



Eddyville Charter School  
Board of Directors  
P.O. Box 68  
Eddyville, OR 97343  
Phone: 541.875.9242  
Fax: 541.875.4050

September 17, 2025  
Regular Session 6:00 PM  
Agenda

1. Call to Order  
Board Chair
2. Roll Call  
Board Chair
3. Agenda Adjustments  
Board Chair  
If the agenda needs edited after being published, an agenda adjustment is required.
4. Financial Report  
Doug Byers  
Monthly Financial Report from ESD ECS Accountant, Doug Byers.
  - a. Monthly Financial Report- Doug Byers  
Doug Byers
5. Administrative Reports  
ECS Administration  
Superintendent/Elementary Principal, HS/MS Principal, Athletic Director, Facilities/Safety Manager
  - a. Booster Club Report- Andrea Musick  
Danny Wheeler
  - b. Superintendent/Elementary Principal Report- Matt Shorb  
Matt Shorb
  - c. MS/HS Principal Report- Karla Pearson  
Karla Pearson
  - d. Athletic Director Report- Karla Pearson  
Karla Pearson
  - e. Facilities/Technology/Safety Report- Danny Wheeler  
Danny Wheeler
6. Interested Party Comments  
Public  
During this time, interested parties present may present or speak to the board at the meeting for up to five minutes. Complaints made about personnel, students or board members are prohibited and will need to follow the proper complaint procedure. All interested parties must complete a request to speak

form available at sign in. For complete comment procedure, see "Public Comment at Board Meetings" policy BDDH.

7. New Business/Discussion

Board Chair

For new items needing discussion but no immediate action.

- a. Committee Formations and Duty assignments for Updating Charter By Laws and Superintendent evaluation process  
Board Chair
- b. LCSD/OSBA Conference Update  
Tony Pettis

8. Action Items

Board Chair

Items needing discussion or explanation and a motion to approve

- a. OSBA Policy Update: IGBAB/JO-AR - Education Records/Records of Students with Disabilities  
Board Chair
- b. OSBA Policy Updates 2. IKF - Graduation Requirements  
Board Chair
- c. OSBA Policy Updates 3. Delete JFCEB - Personal Electronic Devices and Social Media and add 4. JFCEB - Personal Electronic Devices  
Board Chair
- d. OSBA Policy Updates 5. JFCEB-AR - Request for Personal Electronic Devices  
Board Chair
- e. OSBA Policy Updates 6. JHCA - Immunization, School Sports Participation, Concussions and Other Brain Injuries and Delete previous policy JHCA/JHCB - Immunization and School Sports Participation  
Board Chair
- f. OSBA Policy Updates 8. JO/IGBAB-AR - Education Records/Records of Students with Disabilities  
Board Chair
- g. OSBA Policy Update 9. JOA - Directory Information  
Board Chair
- h. Contract Approval: Daryn Heim, MS English  
Board Chair
- i. Contract Approval: Nicole George, 5th Grade  
Board Chair

9. Consent Agenda

Board Chair

For items needing approval but not needing discussion/explanation

- a. Past Meeting Minutes  
Board Chair
- b. Payment of the Bills  
Board Chair
- c. Contract Renewals for Staff Members

Board Chair

10. Meeting Adjournment  
Board Chair



## MEMORANDUM

September 11, 2025

TO: Eddyville Charter School Board of Directors  
FROM: Doug Byers, Accountant 3, LBL ESD  
RE: June 30 – August 31, 2025 Financial Statements

Board Members,

Attached you will find the 2025-26 financial statement through August 31, 2025. These statements include the General Fund Statement of Revenues Budget vs. Actual, General Fund Statement of Expenditures Budget vs. Actual, Special Revenue Funds Revenue and Expenditures, and total Appropriations for the year.

The General Fund statements include the actual revenues and expenditures from July 1, 2025 through August 31, 2025. The projections are based on budget at this point until the September payroll is processed and salary lines encumbered. The estimated General Fund Ending Fund Balance is \$150,000. Contingency makes up \$100,000 of the Fund Balance total.

The final audit for FY24-25 will begin on September 1, 2025. The final audit report will most likely be available to the board in October 2025.

Eddyville Charter School investments are held in an interest-bearing money market account. Investments total \$898,586.18 and are yielding an interest rate of 4%. Dividend payments July 1, 2025 – August 31, 2025 total \$1005.17.

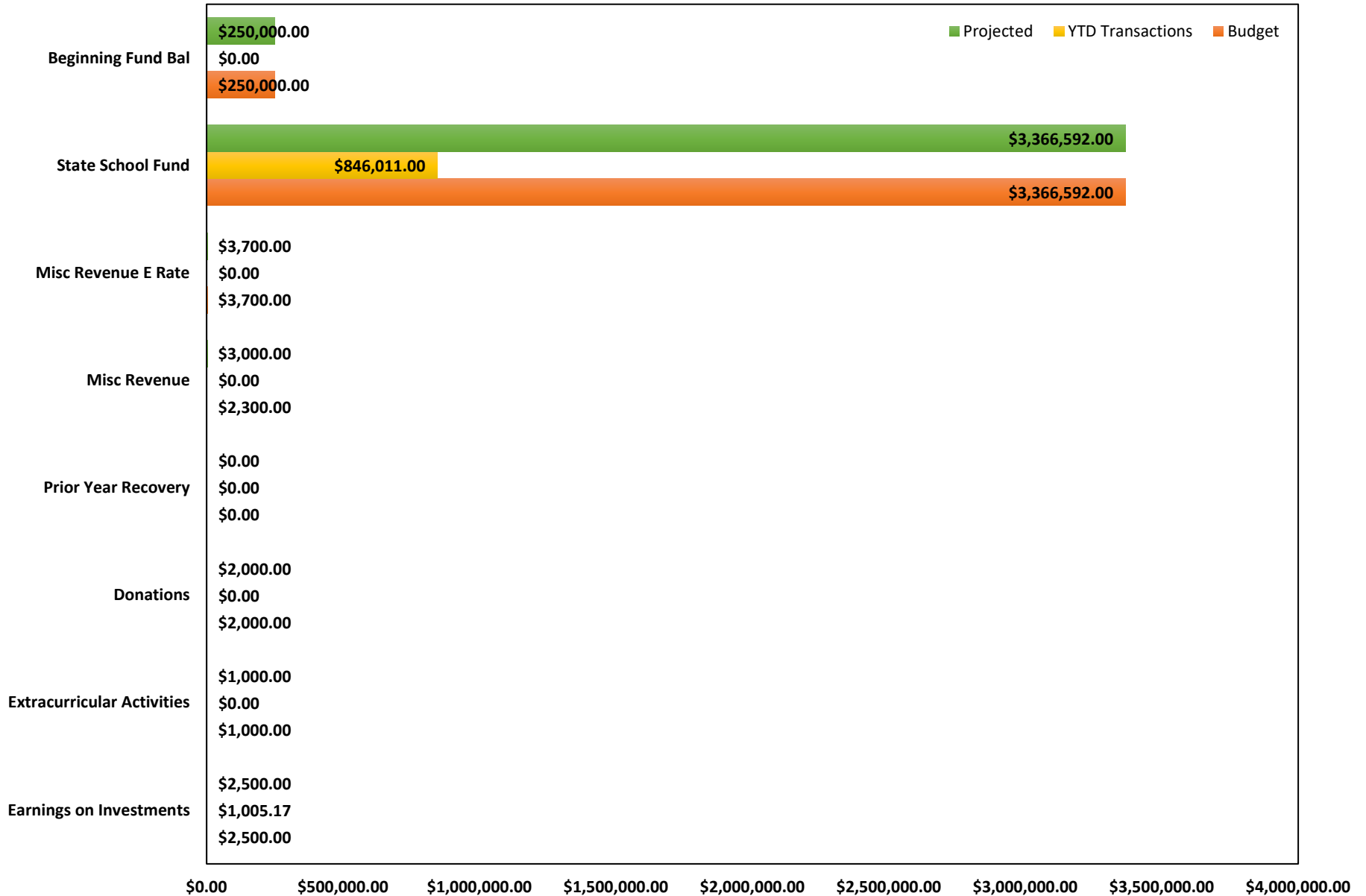
Please let me know if you have any questions or concerns regarding these statements.

Doug Byers

**Eddyville Charter School**  
**General Fund: Statement of Revenue Budget Vs. Actual**  
**For the Fiscal Year 2025-2026**  
**As of 08/31/2025**

Source	2025-26 Budget	Actual YTD Rev. 8/31/2025	Projected through 6/30/2026	Total Estimated 2025-2026	(Over)/Under Budget	Total Actual 6/30/2025	2024-25 Budget
<b>State Sources</b>							
3101 State School Support Funds	3,366,592	846,011	2,520,581	3,366,592	2,520,581	3,148,963	3,162,506
3101 SSF- May Adjustment		-		-	-	(6,207)	
3299 Restricted State Funds		-	-			-	
<b>Total State Sources</b>	<b>3,366,592</b>	<b>846,011</b>	<b>2,520,581</b>	<b>3,366,592</b>	<b>2,520,581</b>	<b>3,142,756</b>	<b>3,162,506</b>
<b>Non State School Support Formula Sources</b>							
<b>Local Sources</b>							
1510 Interest on Investments/Bank	2,500	1,005	1,495	2,500	1,495	7,959	4,000
1710 Admissions	6,000	-	6,000	6,000	6,000	10,608	4,000
1740 Fees	4,000	-	4,000	4,000	4,000	4,933	5,000
1760 Scoreboard	-	-	-	-	-	-	-
1920 Donations from Private Sources	2,000	-	2,000	2,000	2,000	3,851	5,000
1960 Recovery of Prior Year Exp.	-	-	-	-	-	-	-
1990 Miscellaneous Local Revenue	6,000	-	6,000	6,000	6,000	11,862	10,000
<b>Total Non Formula Local Sources</b>	<b>20,500</b>	<b>1,005</b>	<b>19,495</b>	<b>20,500</b>	<b>19,495</b>	<b>39,213</b>	<b>28,000</b>
<b>State/Federal Sources</b>							
<b>Total State/Federal Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Sources</b>							
5200 Interfund Transfers	-	-	-	-	-	-	-
5400 Beginning Fund Balance	250,000	-	250,000	250,000	-	342,261	350,000
<b>Total Other Sources</b>	<b>250,000</b>	<b>-</b>	<b>250,000</b>	<b>250,000</b>	<b>-</b>	<b>342,261</b>	<b>350,000</b>
<b>Total Non SSF Revenue</b>	<b>270,500</b>	<b>1,005</b>	<b>269,495</b>	<b>270,500</b>	<b>19,495</b>	<b>381,474</b>	<b>378,000</b>
<b>Total Resources</b>	<b>\$ 3,637,092</b>	<b>\$ 847,016</b>	<b>2,790,076</b>	<b>\$ 3,637,092</b>	<b>\$ 2,540,076</b>	<b>\$ 3,524,230</b>	<b>\$ 3,540,506</b>
				Less Estimated Requirements			
				\$ (3,537,092)			
				<b>Estimated Ending Fund Balance</b>			
				<b>\$ 100,000</b>			

## General Fund Revenue - August 31 2025 Projections - YTD - Budget

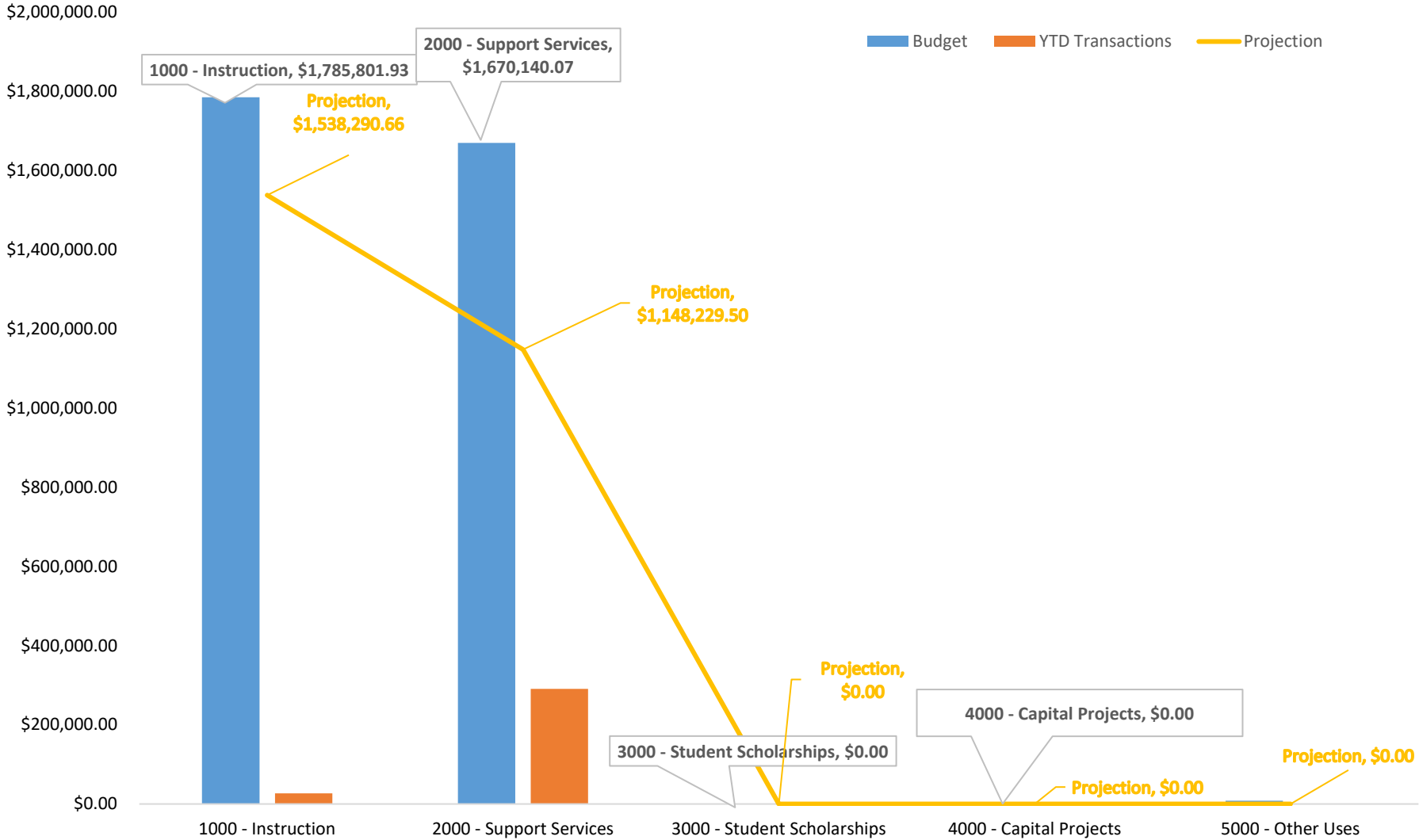


**Eddyville Charter School**  
**General Fund: Statement of Expenditures Budget Vs. Actual**  
**For the Fiscal Year 2025-2026**  
**As of 08/31/2025**

Function	Adopted 2025-2026 Budget	Actual YTD Exp. 8/31/2025	Projected through 6/30/2026	Total Estimated 2025-2026	(Over)/ Under Budget	% Committed	Total Actuals 6/30/2025
<b>Instruction</b>							
1111 Elementary, K-6	765,386	1,268	764,118	765,386	-	100.00%	649,540
1113 Elementary Extracurricular	1,400	-	1,400	1,400	-		279
1121 Middle/Junior High Programs	407,985	6,843	401,142	407,985	-	100.00%	319,301
1122 Middle/Junior High School Extracurricular	24,233	-	24,233	24,233	-	100.00%	21,484
1131 High School Programs	487,175	6,703	480,472	487,175	-	100.00%	526,738
1132 High School Extracurricular	99,622	12,300	87,322	99,622	-	100.00%	89,352
<b>Total Instruction</b>	<b>1,785,802</b>	<b>27,114</b>	<b>1,758,688</b>	<b>1,785,802</b>	-		<b>1,606,694</b>
<b>Support Services</b>							
2122 Counseling Services	-	-	-	-	-	#DIV/0!	-
2130 Health Services	1,000	-	1,000	1,000	-	100.00%	1,035
2210 Improvement of Instruction Services	-	-	-	-	-	#DIV/0!	-
2230 Assessment & Testing	-	-	-	-	-	#DIV/0!	-
2240 Staff Development	-	-	-	-	-	#DIV/0!	-
2310 Board of Education	133,859	89,493	44,367	133,859	-	100.00%	134,042
2321 Office of the Superintendent Services	114,592	16,965	97,627	114,592	-	100.00%	89,295
2411 Office of the Principal Services	394,010	37,454	356,556	394,010	-	100.00%	349,581
2520 Fiscal Services	101,500	169	101,331	101,500	-	100.00%	73,959
2541 Maintenance	2,000	102	1,898	2,000	-	0.42%	3,592
2542 Maintenance	477,508	111,011	366,497	477,508	-	203.22%	418,649
2552 Transportation	234,972	-	234,972	234,972	-	193.70%	262,599
264? Staff Accounting Services	121,304	19,019	102,285	121,304	-	135.69%	111,056
266? Technology	89,395	16,533	72,863	89,395	-		84,040
<b>Total Support Services</b>	<b>1,670,140</b>	<b>290,745</b>	<b>1,379,395</b>	<b>1,670,140</b>	-		<b>1,527,847</b>
<b>Other Requirements</b>							
5200 Transfers of Funds	81,150	-	81,150	81,150	-		50,000
6000 Contingency	100,000	-	-	-	100,000	0.00%	-
<b>Total Other Requirements</b>	<b>181,150</b>	-	<b>81,150</b>	<b>81,150</b>	<b>100,000</b>		<b>50,000</b>

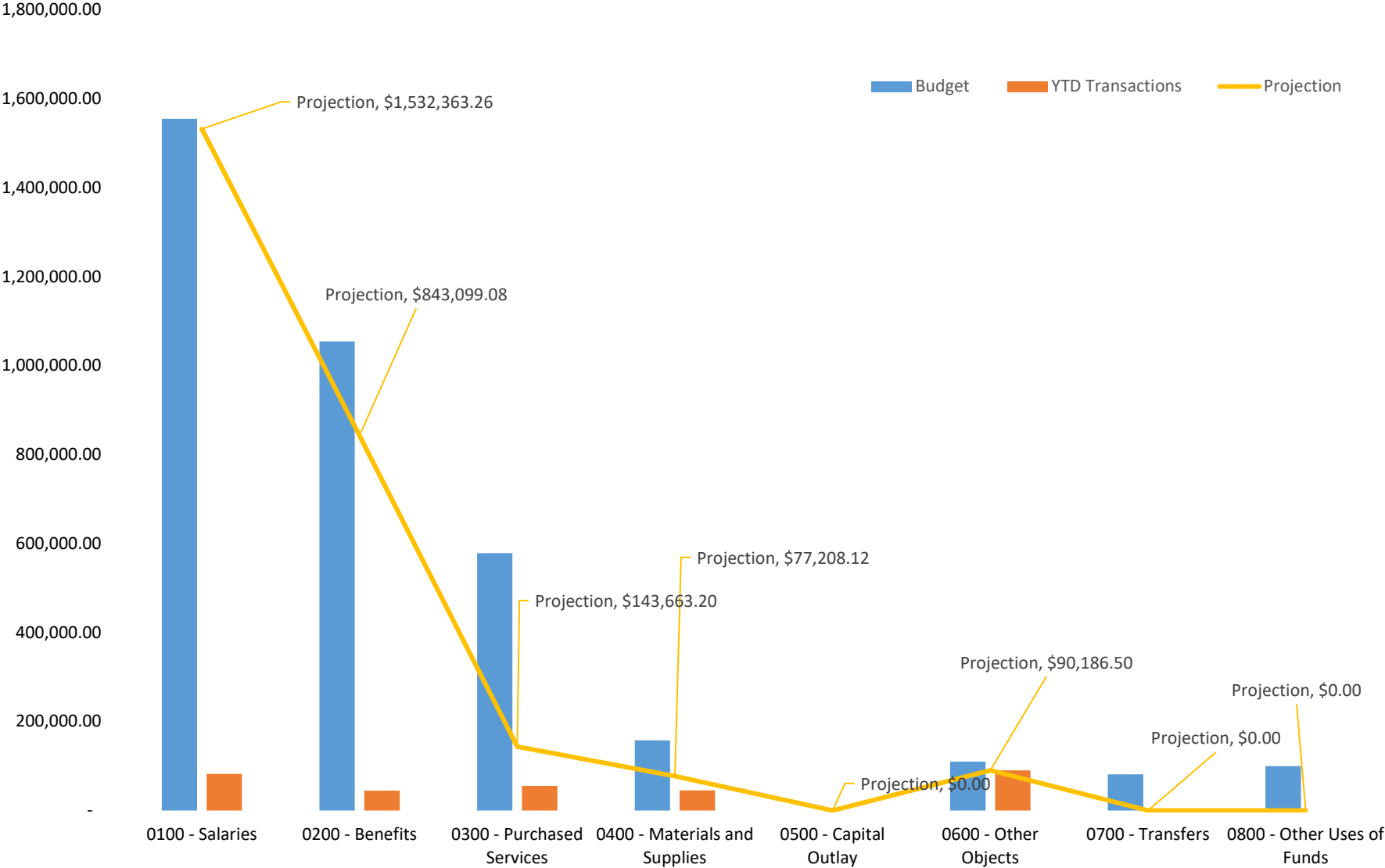
# EXPENDITURES BY FUNCTION

## July 1, 2025 - August 31, 2025



# EXPENDITURES BY OBJECT

## July 1, 2025 - August 31, 2025



Eddyville Charter School  
 General Fund: Statement of Expenditures Budget Vs. Actual  
 For the Fiscal Year 2024-2025  
 As of 08/31/2025

Fund	Description	Beginning Fund Balance as of 7/1/2025	YTD Revenue	YTD Expenditures	Balance as of 8/31/2025	Encumbered	Expected Revenue	Remaining Balance	NOTES
210	BLM Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
211	Aspire Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$2,100.11	\$2,205.00	\$104.89	
214	Federal Improvement Gant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,087.18	\$25,087.18	
227	MWEC - CTE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	
251	Student Investment Act	\$0.00	\$0.00	\$0.00	\$0.00	\$217,427.88	\$272,650.53	\$55,222.65	
253	Eddyville Scholarship Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	
261	SSA Summer Learning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,314.00	\$73,314.00	
262	Menstrual Dignity Act	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	
263	Early Literacy Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$32,824.36	\$62,546.20	\$29,721.84	
274	Outdoor School	(\$16,050.00)	\$16,050.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	
278	Oregon State Credit Union Mini Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	
283	Siletz Tribe SPED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
286	Oregon Community Yondr	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	
288	Siletz Tribe Lego	\$2,500.00	\$2,500.00	\$0.00	\$5,000.00	\$0.00	\$2,500.00	\$5,000.00	
298	High School Success	\$0.00	\$0.00	\$3,742.50	(\$3,742.50)	\$64,416.02	\$63,635.61	(\$4,522.91)	
299	Student Body Funds	\$0.00	\$7,583.94	\$10,971.55	(\$3,387.61)	\$7,087.71	\$131,700.00	\$113,640.74	
400	Capital Project Funds	\$0.00	\$0.00	\$32,926.75	(\$32,926.75)	\$2,254.09	\$81,150.00	\$45,969.16	
<b>Totals</b>		<b>(\$11,050.00)</b>	<b>\$26,133.94</b>	<b>\$50,140.80</b>	<b>(\$35,056.86)</b>	<b>\$326,110.17</b>	<b>\$731,288.52</b>	<b>\$360,037.55</b>	

Eddyville Charter School  
 General Fund: Statement of Expenditures Budget Vs. Actual  
 For the Fiscal Year 2025-2026  
 As of 08/31/2025

Fund	Appropriations	Resolutions	YTD	Encumbrances	Totals	(Over)/Under Budget
<b>General Fund, 100</b>						
1000 Instruction	\$ 1,785,802	0.00	\$ 27,114	\$ 1,511,177	\$ 1,538,291	\$ 247,511
2000 Support Services	\$ 1,670,140	0.00	\$ 290,745	\$ 857,484	\$ 1,148,230	\$ 521,911
5200 Transfers	\$ 81,150	0.00	\$ -	\$ -	\$ -	\$ 81,150
6000 Contingency	\$ 100,000	0	\$ -	\$ -	\$ -	\$ 100,000
<b>Sub Totals</b>	<b>\$ 3,637,092</b>	<b>\$ -</b>	<b>\$ 317,859</b>	<b>\$ 2,368,661</b>	<b>\$ 2,686,520</b>	<b>\$ 950,572</b>
<b>Special Funds, 200</b>						
1000 Instruction	\$ 643,074.44	\$ -	\$ 3,743	\$ 262,858	\$ 266,601	\$ 376,474
2000 Support Services	\$ 203,993.08	\$ -	\$ 2,500	\$ 53,910	\$ 56,410	\$ 147,583
3000 Scholarship	\$ 2,501.00	\$ -	\$ -	\$ -	\$ -	\$ 2,501
4000 Building Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5200 Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub Totals</b>	<b>\$ 849,568.52</b>	<b>\$ -</b>	<b>\$ 6,243</b>	<b>\$ 316,768</b>	<b>\$ 323,011</b>	<b>\$ 526,558</b>
<b>Capital Projects, 400</b>						
2000 Support Services	\$ 26,150	\$ -	\$ 8,510	\$ -	\$ 8,510	\$ 17,640
4000 Facility Construction	\$ 80,000	\$ -	\$ 24,417	\$ 2,254	\$ 26,671	\$ 53,329
<b>Sub Totals</b>	<b>\$ 106,150</b>	<b>\$ -</b>	<b>\$ 32,927</b>	<b>\$ 2,254</b>	<b>\$ 35,181</b>	<b>\$ 70,969</b>
<b>Totals</b>	<b>\$ 4,592,811</b>	<b>\$ -</b>	<b>\$ 357,028</b>	<b>\$ 2,687,683</b>	<b>\$ 3,044,712</b>	<b>\$ 1,548,099</b>

## Eddyville Charter School, Inc.

### Reprint Check Listing

Fiscal Year: 2025-2026

**Criteria:**

Bank Account: OR State CU - Checking 618680-8000

From Date: 08/01/2025

To Date: 08/31/2025

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
3093	08/07/2025	Baldwin, Casey	\$133.00	1021	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3094	08/07/2025	Pristine Remodel & Repair	\$8,442.50	1021	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3095	08/08/2025	AMAZON.COM	\$2,008.12	1022	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3096	08/08/2025	ANALYTICAL LABORATORY & CONSULTANTS	\$102.00	1022	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3097	08/08/2025	Auto Chlor System	\$257.25	1022	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3098	08/08/2025	Cerium networks	\$1,306.00	1022	Printed	Expense	<input type="checkbox"/>		
3099	08/08/2025	Ednetics	\$9,688.75	1022	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3100	08/08/2025	Final Forms	\$1,172.50	1022	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3101	08/08/2025	IconiPro	\$14,728.00	1022	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3102	08/08/2025	K & K INSURANCE GROUP INC.	\$604.40	1022	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3103	08/08/2025	Mid Western Football Officials Associati	\$3,862.00	1022	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3104	08/08/2025	PEAK Internet	\$1,040.00	1022	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3105	08/08/2025	RAU PLUMBING, INC	\$2,175.20	1022	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3106	08/08/2025	SCHOLASTIC INC	\$734.75	1022	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3107	08/08/2025	Sierra Springs	\$288.99	1022	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3108	08/08/2025	THREATLOCKER INC	\$2,600.00	1022	Printed	Expense	<input type="checkbox"/>		
3109	08/14/2025	ArmorZone Athletic	\$2,865.00	1027	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3110	08/14/2025	Best Pots	\$595.92	1027	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3111	08/14/2025	CONSUMERS POWER INC	\$1,718.35	1027	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3112	08/14/2025	DAHL DISPOSAL SERVICE	\$1,083.40	1027	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3113	08/14/2025	EDDYVILLE POST OFFICE	\$446.00	1027	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3114	08/14/2025	HOME DEPOT	\$9,033.40	1027	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3115	08/14/2025	INDUSTRIAL WELDING SUPPLY	\$5.00	1027	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 08/01/2025

To Date: 08/31/2025

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
3116	08/14/2025	OSAA	\$3,150.00	1027	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3117	08/14/2025	PIONEER TELEPHONE CO	\$371.39	1027	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3118	08/14/2025	SHORB, MATT T	\$165.20	1027	Printed	Expense	<input type="checkbox"/>		
3119	08/14/2025	XEROX CAPITAL SERVICES	\$438.61	1027	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3120	08/21/2025	Pristine Remodel & Repair	\$4,611.60	1029	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3121	08/25/2025	National Financial Services	\$150.00	1034	Printed	Payroll Ded	<input checked="" type="checkbox"/>	08/31/2025	
3122	08/25/2025	Oregon Child Support Program	\$118.00	1034	Printed	Payroll Ded	<input checked="" type="checkbox"/>	08/31/2025	
3123	08/25/2025	Texas Life Ins. Co	\$454.45	1034	Printed	Payroll Ded	<input checked="" type="checkbox"/>	08/31/2025	
3124	08/25/2025	Affordable Gutter Care	\$4,785.00	1035	Printed	Expense	<input type="checkbox"/>		
3125	08/25/2025	AMAZON.COM	\$1,054.19	1035	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3126	08/25/2025	G AND K FLOORS	\$7,200.00	1035	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
3127	08/28/2025	EAST LINN CHRISTIAN ACADEMY	\$50.00	1037	Printed	Expense	<input type="checkbox"/>		
3128	08/29/2025	AMAZON.COM	\$768.51	1038	Printed	Expense	<input type="checkbox"/>		
3129	08/29/2025	Edmentum	\$3,690.00	1038	Printed	Expense	<input type="checkbox"/>		
3130	08/29/2025	RAU PLUMBING, INC	\$245.00	1038	Printed	Expense	<input type="checkbox"/>		
3131	08/29/2025	YONDR	\$94.50	1038	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$92,236.98

End of Report

## Eddyville Charter School, Inc.

### Non-Check Batch Listing

Fiscal Year: 2025-2026

**Criteria:**

Bank Account: OR State CU - Checking 618680-8000

From Date: 08/01/2025

To Date: 08/31/2025

From Voucher:

To Voucher:

Account: 618680-8000

08/12/2025	PERS	-\$0.01	1018	Posted to G/L PR	<input type="checkbox"/>
08/12/2025	PERS	\$3,554.80	1018	Posted to G/L PR	<input type="checkbox"/>
08/12/2025	PERS	\$2,090.38	1018	Posted to G/L PR	<input type="checkbox"/>
08/12/2025	PERS	\$5,502.81	1018	Posted to G/L PR	<input type="checkbox"/>
08/11/2025	OEBB	\$19,911.73	1019	Posted to G/L PR	<input type="checkbox"/>
08/11/2025	OEBB	\$1,521.79	1019	Posted to G/L PR	<input type="checkbox"/>
08/11/2025	OEBB	\$436.32	1019	Posted to G/L PR	<input type="checkbox"/>
08/11/2025	OEBB	\$115.56	1019	Posted to G/L PR	<input type="checkbox"/>
08/11/2025	OEBB	\$417.66	1019	Posted to G/L PR	<input type="checkbox"/>
08/11/2025	OEBB	\$4,730.29	1019	Posted to G/L PR	<input type="checkbox"/>
08/11/2025	OEBB	\$4.50	1019	Posted to G/L PR	<input type="checkbox"/>
08/11/2025	OEBB	\$102.90	1019	Posted to G/L PR	<input type="checkbox"/>
08/11/2025	OEBB	\$24.50	1019	Posted to G/L PR	<input type="checkbox"/>
08/11/2025	OEBB	\$4.50	1019	Posted to G/L PR	<input type="checkbox"/>
08/11/2025	OEBB	-\$4.90	1019	Posted to G/L PR	<input type="checkbox"/>
08/12/2025	COSA	\$845.00	1025	Posted to G/L AP	<input type="checkbox"/>
08/12/2025	TOWNE PUMP	\$90.00	1026	Posted to G/L AP	<input type="checkbox"/>

Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 08/01/2025

To Date: 08/31/2025

From Voucher:

To Voucher:

Date	Description	Amount	Account	Posting	Check
08/12/2025	TOWNE PUMP	\$21.25	1026	Posted to G/L AP	<input type="checkbox"/>
08/12/2025	OREGON HEALTH AUTHORITY	\$150.00	1026	Posted to G/L AP	<input type="checkbox"/>
08/25/2025	AFA COMPANY	\$156.70	1030	Posted to G/L PR	<input type="checkbox"/>
08/25/2025	AFA COMPANY	\$87.80	1030	Posted to G/L PR	<input type="checkbox"/>
08/25/2025	AFA COMPANY	\$360.10	1030	Posted to G/L PR	<input type="checkbox"/>
08/25/2025	AFA COMPANY	\$33.40	1030	Posted to G/L PR	<input type="checkbox"/>
08/25/2025	AFA COMPANY	\$28.30	1030	Posted to G/L PR	<input type="checkbox"/>
08/25/2025	AFA COMPANY	\$146.12	1030	Posted to G/L PR	<input type="checkbox"/>
08/25/2025	AFA COMPANY	\$434.18	1030	Posted to G/L PR	<input type="checkbox"/>
08/25/2025	AFA COMPANY	\$314.20	1030	Posted to G/L PR	<input type="checkbox"/>
08/25/2025	AFA COMPANY	\$35.20	1030	Posted to G/L PR	<input type="checkbox"/>
08/25/2025	AFA COMPANY	\$111.60	1030	Posted to G/L PR	<input type="checkbox"/>
08/25/2025	AFA COMPANY	\$51.36	1030	Posted to G/L PR	<input type="checkbox"/>
08/25/2025	AFA COMPANY	\$114.00	1030	Posted to G/L PR	<input type="checkbox"/>
08/25/2025	EDDYVILLE CHARTER SCHOOL	\$35,016.32	1031	Posted to G/L PR	<input type="checkbox"/>
08/25/2025	INTERNAL REVENUE SERVICE - SS	\$5,882.62	1032	Posted to G/L PR	<input type="checkbox"/>
08/25/2025	INTERNAL REVENUE SERVICE - MEDICARE	\$1,375.76	1032	Posted to G/L PR	<input type="checkbox"/>
08/25/2025	INTERNAL REVENUE SERVICE -	\$4,714.32	1032	Posted to G/L PR	<input type="checkbox"/>

Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 08/01/2025

To Date: 08/31/2025

From Voucher:

To Voucher:

		FEDERAL TAX					—
08/25/2025		OR DEPT OF REVENUE - STATE TAX	\$3,418.77	1033	Posted to G/L PR		<input type="checkbox"/>
Total for Fund:	36	Total Amount:	<u>\$91,799.83</u>				
		Total Amount:	<u>\$91,799.83</u>				
				End of Report			

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: OR State CU - Student Body Checking  
618680-8001

From Date: 08/01/2025

To Date: 08/31/2025

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
520	08/07/2025	Pristine Remodel & Repair	\$1,900.00	1020	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
521	08/14/2025	Lackey, Elizabeth	\$141.80	1028	Printed	Expense	<input type="checkbox"/>		
522	08/14/2025	Perrydale School District	\$2,760.00	1028	Printed	Expense	<input type="checkbox"/>		
523	08/25/2025	AMAZON.COM	\$195.14	1036	Printed	Expense	<input checked="" type="checkbox"/>	08/31/2025	
524	08/29/2025	IDEA PRINTWORKS	\$682.50	1039	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$5,679.44

End of Report

Eddyville Charter School, Inc.

Non-Check Batch Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: OR State CU - Student Body Checking  
618680-8001

From Date: 08/01/2025

To Date: 08/31/2025

From Voucher:

To Voucher:

Account: 618680-8001

08/12/2025	AMAZON.COM	\$12.56	1023	Posted to G/L AP	<input type="checkbox"/>
08/12/2025	4FA LLC	\$714.82	1024	Posted to G/L AP	<input type="checkbox"/>
08/12/2025	4FA LLC	\$750.87	1024	Posted to G/L AP	<input type="checkbox"/>

Total for Fund: 3 Total Amount: \$1,478.25

Total Amount: \$1,478.25

End of Report

Eddyville Charter School, Inc.

Void Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: OR State CU - Student Body Checking  
618680-8001

From Date: 08/01/2025

To Date: 08/31/2025

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
512	06/26/2025	Copeland Lumber Co	\$113.88	1288	Void	Expense	<input checked="" type="checkbox"/>	08/07/2025	08/07/2025
Total Amount:			\$113.88						
End of Report									

# **Superintendent's Board Brief – September 17, 2025**

## **Student Services**

- Start of School Year – Enrollment 220
- Meeting with OCCC
- Counseling Services – Walden Project
- School Newspaper

## **Staff**

- Hiring Teachers
- Salary Scale

## **Resources**

- School Van
- Meeting with ZCS – Sept 5
- School Web Page – new person to update
- LBL ESD Contact – Curriculum group

## **Community**

- Booster Club meeting
- Back to School Night
- Little Library – Kama Almasi

## **Elementary School Report**

- Every Day Matters – Early Literacy
- Scouting Visit – Bill Atherton
- Eagle Bucks

## **Schedule**

Oct 6 – OSAA Delegate Assembly Meeting

Nov 6 – 8 - OSBA Annual Convention

# **Board Report**

**Eddyville Charter School**

**September 2025**

**Submitted by: Karla Pearson, Secondary Principal**

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## **Staff Spotlight - Brittany Aleckson**

We are pleased to highlight Brittany Aleckson in this month's staff spotlight. Brittany is teaching our leadership class this year and doing a fantastic job engaging our students in meaningful leadership development activities.

The leadership students have been actively involved in several key initiatives that strengthen our school community. They are developing creative themes for home games and providing essential support for game setup and operations. Additionally, they have been implementing ice-breaker activities that foster positive connections between staff and students, creating a more cohesive school environment.

Beyond event planning, the leadership class is engaged in substantive coursework exploring the fundamental principles of effective leadership. Students are currently working on planning our October Homecoming celebration, demonstrating their ability to organize large-scale school events. Furthermore, they will attend a leadership conference in Waldport on September 17th, providing them with valuable external learning opportunities and exposure to leadership practices from other schools.

## **Academic Assessment Update**

I-Ready diagnostic testing is currently underway for our middle and high school students. This comprehensive assessment will provide valuable insights into our students' academic performance, helping us identify both areas of strength and opportunities for growth.

The English Language Arts and Math scores from this initial assessment will serve as our baseline data to inform instructional planning and support strategies for the academic year. We have scheduled a follow-up assessment in the spring to monitor student progress and measure growth throughout the academic year.

## **Behavioral Referrals**

Our current disciplinary data shows manageable levels of behavioral concerns. To date, we have documented four minor referrals and one major referral resulting in suspension.

Minor referrals are addressed through our established protocol of parent contact and lunch detention, maintaining communication with families while providing appropriate consequences. Major referrals typically result in out-of-school suspension, ensuring serious behavioral issues are addressed with appropriate gravity.

## **ASPIRE Program Update**

We are pleased to report on the continued success of our ASPIRE program under the guidance of mentor Ron Brocklehurst. Ron visits our campus twice monthly, dedicating full days to meeting with students and providing comprehensive guidance on future planning.

During his visits, Ron engages students in meaningful conversations about their post-secondary goals, introduces them to diverse career opportunities, and connects them with scholarship resources that align with their interests and aspirations. His expertise and dedication make him an invaluable asset to our school community.

Ron recently shared his impressions of our students in correspondence, stating: "I am absolutely blown away by the quality of your kids. The respect, involvement, and attentiveness of ECS kids is inspiring to me. So many kids are showing strong interest in the ASPIRE program."

The ASPIRE participants have demonstrated their commitment to school community involvement by volunteering to assist with various school projects and events. This service-learning component, coordinated by Ron in partnership with senior advisor Lisa Lackey, reinforces the program's emphasis on leadership and civic engagement.

## **Staff Professional Development**

This month's professional development opportunity will focus on trauma-informed educational practices. On Friday, September 19th, our staff will join colleagues from Alsea School for specialized training with the Bowman Group.

While our staff has previously participated in trauma-informed training here at Eddyville, this collaborative opportunity with Alsea will provide additional perspectives and updated strategies for supporting students who have experienced trauma. This ongoing professional development ensures our staff remains equipped with current best practices for creating supportive learning environments for all students.

# Board Report

**Eddyville Charter School - September 2025**

**Submitted by: Karla Pearson, Athletic Director**

## Fall Sports Participation Summary

The fall athletic season is underway with strong participation across all programs. Current enrollment numbers reflect healthy engagement in our athletic offerings.

### Middle School Programs:

- Volleyball: 11 participants
- Football: 15 participants

### High School Programs:

- Volleyball: 12 participants
- Cheerleading: 13 participants
- Football: 13 participants

## Elementary Athletics

Our elementary volleyball program is scheduled to commence on Tuesday, September 16th. We will field two teams this season: a combined 3rd/4th grade team and a dedicated 5th grade team. This expansion demonstrates our commitment to providing athletic opportunities across all grade levels.

## Coaching Staff Updates

We have accepted the resignation of Charlie Russell from his position as assistant boys basketball coach. The position has been posted on our school website, and we are actively seeking qualified candidates to fill this role for the upcoming basketball season.

## Upcoming Events

- **Football Homecoming/Senior Night:** October 24th
- **Volleyball Senior Night/Jam the Gym:** October 23rd



## Board/Tech Report | Facilities

Sept/2025

### **Facilities Happenings this past month:**

- Completed summer projects: Coffee shop, stage windows, exterior Wi-Fi.
- Upcoming/completion projects: Ednetics access control system, fire system upgrades, and full school security system.

### **Technology:**

- Onboarding new students.
- Added new Chromebooks to the domain.
- School-wide account updates.
- Upcoming: School will be receiving a new server in the next few months.

### **Grants:**

- Eddyville Charter School has been awarded the **SPIRE IV Grant** through the Oregon Department of Emergency Management.
- Funding was approved for a **Fuel Transportation dual-fuel, trailer-mounted unit** to be located at Eddyville Charter School.
- OEM will manage procurement and ordering of the equipment, with delivery expected in the coming months.
- This project supports the school's role as a community hub during emergencies, providing resources to strengthen Oregon's preparedness and resilience.

Danny Wheeler / Facilities Director / Systems Administrator

# Eddyville Charter School Administrative Regulation

Code: IGBAB/JO-AR  
Adopted: 17 September 2025

## Education Records/Records of Students with Disabilities Management

### 1. Student Education Record

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

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

The public charter school shall keep and maintain a permanent record on each student which includes the:

- a. Name and address of educational agency or institution;
- b. Full legal name of the student;
- c. Student's birth date;
- d. Name of parents/guardians;

- e. Date of entry into the school;
- f. Name of school previously attended;
- g. Courses of study and marks received;
- h. Data documenting a student's progress toward achievement of state standards and must include a student's Oregon State Assessment results;
- i. Credits earned;
- j. Attendance;
- k. Date of withdrawal from school.

The public charter school may request the social security number of the student. The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

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

## 2. Confidentiality of Student Records

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

## 3. Rights of Parents and Eligible Students

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

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

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

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

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

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

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

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

The public charter school shall comply with a request for access to records:

- a. Within a reasonable period of time and without unnecessary delay;
- b. For children with disabilities before any meeting regarding an individualized education program (IEP), or any due process hearing, or any resolution session related to a due process hearing<sup>1</sup>;
- c. In no case more than 45 days after it has received the request.

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

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

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

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

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

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

While the public charter school is not required to give an eligible student or student’s parent(s) access to treatment records under the definition of “education records” in OAR 581-021-0220(6)(b)(D), the eligible student or student’s parent(s) may, at their expense, choose a physician or other appropriate professional and have those records reviewed.

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

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

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

Students’ education records will be maintained at the public charter school building at which the student is in attendance except for special education records which may be located at another designated location within the public charter school or the district<sup>2</sup>. The [executive director or designee] shall be the person responsible for maintaining and releasing the education records.

## 5. Release of Personally Identifiable Information

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

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

As used in this section, “legitimate educational interest” means a public charter school or district<sup>1</sup> official employed by the public charter school or district as an administrator, supervisor, instructor or staff support member; a person serving on a public charter school or district board; a person or company with whom the public charter school or district has contracted to perform a special task; or a parent or student serving on a special committee such as a disciplinary or grievance committee, or assisting another public charter school or district official in performing his or her tasks needed to review an educational record in order to fulfill his or her professional responsibility (definition from FERPA).

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<sup>2</sup> “District,” for the purpose of this policy, means the district in which the public charter school is located.

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

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

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

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

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

- e. The disclosure is to organizations conducting studies for, or on behalf of, the district to:
  - (1) Develop, validate or administer predictive tests;
  - (2) Administer student aid programs; or
  - (3) Improve instruction.
- f. The public charter school may disclose information under this section only if disclosure is to an official listed in paragraph (c) above and who enters into a written agreement with the district that:
  - (1) Specifies the purpose, scope and duration of the study and the information to be disclosed;
  - (2) Limits the organization to using the personally identifiable information only for the purpose of the study;
  - (3) The study is conducted in a manner that does not permit personal identification of parents or students by individuals other than representatives of the organization; and
  - (4) The information is destroyed when no longer needed for the purposes for which the study was conducted.

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

The district may disclose information under this section only if the disclosure is to an official listed in paragraph (c) above who is conducting an audit related to the enforcement of or

compliance with federal or state legal requirements and who enters into a written agreement with the district that:

- (1) Designates the individual or entity as an authorized representative;
  - (2) Specifies the personally identifiable information being disclosed;
  - (3) Specifies the personally identifiable information being disclosed in the furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state supported education programs;
  - (4) Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception; this must include a description of how the personally identifiable information will be used;
  - (5) Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;
  - (6) Identifies the time period in which the personally identifiable information must be destroyed; and
  - (7) Establishes policies and procedures which are consistent with Family Education Rights and Privacy Act (FERPA) and other federal and state confidentiality and privacy provisions to insure the protection of the personally identifiable information from further disclosure and unauthorized use.
- g. The disclosure is to accrediting organizations to carry out their accrediting functions;
- h. The disclosure is to comply with a judicial order or lawfully issued subpoena. The public charter school may disclose information under this section only if the public charter school makes a reasonable effort to notify the eligible student or student's parent(s) of the order or subpoena in advance of compliance, unless an order or subpoena of a federal court or agency prohibits notification to the parent(s) or student;
- i. The disclosure is to comply with a judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters;
- j. The disclosure is to the parent(s) of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
- k. The disclosure is in connection with a health or safety emergency. The public charter school shall disclose personally identifiable information from an education record to law enforcement, child protective services and health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.
- As used in this section a "health or safety emergency" includes, but is not limited to, law enforcement efforts to locate a child who may be a victim of kidnap, abduction or custodial interference and law enforcement or child protective services efforts to respond to a report of abuse of a child or neglect pursuant to applicable state law.
- l. The disclosure is information the district has designated as "directory information" (See Board policy JOA – Directory Information);
- m. The disclosure is to the parent(s) of a student who is not an eligible student or to an eligible student;
- n. The disclosure is to officials of another school, school system, institution of postsecondary education, an education service district (ESD), state regional program or other educational agency that has requested the records and in which the student seeks or intends to enroll or is

enrolled or in which the student receives services. The term “receives services” includes, but is not limited to, an evaluation or reevaluation for purposes of determining whether a student has a disability;

- o. The disclosure is to the Board during an executive session pursuant to ORS 332.061.

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

- p. The disclosure is to a caseworker or other representative of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student, including educational stability of children in foster care.

## 6. Record-Keeping Requirements

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

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

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

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

## 7. Request for Amendment of Student’s Education Record

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

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

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

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

## 8. Hearing Rights of Parents or Eligible Students

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

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

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

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

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

- a. Is maintained as part of the student's records as long as the record or a contested portion is maintained by the public charter school or the district<sup>3</sup>; and

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<sup>3</sup> Ibid. p. 4.

- b. Is disclosed by the public charter school to any party to whom the student's records or the contested portion are disclosed.

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

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

#### 9. Duties and Responsibilities When Requesting Education Records

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

#### 10. Duties and Responsibilities When Transferring Education Records

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

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

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

## **Disclosure Statement**

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

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

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

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

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

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

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

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

# Eddyville Charter School Policy

Code: **IKF**  
Adopted: 17 September 2025

## Graduation Requirements\*\*

The Board establishes graduation requirements for awarding a high school diploma, a modified diploma, an extended diploma and a certificate of attendance which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The public charter school will award a diploma to a student fulfilling graduation requirements in less than four years if consent is given by the student’s parent or guardian or by the student if the student is 18 years of age or older or emancipated.

If the public charter school requires diploma requirements beyond the state requirements, the public charter school shall grant a waiver for those requirements to any student who, at any time from grade 9 to 12, was:

1. In foster care<sup>1</sup>;
2. Experiencing houselessness<sup>2</sup>;
3. A runaway;
4. A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;
5. A child of a migrant worker;
6. Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program; or
7. <sup>3</sup>Enrolled in an approved recovery school under ORS 336.680.

For any student identified above, the public charter school shall accept any credits earned by the student in an educational program<sup>4</sup> in this state and apply those credits toward the state requirements for a diploma if the credits satisfied those requirements in that educational program in this state.

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<sup>1</sup> “Foster child” is defined in ORS 30.297.

<sup>2</sup> {ORS 329.451(2) and OAR 581-022-use the term “homeless.”} See OAR 581-022-2000 for additional information.

<sup>3</sup> Applies to high school diplomas awarded on or after January 1, 2026.

<sup>4</sup> “Educational program in this state” means an educational program that is provided by a school district, a public charter school, an approved recovery school (applies to diplomas awarded on or after January 1, 2026), the Youth Corrections Education Program or the Juvenile Detention Program, or funded as provided by ORS 343.243 for students in a long term care or treatment facility described in ORS 343.961 or a hospital identified in ORS 343.261.

## Diploma

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24.5 credits which include at least:

1. Four credits in language arts<sup>5</sup> (shall include the equivalent of one unit in written composition);
2. Three credits in mathematics (shall include one unit at the Algebra I level and two units that are at a level higher than Algebra I);
3. Three credits in science;
4. Three credits in social sciences (shall include 0.5 unit of US Civics<sup>6</sup> credit in addition to at least 2.5 units of credit aligned to the Oregon State Board adopted standards for US and world history, geography, economics and <sup>7</sup>financial literacy);
5. <sup>8</sup>One-half credit of higher education and career path skills;
6. <sup>9</sup>One-half credit of personal financial education;
7. One credit in health education;
8. One credit in physical education; and
9. Three credits in career technical education, the arts or world languages<sup>10</sup> (units shall be earned in any one or a combination).
10. One half credit of Senior Project

The public charter school shall offer students credit options provided the method for obtaining such credit is described in the student's personal education plan and the credit is earned by meeting requirements described in Oregon Administrative rule (OAR) 581-022-2025.

A student completing the International Baccalaureate Organization's (IB) Diploma Program curriculum or the IB Career-related Program curriculum will be considered to have completed the credit requirements listed above. The public charter school shall ensure students in the IB programs complete .5 credit of

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<sup>5</sup> "Language arts" includes reading, writing and other communications in any language, including English.

<sup>6</sup> Civics becomes a half-credit requirement beginning on January 1, 2026 (ORS 329.451).

<sup>7</sup> This requirement is replaced with a one-half credit of personal financial education requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year.

<sup>8</sup> Higher education and career path skills becomes a one-half credit graduation requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year (a requirement for a high school diploma awarded on or after January 1, 2027; a school may request a one-year waiver in accordance with law).

<sup>9</sup> Personal finance education becomes a one-half credit graduation requirement for students who were first enrolled in grade 9 during the 2023-2024 school year or first enrolled in grade 9 in any subsequent school year (a requirement for a high school diploma awarded on or after January 1, 2027; a school may request a one-year waiver in accordance with law).

<sup>10</sup> "World languages" includes sign language, heritage languages and languages other than a student's primary language.

Personal Finance Education and .5 credit of Higher Education and Career-path Skills as stand-alone courses. The public charter school shall develop a curriculum plan that ensures students in an IB program receive inclusive instruction aligned to the adopted standards in Civics and Health.

In addition to credit requirements as outlined in OAR 581-022-2000 a student must:

1. <sup>11</sup>Demonstrate proficiency in the Essential Skills of reading, writing, and apply mathematics in a variety of settings;
2. Develop an education plan and build an education profile;
3. Demonstrate extended application of standards through a collection of evidence (or include evidence in existing collection(s)); and
4. Participate in career-related learning experiences.

### **Modified Diploma**

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a high school diploma while receiving reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria listed below and other criteria, if applicable, outlined in OAR 581-022-2010 (3):

1. The student has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. The student has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits with at least 13 of those credits to include:

1. Three credits in language arts;
2. Two credits in mathematics;
3. Two credits in science;
4. Two credits in social sciences (which may include history, civics, geography and economics (including personal finance));
5. <sup>12</sup>One-half credit in personal financial education;

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<sup>11</sup> The State Board of Education has suspended proficiency in Essential Skills requirement through the 2027-2028 school year.

<sup>12</sup> This unit of credit applies to all students who are awarded a modified diploma on or after January 1, 2027.

6. <sup>13</sup>One-half credit in higher education and career path skills;
7. One credit in health education;
8. One credit in physical education; and
9. One credit in career technical education, the arts or world languages (units may be earned in any one or a combination).

Students may earn additional credits to earn a modified diploma pursuant to OAR 581-022-2010.

In addition to credit requirements outlined in OAR 581-022-2010 a student must:

1. <sup>14</sup>Demonstrate proficiency in the Essential Skills of reading, writing and apply mathematics in a variety of settings;
2. Develop an education plan and build an education profile; and
3. Demonstrate extended application of standards through a collection of evidence (or include evidence in existing collection(s)).

Public charter schools may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

1. For a student on an individualized education program (IEP) or Section 504 plan, any modifications to work samples must be consistent with the requirements established in the IEP or 504 plan. Modifications include practices and procedures that compromise the intent of the assessment through a change in the achievement level, construct, or measured outcome of the assessment. This means that IEP or 504 school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard. The IEP or 504 team must inform the student's parent that the use of a modification on an assessment will result in an invalid assessment;
2. For a student not on an IEP or 504 plan, any modifications to work samples must have been provided to the student during instruction in the content area to be assessed, and in the year in which the student is being assessed and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a Section 504 Plan may not receive a modified statewide assessment.

A student's school team (which must include an adult student, parent/guardian of the student) shall decide if a student will work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school.

A student's school team may decide to revise a modified diploma decision.

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<sup>13</sup> This unit of credit applies to all students who are awarded a modified diploma on or after January 1, 2027.

<sup>14</sup> The State Board of Education has waived this requirement in Essential Skills for students graduating through the 2027-2028 school year.

A student's school team may decide that a student who was not previously working toward a modified diploma should work toward one when the student is less than two years from anticipated exit from high school if the documented history has changed.

For students with a document history as described above, the public charter school shall annually provide the parents or guardians of students, beginning in grade five or after such documented history has been established, the following:

1. Information about the availability of high school diplomas, modified diplomas, extended diplomas and the requirements for such diplomas; and
2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any reporting for the State or school and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

### **Essential Skills**

The public charter school will allow English Language Learner (ELL) students to demonstrate proficiency in all required Essential Skills in the student's language of origin.

The public charter school will develop procedures to provide assessment options as described in the Test Administration Manual, in the ELL student's language of origin, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

### **Essential Skills Appeal**

The public charter school will follow Board policy KL - Public Complaints, in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The school will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.

### **Extended Diploma**

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a high school diploma while receiving reasonable modifications and accommodations.

To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than 6 credits in a self-contained special education classroom and will include:
  - a. Two credits of mathematics;
  - b. Two credits of language arts;
  - c. Two credits of science;
  - d. Three credits of history, geography, economics or civics;
  - e. One credit of health;
  - f. One credit of physical education; and
  - g. One credit of the arts or a world language; and

2. Have a documented history of:
  - a. An inability to maintain grade level achievement due to significant learning and instructional barriers;
  - b. A medical condition that creates a barrier to achievement; or
  - c. A change in the student’s ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

For students with a document history as described above, the public charter school shall annually provide the parents or guardians of such students, beginning in grade five or after such documented history has been established, the following:

1. Information about the availability of high school diplomas, modified diplomas, extended diplomas and the requirements for such diplomas; and
2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any reporting for the State or school and that such students awarded a certificate of attendance may not indicate they received a high school diploma on applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

### **Certificate of Attendance**

A certificate of attendance<sup>15</sup> will be awarded to students who:

1. Have maintained regular full-time attendance<sup>16</sup> for at least four years beginning in grade nine;
2. Do not satisfy requirements for a high school diploma, modified diploma or extended diploma; and
3. Have a documented history<sup>17</sup>.

For students with a documented history<sup>18</sup>, the public charter school shall annually provide the parents or guardians of such students, beginning in grade five or after such a documented history has been established, the following:

1. Information about the availability of high school diplomas, modified diplomas, extended diplomas and the requirements for the diplomas; and
2. A disclosure that students awarded a certificate of attendance will not be counted as a high school graduate in any required reporting for the State or public charter school and that such students awarded a certificate of attendance may not indicate they received a high school diploma on

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<sup>15</sup> A student who began grade 9 before July 1, 2020, may be awarded an alternative certificate if the student satisfies the requirements for an alternative certificate which are in effect on the day before July 1, 2024.

<sup>16</sup> Regular full-time attendance” means not being absent for more than 10 percent of school days that the student is enrolled in a school year. See OAR 581-020-0631 for definition of chronic absenteeism. Excused absences are considered absences for this purpose.

<sup>17</sup> “Documented history” means evidence in the cumulative record and education plans of a student that demonstrates the inability over time to maintain grade level achievement even with appropriate modifications and accommodations.

<sup>18</sup> “Documented history” means evidence in the cumulative record and education plans of a student that demonstrates the inability over time to maintain grade level achievement even with appropriate modifications and accommodations.

applications for employment, military service, financial aid, admittance to an institution of higher education or any other purpose.

### **Other Public Charter School Responsibilities**

The public charter school will ensure that all students have onsite access to the appropriate resources and courses to achieve high school diplomas, modified diplomas, and extended diplomas at a high school operated by the public charter school. The school will provide developmentally appropriate literacy instruction to all students until graduation.

The public charter school may not deny a student who has the documented history listed under the modified or extended diploma requirements outlined above the opportunity to pursue a diploma with more stringent requirements, for the sole reason the student has the documented history.

The public charter school may award a modified diploma or an extended diploma to a student only upon the written consent of a student who is an emancipated minor or who has reached the age of 18 (adult student) at the time the modified or extended diploma is awarded, or the student's parent or guardian. The school must receive the written consent during the school year in which the modified diploma or the extended diploma is awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or a certificate of attendance in the later of 4 years after starting grade 9 or until the student reaches the age of 21 years, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may complete the requirements for a modified diploma, an extended diploma or a certificate of attendance in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, an extended diploma or a certificate of attendance in less than 4 years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district's superintendent in which the public charter school is located, who will annually report to the Superintendent of Public Instruction the number of such consents.

A student who qualifies to receive or receives a modified diploma, an extended diploma or a certificate of attendance shall have the option of participating in a high school graduation ceremony with the student's class.

A student who receives a modified diploma, an extended diploma or a certificate of attendance shall have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student. When added together, the public charter school will provide a total number of hours of instruction and services to the student that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school. The school may not unilaterally decrease the total number of hours of instruction and services to which a student has access regardless of the age of the student.

The public charter school will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When

a student who has an IEP completes high school, the public charter school will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a free appropriate public education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, a certificate of attendance or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma or a certificate of attendance is contingent on the IEP team determining the student’s continued eligibility and special education services are needed.

Students and their parents will be notified of graduation and diploma requirements.

The public charter school may not deny a diploma to a student who has opted-out of the statewide assessments if the student is able to satisfy all other requirements for the diploma. Students may opt-out of the Oregon statewide assessments in language arts and/or mathematics by completing the Oregon Department of Education’s Opt-out Form<sup>19</sup> and submitting the form to the public charter school.

The public charter school will issue a high school diploma to a veteran if the veteran resides within the boundaries of the school district or is an Oregon resident and attended a high school of the school district, or to a deceased veteran, upon request from a representative of the veteran, if the deceased veteran resided within the boundaries of the school district at the time of death or was an Oregon resident at the time of death and attended a high school of the school district.

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. “Student-initiated test impropriety” means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

END OF POLICY

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**Legal Reference(s):**

- [ORS 329.007](#)
- [ORS 329.045](#)
- [ORS 329.451](#)
- [ORS 329.479](#)
- [ORS 332.114](#)
- [ORS 339.115](#)
- [ORS 339.505](#)
- [ORS 343.295](#)
- [OAR 581-021-0009](#)
- [OAR 581-022-0102](#)
- [OAR 581-022-2000](#)
- [OAR 581-022-2005](#)
- [OAR 581-022-2010](#)
- [OAR 581-022-2015](#)
- [OAR 581-022-2020](#)
- [OAR 581-022-2025](#)
- [OAR 581-022-2030](#)
- [OAR 581-022-2115](#)
- [OAR 581-022-2120](#)

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Oregon Department of Education page for: [30-day notice and opt-out form](#)

*Test Administration Manual*, published by the OREGON DEPARTMENT OF EDUCATION.

*Certificates for School Completion: Questions and Answers Related to the Implementation of SB 992*, published by the OREGON DEPARTMENT OF EDUCATION.

# Eddyville Charter School Policy

Code: JFCEB  
Adopted: 17 September 2025

## Personal Electronic Devices \*/\*\*

Student use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours, except as provided below. Personal electronic devices can be used when students are not on school grounds and are not under the supervision of school personnel (other than a school bus driver)<sup>1</sup>.

Except as otherwise provided in this policy, “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.<sup>2</sup> This includes headphones and earbuds attached to personal electronic devices. This does not include a laptop computer or other device required to support academic activities.

Personal electronic devices may be used when use complies with the terms of:

1. The student’s medical provider’s order for the care and treatment of a medical condition;<sup>3</sup>
2. The student’s individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);<sup>4</sup>
3. A written exemption provided for the student based on a request received in JFCEB-AR. School administration will respond to such a request within ten school days.<sup>5</sup>

Personal electronic devices must be placed in school-provided pouches and may be kept by students in lockers or backpacks, but personal electronic devices are not to be stored on the student’s person or in the student’s clothing during regular school hours.

Students in violation of this policy will be subject to disciplinary action. Discipline for mere possession or use of a personal electronic device may not include loss of instructional time for the student (including suspension or expulsion), but could include detention, a change to storage requirements, etc.]. However, if

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<sup>1</sup> If students are under the supervision of school personnel other than a school bus driver, the use of personal electronic devices is prohibited during regular instructional hours.

<sup>2</sup> [ODE’s guidance, *Fostering Student Learning, Well-Being, and Belonging* provides “This includes personal electronic devices that can make calls, send texts, or access the internet via cellular data are restricted. 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.”]

<sup>3</sup> JFCEB-AR must be submitted to the building administrator, along with a copy of the order.

<sup>4</sup> If use of the personal electronic device is included in the individualized education program or education plan, JFCEB-AR submission is not required.

<sup>5</sup> JFCEB-AR must be submitted to the building administrator.

the actions taken by a student violate another conduct policy, the student may be subject to discipline up to and including expulsion.<sup>6</sup> Steps may include:

1. First instance of Noncompliance: staff will give the student a verbal reminder of the policy and expectations to reinforce appropriate use of personal electronic devices;
2. Second Instance of Noncompliance: the device will be temporarily confiscated and held in the front office until the end of the school day. Parents or guardians will be notified, and a meeting with school administration may be scheduled to discuss ways to support the student;
3. Third Instance of Noncompliance: the device will again be temporarily held, and parents or guardians will be informed. A meeting with school administration and family will be arranged to review the policy and plan for improved compliance;
4. Beyond Third Instance of Noncompliance: If non-compliance continues, schools will determine additional appropriate consequences, always prioritizing keeping students in class and engaged in learning.

Necessary communications during the school day while on school grounds between students and parents or guardians can be made through the school office.

The executive director or designee shall ensure this policy is posted on the public charter school website and made available to school personnel, students, parents, guardians, partners who are in school buildings during the school day, and the Oregon Department of Education.

In accordance with ORS 336.840, students may be allowed to use personal electronic devices<sup>7</sup> that support academic activities and independent communications<sup>8</sup>, except as prohibited by this policy. In academic activities in which a personal electronic device is required as part of the curriculum, students may be allowed, but not required to use their own personal electronic devices for that portion of the curriculum. Students using their own device must be granted access to any applications or electronic materials that are available to students who do not use their own personal electronic devices. These applications must be free of charge if students who do not use their own devices have access free of charge.

Requests for exemptions to this policy can be processed in accordance with JFCEB-AR, Request for Personal Electronic Devices Exemption. Appeals can be filed in accordance with KL-AR(1) – Public Complaint Procedure.

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

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<sup>6</sup> For example: a student could be disciplined with lost instructional time for using a personal electronic device to bully another student or for accessing inappropriate content. Discipline will be in accordance with Board policies.

<sup>7</sup> The use of “personal electronic device” in this paragraph comes from ORS 336.840, which does not define the term. However, the definition in EO 25-09 wouldn’t necessarily apply. Consequently, items like laptop computers or other devices required to support academic activities would likely be considered personal electronic devices within this paragraph.

<sup>8</sup> “Independent communication means communication that does not require assistance or interpretation by an individual who is not part of the conversation, but that may require the use or assistance of an electronic device. ORS 336.840(1).

or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

This policy takes effect at the beginning of the 2025-2026 school year.

END OF POLICY

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**Legal Reference(s):**

ORS 332.107

ORS 336.840

[ORS 338.115](#)

Oregon Executive Order 25-09

# Eddyville Charter School Administrative Regulation

Code: JFCEB-AR  
Revised/Reviewed: 17 September 2025

## Request for Personal Electronic Devices Exception

A parent or guardian may request an exception to the personal electronic device prohibition by submitting the following form to the Superintendent:

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

If the reason for the request is included in the student’s individualized education program, as defined in ORS 343.025 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, this form is not required.

This request is:

- in compliance with the student’s medical provider’s order for the care and treatment of a medical condition (attach a copy of the order);
- to accommodate the individual circumstances of the student;
- to further specific educational outcomes for the student.

Exemption Requested (describe the requested possession and/or use of a personal electronic device to be allowed and reason for the requested exemption):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duration for Requested Exemption: \_\_\_\_\_<sup>1</sup>

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent of Guardian Name \_\_\_\_\_

Parent or Guardian Phone \_\_\_\_\_ Email \_\_\_\_\_

### FOR COMPLETION BY SCHOOL ADMINISTRATION

Request	<input type="checkbox"/>	Granted	Expiration of Exemption _____
	<input type="checkbox"/>	Denied	Reason for Denial _____
	<input type="checkbox"/>	More information needed. Please submit by [date] for reconsideration.	

<sup>1</sup> The maximum duration of an exemption is [one year][the end of the current school year][the end of the student’s enrollment at this school].

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Signed \_\_\_\_\_ Date \_\_\_\_\_

School administration decisions will be issued and communicated to the parent or guardian within ten school days of receipt and can be appealed in accordance with KL-AR(1) – Public Complaint Procedure within ten school days of issuance. The Superintendent’s decision will be final. Denied requests may be resubmitted if circumstances change or after 12 months, whichever is earlier.

Guidelines for exemption consideration:

1. Exemptions should only be approved for clearly documented needs of students and their families, not mere convenience;
2. Exemptions should be consistently granted in a non-discriminatory manner;
3. Exemptions should be limited to address the specific need, with any limitations communicated to the student regarding other possession and use;
4. Exemptions should only be approved when other communication methods and device availability (school phones, laptops, computers, available internet, etc.) are not adequate for the specific need;
5. Exemptions should be communicated to necessary staff in a way that protects student privacy;
6. Exemptions should minimize disruption to other students, staff and the educational environment.

# Eddyville Charter School Policy

Code: JHCA  
Adopted: 17 September 2025

## **Immunization, School Sports Participation, Concussions and Other Brain Injuries\*\***

### **Immunization**

Proof of immunization must be presented at the time of initial enrollment<sup>1</sup> in school or within 30 days of transfer to the public charter school in accordance with Oregon law. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization, a religious, philosophical beliefs and/or medical exemption or immunity documentation.<sup>2</sup>

### **School Sports Participation**

A student participating in extracurricular sports in grades 7 through 12 is required to submit to an appropriate School Sports Pre-Participation Examination<sup>3</sup> prior to their initial participation in a related program. The form<sup>4</sup> is to be completed and signed by a parent or guardian giving permission for the student to participate and signed by a medical provider authorized by law<sup>5</sup> who has examined and evaluated the student. The completed form(s) must be returned as directed, to the school office. A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a sports examination once every two years, thereafter.

A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation.

### **Concussions and Other Brain Injuries**

A student who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion will not be allowed to participate in any athletic event or training on that day, unless an athletic trainer licensed by the Board of Athletic Trainers or a physician licensed pursuant to ORS 677.100 - 677.228 has determined the student has not suffered a concussion.<sup>6</sup> Except as allowed above, a student excluded for concussion reasons will

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<sup>1</sup>The school shall immediately enroll a student experiencing homelessness in the school even if the student is unable to produce records normally required for enrollment.

<sup>2</sup> Documentation requirements for exemptions are outlined in ORS 433.267.

<sup>3</sup> The required form is available at <https://www.osaa.org/governance/forms>, a copy may be obtained from a school office, or a form generated by the medical provider may be used if it meets requirements of law in OAR 581-021-0041.

<sup>4</sup> The form may be used in either a hard copy or electronic format.

<sup>5</sup> This physical examination must be conducted by a physician possessing an unrestricted license to practice medicine, a licensed naturopathic physician, a licensed physician assistant, a licensed nurse practitioner or a licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.

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

not be allowed to return to participate in an athletic event or training until the following three conditions have been met:

1. It is not the same day as the student exhibited signs, symptoms or behaviors, experienced a blow to the head or body, or was diagnosed with a concussion;
2. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion; and
3. The student has received a medical release form from a health care professional<sup>7</sup>.

Upon receipt of written notification<sup>8</sup> from a parent or guardian that a student has been diagnosed with a concussion or other brain injury by a health care professional and that accommodations are being requested, the public charter school shall follow all procedures developed by the Oregon Department of Education (ODE) to develop and implement an immediate and temporary accommodation plan.<sup>9</sup> Written notice is not required for the public charter school to begin following concussion protocols.

Any accommodations will be communicated to the parent or guardian, to all teachers who provide instruction to the student and to other employees who have regular responsibilities for the student's supervision or health.<sup>10</sup>

Accommodations will be in effect no later than 10 school days after the written notification is received by the public charter school and will be reviewed as needed, but no later than every two months.

END OF POLICY

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**Legal Reference(s):**

[ORS 326.580](#)

[ORS 336.479](#)

[ORS 336.485](#) - [ORS 336.490](#)

[ORS 338.115](#)

[ORS 433.235](#) - [433.280](#)

[OAR 333-019-0010](#)

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

[OAR 581-021-0041](#)

[OAR 581-021-3007](#)

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

<sup>8</sup> "Written notification" means a written notice from a parent or guardian, supported by medical documentation from a health care professional, informing the public charter school that they are requesting an accommodation for a student who has been diagnosed with a concussion or other brain injury by a health care professional.

<sup>9</sup> The public charter school must use the sample form developed by ODE [add link when available] or a public charter school form that includes all required content.

<sup>10</sup> Including, but not limited to, school nurses, counselors, physical education teachers, coaches, athletic trainers and staff supervision recess or other physical activities.

McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (2018).  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2023).  
House Bill 3007 (2025)

# Eddyville Charter School Administrative Regulation

Code: JO/IGBAB-AR  
Adopted: 17 September 2025

## Education Records/Records of Students with Disabilities Management

### 1. Student Education Record

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

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

The public charter school shall keep and maintain a permanent record on each student which includes the:

- a. Name and address of educational agency or institution;
- b. Full legal name of the student;
- c. Student's birth date;
- d. Name of parents/guardians;

- e. Date of entry into the school;
- f. Name of school previously attended;
- g. Courses of study and marks received;
- h. Data documenting a student's progress toward achievement of state standards and must include a student's Oregon State Assessment results;
- i. Credits earned;
- j. Attendance;
- k. Date of withdrawal from school.

The public charter school may request the social security number of the student. The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

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

## 2. Confidentiality of Student Records

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

## 3. Rights of Parents and Eligible Students

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

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

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

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

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

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

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

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

The public charter school shall comply with a request for access to records:

- a. Within a reasonable period of time and without unnecessary delay;
- b. For children with disabilities before any meeting regarding an individualized education program (IEP), or any due process hearing, or any resolution session related to a due process hearing<sup>1</sup>;
- c. In no case more than 45 days after it has received the request.

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

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

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

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

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

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

While the public charter school is not required to give an eligible student or student's parent(s) access to treatment records under the definition of "education records" in OAR 581-021-0220(6)(b)(D), the eligible student or student's parent(s) may, at their expense, choose a physician or other appropriate professional and have those records reviewed.

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

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

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

Students' education records will be maintained at the public charter school building at which the student is in attendance except for special education records which may be located at another designated location within the public charter school or the district<sup>2</sup>. The office manager shall be the person responsible for maintaining and releasing the education records.

## 5. Release of Personally Identifiable Information

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

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

As used in this section, "legitimate educational interest" means a public charter school or district<sup>1</sup> official employed by the public charter school or district as an administrator, supervisor, instructor or staff support member; a person serving on a public charter school or district board; a person or company with whom the public charter school or district has contracted to perform a special task; or a parent or student serving on a special committee such as a disciplinary or grievance committee, or assisting another public charter school or district official in performing his or her tasks needed to review an educational record in order to fulfill his or her professional responsibility (definition from FERPA).

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<sup>2</sup> "District," for the purpose of this policy, means the district in which the public charter school is located.

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

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

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

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

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

- e. The disclosure is to organizations conducting studies for, or on behalf of, the district to:
  - (1) Develop, validate or administer predictive tests;
  - (2) Administer student aid programs; or
  - (3) Improve instruction.
- f. The public charter school may disclose information under this section only if disclosure is to an official listed in paragraph (c) above and who enters into a written agreement with the district that:
  - (1) Specifies the purpose, scope and duration of the study and the information to be disclosed;
  - (2) Limits the organization to using the personally identifiable information only for the purpose of the study;
  - (3) The study is conducted in a manner that does not permit personal identification of parents or students by individuals other than representatives of the organization; and
  - (4) The information is destroyed when no longer needed for the purposes for which the study was conducted.

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

The district may disclose information under this section only if the disclosure is to an official listed in paragraph (c) above who is conducting an audit related to the enforcement of or

compliance with federal or state legal requirements and who enters into a written agreement with the district that:

- (1) Designates the individual or entity as an authorized representative;
  - (2) Specifies the personally identifiable information being disclosed;
  - (3) Specifies the personally identifiable information being disclosed in the furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state supported education programs;
  - (4) Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception; this must include a description of how the personally identifiable information will be used;
  - (5) Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;
  - (6) Identifies the time period in which the personally identifiable information must be destroyed; and
  - (7) Establishes policies and procedures which are consistent with Family Education Rights and Privacy Act (FERPA) and other federal and state confidentiality and privacy provisions to insure the protection of the personally identifiable information from further disclosure and unauthorized use.
- g. The disclosure is to accrediting organizations to carry out their accrediting functions;
- h. The disclosure is to comply with a judicial order or lawfully issued subpoena. The public charter school may disclose information under this section only if the public charter school makes a reasonable effort to notify the eligible student or student's parent(s) of the order or subpoena in advance of compliance, unless an order or subpoena of a federal court or agency prohibits notification to the parent(s) or student;
- i. The disclosure is to comply with a judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters;
- j. The disclosure is to the parent(s) of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
- k. The disclosure is in connection with a health or safety emergency. The public charter school shall disclose personally identifiable information from an education record to law enforcement, child protective services and health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.
- As used in this section a "health or safety emergency" includes, but is not limited to, law enforcement efforts to locate a child who may be a victim of kidnap, abduction or custodial interference and law enforcement or child protective services efforts to respond to a report of abuse of a child or neglect pursuant to applicable state law.
- l. The disclosure is information the district has designated as "directory information" (See Board policy JOA – Directory Information);
- m. The disclosure is to the parent(s) of a student who is not an eligible student or to an eligible student;
- n. The disclosure is to officials of another school, school system, institution of postsecondary education, an education service district (ESD), state regional program or other educational agency that has requested the records and in which the student seeks or intends to enroll or is

enrolled or in which the student receives services. The term “receives services” includes, but is not limited to, an evaluation or reevaluation for purposes of determining whether a student has a disability;

- o. The disclosure is to the Board during an executive session pursuant to ORS 332.061.

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

- p. The disclosure is to a caseworker or other representative of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student, including educational stability of children in foster care.

## 6. Record-Keeping Requirements

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

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

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

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

## 7. Request for Amendment of Student’s Education Record

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

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

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

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

## 8. Hearing Rights of Parents or Eligible Students

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

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

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

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

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

- a. Is maintained as part of the student's records as long as the record or a contested portion is maintained by the public charter school or the district<sup>3</sup>; and

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<sup>3</sup> Ibid. p. 4.

- b. Is disclosed by the public charter school to any party to whom the student's records or the contested portion are disclosed.

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

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

#### 9. Duties and Responsibilities When Requesting Education Records

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

#### 10. Duties and Responsibilities When Transferring Education Records

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

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

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

## **Disclosure Statement**

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

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

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

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

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

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

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

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

# Eddyville Charter School Policy

Code: JOA  
Adopted: 17 September 2025

## Directory Information\*\*

“Directory information” means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. Directory information may be released through appropriate procedures and includes:

1. Student’s name;
2. Student’s photograph;
3. Major field of study;
4. Participation in officially recognized activities and sports;
5. Weight and height of members of athletic teams;
6. Dates of attendance; and
7. Degrees and awards received.

### Public Notice

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

### Exclusions

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

Directory information shall be released only with administrative direction.

Directory information considered by the public charter school to be detrimental will not be released.

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

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

END OF POLICY

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**Legal Reference(s):**

[ORS 30.864](#)  
[ORS 107.154](#)  
[ORS 180.805](#)  
[ORS 326.565](#)

[ORS 326.575](#)  
[ORS 336.187](#)  
[ORS 338.115\(1\)\(a\)](#)

[OAR 581-021-0220 - 0430](#)  
[OAR 581-022-2260](#)

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

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

Every Student Succeeds Act of 2015, 20 U.S.C. § 7908 (2024).

## Regular Session

Wednesday, August 20, 2025 6:00 PM  
1 Eddyville School Road  
Eddyville, OR 97343

Attendance Taken at 6:01 PM.

Jenny Demaris: Present  
Lynnesy Johnson: Present  
Tony Pettis: Present  
Kevin Rariden: Present  
Charlie Russell: Absent  
Abe Silvonen: Absent  
Bruce Tompkins: Present

1. <b>Call to Order</b>	Board Chair
Board Meeting called to order by Board chairperson Jenny Demaris at 6:00pm.	
2. <b>Roll Call</b>	Board Chair
3. <b>Agenda Adjustments</b>	Board Chair
4. <b>Financial Report</b>	Doug Byers
4.a. July Financial Report- Doug Byers	Doug Byers
- The audit process begins September 1, 2025, and will be a more detailed audit because of a new auditor, same firm.	
- New insurance agent will be taking over as of September 1, 2025.	
5. <b>Administrative Reports</b>	ECS Administration
5.a. Booster Club Report- Andrea Musick	Danny Wheeler
5.b. Superintendent/Elementary Principal Report- Matt Shorb	Matt Shorb
Notes in addition to report provided:	
-Resignation from contracted counseling service, currently looking at how Eddyville will provide mental health services.	
-Cell phone plan to accommodate new Oregon mandate will roll out within the first two weeks of school.	
-Calendar Note: Conferences will be Thursday/Friday, Thursday half day and Friday full day.	
-Staff will submit a professional goal and a student growth goal to Superintendent after the first month of school.	
5.b.1. Superintendent Goals for 25-26	Matt Shorb
-Superintendent preliminary goals were well-received by the board.	
-Note that goals or reports will start to include elementary-specific language as the Elementary Principal.	
5.c. MS/HS Principal Report- Karla Pearson	Karla Pearson

-Aspire mentor Ron from LCSD will be coming to mentor the high school students every other week in a built-in Aspire class period. The class period will also include career exploration, trade explorations and continued college visits and speakers.

5.d. Athletic Director Report- Karla Pearson	Karla Pearson
-Follow up on estimated annual budget report for softball/baseball is \$2500-\$3000.	
5.e. Facilities/Technology/Safety Report- Danny Wheeler	Danny Wheeler
-Breezeway security and back door alarms allow for more security and monitoring of student flow.	
6. <b>Interested Party Comments</b>	Public
7. <b>New Business/Discussion</b>	Board Chair
7.a. OSBA Policy Updates	
8. <b>Action Items</b>	Board Chair
8.a. Contract Approvals	Board Chair
motion to approve the contracts for instructional assistants Jessica Hurley and Thomas McKnight. This motion, made by Lynnesy Johnson and seconded by Tony Pettis, Carried.	
Jenny Demaris: Yea, Lynnesy Johnson: Yea, Tony Pettis: Yea, Kevin Rariden: Yea, Charlie Russell: Absent, Abe Silvonon: Absent, Bruce Tompkins: Yea	
Yea: 5, Nay: 0, Absent: 2	
9. <b>Consent Agenda</b>	Board Chair
Motion to approve the consent agenda as stated. This motion, made by Lynnesy Johnson and seconded by Tony Pettis, Carried.	
Jenny Demaris: Yea, Lynnesy Johnson: Yea, Tony Pettis: Yea, Kevin Rariden: Yea, Charlie Russell: Absent, Abe Silvonon: Absent, Bruce Tompkins: Yea	
Yea: 5, Nay: 0, Absent: 2	
9.a. Payment of the Bills	
9.b. Past Meeting Minutes	Board Chair
9.c. 25-26 School Calendar	Board Chair
10. <b>Meeting Adjournment</b>	Board Chair
Board meeting adjourned by Chairperson Jenny Demaris at 7:15pm.	

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Board Secretary