (OSBA) releases a Policy Update several times a year with changes to policies and regulations as a result of changes in legislation. The district reviews the required and recommended changes before adopting any changes. Public feedback is not solicited on these policies as the updates align with requirements set forth in laws and regulations.

The following administrative policies and regulations will be adopted as presented. A brief summary of the proposed changes are listed below and a redline version of each follows this executive summary.

Policy / Regulation Title	Reason for Update
CEA-AP: Educational Equity Advisory Committee	Updated to align with OSBA sample policy and HB 4066 amending the requirement for a member to service on the district's budget committee.
EBB-AP: Integrated Pest Management	Updated to align with OSBA sample policy and HB 2684 (2025).
EBB-AR: Integrated Pest Management (IPM)	Updated to align with current district practices and HB 2684 (2025).
EBBA-AP: Student Health Services	Updated to align with OSBA sample policy and SB 2948 (2025, now ORS 342.458) regarding nurse delegation.
ECAA-AP: Access to Buildings	New administrative policy to replace ECAC-AR, align with OSBA sample policy, and HB 3083.
ECAC-AR: Access to Buildings	Regulation deleted and replaced with new ECAA-AP.
ECACB-AP: Unmanned Aircraft System (UAS)/Drone	Updated to align with current district practices and OSBA sample policy.
EGAAA-AP: Reproduction of All Copyrighted Materials	New administrative policy that aligns with OSBA sample policy.
EGAAA-AR: Guidelines for the Use of Copyrighted Materials	Regulation deleted as language has been incorporated into new administrative policy EGAAA-AP.
EGAC-AR: Telecommunication Services	Regulation deleted as language has been incorporated into IIBGA-AP, IIBGA-AR(1), and IIBGA-AR(2).
EGACA-AR: Cellular Telephones	Updated to align with current district practices and OSBA sample policy.
EHA-AP: Appropriate Uses of Technology, Equipment, Infrastructure, and Services	Policy deleted as language has been incorporated into IIBGA-AP, IIBGA-AR(1), and IIBGA-AR(2).
EHA-AR: Appropriate Uses of Technology	Regulation deleted as language has been incorporated into IIBGA-AP, IIBGA-AR(1), and IIBGA-AR(2).

EHAA-AR: Administrator Responsibilities Related to Technology	Regulation deleted as language has been incorporated into IIBGA-AP, IIBGA-AR(1), and IIBGA-AR(2).
EHAB-AR: Technology Responsibilities for Special Programs	Regulation deleted as language has been incorporated into IIBGA-AP, IIBGA-AR(1), and IIBGA-AR(2).
EHAC-AR: Electronic Storage and Publishing on Web and Other Communications Media	Regulation deleted as language has been incorporated into IIBGA-AP, IIBGA-AR(1), IIBGA-AR(2), and EGAAA-AP.
EHAD-AR: District Web Services Guidelines	Regulation deleted as language has been incorporated into IIBGA-AP, IIBGA-AR(1), and IIBGA-AR(2).
EHAE-AR: Use of Online Services and Collaborative Tools	Regulation deleted as language has been incorporated into IIBGA-AP, IIBGA-AR(1), and IIBGA-AR(2).
EHB-AP: Cybersecurity	New administrative policy that aligns with OSBA sample policy.
EHB-AR: Cybersecurity	New administrative regulation that aligns with current district practices and OSBA sample policy.
GBA-AR: Veteran and State Servicemember Preference	Updated to align with OSBA sample policy and language regarding veteran or state servicemember preferences as a result of SB 808 (2025).
GCBDA/GDBDA-AR: Family and Medical Leave	Updated to align with OSBA sample policy that reflects several changes to leave laws over the past few years.
GCBDD/GDBDD-AP: Sick Time	Updated to align with OSBA sample policy and SB 1108 (2025) that added another allowable use for earned sick time.
GCQBA-AP: Copyrights and Patents	Renamed from an administrative regulation to an administrative policy to align with OSBA sample policy.
IGDK-AR: Non-District Sponsored Study, Tours, Trips, Competitions	Regulation was reviewed and there are no updates necessary.
IICA-AR(1): Field Trips and Special Activities	Updated to align with current district practices and recoded to align with new corresponding administrative regulation forms IICA-AR(2) and IICA-AR(3).
IICA-AR(2): Field Trip/Activity Request Form	District form has been updated to align with current district practices and renamed to an administrative regulation.
IICA-AR(3): Field Trip/Activity Permission and Release of Liability Form	District form has been renamed to an administrative regulation.
JFCL-AR: Laser Pens	Regulation deleted as student discipline language is incorporated in the Student Code of Conduct.
JHCD-AR: Medications	Regulation has been updated to align with current district practices regarding the administration of “opioid analgesic medication”.



The duties of the district's Equity Coalition (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 Equity Coalition without approval from the Board.

The Equity Coalition 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 recommendations; 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/guardians of district students;
 - b. Posted on the district's website; and
 - c. Sent to the State Board of Education.

The Equity Coalition shall be selected and appointed by the Superintendent or designee and must be composed of parents/guardians, employees, students, and community members from the district. For the purposes of selecting members, the Superintendent or designee:

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 Equity Coalition; and
5. Must ensure that the composition of the Equity Coalition elevates underrepresented parent/guardian, employee, student, and community member voices.

The district will provide sufficient support to Equity Coalition 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 Equity Coalition will also serve on the school district budget committee.¹

END OF ADMINISTRATIVE POLICY

REVIEWED: 12/9/25, 8/11/26
APPROVED: 12/9/25

POLICY / REGULATION CROSS REFERENCE

LEGAL REFERENCE

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

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

[OAR 581-022-2307](#)

House Bill 4066 (2026)

¹ The district is not required to add an educational equity advisory committee member to the budget committee until there is a non-board member vacancy on the budget committee. [The district is not required to include a member of the educational equity advisory committee if no member of the committee is willing or able to serve on the budget committee.](#)



To ensure the health and safety concerns of student, staff and community members, the District shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff and community members and shall adopt a list¹ of low-impact pesticides for use with the IPM plan. The IPM plan and list shall be available to the public through the district's website².

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;
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 Director of Facilities and Operations and Maintenance Manager for Outdoor Services are designated as the Integrated Pest Management Plan Coordinators and have 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 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;

¹ See ORS 634.705(5).

² Inclusion of the list and IPM in the district's Healthy and Safe Schools Plan satisfies this requirement as long as it is posted on the district's website.

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) registration number of the product;
 - d. The pest condition that prompted the application;
 - e. The approximate amount and concentration of pesticide applied;
 - f. The location and description of the area where the pesticide was applied;
 - g. The type of application and whether the application was effective;
 - h. The name(s) of the person(s) applying the pesticide;
 - i. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
 - j. The dates and times for the placement and removal of warning signs; and
 - k. Copies of all required notices given, including the dates the IPM Coordinator(s) gave the notices.
9. Respond to inquiries about the IPM plan and refer complainants to [KL-BP: Public Complaints](#); and
10. Conduct outreach to district staff about the district's IPM plan.

At least once every five years, the District shall review the IPM plan, make any necessary updates and readopt the IPM plan.³ The final IPM plan shall include the day, month and year the Board adopted or readopted the plan.

~~It is the policy of this District to manage pests in the school environment. Pests such as ants, spiders, wasps and rodents are annoying, can disrupt the learning environment in schools, may transmit disease, and may cause allergic responses.~~

~~It is also the policy of this District to reduce unnecessary exposure to pesticides in the school environment, as pesticides may present health risks for adults and children who come into contact with pesticide residue.~~

~~To balance the risks presented by pests and pesticides, the Board has adopted an Integrated Pest Management Plan (IPM) in accordance with ORS 634.705. See EBB-AR. The District's IPM includes a list of low-impact pesticides for use with the IPM. The Board appoints the Director of Facilities and Maintenance as the District's IPM Plan Coordinator.~~

~~Whenever a pesticide application is necessary, the Board directs the IPM Plan Coordinator to provide a minimum of 24 hours advance written notice of the proposed pesticide application at the school campus to parents and guardians of minor students, adult students, school administrators, faculty members, and staff members. If a pest emergency makes it impracticable to give a pesticide application notice at least 24 hours before the application occurs, the IPM Coordinator or designee shall provide the notice no later than 24 hours after the application occurs.~~

END OF ADMINISTRATIVE POLICY

REVIEWED: 5/22/12, 8/11/26
APPROVED: 6/12/12

POLICY / REGULATION CROSS REFERENCE

LEGAL REFERENCE

[ORS 634.116](#)

[ORS 634.700 – 634-.750](#)

³ For IPMs adopted prior to January 1, 2026, the District shall review, update and readopt the IPM no later than January 1, 2027, or five years from the date of the most recent approval of the plan, whichever is later.



Introduction

Bend-La Pine Schools ("District") desires to prevent unnecessary exposure of children and employees to pesticides and reduce the need to rely on pesticides when managing pests, by using pesticides only when pests have been identified and their presence has been verified. Selection of treatment options or corrective actions will give priority to least-risk actions whenever possible to provide the desired control of pests. The District will maintain a list of approved pesticides for use when it is determined that pesticides are needed, and they will be used strictly in accordance with the product label. Only properly licensed individuals are authorized to apply pesticides. When pesticide use is necessary, the District will comply with all applicable laws concerning notification and posting, and will maintain records of all pesticide use and other pest control actions.

To accomplish these goals, the District implements this Integrated Pest Management Plan ("IPM").

IPM Coordinator and IPM Staff

The District's Board of Directors ("Board") designates the Director of Facilities and Maintenance as the IPM Coordinator. The IPM Coordinator is responsible for ensuring that notice is provided to students, parents and staff and ensuring that warnings are posted in the affected area when a pesticide application is proposed, or when a pest emergency necessitates the immediate application of a pesticide. The IPM Coordinator is also responsible for overseeing pest prevention efforts, ensuring the proper identification and evaluation of pest situations, ensuring that the District uses the most appropriate means for managing pests that will cause the least hazard to people, property and the environment, ensuring the proper and lawful application of pesticides, evaluating pest management results, and ensuring that records are kept of the District's pest control measures.

The IPM Coordinator will work closely with building engineers and principals at each school to implement this IPM. Additionally, the IPM Coordinator will work with the District's Maintenance and Outside Services department staff to implement this IPM.

The Board authorizes the superintendent to appoint additional IPM Coordinators as appropriate and necessary to ensure the implementation of this IPM. Any additional IPM Coordinators appointed by the superintendent shall be subject to the education and training requirements imposed by statute and by this IPM.

An important part of an IPM is the frequent evaluation and adjustment of prevention and response efforts when pest issues arise, and when District budget and labor concerns change. Therefore, the Board authorizes the IPM Coordinator to make revisions to this IPM as necessary, provided that such revisions comply with all applicable federal, state and local laws.

District Pest Problems and Thresholds

Historically, District schools have not experienced significant pest issues during the colder months of October through March. During the warmer months of April through September, the District routinely employs pest control measures to address ants, mice, yellow jackets and wasps, gophers, rockchucks, and weeds. The District has established tolerance levels for each of these pests, above which pest control measures are deemed necessary, and has established specific prevention management plans for each pest category. The tolerance levels and specific management plans are set forth in the Appendices.

Inspection and Monitoring

The District's pest control needs change depending on the season. Accordingly, the IPM Coordinator will implement the following inspection, monitoring, and reporting protocols:

Cold Season - Because District schools typically do not experience pest issues during the colder months of October through March, regularly scheduled inspections during these months are unnecessary. The district will rely on reports by district and school staff, students and visitors when they see pests in or around the schools. Staff, students and visitors will be asked to

report their observations to the office manager, principal or building engineer, and the building engineer will conduct a more thorough inspection and evaluation of the problem using the recordkeeping and reporting protocols described in this IPM.

Warm Season – During the warmer months of May through September, the building engineer for each school will conduct regular monthly inspections of the interior and exterior of the school; and will document all such inspections in the school pest log. The District will also rely on reports by District and school staff, students and visitors when they see pests in or around the schools. The building engineer will conduct a more thorough inspection and evaluation of the problem using the reporting and recordkeeping protocols described in this IPM.

In addition, during the warmer months, the Outside Services staff shall conduct visual inspections of the grounds at each school during regular grounds maintenance visits.

Identification

When evidence of pest infestation is observed and reported, the Building Engineers and Outside Services crew will work together with their department directors and the IPM coordinator to accurately identify pests that have become an issue at school sites.

Recordkeeping and Reporting

School Pest Log

The Building Engineer for each school shall maintain a school pest log through the District's work order system. Work orders shall be created for monthly inspections, as well as any time a pest issue is reported and investigated. The pest log will be used to record and document inspections, reports of pest issues, and treatment efforts. The school pest log shall be kept in the school office so that it is available for review by District staff as necessary.

The building engineer shall record the date, time, and location of his/her monthly inspections during the warmer months, as well as any observations from those monthly inspections. The building engineer shall also record all reports from District staff, students and visitors when pests are observed on school grounds, as well as observations from the building engineer's investigation of such reports. These reports shall include the date, time, location, identification of the reporting party, and identification of the type of pest observed, and whether the pest issue exceeds the tolerance levels identified in the Appendices.

The Outside Services crew shall not be required to keep a record of inspections or monitoring efforts unless a pest issue is observed which exceeds the tolerance levels identified in the Appendices. In the event that the tolerance level is exceeded, the Outside Services crew shall record their observations through the use of the District's work order system, described below.

Work Order System

When the building engineer or Outside Services crew observes a pest infestation which exceeds the tolerance levels identified in Appendices, and which requires the potential application of a pesticide, they shall use the District's online "work order" system to submit a work order request for the pest issue to the IPM Coordinator or designee. The person submitting the work order request shall print a copy of the request and place it in the school pest log. Future inquiries concerning the request and the resulting work order can then be tracked or accessed through the online system.

Upon receiving a work order to address a pest issue at a school site, the IPM Coordinator or designee will work together with Maintenance and Outside Services staff to confirm identification of the pest and that the infestation exceeds the tolerance levels identified in Appendices.

When a pesticide is applied to treat a pest issue, the IPM Coordinator shall ensure that all required notices and warnings are posted within the required timelines. A copy of each notice and warning posted shall be placed in the school pest log as a record of the application.

Treatment Options

The building engineer at each school is authorized to take independent preventative and remedial measures to control pests which do not involve the application of a pesticide. For example, the building engineer may employ the use of rodent traps for rodents and sticky monitors for insects. All such efforts shall be recorded in the school pest log by documenting the pest problem observed, and the time, date and location of the actions taken. The Outside Services crew is likewise authorized to take preventative and remedial measures to control pests on school grounds which do not involve the application of a pesticide. For

example, the Outside Services crew may clip tent caterpillars out of trees, remove scorpions with tongs, or remove wasp nests. All such efforts shall be documented ~~through the work order system on forms provided by the District, which shall then be given to the building engineer for inclusion in the school pest log.~~

When the work order system is utilized and more extensive treatment is required, whenever reasonable, the IPM Coordinator or designee and staff will first attempt to address a pest problem through the use of measures that do not involve the application of pesticides using the guidelines set forth in the Appendices. When selecting treatment options, the IPM Coordinator or designee and staff shall consider strategies that are the least hazardous to human health, the least toxic to other organisms, the most likely to be permanent and to prevent recurrence of the pest problem, the easiest to carry out safely and effectively, the most cost-effective in the short-and long-term, and the most appropriate to the site and maintenance system. The IPM Coordinator or designee and staff will consider strategies such as habitat modification, design or redesign of the problem area to incorporate pest-resistant structural materials, increased sanitation efforts, elimination of sources of food and water for pests, and eliminating pest habitats.

When it is determined that pesticide use is required, the IPM Coordinator may authorize the application of a low-impact pesticide by a licensed pesticide applicator or a public applicator. The District shall use only low-impact pesticides included on the approved pesticide list in Appendix, and where reasonable, shall attempt spot-treatments rather than spraying large areas. Except in emergency situations, the use of pesticides shall be timed to achieve maximum effectiveness and to prevent exposure to District students, staff and visitors. The IPM Coordinator and staff shall strictly follow the application guidelines on the pesticide label, and shall provide all necessary notices as set forth within this IPM.

~~Whenever a pesticide is used, the IPM Coordinator or designee shall document the application by placing the labeling information and material data safety sheet for the pesticide on file at the school. The IPM Coordinator or designee shall record, retain, and make available the following information for a minimum of four years following the application date:~~

- ~~1. The brand name or trademark of the pesticide product;~~
- ~~2. The U.S. Environmental Protection Agency registration number assigned to the pesticide product;~~
- ~~3. The pest condition that prompted the application;~~
- ~~4. A description of the area on campus where the application occurred;~~
- ~~5. The approximate amount and concentration of the pesticide product applied;~~
- ~~6. The type of application and whether the application proved effective;~~
- ~~7. The pesticide applicator or public applicator license numbers and pesticide trainee or public trainee certificate number of the persons applying the pesticide;~~
- ~~8. The names of the persons applying the pesticide;~~
- ~~9. The dates on which the plan coordinator gave any notices required by this IPM and by ORS 634.740;~~
- ~~10. The dates and times for the placement and removal of warning signs required by this IPM and by ORS 634.740.~~

Reentry Into Sprayed Areas

Except in the case of a pest emergency, if the pesticide label specifies a reentry time, a pesticide may not be applied to an area of campus where the school expects students to be present before expiration of that reentry time. If the label does not specify a reentry time, a pesticide may not be applied to an area of a campus where the school expects students to be present before expiration of a reentry time that the IPM Coordinator or designee determines to be appropriate based on the times at which students would normally be expected to be in the area, area ventilation, and whether the area will be cleaned before students are present.

Notification of Pesticide Applications

Non-Emergency Applications

~~The IPM Coordinator or designee shall post at least 24 hours advance notice of proposed pesticide application on the District's website. When a pesticide is used in a non-emergency situation, the IPM Coordinator or designee will provide at least 24 hours advance notice to students, parents, school administrators, faculty and staff members, and visitors by posting a written notice on all main entrances to the school grounds for exterior applications, and on all main entrances to school buildings for interior applications.~~ The notices shall identify the reason for the application, the name and registration number of the pesticide products to be used, the name of the applicator, the amount and concentration of the pesticide to be applied, the expected area of the application, the expected date of the application, the date and time the notice is posted, the name of the person posting the notice, the date and time that warning notices are posted in the area to be sprayed, and the name of the person posting the

warning notices. ~~The IPM Coordinator or designee shall also post at least 24 hours advance notice of the proposed pesticide application on the District's website.~~

Emergency Applications

After consultation with school faculty and administration, the IPM Coordinator or designee may declare the existence of a pest emergency. If necessary, a pesticide other than a low-impact pesticide may be used to mitigate a declared pest emergency. If a pest emergency makes it impracticable to give a pesticide application notice at least 24 hours before the application occurs, the IPM coordinator or designee shall provide notice no later than 24 hours after the application occurs by posting a written notice on all entrances to school grounds and school buildings that identifies the name, trademark or type of pesticide products, the registration number of the pesticide products, the expected area of application, the date of the application, and the reason for the application.

Warning Signs

When a pesticide is applied at a school facility, the IPM Coordinator or designee shall place warning signs around the application area beginning at least 24 hours before the application occurs, and ending no earlier than 72 hours after the application occurs. The warning signs shall bear the words "Warning: pesticide-treated area," shall give the expected or actual date and time for the application and provide the telephone number of a contact person for information. If a pest emergency makes it impracticable to place the warning signs at least 24 hours in advance of a pesticide application, the IPM Coordinator or designee shall place signs as soon as practicable but no later than at the time that the application occurs.

Evaluation of Emergency Pesticide Applications

Whenever a pesticide is applied at a school site due to a pest emergency, the IPM Coordinator shall review this IPM to determine whether modification of the plan might prevent future pest emergencies. The IPM Coordinator shall submit any recommendations for modification of the IPM to the Board.

Community Outreach

On an annual basis, the District shall alert students, their families, and District staff to the use and implementation of this IPM and all notice procedures ~~through the Bend-La Pine Schools Family Handbook and Calendar that is distributed at the start of each school year.~~

Inquiries and Complaints

All inquiries ~~and complaints~~ concerning the District's IPM plan or its implementation shall be directed to the District's ~~IPM Plan Coordinator Maintenance Operations Manager. If the Maintenance Operations Manager is unable to resolve the inquiry or complaint, it shall be forwarded to the IPM Coordinator. If the IPM Coordinator is unable to resolve the inquiry or complaint, it shall be forwarded to the Superintendent or designee. At each step, a record shall be made of the inquiry or complaint, as well as efforts to resolve the issue or to forward it to the next level for response.~~ Complaints regarding the District's IPM plan shall be referred to [KL-BP: Public Complaints](#).

Staff Education

~~The IPM Coordinator shall complete not less than six hours of training each year, including at least a general review of integrated pest management principals and the requirements of ORS 634.700 to 634.750.~~

The IPM Coordinator shall ~~also~~ be responsible for ensuring that school custodial staff, District maintenance and grounds crew staff, kitchen staff, and school staff and administrators receive annual training on general IPM principals and on District procedures and protocols. The IPM Coordinator is authorized to use the District's annual online training modules for this purpose.

Contracting Pest Management Services

On occasion, the District may hire outside pest control contractors to perform some ~~or of~~ all of its pest control actions. The IPM Coordinator shall ensure that any such contractors comply with the District's IPM, as well as all applicable federal, state and local laws. If a contractor intends to use a low-impact pesticide that is not currently on the District's approved list, the IPM Coordinator shall add it to the list.

draft 8.11.26

Appendix A – IPM for Ants

Problem: District schools must occasionally deal with small ants, both indoors and outdoors. The two most common types of ants – pavement ants and odorous house ants – are not dangerous and do not transmit disease, but present a nuisance and a disruption when they enter school buildings in numbers that attract the attention of students and staff.

Threshold: The District authorizes the use of control measures to address an ant problem when ants are entering a school in large enough numbers to cause a disruption to the learning environment.

Protocols: When ants enter a school building in large enough numbers to cause a disruption to the learning environment, the District shall engage in the following efforts to eliminate the problem:

1. The Building Engineer or staff member primarily in charge of the specific area shall attempt to determine where the ants are coming from.
2. The Building Engineer or staff member primarily in charge of the specific area shall kill all observed ants.
3. The Building Engineer or staff member primarily in charge of the specific area shall make sure that any food or water sources are removed from the area.
4. The Building Engineer shall clean the affected and nearby surfaces with soapy water or disinfectant to remove the pheromone trails that encourage ants to enter an area.
5. When staff or the Building Engineer locates an area where an ant trail enters the room or building, the Building Engineer shall submit a work order to the District Maintenance Operations crew to seal any crack or hold where the ants are coming from. When necessary, a temporary seal can be made with duct tape.
6. When steps 5-6 fail to address the ant problem, low impact pesticide baits may be used. Baits should be placed out of sight and reach of students. Small amounts of low-impact pesticide gels or pastes may also be placed in cracks and crevices, and low-impact pesticide dusts may be sprayed into wall voids. The District shall limit its pesticide use to those pesticides on the District's approved pesticide list.

Prevention: In addition to sealing up cracks and holes where the ants are coming from, the District's Maintenance Operations crew should routinely seal up as many cracks and holes as time allows, especially around baseboards, cupboards, electrical outlets, pipes, sinks and toilets. Outdoors, pipe and electrical chases should be sealed off.

Appendix B – IPM for Mice

Problem: The District must occasionally deal with mice at school sites, both indoors and out. Mice carry diseases, and the proteins in their urine circulate in the air and can trigger asthma attacks in sensitive individuals. Mice reproduce quickly, and are adaptable to a wide range of habitats.

Threshold: The acceptable threshold for mice in District schools is zero.

Protocols: When evidence of a mouse or mice is spotted in school buildings, the Building Engineer is instructed to place multiple snap traps in the vicinity overnight. Traps can be baited with small amounts of peanut butter or a few drops of vanilla, orange or other extract oils. Mice mainly travel along walls, so traps should be placed against walls with the snap end facing the wall. Traps should be inspected and cleared in the mornings before students enter the area. Traps should be placed again approximately a week later to catch additional mice that may have become “trap-shy.”

When disposing of trapped or dead mice, Building Engineers should wear disposable gloves, and use plastic ziplock bags for disposal. The ziplock bag can be turned inside out, and with a hand inside the bag, the Building Engineer can pick up the rodent and the trap, then invert the bag over the hand and seal the bag. The mouse, trap and gloves should be disposed of in an outdoor dumpster or garbage can.

After disposing of the mouse and the trap, the Building Engineer should thoroughly clean the area with disinfectant spray.

When mice droppings are spotted, they should not be swept up or vacuumed because this may cause the droppings to become airborne. Instead, they should be sprayed with disinfectant until wet, and cleaned away with a wet paper towel. The towel should then be sealed into a ziplock bag and disposed of in an outdoor dumpster or garbage can. The area should then be cleaned again with disinfectant.

Prevention: The best prevention is to seal up access points of ¼ inch or more with a silicone or acrylic urethane product which can stretch as gaps and cracks expand and contract with weather changes. Trash should not be allowed to accumulate along exterior walls. Trash receptacles should not be placed close to exterior doorways. Dumpsters should be kept clean, and their lids should be kept closed. All school areas should be kept as uncluttered as possible, and food trash should be cleared away quickly.

Appendix C – IPM for Yellowjackets and Wasps

Problem: The District often deals with yellowjackets and wasps on school grounds, particularly during the warmer months. Both pests can sting people multiple times, causing reactions ranging from localized pain and swelling to more severe reactions in people who are allergic or sensitive. Yellowjackets are aggressive, and are attracted to food and sweet beverages. Wasps are less aggressive, but often nest close to school entrances, playground equipment and other structures, which increases exposure to students, staff and visitors.

Yellowjackets have a stocky appearance similar to bees, but they do not have the fuzzy appearance of bees. They are usually yellow and black or white and black, and they are fast fliers. Wasps have slender bodies, and their legs trail in flight, giving them a floaty-flier appearance that helps differentiate them from yellowjackets and bees.

Yellowjackets most often nest in the ground, while wasps build single-comb nests in high locations. The nests are completely exposed, and are attached to surfaces by a thin, short stalk.

Threshold: The acceptable threshold for wasps and yellowjackets in District Schools is zero.

Protocols: When yellowjackets or wasps are spotted on school grounds, the District shall engage in the following efforts to eliminate the problem:

1. The Building Engineer or staff member in charge of the specific area shall make sure that any food or sweet beverages are removed from the area, may kill all observed yellowjackets or wasps if a swatting implement is available, and attempt to determine where the yellowjacket or wasp nest is located.
2. If feasible based on the size of the nest, the number of yellowjackets or wasps, and the implements available, the Building Engineer may attempt to remove or destroy the nest. This should never be attempted, however, when children are present.
3. If nest removal is not feasible, the Building Engineer shall submit a work order through the District's online work order system to request the application of a pesticide from the approved list of pesticides.

Prevention: School garbage cans and dumpsters can become a food source for yellowjackets. Garbage cans on school grounds should have removable domed tops with vertical spring-loaded swinging doors, and should be emptied frequently enough to prevent the contents from impeding the closure of the lid. Both dumpsters and garbage cans should be cleaned frequently with a strong stream of water. Spilled food should be cleaned away quickly.

Appendix D – IPM for Weeds

Problem: When District athletic and playing fields become infested with broadleaf weeds, they can create uneven playing surfaces, which make play difficult and sometimes unsafe. The presence of weeds also creates a habitat for rodents such as gophers and squirrels, which in turn create mounds and holes that create safety hazards on athletic surfaces. Weeds, particularly in planting beds and around fence lines, also make school grounds look untidy and unmaintained.

Threshold: As a result of safety issues to students and athletes, the District has a very low tolerance for weeds growing in athletic and playing fields. When clover, crabgrass and other weeds cover an estimated four percent of playing fields and other similar areas, the District will take remedial and preventative action. The District also has a low tolerance for weeds growing in shrub beds and along fence lines.

Protocols: When weeds in athletic and playing fields exceed the District's tolerance level, and budget and labor concerns allow, the District will employ the use of cultivation, increased mowing, over seeding, top dressing, fertilization, and aeration to help grass compete with weeds to control weeds as appropriate. As a result of labor and budget shortages, however, the District will often need to apply a low-toxicity granular pre-emergent material from the approved list of pesticides to gain initial control of weeds in athletic and playing fields in the spring.

Along fence lines, the District will employ the use of string trimmers and "mow strips" under and immediately adjacent to fence lines. In planting beds, the District will employ the use of cultivation and string trimmers to control weeds. The District also encourages individual schools to establish classroom, student, and volunteer projects to maintain specific sections of school yards by hand-pulling of weeds and raking.

When the use of herbicides is necessary to eliminate or control weeds, the District shall first attempt spot treatments to target specific areas.

Prevention: Where possible and when budget and labor concerns allow, the District will employ horticultural controls to prevent weed issues from arising. Such horticultural controls include plant selection, competitive interplanting in plant beds and mulching.

Appendix E – Gophers and Rockchucks

Problem: Gophers and rockchucks often try to make their home on school grounds. They do so by burrowing in holes in athletic fields, which creates uneven playing surfaces and holes that students, staff and visitors can trip on or step into, resulting in injuries as well as a deterioration of the quality of the grass fields.

Threshold: The District has a zero tolerance for gophers and rockchucks, and will take action as soon as one fresh mound is observed in a playing field.

Protocols: When evidence of gophers or rockchucks is observed on school grounds, the District's Outside Services crew shall place traps to capture them. Traps should not be used when students are present without careful on-site monitoring.

When the infestation of gophers makes trapping impracticable in light of District budget or labor concerns, the District's Outside Services or Maintenance crew may apply a rodenticide from the approved pesticide list. The IPM Coordinator shall ensure that all notification, posting, and reporting requirements are satisfied.

Prevention: To discourage gophers and rockchucks from making their home on school grounds, the District's Outside Services crew shall make every effort to reduce deep rooted weeds and plants by using the protocols identified in Appendix D - IPM for Weeds.

Appendix F – Approved List of Pesticides

Pesticide	Product Name	EPA #
Insecticide	Revenge Spider and Bee Killer	4-430-9086
Insecticide	Champion Wasp and Hornet Killer	498-156
Insecticide	Combat Max Ant Killing Gel	64240-42
Insecticide	Temprid FX Insecticide	432-1544
Insecticide	Temprid SC	432-1483
Rodenticide	Zinc Phosphate on Oats	12455-102-3240
Rodenticide	Weatherblock xt	100-1055
Rodenticide	Wilco Zinc Homeowner Bait	36029-12
Fungicide	Pro Star 70 WG	432-1223
Herbicide	Surflan	70506-44
Herbicide	Cheetah Pro	288-743
Herbicide	Speed Zone	2217-1053
Herbicide	Ranger Pro	524-517
Herbicide	SureGuard EZ	59639-260

***Disinfectant Clarification:** Disinfectant used to clean contaminated surfaces is a custodial cleaning and sanitation step, not a pest-control pesticide application under this IPM Plan unless the product is being used for pest control. Staff must still follow the product label District chemical safety requirements, PPE instructions, and the goals of the IPM Plan.

Pest	Product Name	EPA No.
Weeds	Roundup Pro-Max	524-579
Wasps & Yellowjackets	Champ Wasp, Bee and Hornet Killer	498-156
Clover	Speed Zone Broadleaf Herbicide for Turf	2217-833
Weeds	Surflan	70506-44
Rockchucks/Gophers	Zinc Phosphate On Oats	12455-102-3240
Rockchucks/Gophers	Sodium Nitrate (emergencies only)	56228-2
Weeds	Casoron	400-168-59807
Ants	Temprid SC Insecticide	432-1483
Ants	Tempo SC Ultra	432-4363
Ants	Termidor SC	7969-210
Mice	Weatherblock XT	100-1055
Weeds	FusiladeDX	100-1070

****The District uses a marker dye called Turf Trax Blue, which does not contain any pesticide or herbicide products. It is used exclusively to mark areas that have been sprayed with pesticide or herbicide.**

****The District uses a binder agent called Dyne-Amic that is mixed with certain approved herbicides to promote adhesion of the herbicide to the targeted pest.**

****The District uses an anti-foaming agent called FoamBuster that is mixed with certain approved herbicides to reduce foaming during an herbicide application.**



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 will¹:

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 protocols²;
3. Outline a district-to-school communication plan³;
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 managed⁴;
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 students⁵;
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 school⁶;
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 fluids⁷;
10. Refer to adopted policy and procedures for medications in accordance with Oregon law⁸;
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 activities⁹.
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.

Any nurse(s) employed by the district and providing services to students on behalf of the district shall be licensed in Oregon to practice as a registered nurse or nurse practitioner or be a licensed practical nurse (LPN) in alignment with LPN supervision requirements of OAR 851-045-0050 – 0060.

¹ For exact language and complete requirement, see OAR 581-022-2220(1).

² For specific protocol content requirements, see OAR 581-022-2220(1)(b).

³ For requirements of this plan see OAR 581-022-2220(1)(c).

⁴ 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.

⁵ For vision screening or eye examination or dental screening information see ORS 336.211 and 336.213.

⁶ For definitions for this policy see ORS 336.201.

⁷ OAR 437-002-0360 lists various health and safety regulations that apply in the employment setting.

⁸ Medication laws can be found in ORS 339.866 – 339.874 and OAR 581-021-0037; relevant Board policy includes JHCD/JHCDA - Medications.

⁹ For guideline requirements see OAR 581-022-2220(1)(k).

A nurse employed by the district shall follow all applicable requirements of ORS Chapter 678 and OAR Chapter 851. This includes, but is not limited to, delegation in accordance with OAR 851-047, which includes performing a nursing assessment of a student prior to delegation, providing adequate supervision during the delegation, and evaluating the skills, ability and willingness of the delegee.¹⁰

An administrator or other staff who is not a nurse may supervise, evaluate, or direct a school nurse or registered nurse for purposed related to the nurse’s role as a school employee, including but not limited to assigning the nurse’s work hours, locations, and workload and other matters addressed through a collective bargaining agreement. An administrator may not direct the school nurse or registered nurse in the practice of nursing.

The district provides a menstrual product dispenser with a variety of products in every student bathroom¹¹ which meets the requirements of law.

END OF ADMINISTRATIVE POLICY

REVIEWED: 9/10/24, 8/11/26
APPROVED: 9/10/24

POLICY / REGULATION CROSS REFERENCE	LEGAL REFERENCE
	ORS 329.025
	ORS 332.107
	ORS 336.201
	ORS 336.204
	ORS 336.211-336.214
	ORS 342.458
	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 (2024).
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2024).

¹⁰ For additional delegation requirements see OAR [851-047-0030](#).
¹¹ “Student bathroom” means a bathroom that is accessible by students, including a gender-neutral bathroom, a bathroom designated for females, and a bathroom designated for males. (OAR 581-021-0587)



ADMINISTRATIVE REGULATION

CODE: ECAA-AP

TITLE: ACCESS TO BUILDINGS

The superintendent or designee shall control access to district buildings as appropriate and necessary to protect property, students, and personnel.

The superintendent or designee will develop procedures to control access to school buildings and provide safeguards against unauthorized access to these buildings. Procedures will include staff members being responsible for district property (e.g., keys, access cards) in their possession.

Staff who fail to obey such procedures may be disciplined up to and including dismissal. Students who fail to obey such procedures may be disciplined.

When reviewing policies and procedures relating to school building security, the Board must consider the installation of a panic alarm system in accordance with ORS 339.408.

END OF ADMINISTRATIVE POLICY

REVIEWED: 8/11/26

APPROVED:

POLICY / REGULATION CROSS REFERENCE
EHB-AR

LEGAL REFERENCE

[ORS 332.107](#)

[ORS 332.172](#)

[ORS 339.408](#)

BEND - LA PINE SCHOOL DISTRICT NO 1
ADMINISTRATIVE REGULATIONS
CODE: ECAC-AR
DATED:
REVISED:
REVIEW DATE:
REVIEWED BY:

ACCESS TO BUILDINGS

All keys used in a school shall be the responsibility of the respective principal. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out his/her normal activities necessitated by the position which he/she holds. When need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys shall be issued through the office of each principal. A receipt showing the number of the key and the room(s), equipment rooms or building(s) which it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each principal shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Duplicate keys are obtained through the district maintenance office. The Board prohibits the duplication of school keys otherwise.

Keys shall be used only by authorized employees and shall never be loaned.

The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.



District Use

Any employee, volunteer, or representative of the district operating an unmanned aircraft system (UAS) shall do so in accordance with this policy, 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~~ ~~would have to~~ register as a user of such with ODA. ~~The district will not operate UAS within the airspace of the State at this time.~~

Small UAS, less than 250 grams in weight, may be operated within a district building ~~or on district property~~ upon approval from the building ~~administrator or designee~~ ~~principal~~.

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 (district staff member) 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 FAA¹ 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, 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)² 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.

The superintendent or designee shall develop procedures for the implementation of this policy.

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 or designee.

¹ https://www.faa.gov/uas/educational_users/

² <http://www.osaa.org/governance/handbooks>

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; and
3. A signed agreement holding the district harmless from any claims of harm to individuals or damage to property.

END OF ADMINISTRATIVE POLICY

REVIEWED: 1/2020, 8/11/26
APPROVED: 2/28/20

POLICY / REGULATION CROSS REFERENCE

LEGAL REFERENCE

[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.



ADMINISTRATIVE REGULATION

CODE: EGAAA-AP

TITLE: REPRODUCTION OF ALL COPYRIGHTED MATERIALS

Among the facilities available to employees in carrying out their 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, 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 District 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 should seek permission from the copyright holders.

Employees in violation of copyright law 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 or designee will 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 ADMINISTRATIVE POLICY

REVIEWED: 8/11/26

APPROVED:

POLICY / REGULATION CROSS REFERENCE

LEGAL REFERENCE

[ORS 332.107](#)

Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2016).

BEND – LA PINE SCHOOL DISTRICT NO 1
ADMINISTRATIVE REGULATIONS
CODE: EGAAA-AR
DATED:
REVISED:
REVIEW DATE:
REVIEWED BY:

GUIDELINES FOR THE USE OF COPYRIGHTED MATERIALS

The Director of Instructional Services is responsible for the establishment of practices which will ensure compliance with the provisions of the U.S. Copyright law as they affect the district and its employees.

I. GENERAL RESPONSIBILITIES

- A. The building principal will be designated with the responsibility for disseminating and interpreting copyright regulations at the building level. 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.
- B. The building principal will ensure that budget recommendations include appropriate funds for the purchase of multiple copies of needed software.
- C. The building principal 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;
 1. On or near all copiers;
 2. On all forms used to request copying services;
 3. On all video recorders;
 4. On all computers;
 5. At the library or other places where inter-library loan orders for copies of materials are accepted.
- D. The building principal will ensure that building computers and computer labs are used only with proper supervision to help protect against unauthorized copying. The building principal will annually inspect the library/media center and any video collections to ensure all copies are acquired and maintained in accordance with applicable provisions of the copyright law.
- E. All district wide computer software license agreement must be signed by the coordinator for technology support.
- F. The employees reproducing a copyrighted work will determine whether copying is permitted by law in accordance with district policy and administrative regulations.

- G. 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.
- H. The employee 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, CD-ROM, on-line data bases (and their down-loading), informational networks and other emerging electronic information which can be manipulated into new copy right able forms of expression. 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. Any contract provided by the distributor of such technology must be submitted to the business manager for approval.

FAIR USE

II. 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 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.
- 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, audio tapes, compact discs and laser discs, 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/media centers.

III. 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. Make, for academic purposes other than performance, a single copy of an entire 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;
 3. 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 non exist;
 4. Copy complete works which are out of print or unavailable, except in large works and used for teaching purposes;
 5. Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;

6. Make a single copy of a sound recording, such as a tape, disc 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., A. 2.);
5. Copy without inclusion of the copyright notice on the copy.

IV. TELEVISION-OFF-THE-AIR TAPING

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/media supervisor), at the conclusion of the retention period, all off air recording 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 Video Taping” from to the (library/media supervisor) will coordinate requests for permission to use or retain copyrighted television programs beyond the 45 day retention period.

2. Retain 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 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/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. Tape off air programs in anticipation of an educator's requests;
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;
 - 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.

7. Exchange programs with other schools in the district or other school district without the approval of the library/media 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.

V. RENTAL, PURCHASE AND USE OF VIDEOTAPES

A. Permissible uses – district employees may;

1. Use purchased or rented videotapes 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 videotapes;
3. Arrange for the local school to transmit videotapes over their closed circuit television systems for direct instruction;
4. Use off air videotapes 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 videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation;
2. Use rented or purchased videotapes such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

VI. 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 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 stop 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 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 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 the user;
 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.

VII. REPRODUCTION OF WORKS FOR LIBRARIES/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 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 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/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.

VIII. 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 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 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 "USED FOR ANY PURPOSE OTHER THAN INDIVIDUAL PRIVATE STUDY, SCHOLARSHIP OR RESEARCH. IF A USER MAKES A REQUEST NOW, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR PURPOSES IN EXCESS OF "FAIR USE," THE USER MAY BE LIABLE OF 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 VIDEOTAPED 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 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 UP TO \$100,000 DAMAGES AND, IN SOME CASES, IMPRISONMENT FOR UP TO ONE YEAR.

recommend delete 811.26

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Telecommunication Services

Section: Support

Code: EGAC-AR

All Bend-La Pine Schools sites will use approved phone, telecommunications and videoconferencing systems, and related lines/services, provided by the district. The IT department will be responsible, and the sole contact, for all voice and video communications services (terrestrial and mobile based) for Bend-La Pine Schools.

The IT department provides all standard communications hardware, extensions, phone numbers (DID's), paging/calling/dialing systems, SMS/texting systems and other communications services. Standard equipment and services are covered by the IT budget. Mobile services and non-standard services, including non-standard or misuse of Bend-La Pine systems, will be billed to the building user.

The purchase or use of non-district telecommunications services or equipment is prohibited. All services and equipment will be coordinated, ordered and installed via the IT department. Telecommunications equipment (phones, etc.) shall not be moved or relocated without approval from the IT department.

Long distance is for official Bend-La Pine business only, and is tracked/dedged. Personal use of long-distance is prohibited. Long distance codes may be required.

This Administrative Regulation is subject to all other Bend-La Pine Schools and IT policies and guidelines.

recommend delete 8/1/26



ADMINISTRATIVE REGULATION

CODE: EGACA-AR

TITLE: CELLULAR TELEPHONES

~~District-owned cellular telephones may be purchased and authorized for staff use in accordance with the following:~~

CELLULAR TELEPHONE AUTHORIZATION AND USE

Upon supervisor request, cellular telephones may be assigned or made available ~~by the Technology Support Center~~ when it is determined that:

1. ~~The~~ assignment of a cellular telephone to the employee is a prudent use of district resources.
2. ~~The employee's job responsibilities require the ability to communicate frequently.~~
3. ~~The employee's job responsibilities involve situations where immediate communication is necessary to ensure the security of district property or safety of students, staff or others while on district property or engaged in district-sponsored activities.~~
4. Cellular telephones ~~are~~ ~~may be~~ provided specifically to carry out official district business.
5. ~~Personal use of district cell phones is limited to making or receiving calls for family emergency purposes.~~
6. Cellular telephones are not to be loaned to others.
7. Employees issued a cellular telephone are responsible for its safekeeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the ~~employee's supervisor~~ ~~Technology Support Center~~ who will in turn notify the service provider.
8. Cellular telephones issued for employee use are to be returned to their supervisor at the conclusion of the school year, activity, or as otherwise specified.

PRIVATELY-OWNED TELEPHONES

Certain District employees may be required to carry a privately owned cellular telephone at all times. When so designated by the Superintendent or designee, in lieu of reimbursement, the employee will be granted a monthly stipend determined by the district.

END OF ADMINISTRATIVE REGULATION

REVIEWED: 3/27/01, 4/27/01, 4/26/06, 4/2/12, 8/11/26

APPROVED: 4/26/06, 4/2/12

Bend-La Pine Schools promote the use of technology by staff and students to realize the substantial benefits afforded by the use of technology for teaching, learning, work and communication

Beliefs Underlying the Use of Technology.

- The use of technology in the workplace will add to productivity, aid communication, and advance the interests of Bend-La Pine Schools.
- The use of technology in classrooms will advance student mastery of the formal curriculum.
- The use of technology will improve access to instructionally relevant materials, many of which are available at no cost or low cost, and that add value to the education of students.
- The use of technology will help to prepare students for school, for the workplace, and for continued learning.
- The use of technology will provide effective solutions for the administrative and support needs of Bend-La Pine Schools.
- The nature and use of electronic communications in schools and in the workplace is rapidly changing. This will require a significant and ongoing commitment to technology access, maintenance, training, and support.
- Homework assignments and student requirements must recognize and adjust for differences in home technology and access. Bend-La Pine Schools should provide ready access to technology at school for all students.

Student Safety, Security, and Protection

The use of electronic communications must be in keeping with legal requirements such as the No Child Left Behind Act (NCLB), the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPPA), the Child Internet Protection Act (CIPA) and instructionally appropriate local standards of good taste. Technology controls including internet filtering should be used wherever possible to help assure privacy, to protect the safety of students, and to minimize exposure to inappropriate materials or communications. Electronic controls must always be augmented by careful student supervision and instruction in technology, ethics and online safety.

Technology Equipment, Infrastructure, and Services Defined

Technology equipment includes electronic devices designed to compute, communicate, process text or data, capture sounds or images, or control or manipulate analog or binary data in any way. This policy applies to equipment owned by the district, as well as devices that are personally owned and operated on district premises, or those, regardless of location, intentionally used to interact with district owned devices or services.

Technology infrastructure includes all district owned or leased cables and wires, electronic devices that control the flow and security of data, file servers, amplifiers, and control or monitoring tools used to manage other electronic devices and systems.

Technology services include the transmission or exchange of information as an analog signal or as binary data through a physical or wireless network and wireless or wired voice transmissions including transmission over telephone or data lines, transmission of text, images, and sound directly or through video services, or text and graphics through facsimile (fax).

The electronic files that control these electronic devices, are produced by these electronic devices, and/or that reside on them are also covered by this policy.

Selection, Coordination, and Deployment of Technology

Technology systems and applications should be designed and selected to share data easily, to protect data from corruption or intrusion, to guard against physical loss, and to maximize the benefits of the district investment. Efforts should be made to integrate technologies wherever possible to realize associated efficiencies and benefits.

Technology acquisition and deployment should be guided by formal technology goals and plans. A central consideration in technology planning should be improvement of student access to information and learning resources and the enhancement of student learning.

Regulations should be developed to ensure that these goals are met; that technology is used in a positive and responsible manner and that the technology resources of the Bend-La Pine Schools are centrally coordinated and managed to ensure their interoperability, reliability, and sustainability.

Radio Frequency Identification Device (RFID)

Bend-La Pine Schools may choose to create a radio frequency identification device (RFID) voluntary program as a means to better serve our families and students. If Bend-La Pine Schools chooses to create a RFID program, it will follow the "opt-in" rules as defined in OAR 581-021-0505.

END OF POLICY

ADOPTED: 12/08/09

APPROVED: 12/08/09, 6/6/16

REVIEWED BY CABINET: 2/13/07, 4/7/08, 11/2/09, 6/6/16

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Appropriate Uses of Technology

Section: Support

Code: EHA-AR

Bend-La Pine Schools offers a number of electronic communication services to enhance teaching and learning, to improve administrative efficiency, and to enrich communication between and among staff, students, parents, and members of the community. Electronic communication equipment and services are those designed to electronically transmit or receive data, voice, or video information between or among students, staff, parents, members of the community, and the School Board.

Scope of This Regulation

Bend-La Pine Schools provides authorized users with access to the electronic communication devices, technology equipment, infrastructure, and services listed below, as well as similar items not included in this listing. Individual access to the equipment and services below may vary depending on user need, regulations and practices:

Infrastructure

- Data and telecommunications wiring
- Electronic switches, routers, servers and similar control devices
- Wireless access points and reception equipment
- Video wiring, amplifiers, and related devices.

Equipment

- Telephone/intercom handsets available in most classroom, administrative, and support locations.
- Mobile voice and data telephone equipment.
- Emergency radio handsets or walkie-talkie devices
- Digital pagers.
- Facsimile (fax) document equipment.
- Computers and computing devices.
- Handheld devices (e.g. PDAs, smartphones, MP3 players, smart tablets, calculators) personally owned by Bend-La Pine Schools or by staff and students but operated on Bend-La Pine School's property.
- Document cameras, projectors, electronic whiteboards, digital cameras, scanners, printers, networked copiers, plotters and other support and peripheral equipment.

Services

- Wired computer access to central (wide area or local area) administrative data services.
- Wired computer access to central (wide area or local area) instructional, storage, and information services.
- Wireless computer access to some or all services.
- Enhanced personal communications, including e-mail, voice mail and paging
- Off-site access to internal data and telephone services.
- Sharing of instructional and office resources, software and connected hardware (e.g., printers, servers, CD ROM) using Apple Macintosh, Windows, Unix, Linux and other computing platforms;
- Access to the Internet, the Intranet, and other outside data networks. Limited access may be made available to the public over a wireless network that has no connection to secure internal technology resources.

- Access to email, library, instructional resource, management, and other software and subscription services.

Users of Bend-La Pine Schools Technology Equipment, Infrastructure, and Services

The following groups and individuals are entitled to use Bend-La Pine Schools technology equipment, infrastructure, and services. Individual security rights and parental permission will determine which services can be used.

All Bend-La Pine Schools employees and members of the School Board.

All Bend-La Pine Schools students. Requirements for student use and sanctions for misuse will be published and distributed annually.

Volunteers, contractors or other users who are granted access to password protected resources in order to conduct business directly related to management or instructional needs of Bend-La Pine Schools, or to conduct educational research. Access will be granted at the lowest security level deemed appropriate to conduct the work that must be performed.

Parents, community members, or other non-employee users who wish to access information services and resources that are promoted for public use and/or clearly labeled as guest services (e.g., wireless guest access). The use of Bend-La Pine Schools technology equipment, infrastructure, and services by individuals and organizations is not permitted unless part of a formal program or sanctioned through a formal building use agreement.

Employees of other agencies or commercial entities that are providing a currently contracted service or maintenance function by approval of the Executive Director for Information and Technology.

Conditions of Use

Bend-La Pine Schools electronic communication services, equipment, and infrastructure must be used in a responsible, efficient, ethical and legal manner in support of work, teaching, and learning. Use implies acceptance of the terms of this regulation. Failure to follow these guidelines may result in disciplinary action or revocation of privilege.

Ethical and Legal Standards Underlying The Uses of Bend-La Pine Schools Equipment, Infrastructure, and Services

It is expected that users will understand and comply with all District policies and regulations and with all legal requirements related to the use of technologies.

Users should never share passwords with others or use another's password. Doing so is a breach of security that threatens Bend-La Pine Schools information, services, and fiscal controls.

Users should always keep personal information about staff or students private unless disclosure has been authorized.

Technologies shall be used for educational and work-related purposes. Limited personal use is permitted subject to the restrictions of this regulation.

Regarding advocacy of political and/or organizational positions, Bend-La Pine Schools technology may not be used to advocate a particular vote or to promote a particular issue or political position including but

not limited to initiatives, referenda, bond, candidates, ballot measures, or recall petitions. However, Bend-La Pine Schools technology may be used to disseminate impartial factual information regarding issues and election matters directly impacting Bend-La Pine Schools provided that the information does not expressly urge a particular vote or position on the matter. The provisions of this policy do not impair or prohibit any right granted by collective bargaining agreements to use technology nor do they limit the use of technology to report a School Board position.

With respect to religious advocacy, Bend-La Pine Schools technology may not be used to endorse or disparage religious activity, to coerce participation in any particular religious activity, or to promote anti-religious activity. Technology may be used to share information related to religion in the curriculum consistent with Board policy in that area.

As a matter of safety or protection of its interests, the District may find it necessary to monitor or archive electronic communications and technology applications including actual use, stored files, or any printed record or product. Bend-La Pine Schools does not assure the privacy of electronic communications or practices if district equipment or network services are employed.

Users shall employ technology in a thoughtful manner that avoids disruption of the educational process, that is respectful of the language and content sensitivities of individuals, that respects ethnic, cultural, gender, and socioeconomic differences, and that is appropriate within an educational environment. The use of technology resources or services to defame or to spread harassing or disparaging information is expressly prohibited.

All public and private communications shall be conducted so that both sender and recipient are fully and accurately identifiable and that any claim to represent the school or District are accurate and truthful.

Users shall act in a manner that protects the security, integrity and reliability of technology equipment, infrastructure, and services.

Users shall adhere to personal and/or group security limitations imposed by password access, by electronic encryption, by physical security, or other access limitations.

Users shall maintain personal responsibility for all non-approved financial obligations incurred while using Bend-La Pine Schools technology. Users are accountable for personal behaviors that are illegal, destructive, or that are not directly related to the curriculum or to the conduct of Bend-La Pine Schools business.

Acceptable Uses of Electronic Communication Devices, Technology Equipment, Infrastructure, and Services

Acceptable uses include activities that directly support teaching and learning of the curriculum or that support attainment of Board goals and priorities. Such uses may include electronic or voice mail, real-time electronic conferencing, reading or posting messages on computer bulletin boards, accessing internal information databases and other shared resources and access to external resources through the Internet or commercial services.

Communication services are provided to help with teaching, learning, and management. Limited personal use of these services is permitted if there is no additional direct cost to Bend-La Pine Schools and if personal use does not interfere with student learning, conflict with employee work responsibilities, violate the professional code of conduct, result in personal financial advantage, or violate School Board policy or administrative regulations. It is assumed that limited personal use of technology advances learning and has a direct financial benefit to the school district through enhanced knowledge and a greater awareness of how to use technology to support work, learning, or teaching.

Unacceptable Uses of Electronic Communication Devices, Technology Equipment, Infrastructure, and Services

A list of unacceptable uses or practices follows. Behavior or actions not on this list may also be deemed unacceptable if they are illegal, if they have no reasonable basis for improving teaching and learning or for completion of work responsibilities; if they are offensive, harassing, or potentially harmful to others; or if they impair the maintenance, use, or availability of equipment or services by others. These unacceptable uses apply to any equipment on Bend-La Pine Schools network or premises, whether wired or wireless, and whether district or personally owned.

- Violating the confidentiality of users of technology without appropriate permission from the Executive Director for Information and Technology and/or the Superintendent or Assistant Superintendent(s).
- Sharing passwords that are provided to enforce access rights and limitations to services. No student or employee may share a personal password or use another's password for any purpose.
- Using profanity, obscenity, or other language that is reasonably perceived as harassing by another user.
- Installing, using, copying and/or posting commercial software in violation of copyright law. This includes installing Bend-La Pine Schools software on a personally owned computer if the software license does not allow.
- Installing software that is not owned by Bend-La Pine Schools on computers without prior approval of the Department of Information and Technology.
- Using equipment and services for personal financial gain, for any commercial or illegal activity, or for promoting the use of tobacco, alcohol or other drugs.
- Intentionally spreading computer viruses or malware or otherwise attempting to degrade or disrupt computer or network functions. Using spyware, keystroke recording software or other means to intercept or transmit passwords, keyboard entry or electronic signals. Such activity will be subject to disciplinary sanctions and will be prosecuted as criminal activity under applicable state and federal law.
- Scanning, uploading, capturing, downloading, transmitting, storing or printing files, images, or messages that are profane, obscene, degrading, defamatory, or that have no relevance to curricular learning, teaching, or work. Encrypted files and or those not readily viewable are also covered by this proscription.
- Wasting or taking supplies such as paper, toner, ink cartridges, or disks that are provided by Bend-La Pine Schools.
- Removing parts (e.g. memory chips) from technology devices, intentionally damaging technology devices, or doing anything that denies another user access to technology or causes them to use technology that has been broken or rendered less useful.
- Using electronic communication services to buy products or to access fee-based services without budget authority or without the permission of a teacher (students) or supervisor (staff).

- Installing or connecting any electronic device that ties the private network to the public telephone system or the public network, or that monitors, intercepts directs, broadcasts, relays, or controls network traffic.
- Using hardware, software, or network services in violation of copyright or vendor agreements. This includes copying or transmitting Bend-La Pine Schools software programs or music for installation on personally owned equipment without the proper permission, license, or royalty payment.
- Engaging in commercial activities, political, or religious advocacy inconsistent with the language contained earlier in this regulation.
- Circumventing limitations imposed by content filters, Internet filters, firewalls, and all other network controls. Use of proxy sites, services, software, or other means to circumvent or defeat these controls is in direct violation of this policy.
- Students connecting to the world wide web via personal or public connections (e.g., satellite, telephone, public wifi) while on Bend - La Pine Schools property or staff making such a connection in order to access and/or share with students services or information unavailable through the filtered District network.
- Attaching personally owned computing equipment to the non-public network (wired or wireless).

Privacy

All communications and data interchanges are subject to monitoring. Many services leave an electronic copy or record on equipment (e.g., voice mail, e-mail, internet browser cache). Many of these files are routinely backed-up and retained. Browser cache records and data files stored on other media may be intentionally or incidentally retained.

Communications and data interchanges, or backup records of these interchanges, will be monitored and/or inspected only when necessary to assure safety or to protect the interests of Bend-La Pine Schools. In such cases, staff, law enforcement, or others who are legally entitled may examine equipment, records, artifacts, or interchanges that have involved Bend-La Pine Schools employees and/or students. Accordingly, any stored data, communication or data interchanges using Bend-La Pine Schools materials, equipment, or electronic infrastructure is not private. Communications formally protected as privileged will be honored as such and procedures instituted to assure their confidentiality.

Suspicion of Criminal Behavior

Communications and data may be reviewed in the event that there is reasonable suspicion that District equipment or communications has been used with criminal intent, to engage in criminal behavior, or to support, recruit, or communicate with others about criminal intent or behavior.

District staff that has reason to suspect such behavior must report this to the school/department administrator as soon as reasonably possible. If the supervisor cannot explain the suspicious behavior, he/she should immediately consult with the Executive Director for Human Resources. To protect evidence from being destroyed, no discussions should be held with the suspected staff member before seeking advice from Human Resources. In the event the suspicion is initially reported to someone other than the employee's immediate supervisor, the principal or manager of the school or department that is involved will be notified immediately.

Human Resources, in consultation with law enforcement, will determine whether a standard of reasonable suspicion has been met and will then work with the appropriate local, state, or federal law enforcement agencies.

In the event that the standard of reasonable suspicion is met, the District will honor requests by law enforcement for the confiscation of equipment or for the review of personal files, records, or communications.

The District will surrender or review only the specific equipment, records, or communications that can reasonably be thought related to the potential criminal activity.

In the event that the investigation uncovers evidence that District equipment or electronic communications have been used in a manner that violates policy or regulations, the District may impose sanctions that are independent from those imposed by the judicial system. Discussion regarding the nature of these sanctions must involve Human Resources, the Executive Director for Information and Technology and the school principal or other administrators who may have legitimate interest. Any sanction should be proportional to the effect or threat at both the local and/or District level.

Inadequate Job Performance or Breach of District Technology Policy or Regulations

Personal communications and data may be reviewed if an administrator has concerns about employee job performance or inappropriate employee or student behavior and if that administrator believes that a review of equipment, electronic records, or communications would provide relevant information.

The request for the review of this information must originate with the school or department administrator and in the case of employees, must be approved by the Executive Director for Human Resources. If student misconduct is suspected, the report may be made directly to Information and Technology or to the supervising administrator in the Department of Teaching, Learning and Curriculum (TLC).

Information and Technology will honor approved requests to monitor or review equipment, records, and communication. In the case of employees, that approval must come from the Human Resources Department; in the case of suspected student misbehavior, from the supervisor in TLC responsible for the involved school(s). The request must specify the individuals, the approximate times/dates, and the particular equipment or types of records that should be reviewed or monitored.

Information and Technology will surrender or review only the specific equipment, records, or communication reasonably thought related to the behavior of concern. In the case of employees, any information obtained by reviewing equipment or records will be shared with the assigned staff member in the Department of Human Resources. In the case of students, that information will be shared with the principal of the school and with his or her supervising administrator. Sanctions against students should be consistent across schools and proportional to the seriousness of the infraction.

La Pine Schools administrators and staff are responsible for modeling and teaching students the proper ethics, techniques and standards for the use of electronic communication services and for enforcing compliance. Guidelines for acceptable and unacceptable use should be discussed with students.

Staff are responsible for monitoring student's use of technology and electronic communication services and devices to assure that use is consistent with the provisions of this regulation, and for guiding students to educationally appropriate sections of the Internet.

Content Filtering and Service Restrictions

It is the intent of the District to create a safe and age-appropriate learning environment for students and work environment for staff. Bend-La Pine Schools limits access to sites on the World Wide Web that are identified as inappropriate for student learning or staff work-hour viewing.

Bend-La Pine Schools will restrict access to Internet content or online services that is deemed to be inappropriate or that does not advance curricular learning. In addition, some restrictions on other online services may be implemented to protect the integrity of the District network. Decisions regarding filtering or access restriction will apply to all schools and staff and may be appealed through a formal process. No individual may override or otherwise circumvent these restrictions outside of the appeals process.

The responsibility for adequate and appropriate supervision of staff and students is held by administrators and by teaching staff. Decisions regarding the deployment of technologies and services will be guided by their potential to advance learning rather than real or anticipated student or staff behavior. In some cases the deployment and priority of access to particular types of content (e.g., music, video) may be managed to assure the integrity of Bend-La Pine Schools network.

The administration will develop a process to decide what content or services to block or to open if previously blocked. The criteria for blocking content should be similar to those used for the limitation of library resources or other controversial materials. This process must involve multiple viewpoints and include an opportunity for staff or the community to appeal. Sources that are not blocked are readily available to students of all ages. Accordingly, no decision for blocking or removing a block may be made by an individual outside of the formal review process.

The responsibility for adequate and appropriate supervision of staff and students is held by administrators and by teaching staff. Decisions regarding the deployment of technologies and services will be guided by their potential to advance learning rather than real or anticipated student or staff behavior. Potentially valuable service or resources will not be limited or restricted based on concerns regarding the need for student supervision or classroom management. In some cases the deployment and priority of access to particular types of content (e.g., music, video) may be managed to assure the integrity of Bend-La Pine Schools network.

Staff Responsibilities for Personal and Student Use of Electronic Communication Services

Bend-La Pine Schools administrators and staff are responsible for modeling and teaching students the proper ethics, techniques and standards for the use of electronic communication services and for enforcing compliance. Guidelines for acceptable and unacceptable use should be discussed with students.

Staff is responsible for monitoring student's use of technology and electronic communication services and devices to assure that use is consistent with the provisions of this regulation, and for guiding students to educationally appropriate sections of the Internet.

Recovery of Lost or Stolen Property

District computers are each equipped with the ability to contact the District when connected to the Internet. This allows District staff to locate the computer. In most cases, that location can be determined by the numerical address reported by the computer. There is also the ability to activate the remote camera on the computer to photograph the surroundings. Given the sensitivity and risk to personal privacy involved in activating photographic surveillance, that option will only be exercised when directed by the superintendent or deputy superintendent and in the presence of a law officer.

User Authorization

All Bend-La Pine Schools staff must accept these provisions as a condition of employment. Students are automatically afforded access to Internet and email services. Each student will be apprised of these regulations annually and each must comply with them as a condition of enrollment. Other authorized users (e.g., contractors, volunteers) are bound by these provisions and must be informed of them by the administrator who requests authorization.

Parental Permission for Student Use of Electronic Communications

Bend-La Pine Schools believe that access to electronic equipment, infrastructure, and services is in the interest of all students. However, parents may wish to restrict their student's use of email and World Wide Web services or other technologies. Parents who wish to restrict student access must address such a request in writing to the school principal within four weeks of the start of school or the first day of enrollment. This request must be made in writing annually.

Student Information Resources and Services

All Bend-La Pine Schools students shall be encouraged to use electronic communications as a tool for learning. Bend-La Pine Schools may provide internet-based electronic curriculum resources that are available to all students. Students may also be provided with a personal e-mail or chat account to be used for school purpose.

REVIEW DATE: 4.07.08, 4/10/10

APPROVED: JANUARY 22, 2007, 4.07.08, 4/17/10

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Administrator Responsibilities Related to Technology

Section: Support

Code: EHAA-AR

Each district school and Department administrator is responsible for the management and security of technology equipment and infrastructure. Administrators, in partnership with the Information Technology department (IT), must assure that:

1. All staff and all students are familiar with technology use policies and guidelines.
2. Principals and department leaders are responsible for technology planning, inventory management, equipment deployment, and assuring that staff and students follow district procedures and comply with copyright and licensure requirements.
3. Every computer is loaded with the standard district software and operating systems, and that software and operating systems are up-to-date and that the most recent security patches have been applied. Licenses for software applications that are part of the Bend-La Pine Schools standard will be maintained centrally.
4. All technology holding, purchases, donations, or acquisitions meet or exceed IT standards, are secure and supportable and may be assessed an additional charge to cover the cost of the standard software that must be installed on each computer.
5. Documents and files are located in the designated locations on staff computers and/or network file servers. This allows for file backup and computer repair while lowering the probability that school staff and students will lose critical files.
6. Software installed by school staff must be licensed (usually for every individual installation) and a record of licensure maintained by the school for inspection. Staff who purchase software and wish it installed on a district computer must donate the license to the school.
7. All technology equipment must be in working condition or must be submitted for repair as soon as a malfunction is apparent.
8. Only devices approved by IT are connected to the district network (wired or wireless) or given access to district resources. No unauthorized networking equipment, wireless access points, hotspots or wireless capable devices are installed or in use.
9. All approved devices must be connected to the network to permit upgrades, virus protection, and software/hardware auditing and inventory management.
10. Devices, software and operating systems that are no longer supported by the vendor, do not meet security standards or are otherwise un-supportable are removed from inventory and not connected to the network or other district infrastructure.
11. Only certified, low-voltage cable installers that are coordinated or hired by IT may install or repair network cable, outlets or devices. Only IT staff may install or configure network equipment,

including, but not limited to routers, switches, projectors, cameras, card locks, televisions and access points.

12. All connections and connectivity including, but not limited to phones, internet, networks, and mobile communications, are installed, managed and maintained by IT.

13. All IT closets remain secure and free from non-IT related items or activity.

14. Any technology related purchases (software and hardware) are made by, or coordinated by IT and will follow processes in [DJC-AR: Purchasing Authority and Limits](#).

15. Routine audits of school compliance with the guidelines will be made and this information will be provided to the principal or department supervisor for action as necessary.

END OF REGULATION

Reviewed: 4/7/08, 1/28/18

Approved by Cabinet: 4/7/08, 2/7/18

recommend delete 8.11.26

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Technology Responsibilities for Special Programs

Section: Support

Code: EHAB-AR

In general, it is the responsibility of the school to meet the classroom technology, training, and support needs of staff and students in special programs such as special education and ESL. This includes new or established self-contained classrooms within the school as well as resource and other programs providing direct instructional services to students. In general, academic/curricular, behavioral, life skills, and learning skills instruction provided by teachers are the responsibility of the school. Related services provided by specialists are the responsibility of the special education department.

School Responsibilities:

Classrooms serving special programs must be equipped with technology devices similar in numbers and power with other classrooms within the school. Special programs needs should be accommodated wherever possible or as required by a student's IEP.

Technology devices include computers, scanners, digital cameras, and other peripheral devices or software in common use within the school.

The school is responsible for the maintenance of all equipment, including that in special program classrooms. Part of the per students allocation should be allocated for technology support and should include support for special programs housed at the school.

Special program staff should be included in technology training and supported at the school level in a manner similar to other school staff.

Special Program Responsibilities:

Dedicated or specialized software or equipment required by need or by a student's IEP will be owned and maintained by the special program. Examples of such equipment might include augmentative communication devices or technology-controlled devices to aid motor functions.

Instructional specialists or itinerant staff who serve several schools and who provide services other than academic/curricular, behavioral, life skills, and learning skills instruction will be equipped and supported by the special program. These professional groups include speech pathologists, motor team, nurses, and school psychologists. The special program will be responsible for the inventory and maintenance of technology equipment.

Any specialty software that is not part of the District desktop (e.g., test scoring, forms management) used by special program staff will installed, maintained, and supported by the program.

With the exception of dedicated or specialized equipment and software, all technology equipment used primarily for student instruction or the management needs of program teaching staff is part of the inventory and the responsibility of the school in which the classroom(s) is housed.

IT Responsibilities:

When new computers are provided to schools and allocated on a student/computer ratio, at least one computer will be provided to the school for each self-contained classroom, even if the number of students falls below the allocation ratio.

District-wide purchases of technology devices and software will include an allocation to special programs. This funding will support the needs of itinerant staff and help to defray the costs of specialized devices and software that may be required to meet the learning needs of students.

Reviewed: 4.7.08

Approved by Cabinet: 4.7.08

recommend delete

District staff and students will often be involved in electronic publishing using new technologies for the production and distribution of information. Electronic publishing is the posting of information in electronic form for public retrieval and consumption. The District may also elect to provide information for storage to commercial entities that provide a contracted service to the district (e.g., grade information).

District Sponsorship of Published or Stored Data

Electronic storage and publishing makes it possible for information to be physically stored and later viewed or retrieved from different locations. The sites used for storage of data or electronic files will not always be on School District property and information may be stored on equipment not owned by the School District.

Each school and department will designate an individual authorized to publish (upload) electronic information sponsored by the District. This person will review all information to assure that it is in keeping with legal mandates (e.g., FERPA), ethical guidelines, electronic publishing procedures, and that it is consistent with the District policy on electronic communications.

Data Security

In the event information is being stored externally to take advantage of a hosted service, the commercial entity must provide adequate assurances of confidentiality of that information and evidence that the hosting service has security protections to prevent unauthorized access to the information. Information stored on district storage devices will be password protected and/or protected by other means to assure its security.

Copyrighted Material

All electronic publications must comply with copyright law and must contain only original information and images or information and images for which permission to republish has been obtained. See Administrative Regulation EGAAA-AR ("Guidelines for Use of Copyrighted Materials").

Permission for Release of Private Information

Information published by electronic means is subject to the same requirements for confidentiality and release of information as that published in more traditional District publications. Information made available to a commercial or private entity must follow all legal dictates for parental release.

See board policy JOA-Directory Information for a definition of student information that may be released. The Student Enrollment Form (GS401) provides a Release Information area for parents to "opt-out" of the release of Directory Information. These Student Enrollment forms are kept on file by the school.

Even when permission to publish pictures or personal information is granted, schools should make certain that the potential benefit of posting this information clearly outweighs the potential

for misuse. Wherever possible, combinations of personal information (e.g., picture, first name, last name) should be avoided.

Rules for publishing staff and student personal information:

- The District e-mail address, voice mail number, school telephone number, and school or Department affiliation of District staff may be published.
- The home address and phone numbers of District staff and students must not be published. The exception to this is publication of this information on a password protected internal intranet available only to employees whose access has been authorized by the District.
- Elementary students – Only first names may be published and only if a parent or guardian has not “opted-out” on Release Information on the Student Enrollment form submitted to the school. Last initial, last name or email address must not be published.
- Middle School students – Only the first name and initial of last name may be published, but only if a parent or guardian has not “opted-out” on Release Information on the Student Enrollment form submitted to the school. Email addresses must not be published.
- High School students – The full name may be published, but only if the individual or, in the case of a minor student, the parent or guardian has not “opted-out” on Release Information on the Student Enrollment form submitted to the school. Email addresses must not be published.

Note: The Student Enrollment Form (GS401) is available at each school site.

Reviewed: 5.19.09
Approved: 5.19.09

District schools and departments routinely use web services to conduct business and to share information. With this use comes the responsibility to adopt practices and to deploy resources accordingly. As not all District patrons have access to the web, District schools and departments should provide some alternate means for community members to access important information. The Superintendent and members of the Superintendent's Leadership team will actively promote the use of web services for District operations, teaching and learning.

Web Services Defined

The term web services covers the Bend-La Pine Schools' presence on the private and public internet (i.e., district, department, school site, teacher, student and school organization web pages). This also includes internal web services such as an intranet or other postings commonly accessible within the district but not open to public viewing. Web pages that are on the Bend - La Pine Schools domain (bend.k12.or.us) are subject to the restrictions and guidelines that follow. Instances where employees have web sites that are hosted externally and that communicate employment-related information are subject to this regulation as well.

Web Hosting

The Bend - La Pine Schools web services are in a period of transition. Currently many staff have employment-related web sites or pages hosted externally. Employees producing or displaying employment-related web sites or web pages must have them hosted on the District web servers. These must be migrated to the District web servers by June 30, 2010. After that time, any externally hosted web site or web page is not sponsored by the District and any employee who posts employment-related web sites externally is in violation of this regulation and subject to disciplinary action.

Staff Roles and Responsibilities

- **District Webmaster:** Administers the overall District presence on the web. The District Webmaster coordinates the design, content and maintenance of all web services based on the regulations, standards and guidelines established by the district. The Webmaster assists the school/department web managers with design and content decisions and provides training and technical support. The Webmaster may alter content, or suspend access to content, to preserve consistency with district guidelines.
- **School/department web managers:** Act on behalf of the principal or department manager to produce and post content for school and department web pages. School web managers assist teachers with their web pages and monitor content. The District Webmaster coordinates with web managers and any advisory bodies to provide a current, cohesive and consistent district web presence.
- **School principals and department managers:** Oversee the work of their assigned web managers and monitor content posted on the school or department website.

- **Teachers:** Develop, maintain, and post classroom-related web pages.
- **Other school/department staff and students:** Develop and maintain special-purpose web pages with the permission of the site web manager and school principal or department manager.

Identification of District-Sponsored Web Sites

The following characteristics identify a web site as sponsored by Bend-La Pine Schools:

- All school home pages link back to the Bend-La Pine Schools home page
- The site must include the District name (Bend-La Pine Schools)
- The site must include the name and street address of the school or department
- The site must include the name and contact information of the school or department webmaster, or of the individual staff member for a teacher website, or of the teacher sponsor in the case of student-produced work.

Content

The District, school, and teacher web sites must be for informational and educational uses. No personal or commercial use or political, or religious advocacy is allowed.

Any content hosted on district servers is the property of Bend-La Pine Schools. As such, the district has the right to delete content or rescind user privileges if the content does not comply with District policy, regulations and guidelines.

External sites linked from web sites covered by this regulation must be followed at least two levels deep to assure they are appropriate for student use and that they have clear educational value or direct connection to the work of Bend-La Pine Schools.

Content Management

Web managers must be School District employees within the school or department for which they are providing editorial services. Web managers must be trained and certified by the Technology Support Center.

At the discretion of the school principal or department manager, the web manager coordinates the activity of staff, students or volunteers who wish to develop or edit content to be published. School/department web managers must review and approve any content to be published to the site.

Web managers are responsible for assuring that content:

- complies with District policy, regulations and guidelines for electronic publishing, security and internet privacy
- is up to date and meets the needs of the audience
- is for informational or educational uses
- complies with copyright protection

- meets the tests of appropriateness and decency
- does not alter or bypass the common set of informational, demographic, profile and contact elements provided for each school by the District webmaster

Web managers are responsible for posting information to the school or department web site; permission may be given to individuals in the school or department to maintain and publish classroom or special purpose web pages (content still subject to approval by web manager).

Note: School principals and department managers are ultimately responsible for content posted to their web site, so oversight of their assigned web managers is recommended.

Department and School Web Pages

Each Department will post information using a common District template to assure a unified District look. Content templates for departments will be tailored to meet unique needs but will maintain the District “look and feel” and adhere to stylistic standards. Additions or changes to templates will be made through request to the District Webmaster. Similarly, special web pages and data collection tools can be designed to help with content management.

Schools each have a standard home page that contains welcoming, demographic, statistical, and contact information most often sought by the community and by staff and students. These common elements will be in fixed positions; additions or changes to these elements must be submitted to the District Webmaster for approval.

Beyond these required opening pages, schools may elect to add additional information, either by using templates developed by the District Webmaster or by designing and developing their own web pages. Each locally-designed page must include a link to the District home page and/or the school home page.

Teacher Web Pages

The District will provide a mechanism and district storage for teachers to post classroom-related web pages. The content posted on these web pages must be limited to, and relate directly and logically to instruction currently being provided in the teacher’s classroom or upcoming classroom/program activities. Particular attention must be directed toward assuring student privacy and safety. Guidelines for the use of student images and names must be followed.

In some cases, teachers have developed web pages using other web tools and hosting sites. Links from school web pages to these teacher web pages are acceptable until June 30, 2010. By that time, all teacher web pages are to be linked from the school web page and hosted on the Bend-La Pine Schools domain. The content of any teacher web sites or pages that relate to employment responsibilities must be consistent with the published district regulations and guidelines.

Student Web Pages

Students may develop web pages as part of a class activity and under direct supervision of the teacher. Student web pages are the extension of classroom curricular learning and are thus subject to content guidelines and editing by the teacher. The teacher is responsible for requesting district server access, for uploading student web pages to the district server, and for removing these pages at the end of the school year. Student-created web pages must contain a disclaimer

clause that “This is a student web page. Any opinions expressed here shall not be attributed to Bend-La Pine Schools.”

School-Related Organization Web Pages

Web sites and pages sponsored by school-related organizations or interest groups that are not formally part of the Bend - La Pine Schools may not be hosted on the District web domain, even if designed or maintained by a District employee. Such groups might include PTAs or booster clubs. These websites must contain a disclaimer clause that “This is a school-related organization web page and is not sponsored by the Bend - La Pine Schools.

Student Safety

Specific guidelines for the posting of student pictures, names, and work products are detailed in Administrative Regulation EHAC-AR (“Electronic Storage and Publishing on Web and Other Communications Media”).

Copyright Protection

Specific guidelines covering copyright law are detailed in EC4AA-AR (“Guidelines for Use of Copyrighted Materials”).

Advertising and Fund Raising

Financial transactions are not permitted online unless specifically approved by the Superintendent. Advertising and fund raising should be strictly informational in nature. Instructions may be offered as to how such transactions can be carried out. Items advertised should be those produced or routinely sold by the school or school groups (e.g., school insignia items, student store items, services offered as part of the academic program).

Web advertising and fund raising that is directed at an extra-school audience (e.g., wrapping paper, raffles, auctions) should be on a server that is hosted externally (perhaps by school-related organizations). Schools may post a link to such efforts as long as the sponsoring entity is an approved school-related organization (e.g., booster club, PTA, volunteer). Links, click-through ads, banner ads, or sponsorship of similar efforts by commercial entities are prohibited on the Bend - La Pine Schools domain, even if in direct support of District schools.

Password Protection (Intranet)

All material on the District web site will be readily available to the public unless there is a compelling reason to limit access. Private information should be restricted to:

- Information dealing with the management or operation of district technologies or facilities.
- Protection for licensure or proprietary rights.
- Password protected access to services (e.g., login access, online surveys).
- Manuals, floor plans, drawings, maps, specifications, forms, or summary documents that specifically relate to District operations, and internal staff matters.

Use of Externally-Hosted Web Pages

Staff who post information that is directly related to their work assignment or to activities sponsored by the school or District must use district-hosted servers whenever possible and in all cases by July 1, 2010.

Requesting District Web Hosting Service

To request web hosting services, the person responsible for the website will submit the request via a Help Desk ticket.

The request should include the purpose of the website and the contact information of the person responsible for the website. The designated person must be a district employee and will be contacted via email with account, password and web access information. This person is responsible for the security of the site and must perform any uploads to the site. Students and volunteers can develop/maintain web pages, but any uploads to the server must be done by a district employee.

District web hosting service is available for the following websites: teacher classroom, school journalism/yearbook, school club activities, and sports teams. The district server is not to be used for storage purposes; all files on the server must have active links within the web site. File storage will be monitored.

Usage is subject to monitoring. All content on the hosted website must conform to all district policies, regulations and guidelines.

Reviewed: 5.19.09

Approved: 5.19.09

recommend delete 8.1.26

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Use of Online Services and Collaborative Tools

Section: Support

Code: **EHAE-AR**

Bend-La Pine Schools provide all staff and employees with space for file storage and with online collaboration tools that can be used to meet instructional and support tasks. However, there are many tools and online services now available over the internet that enhance those provided by the district or that are more cost effective to use than an equivalent deployed by the District.

Online services often provide space for file storage and an opportunity for many individuals to share documents, work collaboratively, take surveys, post communications etc. While this capability is advantageous, extra-district services may not meet the minimal requirements for document retention, archiving of emails, and other expectations related to discovery or to requests from the public to inspect records. Online services also present the prospect of information loss (e.g., a parent company goes out of business) or of data theft through service intrusion. As always, student safety is a primary concern.

Wherever possible, Bend-La Pine technology services should be used. If a need is not met by Bend-La Pine technology services and it is necessary to use other online options, the following guidelines apply:

These services should:

- Be used as short-term workspaces or repositories. Final products should be moved to permanent in-district storage as soon as reasonable.
- Be set up so that shared files and projects are limited to other District employees, those with a need to know, or those providing a legitimate educational service.

These services should not:

- Be used to store or produce documents that are used for personnel evaluation or for recording staff performance or behavioral records.
- Include any externally identifying references to students or full names.
- Include any medical information, information about parents, special education information and status, or student disciplinary information.
- Store analytical analyses (e.g., survey results and interpretations). After data is collected, analytical work should be stored in-district and a summary copy of the data included.
- Used as a general means of communication (e.g, email) beyond the incidental communication involved in collaborative document development, seeking clarification on a shared project etc. Routine work-related communications must be conducted with in-district tools.
- All sharing rights should be actively managed and reviewed annually so that the sharing rights for those who no longer have a "need to know" or who are no longer employees of the school district are retracted.

Reviewed: 2/22/10

Approved: 2/22/10



ADMINISTRATIVE REGULATION

CODE: EHB-AP

TITLE: 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; and
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.

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 and accompanying administrative regulation apply 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 ADMINISTRATIVE POLICY

REVIEWED: 8/11/26

APPROVED:

POLICY / REGULATION CROSS REFERENCE

EHB-AR

LEGAL REFERENCE

[ORS Chapter 192](#)
[ORS 646A.600 – 626](#)

[ORS 332.107](#)

[ORS 336.184](#)

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.



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 or designee 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. Require passwords that align with current industry best practices.

“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.¹

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.

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

¹ These examples are for IT purposes and may not be consistent with record request and disclosure requirements.

protecting information; or ignoring the 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.

END OF ADMINISTRATIVE REGULATION

REVIEWED: 8/11/26

APPROVED:



Oregon's Veterans' Preference Law requires the district to grant a preference to qualified and eligible veterans, and disabled veterans, state servicemembers and former state servicemembers at each stage during in the hiring or and promotion process who claim a preference. To be qualified for veterans' preference, an applicant veteran or disabled veteran must meet the minimum qualifications and any other special qualifications required for the position sought. To be eligible for veterans' preference¹ (see Oregon Revised Statute, ORS 408.235), an applicant veteran or disabled veteran must provide certification they are a veteran, or disabled veteran, state servicemember or former state servicemember as defined by Oregon law² ORS 408.225 and OAR 839-006-0440.

As part of the job application process, an applicant claiming veteran's or disabled veteran's preference will submit:

- A copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215); or
- A certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification;
- A disabled veteran may also submit a copy of their letter from the U.S. Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification.

Bend-La Pine Schools is not obligated to hire or promote a qualified and eligible veteran, or disabled veteran, state servicemember or former state servicemember. The district is obligated to interview all minimally qualified veterans or disabled veterans, and is also obligated to hire or promote a qualified or eligible veteran or disabled veteran if the individual is equal to or better than the top candidate after the veteran's preference has been applied.

A veteran may submit a written request to the district for an explanation of the reasons why they were not selected for the position. The district shall provide the reasons for not selecting the candidate when requested.

Recruitment Process

All job postings or announcements will include a concise list of minimum qualifications and any special qualifications required for the position. Job postings will include a statement that the district's policy is to provide a veterans and disabled veterans with preference as required by Oregon law and the job posting will require applicants to provide certification³ of eligibility for preference, in addition to other requested materials.

Filing a Complaint

A veteran, or disabled veteran, state servicemember or former state servicemember is encouraged to contact the Human Resources Department if there are they have any concerns or questions concerning regarding the application of or the process used for veterans' preference.

An applicant complaining to be aggrieved by a violation Complaints of GBA-AP: Equal Employment Opportunity, or this administrative regulation, may file a written complaint have been violated shall be made in writing and submitted to the Human

¹ See Oregon Revised Statute (ORS) 408.235

² See Oregon Revised Statute (ORS) 408.225 for definitions of veteran, disabled veteran, state servicemember and former state servicemember.

³ An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the U.S. Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification. (OAR 839-006-0465) An applicant claiming to be a former state servicemember must meet the definition of "former state servicemember." An applicant is treated as a former state servicemember if they meet the definition, except for the requirement that the applicant was discharged or released under honorable conditions and submits certification that the individual is expected to be discharged or released from Oregon National Guard under honorable conditions no later than 120 days after the submission of the certification. (ORS 408.235)

~~Resources Department. The district will use the complaint process as outlined in KL-AR: Public Complaints. A veteran or disabled veteran may also file a written complaint~~ with the Civil Rights Division of the Bureau of Labor and Industries (BOLI) in accordance with [Oregon Revised Statute](#) ORS 659A.820.

END OF ADMINISTRATIVE REGULATION

REVIEWED: 5/22/17, 3/14/23, 8/11/26

APPROVED: 9/2017, 4/11/23

draft 8.11.26



Employee Eligibility

Federal Family and Medical Leave Act (FMLA) benefits are available to employees who have been employed by the district for at least 12 months, worked at least 1,250 hours during the 12-month period and works at a worksite that employs 50 or more district employees within 75 miles of the worksite.

An employee who has previously qualified for and has taken some portion of FMLA leave may request additional FMLA leave within the same leave year. In such instances, the employee may not need to requalify as an eligible employee.

Generally, in order for an employee to be eligible for the benefits under the Oregon Family Leave Act (OFLA), the employee must work an average of 25 hours or more per week during the 180 calendar days¹ immediately prior to the first day of the start of the requested leave.² *In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.*

In determining average workweek, under FMLA and OFLA, the employer must count the actual hours working using the Fair Labor Standards Act (FLSA) guidelines. An employee is eligible to take leave for purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who worked for the district for fewer than 30 days immediately before the date on which the family leave would commence; or
2. An employee who worked for the district for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

An employee of the district who has separated and is reemployed within 180 days, or experiences a temporary cessation of schedule hours may be eligible for OFLA in accordance with ORS 659A.156.

An employee of the district is eligible to take leave for purposes of OFLA if the employee:

1. *Separates from employment with the district, irrespective of any reason:*
 - a. *Is eligible to take leave OFLA at the time the employee separates; and*
 - b. *Is reemployed by the district within 180 days of separation from employment; or*
2. *Is eligible to take OFLA leave:*
 - a. *At the beginning of a temporary cessation of scheduled hours of 180 days or less; and*
 - b. *Returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.*

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for the district prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the district within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

When an employee requests OFLA leave, or when the district acquires knowledge that an employee's leave may be for a purpose that constitutes OFLA leave, the district will notify the employee of the employee's eligibility to take OFLA leave within five business days, absent extenuating circumstances. Whether an employee is an "eligible employee" as defined in OAR 839-009-0210 is determined, a notice must be provided, at the commencement of the first instance of each purpose for leave listed in OAR 839-009-0240 during the OFLA leave year. If an employee is an "eligible employee" as defined in OAR 839-009-0210 for the

¹ Thirty days during a declared public health emergency.

² The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employees leave at least as generous as the leave required by OFLA.

purpose listed in OAR 839-009-0240, the employee's eligibility for that purpose does not change during the applicable 12-month period. In addition:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify each time the employee takes OFLA within the same leave year;
2. ~~An employee who has taken 2 week of OFLA child placement leave need not requalify for up to an additional 12 weeks within the same leave year when used for the purposes of OFLA sick child leave;~~
3. An employee unable to work because of a disabling compensable injury³ need not requalify under OAR 839-009-0210 in order to use OFLA leave following a period the employee is off work due to the compensable injury.

~~In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.~~

Leave under the Oregon Military Leave Act (OMFLA) applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

~~In determining average workweek, under FMLA and OFLA, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.~~

Qualifying Reason

Eligible employees may access FMLA leave entitlements for the following reasons:

1. Serious health condition of the employee or the employee's covered family member. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care⁴ or continuing treatment by a health care provider⁵.
2. Parental leave⁶ (separate from eligible leave as a result of a child's serious health condition):
 - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
 - b. Bonding with and caring for a newly adopted child or newly placed foster child under the age of 18 (within 12 months of placement);
 - c. Caring for a newly adopted child or newly placed foster child over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a foster child or the adoption of a child.
3. Military Caregiver Leave: leave for the care for ~~a covered servicemember if the eligible employee is the spouse, child, or next-of-kin of the~~ ~~who is a covered~~ servicemember with a serious injury or illness;
4. Qualifying Exigency Leave: leave arising out of deployment to a foreign country of the employee's spouse, child, or parent who is a military member on active duty or call to covered active duty status.

Eligible employees may access OFLA leave entitlements for the following reasons:

1. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.
2. Sick Child Leave: leave taken to care for an employee's child ~~who is~~ suffering from an illness injury, or condition that requires home care; ~~or leave taken . Under OFLA, sick child leave includes leave~~ to care for an employee's child whose school or childcare provider has been closed⁷ in conjunction with a statewide public health emergency declared by a public health official.⁸

³ As defined in ORS 656.005.

⁴ "Inpatient care" means an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care. See 29 CFR § 825.114.

⁵ "Continuing treatment" includes incapacity and treatment, pregnancy or prenatal care, chronic conditions, permanent or long-term conditions, conditions requiring multiple treatments, and absences attributable to incapacity. See 29 CFR § 815.115.

⁶ Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

⁷ "Closure" (OAR 839-009-0210(5)) for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider as defined in OAR 839-009-0210(4).

⁸ The district may request verification of the need for sick child leave under OFLA due to a closure during a statewide emergency. Verification may include:

1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and

3. Bereavement Leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member.
4. ~~Child placement leave: leave taken under OFLA before January 1, 2025, to effectuate the legal process required for placement of a foster child or the adoption of a child.~~
5. ~~Leave previously protected by OFLA⁹: 1) leave to which an eligible employee was entitled under ORS 659A.150–ORS 659A.186 on June 30, 2024; and 2) leave to which an eligible employee would not be entitled under ORS 659A.150–ORS 659A.186 on July 1, 2024 and may now be entitled leave under Paid Family Medical Leave (ORS 657B).~~

Eligible employees may also access OMFLA ~~under FMLA~~ for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.

Definitions

1. Family member:
 - a. For the purposes of FMLA, “family member” means an eligible employee’s:
 - i. Spouse¹⁰
 - ii. Parent¹¹; ~~or~~
 - iii. Child;~~;~~ ~~or~~
 - iv. ~~Persons who are “in loco parentis.”~~
 - b. For the purposes of OFLA, “family member” means an eligible employee’s:
 - i. Spouse or domestic partner;
 - ii. Child or the child’s spouse or domestic partner;
 - iii. Parent or the parent’s spouse or domestic partner;
 - iv. Sibling or step-sibling, or the sibling’s or step-sibling’s spouse or domestic partner;
 - v. Grandparent or the grandparent’s spouse or domestic partner;
 - vi. Grandchild or the grandchild’s spouse or domestic partner;
 - vii. Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship¹².
2. Child:
 - a. For the purposes of FMLA, “child” means the eligible employee’s biological or adopted child, a foster child, a stepchild, a legal ward or a child of a person standing “in loco parentis,” who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental disability.
 - b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, “child” means the employee’s child on covered active duty regardless of that child’s age.
 - c. For the purposes of OFLA, “child” means ~~the eligible employee’s a~~ biological or adopted child, a ~~child the employee is fostering child~~, a stepchild, the child of the employee’s spouse or domestic partner, or a child with whom the employee is or was in a relationship of “in loco parentis.”

4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

⁹ OAR 839-009-0215. OFLA: Leave Previously Protected by OFLA.

¹⁰ “Spouse” means individuals in a marriage, including “common law” marriage and same-sex marriage.

¹¹ “Parent” means a biological, adoptive, step or foster parent, or any other individual who stood “in loco parentis” to the employee when the employee was a child as defined herein. This does not include parents “in law.”

¹² “Affinity” means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:

1. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
2. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
3. The expectation to provide care because of the relationship or the prior provision of care;
4. Cohabitation and its duration and purpose;
5. Geographic proximity; and
6. Any other factor that demonstrates the existence of a family-like relationship.

- d. For the purposes of ~~child placement leave and~~ sick child leave ~~only~~ under OFLA, the child must be under the age of 18 or ~~an adult dependent child~~ substantially limited by a physical or mental impairment ~~as described in ORS 659A.104.~~
3. In loco parentis:
 - a. For the purposes of FMLA, “in loco parentis” means persons with day-to-day responsibility to care for or financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
 - b. For the purposes of OFLA, “in loco parentis” means person in the place of ~~a the~~ parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.
4. Next of kin:

For the purposes of FMLA “next of kin” means the nearest blood relative other than the covered servicemember’s spouse, parent, or child in the following order of priority (unless otherwise designated in writing by the servicemember):

 - a. Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions;
 - b. Siblings;
 - c. Grandparents;
 - d. Siblings of parents and their spouses; and
 - e. First cousins.
5. Covered servicemembers:

For the purposes of FMLA, “covered servicemember” means:

 - a. ~~A~~ current member of the Armed Forces, including a member of the National Guard or Reserves, who:
 - i. ~~I~~s undergoing medical treatment, recuperation or therapy;~~;~~
 - ii. ~~I~~s otherwise in outpatient status;~~;~~ or
 - iii. ~~I~~s otherwise on the temporary disability retired list for a serious injury or illness; or
 - b. ~~A~~ covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.
6. Covered veteran:

For the purposes of FMLA, “covered veteran” means an individual who was:

 - a. A member of the Armed Forces (including a member of the National Guard or Reserves);
 - b. Discharged or released under conditions other than dishonorable; and
 - c. Discharged within the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.
7. Public health emergency:

For OFLA a “public health emergency” means;

 - a. A public health emergency declared under ORS 433.441.
 - b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

Leave Period

For the purposes of calculating an employee’s leave period for FMLA, the district will use the 12-month period measured forward from the date the employee’s leave begins.

For the purposes of calculating an employee’s leave for OFLA, the district will use a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences.

~~The methods for calculating the leave period for FMLA and OFLA leave entitlement shall be used for all employees.~~

The leave period for the purposes of Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district’s designated leave period described above.

Leave Duration

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period¹³. Spouses who work for the district and are eligible for FMLA leave may be limited to a combined 12 weeks of FMLA leave during the district's designated leave period when the purpose of the leave is for:

1. Birth of a child or to care for a child after birth;;
2. Placement of an adopted child or foster child, the care for an adopted child or foster child after placement; or
3. Care for the employee's parent's serious medical condition.

Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of 12 weeks of OFLA leave, for sick child leave and bereavement leave, during the designated leave period. An eligible employee is entitled to a total of two weeks of bereavement leave, upon the death of each family member of the employee within a leave year, except that the eligible employee may not take more than four weeks of bereavement leave within a leave year.

An employee may also be entitled to take a total of 12 weeks of OFLA pregnancy disability leave within the same leave year.

Under OFLA, the employee may use all or part of the 12 weeks of sick child or bereavement leave and all or part of the 12 weeks of pregnancy disability leave in any order.

Unlike FMLA, OFLA does not combine the leave entitlement when two or more family members work for the district. Under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.¹⁴

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the district's designated leave period.

Qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the designated leave period if for the same qualifying reason. Qualified leave under FMLA will run concurrently with other qualified leave covered under Paid Family and Medical Leave Insurance (PFMLI) and/or available sick leave under ORS 653.601 - 653.661 for eligible employees. Qualified leave under OFLA may also run concurrently with leave taken under the sick ~~time~~ leave law in ORS 653.601 - 653.661 if for the same qualifying reason, but not concurrent with PFMLI.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12¹⁵. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek¹⁶. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

¹³ An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district's leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee's 26-week entitlement under Military Caregiver Leave under FMLA.

¹⁴ Exceptions to the ability to require family members to take OFLA qualified leave at different times are when one employee needs to care for a child for a purpose described in ORS 659A.159 (1)(a) while another employee is taking pregnancy disability leave or, one or more of the employees is taking bereavement leave.

¹⁵ For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

¹⁶ For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

Holidays which occur within the week taken as FMLA may be counted against FMLA entitlement.¹⁷ However, for leave taken in increments of less than one week, holidays in which employees generally are not expected to report do not count against the employees FMLA leave entitlement.

Under OFLA, days in which the district is not in operation, are not counted toward intermittent or reduced work schedule OFLA leave.

Intermittent Leave

With the exception of parental leave under FMLA which must be taken in one continuous block of time, an eligible employee is permitted under FMLA and OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in multiple blocks of time (i.e., hours, days, weeks, etc.) rather than in one continuous block of time and/or requiring an altered or reduced work schedule. For OFLA this includes but not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or childcare provider due to a statewide public health emergency declared by a public health official.

When an exempt employee is eligible for both OFLA but not and FMLA leave, and the employee takes intermittent leave in blocks of less than one day, ~~if done in accordance with 29 CFR § 825.206, the district may reduce the employee's salary for the part-day absence without the loss of the employee's exempt status in accordance with OAR 839-020-0004(32).~~

~~When OFLA leave is not covered by FMLA leave, and the employee takes intermittent leave in blocks of less than one day, the district will jeopardize the employee's exempt status if the district reduces the employee's salary for the part-day absence.~~

An employee's FMLA and/or OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

Alternate Work Assignment

Under FMLA, the district may transfer an employee taking intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment to an alternate position for which the employee is qualified and which better accommodates an employee's recovery from a serious health condition, a serious health condition of a spouse, parent, child, or a serious injury or illness of a covered servicemember. However, the district may not transfer an employee to an alternative position in order to discourage the employee from taking leave or otherwise work a hardship on the employee.

Under FMLA, when an employee who is taking leave intermittently or on a reduced leave schedule and has been transferred to an alternative position no longer needs to continue on leave and is able to return to full-time work, the employee will be placed in the same or equivalent job as the job they left when the leave commenced. An employee may not be required to take more leave than necessary to address the circumstance that precipitated the need for leave.

Under OFLA, the district may transfer an eligible employee on intermittent OFLA leave or reduced work schedule into an alternate position with the same or different duties to accommodate the leave, provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary to accommodate the leave, and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreements, as well as with state and federal law;
4. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
5. The transfer is not used to discourage the employee from taking leave or to create a hardship for the employee.

Under OFLA, an employee transferred to an alternate position for the purpose of a reduced work schedule must be returned to the employee's former position when the employee notifies that the employee is ready to return to the former position at the end of the alternate duty leave.

¹⁷ See 29 CFR § 825.200(h).

The district may transfer an eligible employee to an alternate position that accommodates OFLA pregnancy disability leave provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreements, as well as with state and federal law;
4. The transfer is not used to discourage the employee from taking OFLA leave or to create a hardship for the employee.

Under OFLA, if an eligible employee is transferred to an alternative position and as a result the employee works fewer hours than the employee was worked in the original position, the employee's OFLA leave time is determined by calculating the difference between the number of hours the employee worked in the original position and the number of hours the employee actually works in the alternative position.

An employee is not on OFLA leave if the employee has been transferred – as provided for in OAR 839-009-0245 (5) – to alternate position for the purpose of alternate work duties that the employee is able to perform within the limitations of the employee's pregnancy disability, but not requiring a reduced workweek. An employee working in an alternate position retains the right to return to the employee's original position at any time during the employee's OFLA leave. This does not impair the right of an employee to a reasonable accommodation or the application of any other state or federal law.

Special Rules for School Employees

For the purposes of FMLA, "instructional employee" means those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. Athletic coaches, driving instructors and special education assistants, such as [signers](#) [interpreters](#) for the hearing impaired, are included in this definition. This definition does not apply to teacher assistants or aides who do not have as their principal job actual teaching or instructing, auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

FMLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee's FMLA leave entitlement. In any such situation, the eligible instructional employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible school employee's regular work schedule during the leave period, and the purpose of such leave is to care for a family member with a serious medical condition, for a covered servicemember, or for the employee's own serious medical condition, the district may require the eligible instructional employee to:

- a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b. Temporarily transfer the eligible school employee to an alternate position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than the employee's original position.

If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the district may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the district may require the employee to delay the taking of leave until the notice provision is met.

2. Limitation on Leave Near the End of the Term¹⁸

When an eligible instructional employee requests leave near the end of the term, the district may require the following:

- a. When the qualified leave begins more than five weeks before the end of the term, the district may require the employee to continue taking leave until the end of the term if:
 - i. The leave will last at least three weeks; and
 - ii. The employee would return to work during the three-week period before the end of the term.

¹⁸ "Academic term" means the school semester, which typically ends near the end of the calendar year and the end of spring each school year. In no case may a school have more than two academic terms or semesters each year for purposes of FMLA. 29 CFR § 825.602(b)

- b. When the qualified leave begins during a five week period before the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required by the district to remain on leave until the end of the term if:
 - i. The leave will last more than two weeks; and
 - ii. The employee would return to work during the two-week period before the end of the term.
- c. When the qualified leave begins within three weeks of the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member; or to care for a covered servicemember, the eligible instructional employee may be required to remain on leave until the end of the term if the length of the leave will last more than five working days.

If the district requires an eligible instructional employee to remain on leave until the end of the term as described above, additional leave required by the district until the end of the school term shall not count against the eligible instructional employee's leave entitlement.

For the purposes of OFLA leave, if an employee¹⁹ begins a period of bereavement leave during the three-week period before the end of the term and the duration of the leave is greater than five working days, the district may require the employee continue on family leave until the end of the term.

Paid/Unpaid Leave

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Paid Family Medical Leave Insurance (PMFLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with FMLA and OFLA leave available under ORS 653.601 – 653.661 when taken for the same purpose. An employee may elect to use any available accrued paid leave including personal sick, or vacation leave during the leave period to the extent that the total combined amount of accrued paid leave and benefits received from PFMLI does not exceed an amount equal to the employee's full wage replacement during the period of leave. The district will notify the eligible employee when the requested leave has been designated as FMLA or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees taking OMFLA leave are entitled to use available accrued paid time off during the OMFLA leave period.

Benefits and Insurance

When an eligible employee returns to work following a FMLA-, OFLA-, or OMFLA-qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise.²⁰ The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of FMLA and OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of FMLA qualified leave, the district's obligation to maintain the employee's group health insurance coverage will cease if the employee's contribution is remitted more than 30 calendar days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

¹⁹ Applies only to an employee who is employed principally in an instructional capacity in the district.

²⁰ See also ORS 342.934(4)(d) in reduction force situations.

Fitness-for-Duty Certification

For the purposes of FMLA, prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. If the district is going to require a Fitness-for-Duty Certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA leave and that failure to provide the certification may result in a delay or denial of reinstatement. Any costs associated with obtaining the certification shall be borne by the employee.

Application

For the purposes of FMLA, an eligible employee requesting FMLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration, and reasons for the requested leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district. ~~An eligible employee able to give advance notice of the need to take FMLA leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.~~

For purposes of OFLA, an eligible employee shall provide at least 30 days' written notice of the need for foreseeable leave before starting family leave. An employee may commence family leave without prior notice in the event of: an unexpected illness, injury or condition of a child of the employee that requires home care; the death of a family member; ~~the closure of the school or childcare provider of the employee's child due to a public health emergency unless the declaration of the emergency was issued by the Governor at least 30 days before commencement of the leave;~~ or an illness, injury or condition related to the employee's own pregnancy or childbirth that disables the employee from performing any available job duties offered by the district. If an employee commences leave without prior notice as allowed above, the employee must give oral notice²¹ to the employer within 24 hours of the commencement of the leave and must provide the written notice within three days after returning to work. Failure of an employee to provide the required notice for leave may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

The district may request additional information²² to determine that the requested leave qualifies as FMLA or OFLA leave ~~as provided by law~~. The district may designate the employee as provisionally on FMLA or OFLA leave until sufficient information is received to properly make a determination.

An eligible employee able to give advance notice of the need to take leave must follow the employer's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, as soon as practicable will be within one business day of an employee becoming aware of the need. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given²³.

For the purposes of OFLA, an eligible employee is taking leave in an unforeseeable situation, an employee must give oral or written notice²⁴ within 24 hours of commencement of the leave. In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

For the purposes of OMFLA, an employee must provide the district with notice of the intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Verification

²¹ Oral notice may be given by any other person on behalf of the employee taking the leave.

²² Except in cases to verify OFLA bereavement leave unless the district requires the use of an attestation form for purposes of determining affinity.

²³ See 29 CFR § 825.304.

²⁴ Notice may be given by any other person on behalf of the employee taking the leave.

Under FMLA, the district may require an eligible employee to provide medical certification, when appropriate²⁵, to support the stated reason for such leave. In most cases, the district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. The employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required, unless not practicable. Any additional certifications, including second and third opinions, will be in accordance with applicable law.

Under OFLA, the district may require an eligible employee to provide medical verification, when appropriate²⁶, to support the stated reason for qualifying OFLA leave. The district will provide written notification to an employee of this requirement and state the consequences for failure to provide the requested medical verification. If the employee gives advance written notice of foreseeable leave, the district may require the employee to provide medical verification for OFLA leave before the leave starts. If the employee begins unforeseeable OFLA leave without prior notice, the employee is required to submit such medical verification within 15 calendar days after receipt of the district's request for medical verification. The employee may be subject to disciplinary action for not providing the requested medical verification.

For the purposes of OFLA qualified leave, costs associated with obtaining the medical verification shall be borne by the district, or be paid as otherwise allowed by law. The district will not delay the use of qualifying OFLA leave when medical verification is not received before the commencement of unforeseeable leave. The district may not require an employee to obtain a second opinion.

Under OFLA, the district may request verification for the need for leave to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency. A request for verification may include a request for:

1. The name of the child requiring home care;
2. The name of the school or child care provider that is subject to the closure;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. A statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

Posted Notice

The district will post the Bureau of Labor and Industries Family leave notice in each building or worksite in an area that is accessible to and regularly frequented by employees²⁷. The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.²⁸

Record Keeping

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

Federal vs. State Law

Both federal and state law contain provisions for family and medical leave. Federal regulations state an employer must comply with all leave laws; that the federal law does not supersede any provision of state law that provides greater family or medical leave rights than those established pursuant to federal law; and if leave qualifies for FMLA and OFLA leave, the leave used counts against the employee's entitlement under both laws. State law requires that FMLA and ~~OFLA or other~~ state leave entitlements run concurrently when for the same purpose.

²⁵ Medical verification is not allowed in every situation. Review current laws and guidance for more information.

²⁶ Medical verification is not allowed in every situation. Review current laws and guidance for more information. (OAR 839-009-0260)

²⁷ https://www.oregon.gov/boli/employers/Documents/BOLI_Printable_FamilyMedLv.pdf; electronic posting is not sufficient to satisfy this requirement, but may be used to supplement the physical posting.

²⁸ <https://www.dol.gov/sites/dolgov/files/WHd/legacy/files/fmlaen.pdf>; electronic posting is sufficient as long as it is posted prominently where it can be readily seen by employees and applicants for employees. The poster and the text must be large enough to be easily read and contain fully legible text.

draft 8.11.26



“Employee” means an individual who renders personal services at a fixed rate to the district if the district either pays or agrees to pay for personal services or permits the individual to perform personal services. The definition does not include volunteers, ~~or~~ independent contractors ~~or others excluded by law~~.

Employees qualify to begin earning and accruing sick time on the first day of employment with the district and are eligible to use sick time beginning on the 91st day of employment with the district and may use sick time as it is accrued.

Category One Employees

1. Category One employees are employed licensed teachers.
2. For Category One employees, the district has established and invoked the “undue hardship” exception of ORS 653.621(1)(b), and therefore such employees will be front-loaded paid sick time of 56 hours at the beginning of each school year,
3. Category One employees must use sick time in increments of four (4) hours when a substitute is required by the district. If a substitute is not required by the district or if the district approves internal coverage, sick leave shall be used in increments of one (1) hour. Category One employees may only use **earned** sick time for **the following reasons**:
 - a. ~~The~~ employee’s or a family member’s¹ mental or physical illness, injury or health condition, need for medical diagnosis, care of treatment of a mental or physical illness, injury or health condition, or need for preventative care, or for reasons consistent with qualifying Family Medical Leave Act (FMLA), Paid Family and Medical Leave Insurance (PFMLI), or Oregon Family Leave (OFLA).
 - b. ~~Sick time may also be used in~~ the event of a public health emergency **compliant with Oregon Revised Statute (ORS) 653.616**.
 - c. **To donate blood in connection with a voluntary program for the donation of blood that is approved or accredited by the American Association of Blood Banks or the American Red Cross.**
 - d. ~~or For~~ leave to address domestic violence, harassment, sexual assault, bias or stalking under ORS 659A.272 **(safe leave)**.
4. Category One employees may not carry over any sick time from one school year to the subsequent school year.

Category Two Employees

1. Category Two employees include all other non-licensed teacher employees of the District who are not Category One employees; including classified, confidential, licensed administrators, unlicensed administrators, coaches, supervisors, seasonal employees and substitutes.
2. For Category Two employees, the district has not established and invoked the “undue hardship” exception, and therefore such employees will be front-loaded paid sick time of 40 hours at the beginning of each school year.
3. Category Two employees must use sick time in hourly increments. Category Two employees may only use **earned** sick time for **the following reasons**:
 - a. ~~The~~ employee’s or a family member’s mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventative care, or for reasons consistent with qualifying FMLA, PFMLI), or OFLA.
 - b. ~~Sick time may also be used in~~ the event of a public health emergency **compliant with Oregon Revised Statute (ORS) 653.616**.
 - c. **To donate blood in connection with a voluntary program for the donation of blood that is approved or accredited by the American Association of Blood Banks or the American Red Cross.**
 - d. ~~or For~~ leave to address domestic violence, harassment, sexual assault, bias or stalking under ORS 659A.272 **(safe leave)**.
4. Category Two employees will not carry over any sick time from one school year to the subsequent school year.

¹ “Family member” is defined in OAR 839-007-0000.

General Provisions

1. The use of sick time may not lead to, or result in, an adverse employment action against the employee.
2. When the reason for use of sick time is consistent with FMLA, PFMLI, or OFLA leave, sick time leave and qualifying FMLA, PFMLI, or OFLA leave may run concurrently. When the reason for sick time is consistent with ORS 332.507, sick time leave and leave pursuant to ORS 332.507 may run concurrently.
3. If the reason for sick time is a foreseeable absence, the district requires an employee to provide advance notice of the intention to use sick time 10 days prior to when the requested sick time is to begin or as soon as otherwise practicable. When an employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (*i.e.*, grading deadlines, in-service training, mandatory meetings). The district may discipline an employee if the employee fails to make a reasonable effort to schedule leave in a manner that does not unduly disrupt the operations of the district.
4. If the reason for use of sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district as soon as practicable.
5. The district reserves the right after, after an employee uses sick time for more than five (5) consecutive scheduled workdays, to require verification or certification in accordance with the law of the need for the sick time, including a medical verification or certification² paid for by the district. An employee refusing to submit to such an examination or to provide other evidence as required by the district will be subject to appropriate disciplinary action, up to and including dismissal.

END OF ADMINISTRATIVE POLICY

REVIEWED: 5/2/16, 12/6/17, 3/14/23*, 4/8/25, 8/11/26

APPROVED: 5/9/16, 12/11/17, 4/11/23*, 4/8/25

**reviewed/no updates necessary*

POLICY / REGULATION CROSS REFERENCE

[GCBBD/GDCD-AP: Sick Leave – Personal Illness and Injury Leave](#)

[GCBDA/GDBDA-AR: Family and Medical Leave](#)

[GCBDF/GDBDF-AP: Paid Family Medical Leave Insurance](#)

LEGAL REFERENCE

[ORS 332.507](#)

[ORS 342.545](#)

[ORS 342.610](#)

[ORS 659A.150 to -659A.186](#)

[ORS 659A.150 - 659A.186](#)

[OAR 839-007-0020 – 007-0065](#)

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

Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2024); Family and Medical Leave Act, 29 C.F.R. Part 825 (2025).

² In the case of need for leave under ORS 659A.272, the district may not require the verification or certification to explain the nature of the illness or details related to the domestic violence, sexual assault, harassment, bias, or stalking, which necessitates the use of sick time.



ADMINISTRATIVE REGULATION

CODE: GCQBA-AP AR

TITLE: COPYRIGHTS AND PATENTS

The **district Board** asserts ~~its the district's~~ proprietary rights to publications, instructional materials and other devices prepared by district employees during their paid work time. The **district Board** also recognizes the importance of encouraging its professional staff to engage in professional writing, research and other creative endeavors. Publications, articles, materials, models and other items produced by district personnel for district use with district time, money and facilities as part of an employee's job responsibilities remain the property of the district.

The district will apply for copyrights and patents when deemed appropriate by the superintendent **or designee**. Employees will be expected to cooperate in the district's efforts.

In the event that an employee produces items described above partly on **their his/her** own time and partly on district time, the district reserves the right to claim full ownership. The employee, ~~however~~, may petition the district for assignment of copyright or patent rights. Employees will not attempt to copyright or patent such items without the knowledge and consent of the superintendent **or designee**.

END OF ADMINISTRATIVE **POLICY REGULATION**

REVIEWED: 1/29/07, 8/11/26
APPROVED: 1/29/07

POLICY / REGULATION CROSS REFERENCE

LEGAL REFERENCE

[ORS 332.745](#)

Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2016).
Patents, 35 U.S.C. §§ 1-376 (2012).



Bend-La Pine Schools does not sponsor, endorse, or financially contribute to outside-sponsored study-travel, exchange programs, tours, trips and competitions as a part or extension of the school curricula. During school breaks and summer months, some students and district staff participate in such programs, but these arrangements are made on an individual basis through representatives of the sponsoring organization or group. The District does not recruit for nor have input into the selection of programs, many of which are not open to all students. Such travel-study, exchanges, tours, trips and competitions are under the sole auspice and control of the sponsoring organizations or groups. NOTE: these regulations do not pertain to J-1 visa student exchanges or District-sponsored exchanges.

Because district staff is often retained as tour coordinators and supervisors and students as primary clients in these activities, the following regulations are provided:

1. Principals may allow the posting of advertisements on the school's community activities bulletin board designated for announcements and advertising of activities not sponsored by the District.
2. Representatives of outside-sponsoring organizations or groups may request the use of a school facility to meet with families and students who have indicated an interest in a particular program. These requests shall be processed in the same manner as other requests for building facility use and charged according to facility use rental guidelines. Meetings shall occur outside regular school hours.
3. Students who raise funds for their personal participation in such programs may not raise monies as a representative of a school or the District. District or school supplies, materials, equipment or facilities may not be used in conjunction with related fundraising.
4. All communications must clearly identify the sponsor as being other than the District or school. The District or school name shall not be used.
5. School supplies, materials and equipment shall not be used in promoting these programs.
6. Some outside-sponsoring organizations retain staff as coordinators and ask them to act as recruiting agents in their schools and/or district. Staff is prohibited from using their contact with students in the discharge of their employment duties and responsibilities to advertise or recruit for outside-sponsored travel, which involves their supervision of students. Staff shall not advise parents regarding selection of such trips or tours.
7. Employee leave related to these activities is subject to legal and contractual guidelines; and
8. Some students who plan to participate in a study-travel program may wish to apply this experience toward school credit. Such a possibility is provided under District administrative regulations. Credit arrangements must be agreed upon between the principal or designee, and student prior to participation.

Bend-La Pine Schools and its staff or agents are not in a position to provide advice relative to these activities because they are neither sponsored nor promoted by the District. Parents/guardians are advised to consider carefully activities available to their children. Staff has an obligation to ensure patrons of the District do not assume such activities are school- or District-sponsored or funded.

END OF ADMINISTRATIVE REGULATION

REVIEWED: 11/8/04, 3/28/05, 4/28/08, 11/8/22, 8/11/26*
APPROVED: 11/8/04, 1/3/05, 4/11/05, 4/28/08, 12/13/22, 8/11/26*

**reviewed/no updated necessary*

IGDK-AR: NON-DISTRICT-SPONSORED STUDY, TOURS, TRIPS, COMPETITIONS REFERENCE GUIDE

Though not all-inclusive, this guide is intended to serve as a quick reference. Questions should be directed to site administrators and/or building principals.

	APPROVED	NOT APPROVED
Advertising	With principal or site administrator approval and in accordance with administrative regulations, promotional, and advertising materials may be posted on community-designated bulletin board(s) in district facilities.	Announcements, promotions, advertisements, and/or recruitment during contracted workday (including as a teacher during class time or as an advisor during club meetings) is prohibited.
Access to/Recruitment of Students	Student Directory Information may be requested and released in accordance with JOA-BP: Directory Information.	Class time or contact with students in the discharge of employment responsibilities or duties to announce, promote, advertise, and/or recruit students is prohibited.
School Facilities Use	Informational or organizational meetings may be held with interested families and students according to Facility Use guidelines and processes.	Meetings in a school, including classrooms, without approved Facility Use agreements in place are prohibited.
Meetings	Informational or organizational meetings outside contracted workday.	Informational or organizational meetings held during contracted workday are prohibited.
Fundraising	Private student fundraising must take place outside school hours without school or District affiliation.	Student fundraising as representatives of the school or District either during or outside school hours is prohibited.
Communications	Clearly identify the sponsor as other than the school or District.	Identification or imply of school or District sponsorship is prohibited.
Advising	Sharing information with families and/or students of upcoming opportunities.	Advise families or students on what other-sponsored travel, exchanges, tours, trips, and/or competitions they should select is prohibited.
Resources (supplies, materials, equipment, time)	Use of personal supplies, materials, equipment, and/or postage when promoting, recruiting, informing, or organizing events. Use of personal equipment (including telephones and computers) and time to conduct promotional, recruitment, informational, organizational business related to these events.	District supplies, materials, equipment (including telephones and computers), and/or postage to promote, recruit, inform, or organize events is prohibited. Contracted work hours to conduct promotional, recruitment, information, organizational business related are not to be used to organize events.
Employee Leave	Leave shall be used in accordance with legal and contractual guidelines to participate in events.	Fraudulent use leave or misrepresent use of leave to participate in these events is prohibited.



Bend-La Pine Schools recognizes the value of special activities to the total school program. Further, students need to be allowed to participate in and profit from carefully planned learning experiences which fall outside the normal school program/day. No student shall be denied participation in the trip or activities because of disability or financial inability to pay.

Field trips and other special activities involving travel may be authorized by the principal, Superintendent or designee when such trips or activities contribute to the achievement of desirable educational outcomes in alignment with district educational, social, and cultural goals. **A IICA-AR(2):** Field Trip/Activity Request Form must be completed and approved prior to the trip date.

In planning and authorizing such trips, primary consideration will be given to educational values derived, the safety and welfare of students involved, community standards of conduct and behavior on the part of all participants and the selection of appropriate adult supervision, either from within the school/district staff or from the parent/guardian/community volunteer pool. The district encourages parent/guardian participation in field trips and special activities. Parents/guardians who wish to attend a field trip or special activity are considered volunteers and are required to have successfully completed the volunteer background check process as described in [KCA-AR: Volunteers/Criminal History Records Check](#) prior to the trip date. Due to factors such as transportation, location, facilities, or planned activities, some field trips or special activities may have a maximum number of volunteer opportunities available. The district staff member leading the trip shall communicate about the number volunteer opportunities as part of the trip or event planning communication.

Written parent/guardian permission must be obtained for each trip for each student participating. The signed form showing parent/guardian approval and acknowledgement of student conduct guidelines will be maintained according to Oregon Record Retention Laws.

The district will develop rules to ensure both students and adult supervisors are acquainted with the standards for conduct while representing the district. Such rules will reinforce district policy in areas such as alcohol, tobacco and unlawful drug use, procedure to be used in case of illness or accident, and methods for communicating in discipline and emergency situations.

All out-of-state travel must have prior Superintendent **or designee** approval through submission of ~~the~~ **IICA-AR(2):** Field Trip/Activity Request Form. Such approval is predicated on an acceptable plan for travel arrangements, parent/guardian involvement, orientation of students and supervisors and support of the appropriate administrator(s).

The district recognizes that there are certain activities that planning and undertaking are unique to a particular academic program, instructional goal, or other extra-curricular need. As such, this regulation shall not apply to foreign travel study programs and those activities that are not sponsored by the school or district.

Field Trip Review and Approval Process

Any field trip or planned activity in which district personnel and students leave and return from a school campus must have prior approval the trip or activity date. ~~The~~ **IICA-AR(2):** Field Trip/Activity Request Form is to be used to request field trip or ~~non-~~ **athletic** activity approval from the school/site administrator, Director of Special Programs, and/or the Superintendent or designee.

Prior to granting approval of any trip or activity, the following will be considered: educational objectives, destination, dates and times, number of students participating, student and staff safety, equal opportunity, cost and funding sources and transportation.

Transportation

Except as specifically authorized, transportation of students shall be by district transportation. When contracted bus transportation is provided, only authorized vendors will be utilized. The Transportation Department will maintain a list of authorized vendors and scheduling procedures.

~~As stated in EEADB-AR: Student Transportation in Private Vehicles, parents / guardians and other designated adults, including district employees, who are considered volunteer drivers, may be permitted to use private vehicles to transport students on field trips or other school activities if the following conditions have been met prior to providing the transportation:~~

- ~~• The school administrator has approved the trip activity and the mode of transportation.~~
- ~~• A parent / guardian has authorized and granted permission for their student to participate in the trip or activity as well as authorized and granted permission for their student to ride in a privately owned vehicle on the Permission and Release of Liability Form.~~
- ~~• The volunteer driver has completed the volunteer background check as required and described in KCA-AR: Volunteers / Criminal History Records Check.~~

Students may not participate in a field trip as drivers.

Supervision

Student safety will be a primary consideration at all times of field trips. Adequate supervision, including appropriate staffing, and other adult chaperones participating in the activity. As in conducting regular classes and activities on campus, district staff must assume primary responsibility for all reasonable and usual supervision of students and activities. At least one of the supervisors and/or chaperones must be a district employee. The role of volunteers and chaperones is to accompany and assist with students on field trips. Where volunteers and/or chaperones are needed, it shall be limited to adults who have successfully completed the volunteer background check as described in [KCA-AR: Volunteers/Criminal History Records Check](#).

- Volunteers: volunteers are required to have successfully completed the volunteer background check process as described in [KCA-AR: Volunteers/Criminal History Records Check](#) prior to the trip date.
- Chaperones: are considered volunteers and are required to have successfully completed the volunteer background check process as described in [KCA-AR: Volunteers/Criminal History Records Check](#) prior to the trip date.
- Adult to student ratio: the ratio of adult supervision to students participating will ordinarily not be less than 1:10 for elementary, 1:15 for middle and high school trips. The district may adjust adult supervision ratios when, in its professional judgement, such adjustment is necessary, taking into consideration special needs of students and the activities planned to occur on the trip.
- Gender balance of staff/chaperones is highly encouraged on all excursions. For an overnight trip or camp, Bend-La Pine Schools shall assure that staff, chaperones and students are assigned to rooms or cabins that correspond to their gender identity. Staff shall determine placement of students, staff and chaperones based on the need for appropriate supervision and shall take into consideration the safety, security and wellbeing of all gender-conforming and nonconforming persons.
- Supervisors(s) must have knowledge that students will not be permitted to leave the field trip group during the trip unless they are released to their parent guardian.

Safety Procedures

Student and staff safety is paramount. The district staff member leading the trip shall discuss safety procedures specific to the trip with students and accompanying adults prior to the trip. Such discussion may be in writing, acknowledged by a parent/guardian, or accompanying adult prior to the trip in conjunction with ~~the~~ [IICA-AR\(3\): Field Trip/Activity Permission and Release of Liability Form](#). Students will not be permitted to leave the field trip group during the trip unless they are released their parent/guardian.

Parent / Guardian Permission

A completed [IICA-AR\(3\): Field Trip/Activity](#) Permission and Release of Liability Form must be completed and signed by a parent or guardian for each student participating in the field trip or activity. The district will provide meaningful alternative classroom activities to students if parent guardian permission is not provided.

Student Behavioral Expectations

Students are expected to follow all directions, rules, safety precautions, policies and regulations of the district while participating in the field trip or activity.

Funding of Field Trips/Special Activities

Trips shall be funded from the school's field trip account and associated student body funds. At the principal or designee's discretion, fundraising activities may also be utilized as reviewed in [IGDF/KMC-AR: Student Fundraising Activities](#).

Foreign Travel

Unless authorized by the Superintendent or designee, or as part of a sister or friendly city exchange, any foreign travel organized or undertaken by student groups shall be outside the oversight, supervision, or responsibility of the district. See [IGDK-AR: Non-District Sponsored Study, Tours, Trips, Competitions](#).

END OF ADMINISTRATIVE REGULATION

REVIEWED: 1/2007, 1/13/18, 9/28/18, 9/25/19, 12/14/21, 1/10/23, 8/11/26
APPROVED: 1/2007, 10/4/18, 12/20/19, 1/11/22, 2/24/23

draft 8.11.26

IICA-AR(2): Field Trip/Activity Request Form

For School Office Staff

- | | |
|--|-------------------------------------|
| ☐ Permission Slip | ☐ Bus |
| ☐ Calendar | ☐ Lunch |
| ☐ Substitutes | ☐ Volunteers |
| ☐ SPED Staff | ☐ Nurse |

School:	Class/Organization:
Trip Supervisor:	Supervisor Contact Phone:
Type of Trip: ☐ Day Trip ☐ Overnight Trip ☐ Extended Trip ☐ Out of State (requires Superintendent approval)	
Destination:	Number of Students:

Departure Date & Time:	Return Date & Time:
Description and Purpose of Trip: ☐ Curricular ☐ Non-Curricular	
(check all that apply): ☐ I am a classroom teacher taking my classroom students into the field for instruction. ☐ The trip is required as part of the class curriculum and grades will be influenced by participation. ☐ The trip occurs during regular school hours. ☐ This trip does not take students further than 100 miles from the Oregon border.	

Funding for Trip (check all that apply): ☐ District ☐ Discretionary ☐ Student Body ☐ Private										
Estimated Costs										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Travel: \$</td> <td style="width: 20%;">Lodging: \$</td> <td style="width: 20%;">Food: \$</td> <td style="width: 20%;">Fees: \$</td> <td style="width: 20%;">Other: \$</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Total Cost: \$</td> <td colspan="3" style="padding: 5px;">Cost per Student: \$</td> </tr> </table>	Travel: \$	Lodging: \$	Food: \$	Fees: \$	Other: \$	Total Cost: \$		Cost per Student: \$		
Travel: \$	Lodging: \$	Food: \$	Fees: \$	Other: \$						
Total Cost: \$		Cost per Student: \$								
Account Code or Billing Information:										

Transportation for Trip (check all that apply):
☐ District ☐ Other: _____ ☐ Parent/Guardian Transportation (The District will not make arrangements for parents/guardians to transport children in private vehicles. Parents/Guardians are responsible for making their own arrangements.) ☐ Air Travel ☐ Parent/Guardian Transportation to Airport ☐ Rental Car within Oregon (Maximum capacity per vehicle is 10. A copy of the car rental agreement must be forwarded to the Transportation Department.)

Note: Charters will be provided only if Bend-La Pine Schools Transportation Department is unable to provide services. ALL charters will be booked by the Bend-La Pine Schools Transportation Department.

Chaperones (check all that apply and include number attending): ☐ Staff _____ ☐ Volunteers* _____
* A volunteer must have a completed volunteer background check completed as described in KCA-AR: Volunteers in Schools prior to the trip or activity date. A list of all volunteers must be submitted to the Office Manager to verify completed background checks.
- At least one of the supervisors/chaperones must be a Bend-La Pine Schools' employee. - Overnight trips/camps related to school programs must have at least one supervisor/chaperone for every 15 middle/high school students and one for every 10 elementary school students. - Whenever students of both genders participate on an overnight trip or camp, supervisors/chaperones shall be both male and female, representing the gender make-up of student participants. Gender balance of supervisor/chaperones is highly encouraged on all excursions. - Trips where students compete in the name of and/or uniform of a school which are sponsored by a school program constitute school trips. All regulations outlined in IICA-AR(1): Field Trips and Special Activities shall be followed.

Please provide, attached to this application, the following information:

☐ Itinerary (A brief description of the trip and activities; including enough information for full disclosure of potential hazards.)

☐ Potential Hazard Identification (A brief list of potential significant hazards, beyond normal daily activities, and actions to help mitigate the hazard.)

Certificate of Insurance Required: ☐ Yes* ☐ No *If yes, please contact Director of Risk Management (541-355-1131) prior to departure date.

Special Education Staff Supervisory Ratio	
Number of Certified Staff Attending: _____ /	Number of certified staff staying behind _____
Number of Classified Staff Attending: _____ /	Number of classified staff staying behind _____

The required ratio of CPR certified staff to student has been met (1 certified staff member per 60 students) ☐ Yes		
Nursing staff must be provided notification, in writing, at least 2 weeks prior to the trip.		
Nurse's Name:	Notification Date:	Notification Time:

TRIP APPROVAL(S) MUST BE COMPLETE PRIOR TO THE TRIP/ACTIVITY		
School/Site Office Manager/Accounting Specialist:	Date:	Approved ☐ Denied ☐
School/Site Administrator:	Date:	Approved ☐ Denied ☐
Trips or activities in which parents/guardians are arranging student transportation must have approval from the Executive Director of Transportation, or designee, in advance of the trip or activity.		
Transportation Department:	Date:	Approved ☐ Denied ☐
Trips or activities where student(s) with serious medical or physical issues will be participating must have approval from the Executive Director of Student Services, or designee, in advance of the trip or activity.		
Executive Director of Student Services/Designee:	Date:	Approved ☐ Denied ☐
Out of state trips, or those requiring special fundraising activities, must also be approved by the Superintendent, or designee, in advance of the trip or activity.		
Superintendent/Designee:	Date:	Approved ☐ Denied ☐

END OF ADMINISTRATIVE REGULATION

REVIEWED: 8/11/26
APPROVED:



IICA-AR(3): Field Trip/Activity Permission and Release of Liability Form

Student Name:	
Parent/Guardian Name:	
I am interested in volunteering for this trip / activity: ☐ Yes ☐ No	I have a completed volunteer background check: ☐ Yes ☐ No*
*all volunteers must have a completed volunteer background check prior to the date of the trip or activity	
Please check <u>one</u> of the following: ☐ My child will receive a lunch from Nutrition Services -or- ☐ My child will bring their own lunch	

TRIP/ACTIVITY INFORMATION (Trip/Activity Leader to complete as applicable)

School:	
Field Trip/Activity Description:	
Trip/Activity Leaders:	
Trip/Activity Date(s):	
Departure Date/Time:	Return Date/Time:
Destination:	
Trip/Activity Leader Phone Number:	Trip/Activity Leader Email:
Transportation Provided by Bend-La Pine Schools: ☐ Yes ☐ No* (*Parent/Guardian is responsible for arranging transportation for their student.)	
Lodging Information if Overnight Trip:	
Suggested Donation per Student/Family: \$	

MEDICAL INFORMATION & AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

My child has the following medical conditions (including allergies and medication) that may affect my child during the field trip/activity:

- Medical Condition(s): _____
- Allergy(s): _____
- Medication(s): _____

Emergency Contact Information:

- Name: _____
- Phone Number: _____
- Relationship to Student: _____

RISKS ASSOCIATED WITH FIELD TRIP/ACTIVITY

The student and parent/guardian must understand that there are inherent risks to the student's health, life, safety and property associated with any field trip/activity. Those risks include, but are not limited to:

- Risks associated with physical activity required of the student to participate in the field trip/activity, including falling, tripping, slipping, and injury or death therefrom.
- Risks associated with the student's failure to wear appropriate protective gear and improper use of equipment and injury or death therefrom.
- Risks associated with overnight lodging/accommodations, including the negligent, unlawful, sexual or other misconduct or mischief of your child, other students or adults during times when your student may not be directly supervised by school staff or district-approved volunteers.
- Risks associated with transportation of the student, whether provided by private vehicle, commercial carrier, or public transportation, including but not limited to traffic hazards, weather hazards, vehicle equipment failures, and the negligent, intentional or unlawful behavior of others, and injury or death therefrom.
- Risks associated with damage or theft of personal property, including private vehicle, clothing, gear, equipment and other items the student may bring to the field trip location(s).

Student Name: _____

OVERNIGHT TRIPS

The field trip/activity may include overnight trips. Overnight accommodations may include lodging at hotels, motels, inns, public facilities, camping, or private homes. Your child's field trip/activity leader will provide you with the itinerary and trip details when overnight travel is required. Adult chaperones will supervise students. Chaperones cannot be available to supervise your child 24 hours per day and there may not be enough chaperones available to ensure that your child will share a room with an adult. Your child may also be unaccompanied by an adult when traveling to and from lodging to the activity/event.

PERMISSION OF PARENT/LEGAL GUARDIAN FOR FIELD TRIP/ACTIVITY AND RELEASE OF LIABILITY

I understand that my child's participation in this field trip (if applicable) is not required, and that the district will provide meaningful alternative classroom activities to my child if I do not give permission for my child to participate. I grant permission for my child to participate in the field trip/activity described above. My child and I understand and agree that my child will follow all directions, rules, safety precautions, and Board policies and regulations.

I understand that there are potential risks to my child's health and/or safety associated with this field trip/activity. Some, but not all, of the risks associated are described above. In consideration for providing my child the opportunity to participate in this field trip/activity, I voluntarily release, waive, discharge and agree to indemnify and hold harmless the district, its directors, officers, employees, agents, and volunteers from any liability, damages, claims or actions of every kind, for any illness, injury, accident or death of my child, for damages to my child's property, whether caused by the negligence or gross negligence of any released party, including the driver of any privately owned vehicle transporting my child.

In the event of an apparent or real emergency for which medical treatment or hospitalization for my child may be necessary, I authorize the district, including my child's teacher and field trip/activity leaders and volunteers, to obtain any medical treatment and/or hospitalization as they believe necessary and proper for the immediate care and welfare of my child. I authorize and direct any licensed medical doctor, clinic, hospital or treatment provider to render all treatment believed necessary and proper for the immediate care and welfare of my child. I agree to pay for all medical treatment and expenses incurred on behalf of my child, and I agree to release, indemnify and hold harmless the district from any liability, damages, claims, actions or costs incurred because of such medical treatment or hospitalization.

**THIS FORM MUST BE COMPLETED AND SIGNED FOR ALL PARTICIPATING STUDENTS
PLEASE RETURN TO YOUR CHILD'S HOMEROOM/FIELD TRIP/ACTIVITY TEACHER**

Parent/Guardian Printed Name

Parent/Guardian Signature & Date

Student Printed Name (if over 18)

Student Signature & Date (if over 18)

END OF ADMINISTRATIVE REGULATION

REVIEWED: 8/11/26
APPROVED:

BEND - LA PINE SCHOOL DISTRICT NO 1

ADMINISTRATIVE REGULATIONS

CODE: JFCL-AR

DATED:

REVISED:

REVIEW DATE:

REVIEWED BY:

LASER PENS

Due to the potential for the disruption of the school environment and the risk of permanent eye damage, student use or possession of laser pens while on district property, while attending a district-sponsored activity on or off district property or while traveling to or from any school event is prohibited.

Any student found to be in violation of this policy would be subject to discipline, including the confiscation of the laser pen. Confiscated pens will be taken to the principal's office for the parents to retrieve.

recommend delete 8.17.26



Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated personnel, or may be permitted to administer prescription or nonprescription medication to themselves.

Definitions

1. "Administer" means the direct application of a drug or device whether by injection, inhalation, ingestion, or any other means, to the body of a patient or research subject by: (1) a practitioner or the practitioner's authorized agent; or (2) the patient or research subject at the direction of the practitioner. (ORS 689.005)
2. "Medication" means medication that is not injected; premeasured doses of epinephrine that are injected, medication that is available for treating adrenal insufficiency; and Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug. "Medication" also means any prescription for bronchodilators or auto injectable epinephrine prescribed by a student's Oregon licensed health care professional for asthma or severe allergies. "Medication" does not include nonprescription sunscreen. (ORS 339.866; ORS 339.867)
3. "Opioid analgesic medication" means a prescription medication used to relieve pain that contains an opioid or opiate and is classified as a controlled substance under federal or Oregon law.
4. "Prescription medication" means a "prescription drug" as defined in ORS 689.005, means a drug that is: required by federal law, prior to being dispensed or delivered, to be labeled with "Caution: Federal law prohibited dispensing without prescription" or "Caution: Federal law restricts this drug to use by or on the order of a licensed veterinarian"; or required by any applicable federal or state law or regulation to be dispensed on prescription only or is restricted to use by practitioners only.
5. "Nonprescription medication" means nonprescription drugs as defined in ORS 689.005, which means drugs that may be sold without prescription and that are prepackaged for use by the consumer and labeled in accordance with the requirements of the statutes and regulations of this state and the federal government. (OAR 581-021-0037)
6. "Adrenal Crisis" means a sudden, severe worsening of symptoms associated with adrenal insufficiency, such as severe pain in the lower back, abdomen or legs, vomiting, diarrhea, dehydration, low blood pressure or loss of consciousness. (OR 433.800)
7. "Adrenal Insufficiency" means a hormonal disorder that occurs when the adrenal glands do not produce enough adrenal hormones. (ORS 433.800)
8. "Notice of a Diagnoses of Adrenal Insufficiency" means written notice to the district from the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student's primary care provider that includes the student's diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered. (OAR 581-021-0037)
9. "Prescriber¹" means a "practitioner" as defined in ORS 689.005, which means a person licensed and operating within the scope of such license to prescribe, dispense, conduct research with respect to or administer drugs in the course of professional practice or research. (OAR 581-021-0037)
10. "Severe allergy" means a life-threatening hypersensitivity to a specific substance such as food, pollen, or dust. (ORS 339.866)
11. "Asthma" means a chronic inflammatory disorder of the airways that requires ongoing medical intervention. (ORS 339.866)
12. "Designated personnel" means the district personnel designated and trained to administer medication pursuant to district policy and procedure.

¹ A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

13. "Delegation" means a formal delegation of a nursing procedure by a registered nurse to district personnel in accordance with the Oregon Nurse Practice Act. (OAR Chapter 851)
14. "Opioid overdose" means a medical condition that causes depressed consciousness, depressed respiratory function or the impairment of vital bodily functions as a result of ingesting opioids. (ORS 689.800)
15. "Short-acting opioid antagonist" means any short-acting drug approved by the U.S. Food and Drug Administration for the complete or partial reversal of an opioid overdose. (ORS 689.800)
16. "District and/or school sponsored event" means events that are conducted under the auspices or sponsorship of the district and/or school. The event will take place on district property or a location approved by the district and will primarily involve students in other than classroom situations (i.e., classroom field trips).

Designated Staff / Training

1. Medications, including injectable medications, may be administered by select district personnel as part of a formal teaching process by a Bend-La Pine Schools' registered nurse.
2. The principal or appropriate district administrator, in consultation with the school nurse, will designate district personnel authorized to administer prescription or nonprescription medication to a student which takes into account when the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school or a district-sponsored activities, and may include when a student is in a before-school or after-school care program on district-owned property when required by law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules, policy, and this administrative regulation.
3. The district will provide staff who are designated personnel to administer prescription or nonprescription medication access to a school nurse.
4. The principal or appropriate district administrator will ensure the annual training required by Oregon law is provided to designated district personnel. Training must be conducted by a qualified trainer, which is a person who is familiar with the delivery of health services in a school setting and who is either a Bend-La Pine Schools' registered nurse licensed by the Oregon State Board of Nursing or a prescriber. District personnel designated to administer epinephrine, glucagon, and medication to treat adrenal insufficiency shall be trained using related training developed by the Oregon Health Authority (OHA). The first training and every third training thereafter shall be provided in-person². During subsequent years, designated district personnel may complete an online training so long as a trainer is available following the training to answer questions and provide clarification.
5. The training for district personnel will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, discussion of the following: safe storage, administration, handling and disposing of medications; accessibility of medication during an emergency; record keeping; whether response to medication should be monitored by designated personnel and the role of designated personnel in such monitoring; emergency medical response procedures following administration of the medication; confidentiality of health information; and assessment of gained knowledge. Training as recommended and/or approved by ODE will be used.
6. The district shall maintain documentation of district personnel's completion of training in accordance with OAR 166-400-0010.

Administering Premeasured Dose of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained district personnel to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis while the student is in school, at a district-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and/or in transit to or from a school or district-sponsored activity, may be treated by designated personnel and shall be subject to the following:

² An online training may qualify as "in-person" when these measures are met: content is provided via synchronous, interactive online sessions with a trainer and learners visible on screen; trainers must be licensed and work within their scope of practice; and include in-person, skills demonstration for training developed by the Oregon Health Authority for epinephrine, glucagon, and for medication to treat adrenal insufficiency.

1. Upon notice of a diagnosis of adrenal insufficiency, as defined in OAR 581-021-0037, the building principal, appropriate district administrator, or school nurse will designate one or more district personnel to receive training and be responsible for administering the medication to treat adrenal insufficiency to a student in the event the student exhibits symptoms the district personnel believe in good faith indicate the student is experiencing symptoms of adrenal crisis;
2. The designated personnel will successfully complete the training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis;
3. The student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;
4. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available staff member will immediately call 911 and the student's parent or guardian.

Administering Short-Acting Opioid Antagonists

A short-acting opioid antagonist may be administered by any district personnel³ to any student or other individual, on school premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an overdose of an opioid drug.

The school nurse shall immediately notify the parent or guardian of a minor student enrolled in a school within the district when a short-acting opioid antagonist is administered to the student while at school, on school property under the jurisdiction of the district or at any activity under the jurisdiction of the district.

The district shall provide to the parent or legal guardian of each minor student enrolled in a school in the district information regarding short-acting opioid antagonists. The information will include at least:

1. A description of short-acting opioid antagonists and their purpose;
2. A statement regarding, in an emergency situation, the risks of administering to an individual a short-acting opioid antagonist and the risks of not administering to an individual a short-acting opioid antagonist;
3. A statement identifying which schools in the district, if any, have short-acting opioid antagonists, and the necessary medical supplies to administer short-acting opioid antagonists, onsite and available for emergency situations; and
4. A statement that a representative of the district may administer a short-acting opioid antagonist to a student in an emergency if the student appears to be unconscious and experiencing an opioid overdose.

Administering Medications to a Student

1. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:
 - a. A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:
 - i. The written permission of the student's parent or guardian; and
 - ii. The written instruction from the prescriber for the administration of the medication to the student that includes:
 1. Name of the student;
 2. Name of the medication;
 3. Method of administration;
 4. Dosage;
 5. Frequency of administration;
 6. Other special instructions from the prescriber, if any; and
 7. Signature of the prescriber.

The prescription label prepared by a pharmacist at the direction of the prescriber, will be considered to meet this requirement if it contains the information listed in 1.-7. above.

- b. A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:

³ Including district personnel who have not received medication administration training.

- i. The nonprescription medication is necessary for the student to remain in school;
- ii. The nonprescription medication is:
 - 1. Provided in the original manufacturer's container by the parent or guardian of the student; or
 - 2. Is part of the district's stock medication program in compliance with the Oregon Board of Pharmacy rules including OAR 855-035-0005.
- ii. The written instruction from the student's parent or guardian for the administration of the nonprescription medication includes:
 - 1. Name of the student;
 - 2. Name of the medication;
 - 3. Method of administration;
 - 4. Dosage;
 - 5. Frequency of administration;
 - 6. Other special instructions, if any; and
 - 7. Signature of the student's parent or guardian.

If the written instruction is not consistent with the manufacture's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

- c. If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:
 - iii. Name of the student;
 - iv. Name of the medication;
 - v. Dosage;
 - vi. Method of administration;
 - vii. Frequency of administration;
 - viii. A statement that the medication must be administered while the student is in school;
 - ix. Other special instructions, if any; and
 - x. Signature of the prescriber.
- 2. An individualized health care and allergy plan will be developed for a student with a need to manage asthma or a known life-threatening allergy. A plan will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic responses, and include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity.
- 3. A student being administered a medication may be monitored by designated personnel to monitor the student's response to the medication;
- 4. As a general practice, the district will not administer opioid analgesic medications to students during the school day, on school property, during school-sponsored activities, or while being transported to or from school. When a parent/guardian request administration of an opioid analgesic medication during school hours, the request shall be reviewed by the superintendent or designee in consultation with the school nurse, as appropriate, to determine whether administration is legally required or medically necessary and whether reasonable alternatives exist.
- 5. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- 6. It is the student's parent or guardian's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication.
- 7. It is the student's parent or guardian's responsibility to ensure that the school is informed in writing of any changes in medication instructions.
- 8. In the event a student refuses medication, the parent or guardian will be notified immediately. No attempt will be made to administer medication to a student who refuses a medication.
- 9. Any error in administration of a medication will be reported to school nurse and the parent or guardian immediately and documented on a medication administration record and the district's Accident/Incident Report Form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration, or method of administration.

10. Medication shall not be administered until the necessary permission form and written instructions have been submitted as required by the district.

Administration of Medication by a Student to Themselves

1. A student, including a student in grades K through 12 with asthma or severe allergies, may be permitted to administer prescription or nonprescription medication to themselves without assistance from designated personnel and is subject to the following:
 - a. A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
 - i. The written permission from a parent or guardian and other documentation requested by the district must be submitted for self-medication of all prescription medications;
 - ii. If the student has asthma, diabetes and/or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a district sponsored before-school or after-school care program on school-owned property and in transit to or from school or a school sponsored activity. The prescriber will include acknowledgement that the student has been instructed in the correct and responsible use of the prescribed medication;
 - iii. The permission to self-administer the medicine from a Bend-La Pine Schools' school nurse.
 - iv. District staff may request permission from a physician for self-administration procedure and/or directions.
 - b. A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication and must have:
 - i. The written permission of the student's parent or guardian;
 - ii. The student's name affixed to the manufacturer's original container; and
 - iii. The permission to self-administer medication from a school nurse.
 - c. A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:
 - i. The written permission of the student's parent or guardian; and
 - ii. A written order from the student's prescriber that includes:
 1. Name of the student;
 2. Name of the medication;
 3. Dosage;
 4. Method of administration;
 5. Frequency of administration;
 6. A statement that the medication must be administered while the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school or district-sponsored activities;
 7. Other special instructions, if any; and
 8. Signature of the prescriber.
2. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
3. [Students shall not self-carry or self-administer opioid analgesic medications while on school property, during school-sponsored activities, or while being transported to or from school, except as expressly required by Oregon law.](#)
4. The student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, auto injectable epinephrine or bronchodilators/inhalers;
5. The sharing and/or borrowing of any medication with another student is strictly prohibited;
6. The district personnel will request backup medication, when the medication is to treat a student's asthma or severe allergy emergency, from the student's parent or guardian. Backup medication, if provided by a student's parent or guardian, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;

7. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
8. The permission for a student to administer medication to themselves may be revoked if the student does not responsibly self-administer the medication or abuses the use of the medication as determined by district personnel;
9. A student may be subject to discipline, up to and including expulsion, as appropriate for violations of these procedures;
10. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication;
11. The district allows the application of and use by students of nonprescription sunscreen, including sunscreen that contains para-aminobenzoic acid, without any required documentation from a licensed health care professional per ORS 339.874.

Handling, Monitoring and Safe Storage of Medication Supplies for Administering Medication to Students

1. Any medication administered by designated personnel to a student or self-administered by a student, must be delivered to the school, by the parent or guardian, in its original container, accompanied by the permission form and written instructions, as required above.
2. Prescription medication must always be the most current prescription and kept in the original, labeled container.
3. Nonprescription medication must be kept in original manufacturer's bottle or box.
4. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted or measured by designated personnel or parent or guardian in the presence of another district employee upon receipt, documented in the student's medication administration record (MAR) and routinely monitored during storage and administration. Any discrepancies will be reported to the school nurse immediately and documented in the student's MAR. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
5. Designated personnel will follow the written instructions of the prescriber and the student's parent or guardian, and training guidelines as may be recommended by ODE for administering all forms of prescription and/or nonprescription medications.
6. Medication will be secured as follows:
 - a. Non-refrigerated medications will be stored in a locked cabinet, drawer or box in a secure area;
 - b. Medications requiring refrigeration will be stored in a locked box in a refrigerator or in a separate refrigerator used solely for the storage of medication in a secure area;
 - c. Access to medication storage keys will be limited to designated personnel.
7. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
8. When medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian immediately.

Emergency Response

1. Any available staff member will notify 911 or other appropriate emergency medical response systems and staff trained to administer first aid, as necessary, in the event of life-threatening side effects and allergic reactions, including the administration of epinephrine. The parent or guardian, school nurse and principal will be notified immediately.
2. Adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately.
3. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.
4. Any available staff member will notify 911 when short-acting opioid antagonist is administered to any student or other individual on district premises.

Disposal of Medications

1. Medication not picked up by the student's parent or guardian at the end of the school year or within five (5) school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel following medication disposal guidelines. The medication may be disposed of in a non-recoverable fashion as follows:
 - a. Medication will be removed from its original container and personal information will be destroyed;
 - b. Mix with an undesirable substance, e.g., coffee grounds, used cat litter;

- c. Place in a plastic bag or other sealable container, e.g., such as an empty plastic container; and
- d. Place the sealed container with the mixture in the trash as close to garbage pickup time as possible, to prevent theft and misuse.

Transcribing, Recording and Record Keeping

1. A medication administration record (MAR) will be maintained for each student administered medication by the district. The MAR will be in paper⁴ or electronic form and will include, but not be limited to:
 - a. The full name of the student, date of birth, name of medication, dosage, method of administration, date, and time of administration, frequency of administration and the name of the person administering the medication;
 - b. Student refusals of medication;
 - c. Errors in administration of medication;
 - d. Incidents of emergency and minor adverse reaction by a student to medication;
 - e. Discrepancies in medication supply;
 - f. Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.
2. All records relating to administration of medications, including permissions and written instructions, will be maintained. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
3. All records relating to the training of designated district personnel will be maintained by the district in accordance with applicable provisions of OAR 166-400-0010.
4. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with district personnel with a legitimate educational interest in the student or others authorized by the parent or guardian in writing or others as allowed under state and federal law.

Non-liability Provisions for Administration of Prescription and Nonprescription Medications and Short-Acting Opioid Antagonists

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of nonprescription medication, if the school administrator, teacher or other school employee in good faith administers nonprescription medication to a student pursuant to the manufacturer's guidelines and written permission and instructions of the student's parents or guardian.

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription medication, if the school administrator, teacher or other school employee in compliance with the instructions of a physician, physician assistant, nurse practitioner, naturopathic physician or clinical nurse specialist, in good faith administers prescription medication to a student pursuant to written permission and instructions of the student's parents or guardian.

A person may not maintain an action for injury, death or loss that results from acts or omissions of a school administrator, teacher or other school employee during the administration of a short-acting opioid antagonist unless it is alleged and proved by the complaining party that the school administrator, teacher or other school employee was grossly negligent in administering the short-acting opioid antagonist unless other conditions exist and which are outlined in Oregon law in ORS 339.870.

The civil and criminal immunities provided for above do not apply to an act or omission accounting to gross negligence or willful and wanton misconduct.

Non-Liability Provisions for Self-Administration and Auto injectable Epinephrine

A school administrator, school nurse, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, as described in ORS 339.866, if the school administrator, school nurse, teacher or other school employee, in compliance with the instructions of the student's Oregon licensed health care professional, in good faith assists the student's self-administration of the medication, if the medication is available to the student pursuant to written permission and instructions of the student's parent/guardian or Oregon licensed health care professional.

⁴ If a paper record is kept, the record will be documented in blue or black ink, and never in pencil or with the use of white-out.

A school administrator, school nurse, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the use of medication if the school administrator, school nurse, teacher or other school employee in good faith administers auto injectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication regardless of whether the student or individual has a prescription for epinephrine.

The district and the members of a district Board are not liable in a criminal action or for civil damages as a result of the use of medication if any person in good faith administers auto injectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine; and the person administered the auto injectable epinephrine on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district.

The civil and criminal immunities described above (which are identified in ORS 339.871) do not apply to an act or omission to gross negligence or willful and wanton misconduct.

END OF ADMINISTRATIVE REGULATION

REVIEWED: 1/07, 1/31/18, 9/28/18, 2/19/19, 8/9/22, 4/8/25, 8/11/26

APPROVED: 1/07, 10/4/18, 2/20/19, 9/13/22, 4/8/25



REPORT: Administrative Policies and Regulations for Review – August 11, 2026

PRESENTED BY: Dr. Steve Cook, Superintendent

EXECUTIVE SUMMARY:

Bend-La Pine Schools has a multi-part, policy and regulation review process. The district shares policies and regulations that are currently in review at regularly scheduled school board meetings and then following the meeting allows time for, and considers, public feedback related to the proposed changes. The district also has several student, staff, and community groups that review policies and provide feedback. The Oregon School Boards Association (OSBA) releases a Policy Update several times a year with changes to policies and regulations as a result of changes in legislation. The district reviews the required and recommended changes before adopting any changes. Public feedback is not solicited on these policies as the updates align with requirements set forth in laws and regulations.

The policies and regulations listed below and included in the packet show proposed updates based on that community engagement work, Board Policy direction, and OSBA suggested language. Structural changes are also proposed in alignment with OSBA structures--i.e. reclassifying some current regulations as policies, or forms as regulations, and cross-coding the lettering systems for dual reference across policy types.

Policy / Regulation Title	Reason for Update
GCAB-AP: Personal Electronic Devices and Social Media (Staff)	New administrative policy to align with current district practices.
GCAB-AR(1): Social Media Use and Expectations	Renamed from an administrative policy to an administrative regulation, aligned with GCAB-AP, and incorporated language from EHAC-AR.
GCAB-AR(2): Social Media Site Authorization Request Form	New administration regulation to align with current district practices, GCAB-AP, and GCAB-AR(1).
IGBBA-AP: Talented and Gifted Students – Identification	Updated to include language to align with rule changes passed for talented and gifted programs. Aligns with current district TAG Plan as well as OSBA sample policy.
IIBGA-AP: Electronic Communications System	New administrative policy that aligns with current district practices, OSBA sample policy, and incorporates language from several technology related policies recently deleted.
IIBGA-AR(1): Electronic Communications System	New administrative regulation that aligns with current district practices, OSBA sample policy, and incorporates language from several technology related policies recently deleted.
IIBGA-AR(2): Technology Security and Operations	New administrative regulation that aligns with current district practices, OSBA sample policy, and incorporates language from several technology related policies recently deleted.
IKJ-AP: Artificial Intelligence	Updated to align with current district practices regarding approval of AI tools and the use of AI tools for grading and student feedback.

These policies and regulations will all be open for community feedback until September 29, 2026. The district intends to actively seek and invite that feedback from school and community groups. Responses to that feedback, as well as updated versions of these documents based on that feedback, will be shared with the board before final approval at an upcoming meeting. To provide comment on any of the policies in review, complete the comment form linked [here](#). Comment form opens Wednesday, August 12, 2026.



Staff possession or use of personal electronic devices on district property, in district facilities during the work day and while the staff is on duty in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the superintendent or designee. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

A “personal electronic device” means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school’s network infrastructure. This includes personal electronic devices that can make calls, send texts, or access the internet via cellular data. This includes smartphones, web-enabled flip phones, cellular-capable tablets and e-readers, smartwatches, smart glasses, and connected headphones or earbuds. This does not include laptop computers or other devices required to support academic activities.

Personal electronic devices shall be silenced during instructional time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with a work assignment. Devices, which have the capability to take photographs or record video or audio, shall not be used for such purposes while on district property or while a staff member is on duty at district-sponsored activities, unless as expressly authorized by the principal or designee for a use directly related to and consistent with the employee’s assigned duties. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities during on duty time.

The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.

Staff members, while on duty and off duty, will utilize social media websites, public websites and blogs, judiciously by not posting confidential information about students, staff or district business.¹ Staff may not post images of students, staff, volunteers or parents/guardians without written authorization from persons with authority to grant such a release. Staff members, while on duty and off duty, will treat fellow employees, students and the public with respect while posting on social media websites, etc., in order to prevent substantial disruption in school.

Communication with students using an employee’s personal electronic device will be limited to district approved communication tools. All such communications shall be related to school-related matters.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with superintendent or designee approval.

Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is illegal or violates the terms of this policy. Staff actions on social media websites, public websites and blogs, while on or off duty, which substantially disrupt the school environment, are subject to disciplinary action up to and including dismissal.

The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

The superintendent shall ensure that this policy is available to all employees.

¹ Nothing in this policy is intended in any form to limit the right of employees to engage in protected labor activities via the use of social media.

END OF ADMINISTRATIVE POLICY

REVIEWED: 8/11/26

APPROVED:

POLICY / REGULATION CROSS REFERENCE

LEGAL REFERENCE

18 U.S.C. § 1466A (2018).

18 U.S.C. § 1470 (2018).

20 U.S.C. § 7131 (2018).

20 U.S.C. § 7906 (2018).

Copyrights, Title 17, as amended, United States Code (2018); 19 C.F.R. Part 133 (2019).

Melzer v. Bd. Of Educ., City of New York, 336 F.3d 185 (2d Cir. 2003).

Ross v. Springfield Sch. Dist., No. FDA 80-1, aff'd, 56 Or. App. 197, rev'd and remanded, 294 Or. 357 (1982), order on remand (1983), aff'd, 71 Or. App. 111 (1984), rev'd and remanded, 300 Or. 507 (1986), order on second remand (1987), revised order on second remand (1988).

[ORS 163.432](#)

[ORS 163.433](#)

[ORS 163.684](#)

[ORS 163.686](#)

[ORS 163.687](#)

[ORS 163.688](#)

[ORS 163.689](#)

[ORS 163.693](#)

[ORS 163.700](#)

[ORS 167.057](#)

[ORS 326.011](#)

[ORS 326.051](#)

[ORS 332.072](#)

[ORS 332.107](#)

[ORS 336.840](#)

[ORS 339.372](#)

Senate Bill 155 (2019)



Bend-La Pine Schools recognizes that many staff, students, families and community members are active social media users. Social media is a tool to engage, collaborate, learn, and share in a modern learning environment. Social media can provide efficient and easy interaction with school families that enhances the community's ability to access information about the district and its programs, activities and events. The purpose of this **regulation policy** is to facilitate the effective use of social media to further the educational goals of the district while ensuring proper safeguards. This **regulation policy** applies to Bend-La Pine Schools employees, students, volunteers, contractors and other personnel acting in an official capacity on behalf of Bend-La Pine Schools when using social media for official district purposes, whether such occurs on officially sanctioned Bend-La Pine Schools social media sites or other sites.

This **regulation policy** is intended to complement and not replace any existing policies, regulations or practices regarding the use of the district's internal technology networks, student information system, instructional technology, devices, e-mail and the internet that are in place.

Social Media

Social media includes many types of electronic communication where user-created content is shared collaboratively in an online environment where those users share opinions, knowledge, and information. Some examples of social media include:

- Blogs (i.e., Blogger, WordPress, etc.)
- Photo and video sharing sites (i.e., Google Photos, Hangouts, Instagram, Snap Chat, Vimeo, YouTube, TikTok, etc.)
- Social Bookmarking sites (i.e., Pinterest, Reddit, etc.)
- Social Networking sites (i.e., Facebook, Snap Chat, Twitter, LinkedIn, etc.)
- Chat Rooms: online tools that groups of people use for real-time conversations via messages (i.e., **Hangouts Chat**, WhatsApp, iMessage, Facebook Messenger, etc.)
- Forums: online sites to which users post comments or opinions on topics and can respond to posts (i.e., news sites, Twitter, etc.)
- District software tools such as Canvas, Student Vue, Teacher Vue Gradebook, Google Classroom, etc. that also incorporate social media functionality to support collaboration.

SOCIAL MEDIA ACCOUNT TYPES

There are three types of Social Media Accounts covered by this policy:

1. **Personal Account (Non-School/Non-District)**
A social media account, regardless of platform, that is operated by a school district employee, student, or parent/guardian for personal use, including personal professional development, is a Personal Account. A Personal Account is not regularly used to promote or communicate about district events or activities, or the activities of students. A Personal Account does not identify an individual as an employee of the district acting on behalf of the district.
2. **School/District Related Account**
A social media account, regardless of platform, that is operated by or on behalf of a volunteer, student, parent/guardian, alumnus, or other member of the public on behalf of a school or district related organization or group, including but not limited to a PTO, PTA, Booster Organization, Club Sports/Activities, Education Foundation, etc. is a School/District Related Account. School/District Related Accounts are operated by volunteers as outlined above and not operated by district employees as a part of their primary employed function.

School/District Related Accounts are not operated or controlled by the district. These accounts are privately created, operated, and maintained, and are not actively monitored by the district. School/District Related Accounts may not use **any the district's/school** logo unless given express written permission by the Superintendent or designee.

The district encourages the operators of all School / District Related Accounts to be good-faith ambassadors of the district, and to operate these social media accounts in a manner that represents the district in a positive manner.

3. **School/District Sponsored Account**

A social media account, regardless of platform, that is operated by or on behalf of a district employee, in their professional capacity, or on behalf of a school or district sponsored organization or group, that is designed to further the educational mission of the district by communicating with members of the district community and the general public is a School/District Sponsored Account.

School/District Sponsored Accounts must remain professional and consistent with the educational mission of the district at all times. [District employees should consider their messages, audiences, and goals as well as their strategy for keeping information on School/District Sponsored Accounts up to date, accurate, and in the best interest of the district.](#)

~~The operators of School/District Sponsored Accounts are responsible for ensuring that content is accurate and stays current. Postings should be fact-checked and spell-checked.~~ Classroom accounts shall be managed as a School/District Sponsored Account and access should be limited to the students, parents/guardians and associated Bend-La Pine Schools employee of the specific classroom.

School/District Sponsored Accounts are owned by the district and operated by district employees on behalf of the district. The site administrator or district level designee shall maintain a list of all School/District Sponsored Accounts, along with a list of credentials to access all such accounts. It is the responsibility of the individual who creates such account to report the account's credentials to their site administrator or district level designee.

Approval, Creation and Oversight

All district employees or groups must use [the GCAB-AR\(2\): Social Media Site Authorization Request Form](#) to obtain the approval of their site administrator or district level designee prior to establishing a School/District Sponsored Account. [All School/District Sponsored Accounts shall operate as a limited public forum, where the public may comment publicly on the posts subject to Bend-La Pine Schools Social Media Rules of Engagement.](#)

1. All School/District Accounts not associated with a school should have a reasonable relationship to the mission of the district and the function of the office or position creating the site.
2. All School/District Accounts, including all official (i.e., student council, clubs, etc.) student-led accounts must have an appointed supervising employee advisor ("Account Advisor") who is responsible for content. Account Advisors should be aware of the content on the Account, arrange for periodic monitoring of the account, and for the receipt and addressing of any complaints about the content of the site. Students and community members will not create a social media account without a school sponsored Account Advisor.
3. ~~When possible,~~ Only district issued email addresses should be used when establishing School/District Sponsored Accounts.
4. The Superintendent or designee reserves the right to request to discontinue any School/District Sponsored Account if they believe it is in the best overall interest of the district, students and/or staff.
5. Accounts found to be established without approval may be deactivated.
6. Account Advisors, when possible, must have the profanity filter set to "Strong" on Facebook and Instagram and hide any inappropriate comments. Postings and comments of an inappropriate nature or containing information unrelated to official or district business must be reported and/or deleted promptly.
7. [Employees maintaining active School/District Sponsored Accounts should respond to outside questions, comments or concerns, as appropriate. Inappropriate comments and incorrect information are subject to removal. If an employee encounters a situation while using social media that threatens to become antagonistic, the employee should disengage from the dialogue in a polite manner and seek the advice of a supervisor.](#)
8. [Posts on School/District Sponsored Accounts should protect the district's voice by remaining professional in tone and in good taste. District employees should carefully consider the naming of pages or accounts, the selection of pictures or icons, compliance with district policy, regulation, state and federal laws with regard to student and employee confidentiality and the determination of content.](#)
9. [All School/District Sponsored Accounts shall operate as a limited public forum, where the public may comment publicly on the posts subject to Bend-La Pine Schools Social Media Rules of Engagement.](#)
10. [Operating as a limited public forum, School/District Sponsored Accounts are moderated and all comments are subject to review by the site administrator or district level designee. All School/District Sponsored Accounts shall include a link to the Bend-La Pine Schools Social Media Rules of Engagement.](#)

11. Account Advisors for School/District Sponsored Accounts must notify their site administrator or district level designee of any changes to an account including but not limited to user name change, password update, etc.
12. The Superintendent or designee reserves the right to suspend or terminate an Account or user access upon any violation of this policy.

District employees should consider their messages, audiences, and goals as well as their strategy for keeping information on School/District Sponsored Accounts up to date, accurate, and in the best interest of the district.

Content should be kept current and accurate. Employees maintaining active School/District Sponsored Accounts should respond to outside questions, comments or concerns, as appropriate. Inappropriate comments and incorrect information are subject to removal. If an employee encounters a situation while using social media that threatens to become antagonistic, the employee should disengage from the dialogue in a polite manner and seek the advice of a supervisor.

Posts on School / District Sponsored Accounts should protect district's voice by remaining professional in tone and in good taste. District employees should carefully consider the naming of pages or accounts, the selection of pictures or icons, compliance with district policy, regulation, state and federal laws with regard to student and employee confidentiality and the determination of content.

All School / District Sponsored Accounts shall operate as a limited public forum, where the public may comment publicly on the posts — subject to [Bend-La Pine Schools' Rules of Engagement](#).

Account Advisors, when possible, must have the profanity filter set to "Strong" on Facebook and Instagram and hide any inappropriate comments. Postings and comments of an inappropriate nature or containing information unrelated to official or district business must be reported and/or deleted promptly.

Operating as a limited public forum, School / District Sponsored Accounts are moderated and all comments are subject to review by the site administrator or district level designee. All School / District Sponsored Accounts shall include a link to the [Bend-La Pine Schools' Rules of Engagement](#).

Account Advisors for School / District Sponsored Accounts must notify their site administrator or district level designee of any changes to an account including but not limited to user name change, password update, etc. The Superintendent or designee reserves the right to suspend or terminate an Account or user access upon any violation of this policy.

CONFIDENTIAL AND PROPRIETARY INFORMATION

District employees will respect the privacy and confidentiality of student and staff information. Posts made to any social media sites by employees shall not include confidential or proprietary information about the district, its employees or students. Employees shall adhere to all applicable privacy and confidentiality policies and practices adopted by the district or as provided by state or federal law.

Personal information, including student names, locations, photographs, etc. should not be posted on any social media sites without informed consent from the student's parent/guardian.

School / District Sponsored Account Advisors may post photographs, videos, and live streams of students engaged in the educational process or at school-related events unless the student's parents/guardians have opted the student out of FERPA's directory information sharing, or if parents/guardians have declined to sign the district's Athletic / Activities Release Form. The Account Advisors of the School / District Sponsored Accounts are responsible for complying with this provision.

No student information should be posted if parents have opted-out of release of directory information pursuant to [JOA-AP: Directory Information](#), except for images of students taken at public events, such as sporting events or fine arts public performances. This includes, but is not limited to student work, individual and group photographs, videos featuring the student or other identifying information.

Acceptable and Prohibited Use

Bend-La Pine Schools' Rules of Engagement shall govern the use of all School / District Sponsored Accounts

General policies include:

In addition to the above, we expect participants to adhere to Facebook's Community Standards (<https://www.facebook.com/communitystandards>).

Our [insert the responsible party] reserve the right to remove any post/comment at any time. Repeat violators may be banned from using district pages.

Bend-La Pine Schools does not sponsor or endorse any content posted on School / District Sponsored Account sites by third-party users.

PERSONAL USE VS. DISTRICT USE

District employees should use appropriate discretion when using social media for personal communications. In accordance with law, an employee's use of social media should not cause actual, material disruption to district or school activities. Employees are encouraged to maintain a clear distinction between their personal social media use and any district sponsored or district related social media sites. Employees should remain mindful that the internet is ultimately accessible to the world. Employees are encouraged to familiarize themselves with the privacy policies, settings and protections on any personal social media sites to which they choose to subscribe. The district may review employee use of social media sites, especially when sites are accessed through district-provided technology resources. Employees should be aware that posting on websites, including social media sites, should not be presumed to be private.

Employees will adhere to guidance established in the following administrative policies and regulations:

- [GBC-AP: Staff Ethics](#)
- [GBC-AR: Staff Ethics](#)
- [GBG-AR: Staff Participation in Political Activities](#)
- [JHFF-AR: Maintaining Appropriate Staff / Student Boundaries](#)

Employees are permitted to use social media sites for incidental personal use and/or communications during work time provided that such use shall not interfere with or conflict with district business and that such use does not occur during student contact time. The district does not routinely monitor personal employees' social media accounts; however, the district may monitor accounts when brought to attention of the district and employees should be aware that all aspects of any individual's use of the district's technology-related equipment and resources, including any online activities that make use of district-provided internet access (including use on personal devices that access the district-provided internet) are subject to monitoring by district officials. Employees are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is illegal or violates the terms of this policy.

END OF ADMINISTRATIVE ~~POLICY~~ **REGULATION**

REVIEWED: 5/2022, 8/11/26

APPROVED: 6/21/22



SOCIAL MEDIA SITE AUTHORIZATION REQUEST FORM

Employees of Bend-La Pine Schools wishing to create and/or maintain an official school-related presence on any social media site must have a copy of this **completed and approved form** on file in the school/department supervisor's office and a copy submitted to the district's Communication Department **prior** to a social media site's activation. Employees creating sites for student groups to manage and any pre-existing sites must also be authorized and registered with the district.

Employees setting up and/or maintaining a social media site must also agree to add their immediate supervisor as an administrator for the page/site and keep their login information on file and up to date with their supervisor.

Once authorized by the Communications Department, the employee and their supervisor are fully responsible for regular monitoring of the site, the appropriateness of on-line conduct and adhering to the district's official social media policies and procedures. Any social media sites existing without authorization will be subject to review, editing and possibly removal.

Any employee not adhering to the district's social media policies and procedures may result in loss of social media privileges and/or disciplinary action.

Date:	School/Site:
Employee Name:	Employee Title:
District Email address:	
I will represent the following class/team/club/project, etc., on social media:	
Purpose of presence on social media:	
Audience for the site (check all that apply): ☐ Student ☐ Parent/Guardian ☐ Community ☐ Team/Group/Club Members ☐ Other _____	

SITE ACCOUNT INFORMATION

Social Media tool to be used (check one) <i>*If multiple accounts will be set up for the same purpose, please submit a form for each tool</i> <i>*new Facebook sites must be created as "Business" or "Place" – "Personal" sites are not acceptable for conducting official district business</i> ☐ Facebook ☐ Instagram ☐ Twitter ☐ TikTok ☐ Blog/Website ☐ Other _____
Associated District Email:
Social Media Account User Name:
Social Media Account Password (<i>must be unique to social media account, <u>not</u> your district account password</i>):
Login URL:
Public View URL:

Names and Titles of those who will also have access to this social media account:	
Name:	Email/phone:
Name:	Email/phone:
Name:	Email/phone:
Employee Signature:	Date:
Supervisor Signature:	Date:

Submit completed form to Communications Department for approval.
All requests will be processed in accordance with GCAB-AR(1): Social Media Use and Expectations.
The Communications Department will notify you once approved to make your site live.

TO BE COMPLETED BY THE COMMUNICATIONS DEPARTMENT	
☐ Request Approved	☐ Request Denied – Reason for denial:
Communications Department Signature:	Date:

END OF ADMINISTRATIVE REGULATION

REVIEWED: 8/11/26
APPROVED:



In order to serve ~~academically~~ talented and ~~intellectually~~ gifted ("TAG") students in grades K-12, the district directs the superintendent or designee to establish an identification process ~~written process to identify students who would benefit from programs and services beyond those normally offered by the regular school program. This written process shall take into account the input of staff, parents, and the community.~~

This process of identification shall include ~~a~~At a minimum, the identification process shall include:

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.
2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.
3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:
 - a. Students who are racially/ethnically diverse;
 - b. Students experiencing disability;
 - c. Students who are culturally and/or linguistically diverse;
 - d. Students experiencing poverty; and
 - e. Students experiencing high mobility.
4. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.
5. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.
- ~~6. Behavioral, learning and/or performance information.~~
- ~~7. A nationally standardized mental ability test for assistance in identifying intellectually gifted students.~~
- ~~8. A nationally standardized academic achievement test of reading or mathematics for assistance in identifying academically talented students, or the Oregon Assessment of Knowledge and Skills in reading and mathematics.~~
- ~~9. Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria may be identified. The district will use research-based practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged.~~

The district will provide professional development for staff assigned the responsibility for identification of talented and gifted students.

When a student is identified for TAG, the district shall inform parents/guardians of the programs and services available to their student and provide an opportunity for parents/guardians to provide input to, and discuss TAG instruction proposed for their student. The instruction provided shall be designed to accommodate the student's assessed levels of learning and accelerated rates of learning. Parents/guardians may request the withdrawal of their student from TAG at any time.

If a parent/guardian is dissatisfied with the identification process or placement of their student, they may submit an appeal through [KL-AR: Public Complaints](#) ~~the decision through IGBBA-AR: Appeal Procedure for Talented and Gifted Student Identification and Placement.~~

After exhausting the district’s appeal procedure and receiving the district’s final decision, a parent/[guardian](#) may appeal the decision to the Deputy Superintendent of Public Instruction under [Oregon Administrative Rule \(OAR\) 581-002-0001 - 581-002-0023](#). The district shall provide a copy of the OARs upon request.

END OF ADMINISTRATIVE POLICY

REVIEWED: 12/14/10, 3/26/20, 12/10/24, 8/11/26
APPROVED: 1/11/11, 4/7/20

POLICY / REGULATION CROSS REFERENCE

LEGAL REFERENCE

ORS 343.395	ORS 343.411	OAR 581-022-2330
ORS 343.407	OAR 581-021-0030	OAR 581-022-2370
ORS 343.409	OAR 581-022-2325	OAR 581-022-2500



The district's electronic communication system will be used to provide statewide, national and global communications opportunities for staff and students and for the advancement and promotion of teaching and learning.

The superintendent will establish administrative regulations for the use of the district's electronic communication system including compliance with the following provisions of the Children's Internet Protection Act:

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
2. Educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;
3. Monitoring the online activities of minors;
4. Denying access by minors to inappropriate matter on the Internet;
5. Ensuring the safety and security of minors when using e-mail, social media, chat rooms and other forms of direct electronic communication;
6. Prohibiting unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
7. Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors; and
8. Installing measures designed to restrict minors' access to materials harmful to minors.

Administrative regulations developed shall ensure compliance with privacy rights under applicable federal and state laws and regulations, including but not limited to the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

Administrative regulations will be consistent with sound guidelines as may be provided by the education service district, the Oregon Department of Education and/or the Oregon Government Ethics Commission, copyright law, and will include a complaint procedure for reporting violations.

Failure to abide by district policy and administrative regulations governing use of the district's electronic communications system may result in the suspension and/or revocation of system access. Additionally, student violations may result in discipline up to and including expulsion. Staff violations may result in discipline up to and including dismissal. Violations of law may be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines or other charges may also be imposed.

END OF ADMINISTRATIVE POLICY

REVIEWED: 8/11/26

APPROVED:

POLICY / REGULATION CROSS REFERENCE

IIBGA-AR(1)
IIBGA-AR(2)

LEGAL REFERENCE

[ORS 167.060](#) - [167.100](#)
[ORS Chapter 192](#)
[ORS 260.432](#)

[ORS 332.107](#)
[ORS 339.250](#)
[ORS 339.270](#)
[OAR 581-021-0050](#)

[OAR 581-021-0055](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Children's Internet Protection Act, 47 U.S.C.§§ 254(h) and (l) (2018); 47 C.F.R. Section 54.520 (2019).
Copyrights, 17, U.S.C. §§ 101-1332 (2018); 19 C.F.R. Part 133 (2020).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C.§§ 7101-7117 (2018).
Drug-Free Workplace Act of 1988, 41 U.S.C.§§ 8101-8107 (2018); 34 C.F.R. Part 84, Subpart F (2020).
Controlled Substances Act, 21 U.S.C.§ 812, Schedules I through V (2018); 21 C.F.R. §§ 1308.11-1308.15 (2020).
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).
Family Educational Rights and Privacy Act, 20 U.S.C.§ 1232g (2018); 34 C.F.R. Part 99 (2020).
Every Student Succeeds Act, 20 U.S.C. § 7131 (2018).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).



Definitions

1. "Technology protection measure," as defined by the Children's Internet Protection Act (CIPA), means a specific technology that blocks or filters Internet access to visual depictions that are:
 - a. "Obscene," has the meaning given such term in Section 1460 of Title 18, United States Code;
 - b. "Child pornography," has the meaning given such term in Section 2256 of Title 18, United States Code; or
 - c. Harmful to minors.
2. "Harmful to minors," as defined by CIPA, means any picture, image, graphic image file or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
 - b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.
3. "Sexual act and sexual contact," as defined by CIPA, have the meanings given such terms in Section 2246 of Title 18, United States Code.
4. "Minor," as defined by CIPA, means an individual who has not attained the age of 17. For the purposes of administrative policy and this administrative regulation, minor will include all students enrolled in district schools.
5. "Inappropriate matter," as defined by the district, means material that is inconsistent with general public education purposes and the district's vision, mission and goals, as determined by the district.
6. "District software" is defined by the district as any commercial or staff developed software acquired using district resources.

General District Responsibilities

The district will:

1. Designate staff as necessary to ensure coordination and maintenance of the district's electronic communications system which includes all district computers, e-mail and Internet access;
2. Provide staff training in the appropriate use of the district's electronic communications system including copies of district policy and administrative regulations. Staff will provide similar training to authorized system users;
3. Allow staff use of personal electronic devices to access the district's electronic communications system when it is consistent with administrative policies and administrative regulations.
4. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the district's electronic communications system;
5. Use only properly licensed software, audio or video media purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements;
6. Install and use server virus detection and removal software;
7. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. A supervisor or other individual authorized by the superintendent or designee may disable the technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate;
8. Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
9. Provide staff training on monitoring the online activities of students to prevent unauthorized access, including "hacking" and other unlawful activities online, and ensure the safety and security of minors when authorized to use e-mail, social media, chat rooms, applications and other forms of direct electronic communication;
10. Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking and social media websites, applications and in chat rooms;
11. Determine which users and sites, accessible as part of the district's electronic communications system, are most applicable to the curricular needs of the district, and may restrict user access accordingly;

12. Determine which users will be provided access to the district's electronic communications system;
13. Program its computers to display a message reinforcing key elements of the district's electronic communications system policy and administrative regulation when accessed for use;
14. Notify appropriate system users that:
 - a. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, the school administrators may routinely review user files and communications;
 - b. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system;
 - c. The district may establish a retention schedule for the removal of e-mail;
 - d. E-mail sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;
 - e. Information and data entered or stored on the district's computers and e-mail system may be subject to disclosure if a public records request is made or a lawsuit is filed against the district. "Deleted" or "purged" data from district computers or e-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the district;
 - f. The district may set quotas for system disk usage. The district may allow system users to increase their quota by submitting a written request to the IT Department stating the need for the increase;
 - g. Transmission of any communications or materials related to activities prohibited by ORS 260.432 is not allowed.
15. Ensure all student, staff and non-school system users complete and sign an agreement to abide by the district's electronic communications system policy and administrative regulations. All such agreements will be maintained on file;
16. Notify users of known copyright infringing activities and deny access to or remove the material.

Electronic Communications System Access

1. Access to the district's electronic communications system is authorized to Board members, district employees, students, and district volunteers, district contractors or other members of the public as authorized by district administrators, consistent with the district's policies governing use of district equipment and materials.

Students may be permitted to use the district's electronic communications system, when consistent with board policy and administrative regulations, for school and instructional related activities. Personal use of district-owned computers or devices including Internet and e-mail access is permitted when consistent with administrative policy and administrative regulations and when during the school day.

Personal use of the district's system or district-owned computers or devices including Internet and e-mail access by district staff and Board members may be permitted when consistent with Oregon ethics laws, Board policy and administrative regulations.

General Use Prohibitions and Guidelines

Operation of the district's electronic communications system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient use of the district's system.

Use of appropriate etiquette is expected of all users while using the district's electronic communications system and is explained in district training sessions.

1. General Use Prohibitions
The following conduct is strictly prohibited:

- a. Attempts to use the district's electronic communications system for:
 - i. Unauthorized solicitation of funds;
 - ii. Distribution of chain letters;
 - iii. Unauthorized sale or purchase of merchandise and services;
 - iv. Collection of signatures;
 - v. Membership drives;
 - vi. Transmission of any materials regarding political campaigns.
 - b. Attempts to upload, download, use, reproduce or distribute information, data, software or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements;
 - c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;
 - d. Attempts to evade, change or exceed resource quotas or data usage quotas;
 - e. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes, but not limited to, material which may be interpreted as:
 - i. Harmful to minors;
 - ii. Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
 - iii. A product or service not permitted to minors by law;
 - iv. Harassment, intimidation, bullying, menacing, threatening, or a bias incident;
 - v. Constitutes insulting or fighting words, the very expression of which injures or harasses others, or which includes a symbol of hate;
 - vi. A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
 - vii. Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
 - f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
 - g. Attempts to post or publish personal student contact information unless consistent with applicable administrative policies pertaining to student directory information and personally identifiable information. Personal student contact information may include photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
 - h. Attempts to arrange student meetings with anyone on the district's electronic communications system, unless consistent with school or educational related activities and with prior parent approval when necessary;
 - i. Attempts to use another individual's account name or password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been granted access.
2. General Use Guidelines
- In K-12 classrooms, the use of the district's electronic communication system and electronic devices will serve as a supplementary--rather than predominant--form of teaching, learning, and interacting. Teachers shall minimize the use of devices and screen time for instructional delivery, interaction, and feedback with and between students, and shall adhere to the district's Standards of Practice for Education Technology guidelines. The district will educate students about the impacts of screen time on health and wellness.

Violations/Consequences

- 1. Students
 - a. Students who violate general system user prohibitions shall be subject to discipline in alignment with the Code of Conduct.

2. Staff

- a. Staff who violate general system user prohibitions or guidelines shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law.
- b. Violations of law may be reported to law enforcement officials and may result in criminal or civil sanctions.
- c. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by Oregon Administrative Rules (OAR) 584-020-0041.
- d. Violations of ORS 244.040 may be reported to Oregon Government Ethics Commission (OGE).]

3. Others

- a. Other guest users who violate general electronic communications system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
- b. Violations of law may be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.

Telephone/Membership/Other Charges

1. The district assumes no responsibility or liability for any membership, phone or internet service and/or related charges incurred by any home usage of the district's electronic communications system.
2. Any disputes or problems resulting from phone services or internet provider services for home users of the district's electronic communications system are strictly between the system user and their internet service provider and/or phone service provider.

Information Content/Third Party Supplied Information

1. System users and parents of student system users are advised that use of the district's electronic communications system may provide access to materials that may be considered objectionable and inconsistent with the district's vision, mission and goals. Parents should be aware of the existence of such materials and monitor their student's home usage of the district's electronic communications system accordingly.
2. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals are those of the providers and not the district.

END OF ADMINISTRATIVE REGULATION

REVIEWED: 8/11/26
APPROVED:

Agreement for an Electronic Communications System Account
(Staff System User)

I have received notice of, read and agree to abide by the provisions in the district's IIBGA-AP: Electronic Communications System, IIBGA-AR(1): Electronic Communications System, and IIBGA-AR(2): Electronic Communications System. I understand that violation of these provisions may result in suspension and/or revocation of system access and related privileges, and may include discipline, up to and including dismissal, and/or referral to law enforcement officials.

I understand that I may use my personal electronic device (PED) for education related purposes and that certain district proprietary information may be downloaded to, or accessed through my PED. I agree that any district proprietary information downloaded on my PED will only be as necessary to accomplish district purposes, obligations or duties, and will be properly removed from my PED when the use on my PED is no longer authorized. I ensure that the PED in use is owned by me, and I am in complete control of the device at all times.

In consideration for the privilege of using the district's electronic communications system and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use or inability to use the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature _____ Date _____

Email Address _____

Home Phone Number _____ Cell Number _____



This administrative regulation establishes required standards and controls for the use of district technology systems, devices, data, and infrastructure by staff, students, contractors, and other authorized users.

1. Procurement

For the purposes of this regulation, "technology" includes any hardware, software, subscription, service, or physical component that has the ability to connect to, support, power, or interface with a district device, system, or network. This includes, but is not limited to, computers, monitors, printers, peripherals, USB devices, storage media, adapters, cables, Internet of Things (IoT) devices, networking components, and any similar items regardless of cost or funding source.

- a. All technology purchases and acquisitions must be made exclusively by the Information Technology Department.
- b. Departments and users may not independently purchase, subscribe to, accept, or deploy any technology using district funds, grants, ASB funds, or personal funds for district use.
- c. All requested technology must be submitted through established processes for evaluation, procurement, and deployment by the Information Technology Department.
- d. Technologies that are acquired or deployed outside these requirements are considered unauthorized and may be removed or denied access to district systems and networks.

2. Network Access

- a. Only district-approved devices may connect to district systems (wired or wireless).
- b. Unauthorized equipment, including personal hotspots, routers, and access points, is prohibited.
- c. All infrastructure installations (cabling, switches, wireless, cameras, IoT devices, etc.) must be performed or coordinated by the Information Technology Department.
- d. Devices that are no longer vendor-supported or do not meet district security standards are prohibited from access.
- e. Users may not bypass or attempt to bypass security controls.
- f. Users may not attempt to access resources beyond their authorized access.

3. Devices

- a. Users must not alter system configurations outside authorized processes.
- b. Users must allow required system updates and may not delay or block them.
- c. Users may not disable or interfere with endpoint protection or security controls.
- d. Unauthorized technology, including but not limited to peripherals, removable media, monitors, printers, external storage devices, adapters, and cabling not provided or approved by the district, may not be connected to district systems.

4. Software

- a. All software installations must be approved by the Information Technology Department and deployed through authorized processes.
- b. Users may not install or execute unauthorized software, including portable or cloud-based tools.
- c. Use of Software as a System (SaaS) platforms, such as Synergy, Google Drive, etc., must be reviewed and approved by the Information Technology Department for security, data privacy, and contractual compliance.

5. Lifecycle Management

- a. Users and departments must follow established processes for receiving, transferring, and returning technology assets.
- b. Assets may not be acquired, reassigned, or disposed of outside authorized processes.
- c. District asset tags, tracking mechanisms, and records may not be removed or altered.

6. Data Storage

- a. District data must be stored only in approved systems and locations.
- b. Users must not store district data solely on local devices or unapproved external storage.

7. Physical Security of IT Infrastructure
 - a. Technology infrastructure spaces must remain secured and restricted to personnel authorized by the Information Technology Department.
 - b. Non-IT use of infrastructure spaces is prohibited.
8. Monitoring
 - a. Use of district systems is subject to monitoring and logging by the Information Technology Department or its authorized systems.
 - b. Users may not disable or interfere with logging, monitoring agents, or security tools.
9. Incident Reporting
 - a. All users must promptly report suspected security incidents, vulnerabilities, or abnormal system behavior to the Information Technology Department.
 - b. Systems may be isolated or disabled to protect district operations without prior notice.

END OF ADMINISTRATIVE REGULATION

REVIEWED: 8/11/26
APPROVED:



The district believes that artificial intelligence (including generative artificial intelligence) is a useful tool for efficiency and creativity, with valuable instructional as well as operational functions. The district also recognizes that generative artificial intelligence concerns relating to privacy, risk, bias, accuracy, and integrity. This policy is intended to facilitate the safe and responsible use of artificial intelligence (AI) in the instructional and operational functions of the district, and to supplement rather than replace guidance for internet use and other technology policies.

The district recognizes that AI capabilities are built into the functioning of many systems and tools widely used by students, staff, and the general public. For the purposes of this guidance, “AI tools” refers to applications, websites, or other technology whose primary purpose is to use machine learning to generate content (text, images, videos, or other digital artifacts).

PRIVACY AND CONFIDENTIALITY

All laws regarding student and personnel records, confidentiality, privacy, and internet use will be followed at all times. District employees are prohibited from sharing personally identifiable information (PII)¹ with any generative artificial intelligence application.

Students and staff in violation of policy or related rules may be subject to discipline and may be referred to law enforcement.

APPROVAL AND TRAINING

AI tools used ~~for instructional purposes or department systems by employees or students for district business or with district devices~~ must be reviewed and approved before use, ~~in alignment with the district’s software approval procedures~~. The district will maintain a list of approved AI tools available ~~for employee and student use~~, and will seek out professional development opportunities for employees to learn how to use approved generative artificial intelligence for various work functions.

Decisions regarding the approval and use of new or additional AI tools will be guided by their ability to advance student learning or the operations of the district. If a new AI tool is desired for district business or on district devices, a formal review process will be conducted. The review process will involve multiple viewpoints, technical expertise from district Informational Technology services, and an opportunity for staff or community members to appeal the decision.

OPERATIONAL USE

District employees are authorized to use approved generative artificial intelligence to perform various work functions. Employees are responsible for ensuring their use complies with all laws, including, but not limited to copyright and privacy laws.

In accordance with the district’s Language Access Plan, [IGBI-AR: Bilingual Education](#), and state and federal law such as Title VI of the Civil Rights Act, district staff will not rely solely on AI tools for translation and interpretation services. When communicating with multilingual families, district staff will ensure trained, qualified linguists provide and/or review all translated communications.

To mitigate bias and align decisions with district values and goals, the district will ensure adherence to best practices and industry standards as applicable when using AI use in district operations including but not limited to:

- Recruitment, hiring, and training of personnel
- Financial or contractual agreements or commitments
- Safety and facilities management
- Transportation scheduling and services

¹ See [JOB-AP: Personally Identifiable Information](#) for additional information.

Supervisors are responsible for ensuring staff are familiar with and adhere to this policy monitoring the use and reviewing the outputs of AI tools, and ensuring adherence to district policies and expectations.

INSTRUCTIONAL USE

STUDENT MANAGEMENT SYSTEMS

Principals or their designees are responsible for monitoring the use and outputs of AI tools used for developing schedules for academic, athletic, and other school activity calendars. Outputs should be reviewed to mitigate bias and error, and diverse viewpoints shall be included in the review of calendars and related scheduling documents.

Principals are responsible for regular review of the use and outputs of AI tools for student management, discipline, or other monitoring of student activities in their buildings. Teacher use of AI tools for grading or feedback of student work shall be disclosed to students and no grade shall be assigned for a student's work based solely on an AI evaluation – professional review by the assigned teacher is required for any grade awarded for student work. This review is intended to identify and mitigate potential bias and error that may impact the student experience.

INDEPENDENT STUDENT USE

Specific rules for the independent use of generative artificial intelligence for assigned student work shall be developed by the teacher and communicated to students. Teachers should consider the following in establishing these rules:

1. Accessibility of programs and technology for all students outside of school;²
2. Student awareness of bias and inaccuracies and student ability to responsibly address those concerns; and
3. The teacher's ability to accurately and consistently detect usage. Teachers shall require proactive disclosure of AI use rather than rely upon AI detection methods for determining authenticity of student work.

Failure to follow these rules may result in incomplete credit or disciplinary action.

STUDENT USE AS PART OF CLASS

Teachers may use generative artificial intelligence as part of instruction to further course objectives. Only applications approved by the district will be allowed to be used as part of the class. Teachers using or allowing the use of AI tools for learning activities will provide instruction to students on appropriate use of the tool. All Terms of Use will be followed, along with any additional rules as established by the district or the teacher. Students are not allowed to share logins or passwords.

The district will provide notice to parents regarding student use of generative artificial intelligence as part of classes.

END OF ADMINISTRATIVE POLICY

REVIEWED: 3/11/25, 8/11/26
APPROVED: 5/13/25

POLICY / REGULATION CROSS REFERENCE

LEGAL REFERENCE
[ORS 332.107](#)

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133.
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. §§ 6501–6505
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; 34 C.F.R. § 99.
Protection of Pupil Rights, 20 U.S.C. § 1232h.

² For example, do all students have access to computers and internet away from school; does the age of the students impact their ability to access generative artificial intelligence?