

Regular Session  
Wednesday, August 20, 2025 6:00 PM Pacific

Board Room  
1 Eddyville School Road  
Eddyville, OR 97343

Jenny Demaris: Present  
Lynnesy Johnson: Present  
Tony Pettis: Present  
Kevin Rariden: Present  
Charlie Russell: Absent  
Abe Silvonon: Absent  
Bruce Tompkins: Present  
Present: 5, Absent: 2.

1. Call to Order
2. Roll Call
3. Agenda Adjustments
4. Financial Report
  - 4.a. July Financial Report- Doug Byers
5. Administrative Reports
  - 5.a. Booster Club Report- Andrea Musick
  - 5.b. Superintendent/Elementary Principal Report- Matt Shorb
    - 5.b.1. Superintendent Goals for 25-26
  - 5.c. MS/HS Principal Report- Karla Pearson
  - 5.d. Athletic Director Report- Karla Pearson
  - 5.e. Facilities/Technology/Safety Report- Danny Wheeler
6. Interested Party Comments
7. New Business/Discussion
  - 7.a. OSBA Policy Updates
8. Action Items
  - 8.a. Contract Approvals
9. Consent Agenda
  - 9.a. Payment of the Bills
  - 9.b. Past Meeting Minutes
  - 9.c. 25-26 School Calendar
10. Meeting Adjournment



## MEMORANDUM

August 13, 2025

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

Board Members,

Attached you will find the 2025-26 financial statement through July 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 July 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 \$773,867.98 and are yielding an interest rate of 4%. Dividend payments July 1, 2025 – July 31, 2025 total \$340.97.

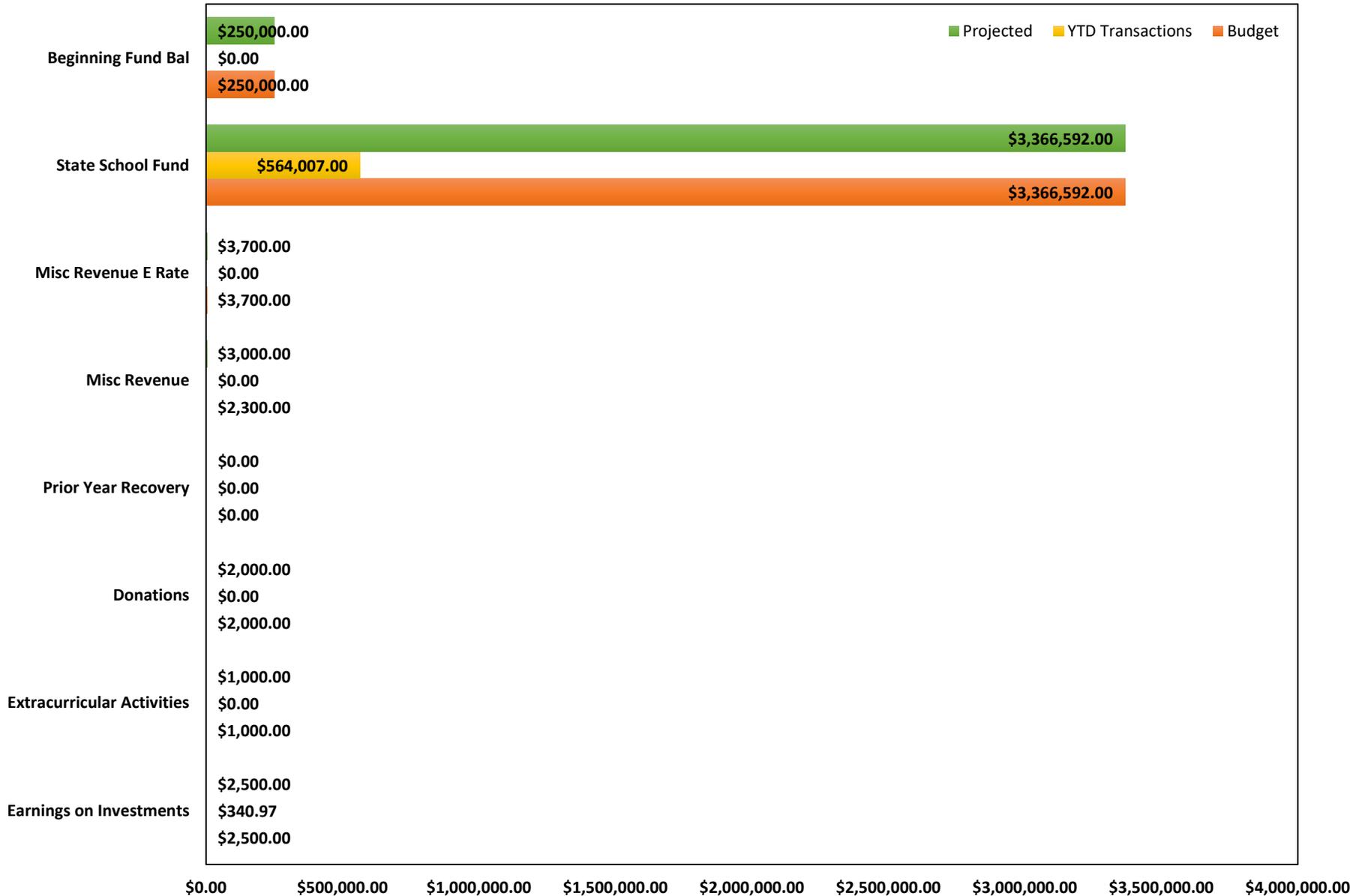
Please let me know if you have any questions or concerns regarding these statements.

Doug Byers

Eddyville Charter School  
 General Fund: Statement of Expenditures Budget Vs. Actual  
 For the Fiscal Year 2025-2026  
 As of 07/31/2025

| Fund                         | Appropriations       | Resolutions | YTD               | Encumbrances        | Totals              | (Over)/Under Budget |
|------------------------------|----------------------|-------------|-------------------|---------------------|---------------------|---------------------|
| <b>General Fund, 100</b>     |                      |             |                   |                     |                     |                     |
| 1000 Instruction             | \$ 1,785,802         | 0.00        | \$ 10,773         | \$ 1,492,449        | \$ 1,503,221        | \$ 282,581          |
| 2000 Support Services        | \$ 1,670,140         | 0.00        | \$ 191,268        | \$ 915,845          | \$ 1,107,113        | \$ 563,027          |
| 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>\$ 202,041</b> | <b>\$ 2,408,293</b> | <b>\$ 2,610,334</b> | <b>\$ 1,026,758</b> |
| <b>Special Funds, 200</b>    |                      |             |                   |                     |                     |                     |
| 1000 Instruction             | \$ 643,074.44        | \$ -        | \$ 5,714          | \$ 264,853          | \$ 270,567          | \$ 372,507          |
| 2000 Support Services        | \$ 203,993.08        | \$ -        | \$ 2,500          | \$ 54,620           | \$ 57,120           | \$ 146,873          |
| 3000 Scholarship             | \$ 2,501.00          | \$ -        | \$ -              | \$ -                | \$ -                | \$ 2,501            |
| 4000 Building Acquisition    | \$ -                 | \$ -        | \$ -              | \$ -                | \$ -                | \$ -                |
| 5200 Transfers               | \$ -                 | \$ -        | \$ -              | \$ -                | \$ -                | \$ -                |
| <b>Sub Totals</b>            | <b>\$ 849,568.52</b> | <b>\$ -</b> | <b>\$ 8,214</b>   | <b>\$ 319,473</b>   | <b>\$ 327,687</b>   | <b>\$ 521,881</b>   |
| <b>Capital Projects, 400</b> |                      |             |                   |                     |                     |                     |
| 2000 Support Services        | \$ 26,150            | \$ -        | \$ 8,510          | \$ -                | \$ 8,510            | \$ 17,640           |
| 4000 Facility Construction   | \$ 80,000            | \$ -        | \$ 24,417         | \$ -                | \$ 24,417           | \$ 55,583           |
| <b>Sub Totals</b>            | <b>\$ 106,150</b>    | <b>\$ -</b> | <b>\$ 32,927</b>  | <b>\$ -</b>         | <b>\$ 32,927</b>    | <b>\$ 73,223</b>    |
| <b>Totals</b>                | <b>\$ 4,592,811</b>  | <b>\$ -</b> | <b>\$ 243,182</b> | <b>\$ 2,727,767</b> | <b>\$ 2,970,948</b> | <b>\$ 1,621,862</b> |

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

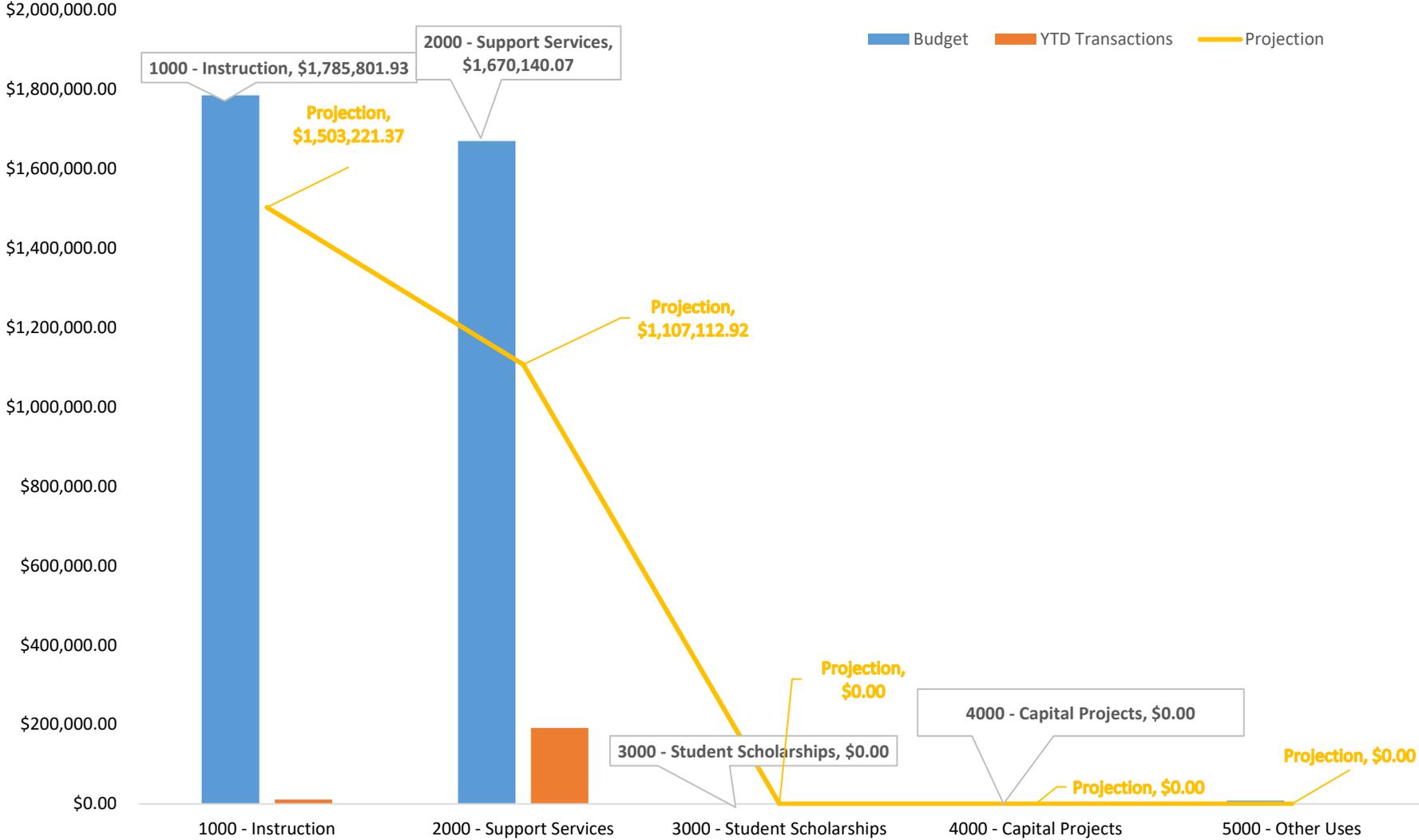


**Eddyville Charter School**  
**General Fund: Statement of Revenue Budget Vs. Actual**  
**For the Fiscal Year 2025-2026**  
**As of 07/31/2025**

| Source  | 2025-26<br>Budget   | Actual<br>YTD Rev.<br>7/31/2025 | Projected<br>through<br>6/30/2026 | Total<br>Estimated<br>2025-2026      | (Over)/Under<br>Budget | Total<br>Actual<br>6/30/2025 | 2024-25<br>Budget   |
|---|---------------------|---------------------------------|-----------------------------------|--------------------------------------|------------------------|------------------------------|---------------------|
| <b>State Sources</b>                            |                     |                                 |                                   |                                      |                        |                              |                     |
| 3101 State School Support Funds                 | 3,366,592           | 564,007                         | 2,802,585                         | 3,366,592                            | 2,802,585              | 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>564,007</b>                  | <b>2,802,585</b>                  | <b>3,366,592</b>                     | <b>2,802,585</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               | 341                             | 2,159                             | 2,500                                | 2,159                  | 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>341</b>                      | <b>20,159</b>                     | <b>20,500</b>                        | <b>20,159</b>          | <b>39,213</b>                | <b>28,000</b>       |
| <b>State/Federal Sources</b>                    |                     | -                               |                                   |                                      |                        |                              |                     |
| <b>Total State/Federal Sources</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>250,000</b>                    | <b>250,000</b>                       | -                      | <b>342,261</b>               | <b>350,000</b>      |
| <b>Total Non SSF Revenue</b>                    | <b>270,500</b>      | <b>341</b>                      | <b>270,159</b>                    | <b>270,500</b>                       | <b>20,159</b>          | <b>381,474</b>               | <b>378,000</b>      |
| <b>Total Resources</b>                          | <b>\$ 3,637,092</b> | <b>\$ 564,348</b>               | <b>3,072,744</b>                  | <b>\$ 3,637,092</b>                  | <b>\$ 2,822,744</b>    | <b>\$ 3,524,230</b>          | <b>\$ 3,540,506</b> |
|   |                     |                                 |                                   | Less Estimated Requirements          | \$ (3,543,964)         |                              |                     |
|   |                     |                                 |                                   | <b>Estimated Ending Fund Balance</b> | <b>\$ 93,128</b>       |                              |                     |

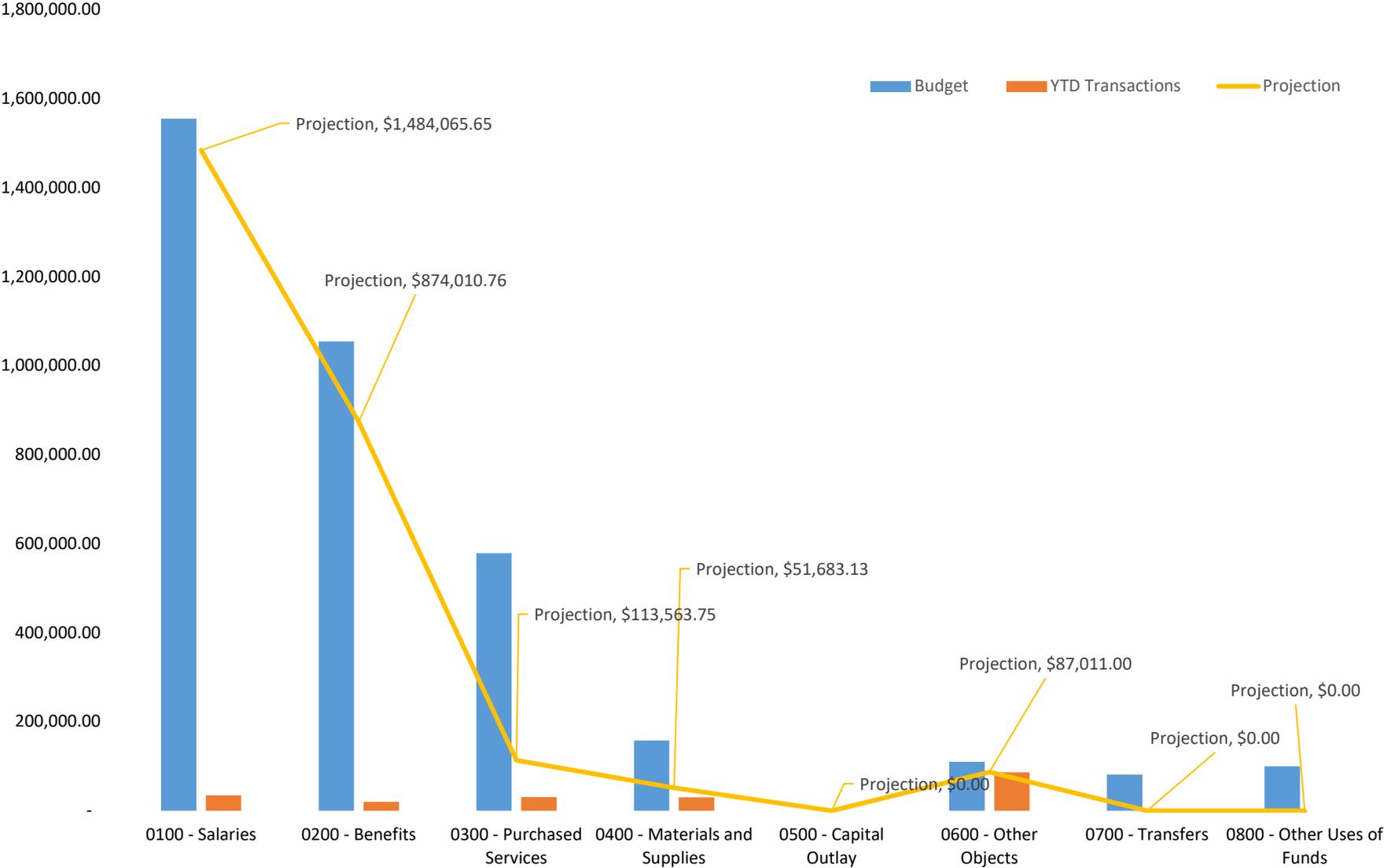
# EXPENDITURES BY FUNCTION

July 1, 2025 - July 31, 2025



# EXPENDITURES BY OBJECT

## July 1, 2025 - July 31, 2025



**Eddyville Charter School**  
**General Fund: Statement of Expenditures Budget Vs. Actual**  
**For the Fiscal Year 2025-2026**  
**As of 07/31/2025**

| Function                                       | Adopted<br>2025-2026<br>Budget | Actual<br>YTD Exp.<br>7/31/2025 | Projected<br>through<br>6/30/2026 | Total<br>Estimated<br>2025-2026 | (Over)/ Under<br>Budget | %<br>Committed | Total<br>Actuals<br>6/30/2025 |
|--|--------------------------------|---------------------------------|-----------------------------------|---------------------------------|-------------------------|----------------|-------------------------------|
| <b>Instruction</b>                             |                                |                                 |                                   |                                 |                         |                |                               |
| 1111 Elementary, K-6                           | 765,386                        | 830                             | 764,556                           | 765,386                         | -                       | 100.00%        | 649,540                       |
| 1113 Elementary Extracurricular                | 1,400                          | -                               | 1,400                             | 1,400                           | -                       |                | 279                           |
| 1121 Middle/Junior High Programs               | 407,985                        | 1,445                           | 406,540                           | 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                        | 2,859                           | 489,188                           | 492,047                         | (4,871.75)              | 101.00%        | 526,738                       |
| 1132 High School Extracurricular               | 99,622                         | 5,639                           | 93,983                            | 99,622                          | -                       | 100.00%        | 89,352                        |
| <b>Total Instruction</b>                       | <b>1,785,802</b>               | <b>10,773</b>                   | <b>1,779,901</b>                  | <b>1,790,674</b>                | <b>(4,872)</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                        | 87,478                          | 46,381                            | 133,859                         | -                       | 100.00%        | 134,042                       |
| 2321 Office of the Superintendent Services     | 114,592                        | 8,482                           | 106,110                           | 114,592                         | -                       | 100.00%        | 89,295                        |
| 2411 Office of the Principal Services          | 394,010                        | 10,005                          | 384,005                           | 394,010                         | -                       | 100.00%        | 349,581                       |
| 2520 Fiscal Services                           | 101,500                        | 144                             | 101,356                           | 101,500                         | -                       | 100.00%        | 73,959                        |
| 2541 Maintenance                               | -                              | 102                             | 1,898                             | 2,000                           | (2,000.00)              | 0.42%          | 3,592                         |
| 2542 Maintenance                               | 479,508                        | 58,984                          | 420,524                           | 479,508                         | -                       | 204.07%        | 418,649                       |
| 2552 Transportation                            | 234,972                        | -                               | 234,972                           | 234,972                         | -                       | 193.70%        | 262,599                       |
| 264? Staff Accounting Services                 | 121,304                        | 9,541                           | 111,764                           | 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>191,268</b>                  | <b>1,480,872</b>                  | <b>1,672,140</b>                | <b>(2,000)</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>-</b>                        | <b>81,150</b>                     | <b>81,150</b>                   | <b>100,000</b>          |                | <b>50,000</b>                 |

Eddyville Charter School  
 General Fund: Statement of Expenditures Budget Vs. Actual  
 For the Fiscal Year 2024-2025  
 As of 07/31/2025

| Fund          | Description                           | Beginning Fund Balance<br>as of 7/1/2025 | YTD<br>Revenue    | YTD<br>Expenditures | Balance as of<br>7/31/2025 | Encumbered          | Expected<br>Revenue | Remaining<br>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                     | \$208,299.85        | \$272,650.53        | \$64,350.68          |       |
| 253           | Eddyville Scholarship Fund            | \$1,001.31                               | \$0.00            | \$0.00              | \$1,001.31                 | \$0.00              | \$1,500.00          | \$2,501.31           |       |
| 261           | SSA Summer Learning                   | \$0.00                                   | \$0.00            | \$0.00              | \$0.00                     | \$33,541.60         | \$73,314.00         | \$39,772.40          |       |
| 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                     | \$16,660.02         | \$62,546.20         | \$45,886.18          |       |
| 274           | Outdoor School                        | \$0.00                                   | \$0.00            | \$0.00              | \$0.00                     | \$0.00              | \$10,000.00         | \$10,000.00          |       |
| 278           | Oregon State Credit Union Mini Grants | \$332.68                                 | \$0.00            | \$0.00              | \$332.68                   | \$0.00              | \$1,500.00          | \$1,832.68           |       |
| 283           | Siletz Tribe SPED                     | \$1,795.95                               | \$0.00            | \$0.00              | \$1,795.95                 | \$0.00              | \$0.00              | \$1,795.95           |       |
| 286           | Oregon Community Yondr                | \$2,500.00                               | \$0.00            | \$2,500.00          | \$0.00                     | \$0.00              | \$0.00              | \$0.00               |       |
| 288           | Siletz Tribe Lego                     | \$3,000.00                               | \$0.00            | \$0.00              | \$3,000.00                 | \$0.00              | \$0.00              | \$3,000.00           |       |
| 298           | High School Success                   | \$0.00                                   | \$0.00            | \$3,742.50          | (\$3,742.50)               | \$64,413.76         | \$63,635.61         | (\$4,520.65)         |       |
| 299           | Student Body Funds                    | \$86,560.28                              | \$4,705.00        | \$5,713.86          | \$85,551.42                | \$1,465.69          | \$131,700.00        | \$211,080.73         |       |
| 400           | Capital Project Funds                 | \$25,000.00                              | \$0.00            | \$32,926.75         | (\$7,926.75)               | \$0.00              | \$81,150.00         | \$73,223.25          |       |
| <b>Totals</b> |                                       | <b>\$120,190.22</b>                      | <b>\$4,705.00</b> | <b>\$44,883.11</b>  | <b>\$80,012.11</b>         | <b>\$326,481.03</b> | <b>\$728,788.52</b> | <b>\$477,614.60</b>  |       |

## Eddyville Charter School, Inc.

### Reprint Check Listing

Fiscal Year: 2025-2026

**Criteria:**

Bank Account: OR State CU - Checking 618680-8000

From Date: 07/01/2025

To Date: 07/31/2025

From Check:

To Check:

From Voucher:

To Voucher:

| Check Number | Date       | Payee                          | Amount      | Voucher | Status  | Type    | Cleared?                            | Clear Date | Void Date |
|--------------|------------|--------------------------------|-------------|---------|---------|---------|-------------------------------------|------------|-----------|
| 3057         | 07/09/2025 | CONSUMERS POWER INC            | \$2,457.38  | 1291    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3058         | 07/09/2025 | DAHL DISPOSAL SERVICE          | \$1,159.00  | 1291    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3059         | 07/09/2025 | HOME DEPOT                     | \$31.96     | 1291    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3060         | 07/09/2025 | INDUSTRIAL WELDING SUPPLY      | \$5.00      | 1291    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3061         | 07/09/2025 | LINCOLN COUNTY SCHOOL DISTRICT | \$14,270.41 | 1291    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3062         | 07/09/2025 | PIONEER TELEPHONE CO           | \$453.48    | 1291    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3063         | 07/09/2025 | XEROX CAPITAL SERVICES         | \$527.48    | 1291    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3064         | 07/09/2025 | Pristine Remodel & Repair      | \$6,800.00  | 1002    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3065         | 07/11/2025 | ALARM SOLUTIONS INC.           | \$90.00     | 1003    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3066         | 07/11/2025 | AMAZON.COM                     | \$544.48    | 1003    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3067         | 07/11/2025 | G AND K FLOORS                 | \$2,300.00  | 1003    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3068         | 07/11/2025 | NEW DIMENSION HARDWOOD FLOORS  | \$3,937.00  | 1003    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3069         | 07/11/2025 | OSPA                           | \$110.00    | 1003    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3070         | 07/11/2025 | Ramsey Education               | \$859.58    | 1003    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3071         | 07/11/2025 | RAU PLUMBING, INC              | \$1,000.00  | 1003    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3072         | 07/11/2025 | SAIF                           | \$1,826.93  | 1003    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3073         | 07/11/2025 | YONDR                          | \$4,428.00  | 1003    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3074         | 07/15/2025 | Baldwin, Casey                 | \$200.00    | 1004    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3075         | 07/18/2025 | AMAZON.COM                     | \$3,343.81  | 1005    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3076         | 07/18/2025 | Apptegy INC                    | \$6,090.00  | 1005    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3077         | 07/18/2025 | Auto Chlor System              | \$257.25    | 1005    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3078         | 07/18/2025 | B.E. Publishing                | \$3,742.50  | 1005    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3079         | 07/18/2025 | CHARACTERSTRONG, LLC           | \$1,999.00  | 1005    | Printed | Expense | <input type="checkbox"/>            |            |           |

Eddyville Charter School, Inc.

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: OR State CU - Checking 618680-8000

From Date: 07/01/2025

To Date: 07/31/2025

From Check:

To Check:

From Voucher:

To Voucher:

| Check Number | Date       | Payee                            | Amount      | Voucher | Status  | Type        | Cleared?                            | Clear Date | Void Date |
|--------------|------------|----------------------------------|-------------|---------|---------|-------------|-------------------------------------|------------|-----------|
| 3080         | 07/18/2025 | COGNIA INC.                      | \$1,400.00  | 1005    | Printed | Expense     | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3081         | 07/18/2025 | INTEGRATED REGISTER SYSTEMS, INC | \$197.00    | 1005    | Printed | Expense     | <input type="checkbox"/>            |            |           |
| 3082         | 07/18/2025 | Technology Finance               | \$4,998.00  | 1005    | Printed | Expense     | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3083         | 07/22/2025 | M & M Fence and Deck             | \$8,510.00  | 1007    | Printed | Expense     | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3084         | 07/25/2025 | SHORB, MATT T                    | \$8,628.26  | 1       | Printed | Payroll     | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3085         | 07/23/2025 | Castillo, Yvonne                 | \$197.00    | 1008    | Printed | Expense     | <input type="checkbox"/>            |            |           |
| 3086         | 07/23/2025 | COSA                             | \$350.00    | 1008    | Printed | Expense     | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3087         | 07/23/2025 | Domain Name Services             | \$265.00    | 1008    | Printed | Expense     | <input type="checkbox"/>            |            |           |
| 3088         | 07/23/2025 | PACE                             | \$84,909.00 | 1008    | Printed | Expense     | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3089         | 07/23/2025 | RAU PLUMBING, INC                | \$911.55    | 1008    | Printed | Expense     | <input type="checkbox"/>            |            |           |
| 3090         | 07/25/2025 | National Financial Services      | \$150.00    | 1010    | Printed | Payroll Ded | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3091         | 07/25/2025 | Oregon Child Support Program     | \$118.00    | 1010    | Printed | Payroll Ded | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 3092         | 07/25/2025 | Texas Life Ins. Co               | \$454.45    | 1010    | Printed | Payroll Ded | <input type="checkbox"/>            |            |           |

Total Amount: \$167,521.52

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: 07/01/2025

To Date: 07/31/2025

From Voucher:

To Voucher:

Account: 618680-8000

|            |      |             |      |                  |                          |
|------------|------|-------------|------|------------------|--------------------------|
| 07/10/2025 | OEBS | \$9.00      | 1000 | Posted to G/L PR | <input type="checkbox"/> |
| 07/10/2025 | OEBS | \$27,101.41 | 1000 | Posted to G/L PR | <input type="checkbox"/> |
| 07/10/2025 | OEBS | \$127.40    | 1000 | Posted to G/L PR | <input type="checkbox"/> |
| 07/10/2025 | OEBS | \$2,159.78  | 1000 | Posted to G/L PR | <input type="checkbox"/> |
| 07/10/2025 | OEBS | \$619.48    | 1000 | Posted to G/L PR | <input type="checkbox"/> |
| 07/11/2025 | PERS | \$19,265.35 | 1001 | Posted to G/L PR | <input type="checkbox"/> |
| 07/11/2025 | PERS | \$4,949.95  | 1001 | Posted to G/L PR | <input type="checkbox"/> |
| 07/11/2025 | PERS | \$1,541.21  | 1001 | Posted to G/L PR | <input type="checkbox"/> |
| 07/11/2025 | PERS | \$22,280.40 | 1001 | Posted to G/L PR | <input type="checkbox"/> |
| 07/11/2025 | PERS | \$5,672.68  | 1001 | Posted to G/L PR | <input type="checkbox"/> |
| 07/11/2025 | PERS | \$1,541.20  | 1001 | Posted to G/L PR | <input type="checkbox"/> |
| 07/11/2025 | PERS | \$398.79    | 1001 | Posted to G/L PR | <input type="checkbox"/> |
| 07/11/2025 | PERS | \$28,157.05 | 1001 | Posted to G/L PR | <input type="checkbox"/> |
| 07/11/2025 | PERS | \$7,631.38  | 1001 | Posted to G/L PR | <input type="checkbox"/> |
| 07/11/2025 | PERS | \$4,095.94  | 1001 | Posted to G/L PR | <input type="checkbox"/> |
| 07/11/2025 | PERS | \$1,001.20  | 1001 | Posted to G/L PR | <input type="checkbox"/> |
| 07/11/2025 | PERS | \$240.00    | 1001 | 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: 07/01/2025

To Date: 07/31/2025

From Voucher:

To Voucher:

|            |                                |            |      |                  |                          |
|------------|--------------------------------|------------|------|------------------|--------------------------|
| 07/11/2025 | PERS                           | \$53.76    | 1001 | Posted to G/L PR | <input type="checkbox"/> |
| 07/11/2025 | PERS                           | \$0.01     | 1001 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OREGON DEPARTMENT OF REVENUE   | \$45.30    | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OR DEPT OF REVENUE - STATE TAX | \$4.53     | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OREGON DEPARTMENT OF REVENUE   | \$801.08   | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OR DEPT OF REVENUE - STATE TAX | \$77.29    | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OREGON DEPARTMENT OF REVENUE   | \$920.08   | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OR DEPT OF REVENUE - STATE TAX | \$89.19    | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OREGON DEPARTMENT OF REVENUE   | \$1,319.29 | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OR DEPT OF REVENUE - STATE TAX | \$129.09   | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OREGON DEPARTMENT OF REVENUE   | \$40.00    | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OR DEPT OF REVENUE - STATE TAX | \$4.00     | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OREGON DEPARTMENT OF REVENUE   | \$1,344.95 | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OR DEPT OF REVENUE - STATE TAX | \$131.68   | 1006 | 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: 07/01/2025

To Date: 07/31/2025

From Voucher:

To Voucher:

|            |  |             |      |                  |                          |
|------------|--|-------------|------|------------------|--------------------------|
| 07/18/2025 | OREGON DEPARTMENT OF REVENUE           | \$1,322.44  | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OR DEPT OF REVENUE - STATE TAX         | \$129.43    | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OR DEPT OF REVENUE - STATE TAX         | -\$29.42    | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OR DEPT OF REVENUE - STATE TAX         | \$267.64    | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OR DEPT OF REVENUE - STATE TAX         | \$124.83    | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OR DEPT OF REVENUE - STATE TAX         | \$6,696.53  | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/18/2025 | OR DEPT OF REVENUE - STATE TAX         | -\$0.09     | 1006 | Posted to G/L PR | <input type="checkbox"/> |
| 07/25/2025 | EDDYVILLE CHARTER SCHOOL               | \$16,250.87 | 1011 | Posted to G/L PR | <input type="checkbox"/> |
| 07/25/2025 | INTERNAL REVENUE SERVICE - FEDERAL TAX | \$3,867.71  | 1012 | Posted to G/L PR | <input type="checkbox"/> |
| 07/25/2025 | INTERNAL REVENUE SERVICE - MEDICARE    | \$1,008.30  | 1012 | Posted to G/L PR | <input type="checkbox"/> |
| 07/25/2025 | INTERNAL REVENUE SERVICE - SS          | \$4,311.40  | 1012 | Posted to G/L PR | <input type="checkbox"/> |
| 07/25/2025 | OR DEPT OF REVENUE - STATE TAX         | \$2,591.39  | 1013 | Posted to G/L PR | <input type="checkbox"/> |
| 07/25/2025 | AFA COMPANY                            | \$146.12    | 1014 | Posted to G/L PR | <input type="checkbox"/> |
| 07/25/2025 | AFA COMPANY                            | \$434.18    | 1014 | Posted to G/L PR | <input type="checkbox"/> |
| 07/25/2025 | AFA COMPANY                            | \$428.20    | 1014 | 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: 07/01/2025

To Date: 07/31/2025

From Voucher:

To Voucher:

|            |   |            |      |                  |                          |
|------------|---|------------|------|------------------|--------------------------|
| 07/25/2025 | AFA COMPANY                               | \$388.40   | 1014 | Posted to G/L PR | <input type="checkbox"/> |
| 07/25/2025 | AFA COMPANY                               | \$238.70   | 1014 | Posted to G/L PR | <input type="checkbox"/> |
| 07/25/2025 | AFA COMPANY                               | \$41.00    | 1014 | Posted to G/L PR | <input type="checkbox"/> |
| 07/25/2025 | AFA COMPANY                               | \$33.40    | 1014 | Posted to G/L PR | <input type="checkbox"/> |
| 07/25/2025 | AFA COMPANY                               | \$111.60   | 1014 | Posted to G/L PR | <input type="checkbox"/> |
| 07/25/2025 | AFA COMPANY                               | \$51.36    | 1014 | Posted to G/L PR | <input type="checkbox"/> |
| 07/25/2025 | FLEX ACCOUNT ADMINISTRATION               | \$80.00    | 1015 | Posted to G/L PR | <input type="checkbox"/> |
| 07/25/2025 | AMERICAN FIDELITY ASSURANCE<br>CO - TSA'S | \$2,821.67 | 1016 | Posted to G/L PR | <input type="checkbox"/> |
| 07/25/2025 | PERS                                      | \$7.15     | 1017 | Posted to G/L PR | <input type="checkbox"/> |

Total for Fund:

55

Total Amount:

\$173,075.28

Total Amount:

\$173,075.28

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: 07/01/2025

To Date: 07/31/2025

From Check:

To Check:

From Voucher:

To Voucher:

| Check Number  | Date       | Payee                        | Amount     | Voucher | Status  | Type    | Cleared?                            | Clear Date | Void Date |
|---------------|------------|------------------------------|------------|---------|---------|---------|-------------------------------------|------------|-----------|
| 518           | 07/10/2025 | Special Occasions            | \$90.51    | 1292    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| 519           | 07/23/2025 | Gold Medal Squared West Inc. | \$3,813.86 | 1009    | Printed | Expense | <input checked="" type="checkbox"/> | 07/31/2025 |           |
| Total Amount: |            |                              | \$3,904.37 |         |         |         |                                     |            |           |
| End of Report |            |                              |            |         |         |         |                                     |            |           |

# **Superintendent's Board Brief – August 20, 2025**

## **Student Services**

- First day of school – August 25
- 504 Plans – I will be taking over that role
- Counseling Services – working on changing how we provide that service to our students
- Cell phone plan

## **Staff**

- Inservice Agenda - attached
- School Calendar – attached and action item
- Teaching Assistants – action item, hiring two
- Professional goals for teachers

## **Resources**

- Insurance Issue Update – transitioning to new agent
- Tort claim update – handing things off to PACE
- Meeting with Superintendent Tolan
- School Web Page – seeking new management, new page
- LBL ESD Contact – Curriculum group
- Shared calendar for staff

## **Community**

- Booster Club meeting – future events and meetings
- Back to School Night – community engagement – Sept 3

## **My Schedule**

Sept 8 – OSAA Executive Board Meeting in Wilsonville

Sept 9 – LCSD Administration Meeting in Newport

Sept 15 – Regional OTR Meeting in Albany at LBL ESD

# Eddyville Charter School

## Secondary Principal Board Report

August 2025

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### Current Enrollment

I am pleased to report strong enrollment numbers for the upcoming school year, with continued registrations still coming in:

- **6th Grade:** 23 students
- **7th Grade:** 19 students
- **8th Grade:** 24 students
- **9th Grade:** 18 students
- **10th Grade:** 12 students
- **11th Grade:** 16 students
- **12th Grade:** 17 students

**Total Secondary Enrollment:** 129 students

The enrollment figures reflect healthy growth and community confidence in our educational program. We anticipate these numbers may increase slightly as late registrations continue to be processed.

### Staffing Updates

We are excited to welcome a new addition to our secondary teaching team:

**Daryn Heim** has joined us as our new Middle School English Language Arts teacher. Daryn brings fresh energy and expertise to our program, having recently graduated from Western Oregon University. Originally from Toledo, she expressed enthusiasm about returning to Lincoln County and beginning her teaching career at Eddyville Charter School. We are confident she will be a valuable asset to our middle school program.

### Principal Goals for 2025-26 School Year

#### 1. Enhanced College Readiness and Career Exploration

### **ASPIRE Partnership**

We are looking forward to continuing our partnership with ASPIRE (Access to Student Assistance Programs In Reach of Everyone), Oregon's statewide career and college readiness program. ASPIRE offers education, resources, and mentoring opportunities for all students, with student supports including 1:1 and group mentoring, activities or events that focus on career exploration, career and college research, admissions applications, scholarships, and financial aid.

The program connects our students with trained volunteer mentors who help them explore their career interests, set goals for their postsecondary education or training, and find financial aid for those goals. This partnership is particularly valuable for students who may be first-generation college-bound or face other barriers to post-secondary success.

### **Career Exploration Initiatives**

Building on our ASPIRE partnership, we will organize field trips to expose students to various trades and career opportunities, helping them make informed decisions about their futures. These hands-on experiences complement the mentoring and career exploration resources provided through ASPIRE.

## **2. Strengthened Community Engagement**

We are committed to enhancing our connection with families and the broader community through:

- Improved communication strategies
- Expanded volunteer opportunities
- Family-friendly activities including:
  - Athletic events
  - Booster club activities
  - Annual auction
  - Literacy nights
  - Other community-building events

## **3. Improved Student Attendance**

We will focus on increasing student attendance rates through targeted strategies including early intervention for attendance concerns, enhanced communication with families regarding the importance of regular attendance, and recognition programs for students who demonstrate strong attendance habits.

## **Upcoming Events**

**August 19-21, 2025:** Staff In-Service

**August 25, 2025:** First Day of School

**September 3, 2025:** Back to School Night

# Eddyville Charter School Athletics Board Report

August 2025

## Fall Sports

Fall sports season begins on **Monday, August 18th, 2025**. We are proud to offer a comprehensive athletic program serving both our high school and middle school student-athletes.

### High School Athletics Programs

#### High School Volleyball

- Head Coach: Mariah Silvonen
- Assistant Coach: Justine Bird

#### High School Football

- Head Coach: Abe Silvonen
- Assistant Coaches: Charlie Russell and Matt McCandless

#### High School Cheer

- Head Coach: Josie Lewis
- Assistant Coach: Brandy Thomson

### Middle School Athletics Programs

#### Middle School Football

- Head Coach: Logan LaVaque
- Assistant Coaches: Abe Silvonen and Steven Hallmark

#### Middle School Volleyball

- Head Coach: Stacey Adkins
- Assistant Coach: Ashlie McCandless

# Coach Development and Training

## Coaches' Breakfast - August 13th, 2025

The athletics department hosted a comprehensive training breakfast for all Eddyville coaching staff on August 13th. This professional development session covered critical areas essential to our student-athlete safety and program success:

- **Policy Review:** Complete review of the athletics handbook and departmental policies
- **Student Management Protocols:** Training on attendance policies, including excused vs. unexcused absences and academic requirements
- **Professional Conduct:** Review of coaching conduct standards and expectations
- **Student Safety Training:** Guest presentation by PACE Legal addressing recognition of signs of sexual abuse and prevention of hazing and harassment

This training reinforced the vital role our coaches play as the first line of defense in protecting our students. Coaches received guidance on identifying concerning behaviors and understanding proper reporting protocols to ensure student safety and wellbeing.

## Upcoming Athletic Events

Our teams will participate in pre-season jamborees to prepare for the competitive season ahead:

- **August 29th:** High school volleyball team will travel to East Linn Christian for a jamboree
- **August 30th:** High school football team will host a 3-team jamboree on campus

## Facilities Update

### Softball and Baseball Field Maintenance

- **Field Maintenance:** Bruce Tompkins has assumed responsibility for regular field mowing operations
- **Budget Planning:** Doug Byers is conducting a comprehensive review of annual field care and upkeep expenses
- **Financial Reporting:** A detailed budget report for field maintenance will be presented at the board meeting



Board/Tech Report | Facilities  
July/2025

Facilities Happenings this past month:

- General grounds work.
- Summer projects continued—cabling, fencing, server equipment, windows, etc.
- School 80% complete as of July

Tech

- Filtering upgrades (Linewize)
- New printers installed

Danny Wheeler / Facilities Director / Systems Administrator



*Policy Update*  
webinar scheduled  
for Thursday,  
September 4, 2025.

OSBA's 79<sup>th</sup> Annual  
Convention  
Nov. 6-8, 2025  
Portland, OR

*Policy Update* is a  
subscription publication  
of the Oregon School  
Boards Association

**Emielle Nischik**

Executive Director

**Haley Percell**

Chief Legal Officer

Interim Deputy Executive

Director

**Michael Miller**

Interim Director of Legal

Services

**Spencer Lewis**

Director of Policy Services

**Rick Stucky**

Policy Services Specialist

**Leslie Fisher**

Policy Services Specialist

**Colleen Allen**

Senior Policy Services

Assistant

**Jean Chiappisi**

Senior Policy Services

Assistant

If you have questions  
regarding this publication  
or OSBA, please call  
our offices:  
503-588-2800 or 800-578-6722

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JFCEB - Personal Electronic Devices and Social Media\*\* (Version 2), Required, Delete  
JFCEB - Personal Electronic Devices and Social Media\*\* (Version 3), Required, Delete  
JFCEB-AR - Personal Electronic Devices and Social Media, Optional, Delete  
JFCEB – Personal Electronic Devices, Required \*/\*\*, *New*  
JFCEB-AR - Request for Personal Electronic Devices Exception, Optional, *New*  
JHCA – Immunization[, School Sports Participation], Concussions and Other Brain Injuries,  
Optional  
JHCA/JHCB – Immunization [and School Sports Participation\*\*], HR, *removal of double  
coding on policy*  
JO/IGBAB-AR – Education Records/Records of Students with Disabilities, Required  
JOA – Directory Information\*\*, Required

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## BOARD MEMBER AND STAFF MEALS

### Summary

Over the past few months, there have been questions regarding prohibited use violations under Oregon ethics laws. The Oregon Government Ethics Commission (OGEC) is the governing body over these laws. Some of the questions include board member and staff consumption of food and provided by the district. Many public charter schools have language addressing this:

- BBFA- Board Member Ethics and Conflicts of Interest (see end of the second paragraph); and
- DJ-AR – Expenditure of Funds for Meals, Refreshments and Gifts.

Public charter schools are encouraged to review this language and determine if it matches current practice. If the public charter school is providing benefits beyond what is included in policy and administrative regulation, amending language or practice is recommended. Note: board members may be faced with a conflict of interest when voting on changes to BBFA.

Policy BBFA – Board Member Ethics and Conflicts of Interest and administrative regulation DJ-AR – Expenditure of Funds for Meals, Refreshments and Gifts are included in this update, but there are no updates to these documents at this time.

This publication is designed to provide accurate and authoritative information regarding the subject matter covered. It is furnished with the understanding that policies should be reviewed by the public charter school's legal counsel.

**Collective Bargaining Impact**

None

**Local Public Charter School Responsibility**

Review existing policies and administrative regulations and compare to current practice.

**Policy(ies) and ARs Impacted by these Revisions**

None

**PUBLIC MEETINGS**

**Summary**

Over the last year, the Oregon Legislature and Oregon Government Ethics Commission (OGEC) have made several changes and updates to various public meeting laws. OSBA is working on updates to many related policies. Those policies will be released after OGEC finalizes the rules related to SB 1502 (2024) and the requirement for educational entities to post recordings of meetings on the entity’s website (this requirement does not apply to charter schools, but many of the other changes do).

**Collective Bargaining Impact**

None

**Local Public Charter School Responsibility**

None.

**Policy(ies) and ARs Impacted by these Revisions**

None

**GRADUATION REQUIREMENTS**

**Summary**

The Oregon Legislature passed HB 4137 (2024) which grants credit towards graduation to students who complete International Baccalaureate programs. The State Board of Education adopted rules for implementation and established responsibilities for public charter schools that offer International Baccalaureate Programs. The update also adds extended diploma information back to the notification requirements.

**Collective Bargaining Impact**

None

**Local public charter school Responsibility**

Review and adopt changes to policy governing graduation requirements.

**Policy(ies) and ARs Impacted by these Revisions**

IKF - Graduation Requirements\*\*, Conditionally Required



## **PERSONAL ELECTRONIC DEVICES**

### **Summary**

Governor Kotek issued Executive Order No. 25-09 (EO) on July 2, 2025. The EO requires school districts to adopt a policy prohibiting student use of personal electronic devices during instructional time. ODE interprets this to include public charter schools. The policy must be adopted by October 31, 2025, with full implementation required by January 1, 2026. OSBA anticipates the Oregon State Board of Education to adopt administrative rules aligning with the EO in the next several months.

Existing Oregon law, ORS 336.840, also requires policy language regarding student use and possession of personal electronic devices and students.

Although full implementation is not required until January 1, 2026, public charter schools may decide to implement at the beginning of the school year in order to avoid changing practice during the middle of the year. Public charter schools can adopt this policy early, but should be aware of the possibility that a subsequent policy update may be necessary due to the adoption of rules or other changes.

Any previous versions of sample policy JFCEB – Personal Electronic Devices and Social Media\*\*and sample administrative regulation, JFCEB-AR - Personal Electronic Devices and Social Media adopted are recommended to be deleted in lieu of the new sample policy, JFCEB –Personal Electronic Devices\*/\*\* and new administrative regulation, JFCEB-AR - Request for Personal Electronic Devices Exception created in response to the Governor’s EO.

### **Collective Bargaining Impact**

Coordinate with any unions prior to adoption.

### **Local Public Charter School Responsibility**

Delete existing policy and replace with the new version of the policy prior to October 31, 2025. Delete current administrative regulation and consider whether the administrative regulation will be beneficial for the public charter school.

### **Policy(ies) and ARs Impacted by these Revisions**

JFCEB - Personal Electronic Devices and Social Media\*\* (Version 1), Required, Delete  
JFCEB - Personal Electronic Devices and Social Media\*\* (Version 2), Required, Delete  
JFCEB - Personal Electronic Devices and Social Media\*\* (Version 3), Required, Delete  
JFCEB-AR - Personal Electronic Devices and Social Media, Optional, Delete  
JFCEB – Personal Electronic Devices, Required \*/\*\*, *New*  
JFCEB-AR - Request for Personal Electronic Devices Exception, Optional, *New*

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## **CONCUSSIONS AND OTHER BRAIN INJURIES**

### **Summary**

The Oregon Legislature adopted HB 3007 (2025) outlining steps that must be taken when information regarding a student’s concussion or other brain injury is provided to the public charter school. The State Board of Education provided additional rules by adopting OAR 581-021-3007. OSBA is also recommending removing the double code on JHCA/JHCB Immunization [and School Sports Participation\*\*], making it JHCA Immunization, [School Sports Participation,] Concussions and Other Brain Injuries.

### **Collective Bargaining Impact**

None

### **Local Public Charter School Responsibility**

Review and adopt changes to policy.

### **Policy(ies) and ARs Impacted by these Revisions**

JHCA – Immunization[, School Sports Participation], Concussions and Other Brain Injuries, Optional

JHCA/JHCB – Immunization [and School Sports Participation\*\*], HR, *removal of double coding on policy*

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## **STUDENT RECORDS**

### **Summary**

The State Board of Education recently made changes to the rules regarding directory information and student permanent records (OAR 581-021-0220). This update reflects these changes. OSBA will be doing a more comprehensive review of policies related to student records and releasing additional updates in the future.

### **Collective Bargaining Impact**

None

### **Local Public Charter School Responsibility**

Review and adopt changes to policy and review updated administrative regulations governing student records.

### **Policy(ies) and ARs Impacted by these Revisions**

IGBAB/JO-AR – Education Records/Records of Students with Disabilities, Required

JO/IGBAB-AR – Education Records/Records of Students with Disabilities, Required

JOA – Directory Information\*\*, Required

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## ***ABOUT POLICY UPDATE***

*Policy Update* is a subscription newsletter providing a brief discussion of current policy issues of concern to Oregon school districts, education service districts, community colleges, and public charter schools.

Sample model policies reflecting these issues and changes in state and federal law, if applicable, are part of this newsletter. These samples are offered as a starting point for drafting local policy and may be modified to meet particular local needs. They do not replace legal counsel advice.

To make the best use of *Policy Update*, we suggest you discuss the various issues it presents and use the sample model policies to determine which policies the public charter school should develop or revise, get ideas for what a policy should contain, and as a starting point for editing, modifying and discussing board's policy position.

If you have questions about *Policy Update*, sample policies or policy in general, call OSBA Policy Services, 800-578-6722 or 503-588-2800.

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### **TRY OUR ONLINE POLICY DEMO**

OSBA’s online policy service has a demo site for members interested in a public online policy manual. This service saves time, resources and reams of paper. With one centrally located policy manual updated electronically, you have instant access to current board policies.

Go to [policy.osba.org](http://policy.osba.org) and select “Policy Online Demo.” The online manual includes a subscription to *Policy Update* and policy manual maintenance service to help keep policies current.

OSBA offers several options. Contact Policy Services to determine the best option for you, 800-578-6722 or 503-588-2800.

# 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\*\*

{Required for public charter schools with services to grades 9-12, and for student-initiated test impropriety (OAR 581-022-2115 (13)) if not covered by policy IL. OAR 581-022-2120 requires public charter schools to have a policy about proficiency in Essential Skills in student languages of origin (suspended through 2027-2028 school year).}

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

## Diploma

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of <sup>{5}</sup>24 credits which include at least:

1. Four credits in language arts<sup>6</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>7</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>8</sup>financial literacy);
5. <sup>9</sup>One-half credit of higher education and career path skills;
6. <sup>10</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>11</sup> (units shall be earned in any one or a combination).

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.

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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.

<sup>5</sup> {If the public charter school has additional credit or graduation requirements beyond the state minimum of 24, the school is required to include those additional credits and graduation requirements in the following lists.}

<sup>6</sup> "Language arts" includes reading, writing and other communications in any language, including English.

<sup>7</sup> Civics becomes a half-credit requirement beginning on January 1, 2026 (ORS 329.451).

<sup>8</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>9</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>10</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>11</sup> "World languages" includes sign language, heritage languages and languages other than a student's primary language.

[<sup>12</sup>A student completing the International Baccalaureate Organization's (IB) Diploma Programme curriculum or the IB Career-related Programme 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 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>13</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));

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<sup>12</sup> {Adopt this language only if the public charter school offers an International Baccalaureate program for high school students. Waivers for the Personal Finance and Higher Education and Career-path Skills can be requested by the public charter school.}

<sup>13</sup> The State Board of Education has suspended proficiency in Essential Skills requirement through the 2027-2028 school year.

5. <sup>14</sup>One-half credit in personal financial education;
6. <sup>15</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>16</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.

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<sup>14</sup> This unit of credit applies to all students who are awarded a modified diploma on or after January 1, 2027.

<sup>15</sup> This unit of credit applies to all students who are awarded a modified diploma on or after January 1, 2027.

<sup>16</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 (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.

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.

### [<sup>17</sup>] **Essential Skills**

The public charter school [will] [will not] 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 [establish an appeal process] [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.

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<sup>17</sup> {[OAR 581-022-2115 (4): Consistent with section (22) of OAR 581-022-2115 Assessment of Essential Skills, the requirements established by sections (2) and (3) of this rule are waived through the end of the 2027-28 school year.] Therefore, these two sections, i.e., Essential Skills and Essential Skills Appeal, are not required to be in policy at this time. The public charter school could elect to keep the language and the footnote.}

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<sup>{18}</sup> certificate of attendance<sup>19</sup> will be awarded to students who:

1. [Have maintained regular full-time attendance<sup>20</sup> for at least four years beginning in grade nine;

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<sup>18</sup> {The Board shall define criteria for a certificate of attendance. OAR 581-022-2200 (3). See the Oregon Department of Education’s [Certificates for School Completion: Questions and Answers Related to the Implementation of SB 992.](#)}

<sup>19</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>20</sup> {There is no established definition of “regular full-time attendance. The public charter school should review any existing attendance definitions, consider the needs of students in the school and establish clear criteria. This should include how excused and unexcused absences are counted. A few options are provided.}

[“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] [will not be counted against a student.]]

2. Do not satisfy requirements for a high school diploma, modified diploma or extended diploma; and
3. Have a documented history<sup>21</sup>.]

For students with a documented history<sup>22</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 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 [age-appropriate and 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

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[“Regular full-time attendance” means not having eight or more unexcused absences in any four-week period during which school is in session. See ORS 339.065 for definition of irregular attendance. This will be calculated on an annual basis and equates to having unexcused absences for less than 20 percent of the days or class periods during which school is in session.]

<sup>21</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>22</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.

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>23</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

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

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](#)  
[OAR 581-022-2505](#)

*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 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 [principal]:

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 or Guardian Name \_\_\_\_\_

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

### FOR COMPLETION BY SCHOOL ADMINISTRATION

Request                        Granted                    Expiration of Exemption \_\_\_\_\_  
                                      Denied                     Reason for Denial \_\_\_\_\_  
                                      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 [with the executive director][in accordance with KL-AR(1) – Public Complaint Procedure] within ten school days of issuance. [The executive director’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:

## 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)

# 2025-2026



**BUILD**  
STRONG FOUNDATIONS

**OVERCOME**  
OBSTACLES

**EXPLORE**  
THE PATH BEYOND

| AUGUST |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
| 27     | 28 | 29 | 30 | 31 | 1  | 2  |
| 3      | 4  | 5  | 6  | 7  | 8  | 9  |
| 10     | 11 | 12 | 13 | 14 | 15 | 16 |
| 17     | 18 | 19 | 20 | 21 | 22 | 23 |
| 24     | 25 | 26 | 27 | 28 | 29 | 30 |
| 31     | 1  | 2  | 3  | 4  | 5  | 6  |

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
| 31        | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
| 28      | 29 | 30 | 1  | 2  | 3  | 4  |
| 5       | 6  | 7  | 8  | 9  | 10 | 11 |
| 12      | 13 | 14 | 15 | 16 | 17 | 18 |
| 19      | 20 | 21 | 22 | 23 | 24 | 25 |
| 26      | 27 | 28 | 29 | 30 | 31 | 1  |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  |

| NOVEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 26       | 27 | 28 | 29 | 30 | 31 | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 1  | 2  | 3  | 4  | 5  | 6  |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 30       | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 | 31 | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |

| JANUARY |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
| 28      | 29 | 30 | 31 | 1  | 2  | 3  |
| 4       | 5  | 6  | 7  | 8  | 9  | 10 |
| 11      | 12 | 13 | 14 | 15 | 16 | 17 |
| 18      | 19 | 20 | 21 | 22 | 23 | 24 |
| 25      | 26 | 27 | 28 | 29 | 30 | 31 |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
| 22    | 23 | 24 | 25 | 26 | 27 | 28 |
| 1     | 2  | 3  | 4  | 5  | 6  | 7  |
| 8     | 9  | 10 | 11 | 12 | 13 | 14 |
| 15    | 16 | 17 | 18 | 19 | 20 | 21 |
| 22    | 23 | 24 | 25 | 26 | 27 | 28 |
| 29    | 30 | 31 | 1  | 2  | 3  | 4  |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
| 29    | 30 | 31 | 1  | 2  | 3  | 4  |
| 5     | 6  | 7  | 8  | 9  | 10 | 11 |
| 12    | 13 | 14 | 15 | 16 | 17 | 18 |
| 19    | 20 | 21 | 22 | 23 | 24 | 25 |
| 26    | 27 | 28 | 29 | 30 | 1  | 2  |
| 3     | 4  | 5  | 6  | 7  | 8  | 9  |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
| 26  | 27 | 28 | 29 | 30 | 1  | 2  |
| 3   | 4  | 5  | 6  | 7  | 8  | 9  |
| 10  | 11 | 12 | 13 | 14 | 15 | 16 |
| 17  | 18 | 19 | 20 | 21 | 22 | 23 |
| 24  | 25 | 26 | 27 | 28 | 29 | 30 |
| 31  | 1  | 2  | 3  | 4  | 5  | 6  |

| JUNE |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
| 31   | 1  | 2  | 3  | 4  | 5  | 6  |
| 7    | 8  | 9  | 10 | 11 | 12 | 13 |
| 14   | 15 | 16 | 17 | 18 | 19 | 20 |
| 21   | 22 | 23 | 24 | 25 | 26 | 27 |
| 28   | 29 | 30 | 1  | 2  | 3  | 4  |
| 5    | 6  | 7  | 8  | 9  | 10 | 11 |

| JULY |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
| 28   | 29 | 30 | 1  | 2  | 3  | 4  |
| 5    | 6  | 7  | 8  | 9  | 10 | 11 |
| 12   | 13 | 14 | 15 | 16 | 17 | 18 |
| 19   | 20 | 21 | 22 | 23 | 24 | 25 |
| 26   | 27 | 28 | 29 | 30 | 31 | 1  |
| 2    | 3  | 4  | 5  | 6  | 7  | 8  |

|               |                           |
|---------------|---------------------------|
| 8/4           | Office Opens              |
| 8/19, 20, 21  | Staff Inservice           |
| 8/25          | First Day of School K-12  |
| 9/1           | NO SCHOOL-Holiday         |
| 9/12          | Staff PD                  |
| 10/10         | Statewide In-service      |
| 10/23         | Fall Conferences          |
| 10/24         | Conferences               |
| 11/11         | NO SCHOOL-Holiday         |
| 11/24 - 11/28 | Thanksgiving Break        |
| 12/22 - 1/2   | Winter Break              |
| 1/19          | NO SCHOOL-Holiday         |
| 1/22          | Sem. 1 Ends               |
| 1/23          | Grading/Records Day       |
| 1/26          | Sem. 2 Begins             |
| 2/6           | Staff PD                  |
| 2/16          | NO SCHOOL-Holiday         |
| 3/6           | *Potential Makeup Day     |
| 3/23 - 3/27   | Spring Break              |
| 4/10          | Staff PD                  |
| 4/23          | Spring Conferences        |
| 4/24          | Conferences               |
| 5/8           | *Potential Makeup Day     |
| 5/25          | NO SCHOOL-Holiday         |
| 6/4           | Seniors' Last Day         |
| 6/5           | Senior Graduation         |
| 6/11          | Last Day of School        |
| 6/12          | Records/Teachers Last Day |
|               | Potential Makeup Days     |
|               | Non school days/holidays  |
|               | Staff PD/Work Days        |
|               | End of Semester(s)        |
|               | First Day of School/Sem.  |
|               | Conferences: 4pm-8pm      |

## Building a Calendar

Required instructional hours by the state of Oregon are defined in OAR 581-022-1620 (attached).

As is the case for most small schools, the high school grades drive the schedule due to their hours requirements. Grades 9 – 11 are required to be offered 990 hours of annual instruction time, while grades K – 8 are required to be offered 900 hours. Seniors are required to be offered 966 hours.

For the 2025-26 school year, we have scheduled 149 student contact days. 147 of those days are school days, the other 2 are parent/student conference days.

Each school day provides the following hours of instruction time:

Grades 6 – 12: 6.6 hours

Grades K – 5: 6.2 hours

On the proposed calendar there are 147 school days. Total hours for those days is 970 hours for 6 – 12 and 911 for K -5.

Oregon law allows the addition of the following hours:

Up to 60 hours of recess for grades K - 3.

Up to 30 hours of staff professional development.

Up to 30 hours for parent conferences.

That gives us a total of 1006 hours of planned instruction time for grades 6 – 12, 976 hours for grades 4 – 5 and 1036 hours for grades K - 3.

This schedule provides a little over two days of extra hours, so, if we have a snow day or two, we have that built in and won't need to make that up. We also have an interesting option with hours in that we don't use all of the allowed hours for parent/student conferences. There are some options to consider to better use those days, including possible half days or no school on Thursday. I plan to discuss those options with staff during inservice week.